NAVAL MILITARY PERSONNEL MANUAL

NAVPERS 15560D

PREFACE

1. **MANUAL TITLE**. Reference to this manual shall be by its title, **Naval Military Personnel Manual**, or by its short title, **MILPERSMAN**.

2. **ARTICLE NUMBERING SYSTEM**. References to articles in this manual shall be by use of their 7-digit identification number, consisting of the Standard Subject Identification Code (SSIC) and a 3-digit extension number, e.g., **5712-010**. The article numbering system permits complete identification. The first four digits identify the SSIC and the last three digits identify the article placement within the section. The article number should be spoken as though it is two separate groups of numbers, broken at the dash. Major subject groups and sections are not titled except in the Table of Contents. If an article is deleted, the article number will not be used again.

3. **REFERRING TO MILPERSMAN AND ARTICLES**. A combined reference to this manual and an article herein shall be by one of the following examples:

Naval Military Personnel Manual, Article 5712-010
MILPERSMAN 5712-010
Article 5712-010 of the Naval Military Personnel Manual

4. **NAVY DIRECTIVES SYSTEM**. Users of this manual are cautioned that proper use of the Navy Directives System is expected and essential. Information not found in this manual may be found in regulatory manuals, regulations, directives, instructions, notices, etc.

5. **EDITORIAL POLICIES**. Editorial policies used for this manual and procedures for submitting changes to it are contained in **MILPERSMAN 5215-010** herein.

6. **DISTRIBUTION**. The basic reissue of the MILPERSMAN and future changes to it will be distributed on the BUPERS Publications/Directives CD-ROM that is published quarterly and scheduled for distribution during the first month of each quarter. The current issue of the MILPERSMAN, article changes approved for the next issue of the MILPERSMAN, and distribution request information are accessible on the MyNavyHR web site listed below:

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DEPARTMENT OF THE NAVY

BUREAU OF NAVAL PERSONNEL
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IN REPLY REFER TO
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This reissue of the Naval Military Personnel Manual replaces the 1991 edition and its changes (CH-1 through CH-36). No article changes were completed between CH-36 and this reissue.

NAVPERS 15560D, Naval Military Personnel Manual is issued under Navy Regulations, 1990, Article 0105, for direction and guidance, and contains policy, rules, and practices for administration of military personnel within Navy. Changes shall be effective upon the date specified on individual articles published on the BUPERS CD-ROM and posted on the BUPERS CD-ROM web site. The provisions in this manual which relate to entitlements have been transferred without change from NAVPERS 15560C, Naval Military Personnel Manual that it supersedes and, accordingly, the entitlement portion of these instructions were approved by Department of Defense Military Pay and Allowance Committee under procedures prescribed by Secretary of Defense following 37 U.S.C. 1001.

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Approved. Changes and distribution shall be authorized and published by Deputy Chief of Naval Personnel with approval of Chief of Naval Personnel.

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7220-280	Continental United States (CONUS) Temporary Lodging Expense (TLE) Policy	OPNAV (N130E)
7220-290	Cancelled	
7220-300	Advance Pay on Permanent Change of Station	OPNAV (N13)
7220-310	Advance Pay and Allowances	OPNAV (N13)
7220-320	Pay and Allowances While on Leave	OPNAV (N13)
7220-330	Checkage of Pay for Excess Leave	OPNAV (N13)
7220-340	Lump-Sum Payment for Accrued Leave	OPNAV (N130)
7220-350	Pay and Allowance While Awaiting on Leave Orders or While Sick or Wounded	OPNAV (N13)
7220-360	Entitlement to Pay and Allowances While Under Investigation for Fraudulent Enlistment Other Than Underage	OPNAV (N13)
7220-370	Pay Accounts of Retiring Personnel	PERS-835
7220-380	Dual Compensation Regulation Applicable to the Navy Reserve	OPNAV (N130)
7220-390	Sell Back of Leave	OPNAV (N13)
7220-400	Cancelled	
7220-410	Retroactive Stop Loss Special Pay Compensation	OPNAV (N130)

MILPERSMAN 1000-020

PAY AND PERSONNEL RECORD MAINTENANCE RESPONSIBILITIES

Responsible Office	NAVPERSCOM (PERS-2)	Phone: DSN COM FAX	882-3509 (901) 874-3509 882-2640

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1000.23C

1. **Policy**. The personnel support activity detachment (PERSUPP DET) and customer service desk (CSD) relationship is established under reference (a).

2. **Purpose**. To define responsibility of maintaining pay and personnel records (ESR).

3. **Records Responsibilities**. The assignment of pay and personnel accounting responsibilities for all Navy commands are as follows:

a. Active duty commands with authorized disbursing and personnel support billets maintain their own pay and ESRs.

b. PERSUPP DET and CSDs maintain

(1) **pay and ESRs** for active duty commands without personnel and or disbursing billets.

(2) **ESRs (only)** for Selected Reserves (SELRES) assigned to units collocated with a PERSUPP DET or CSD and without assigned personnel support billets.

c. Navy Reserve activities maintain all pay records for assigned SELRES and the personnel records for SELRES not collocated with a PERSUPP DET or CSD.

d. Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9) maintains ESRs for pre-trained individual manpower (PIM) not in a drill status (i.e., Individual Ready Reserve, retired and retired Reserve personnel).

e. Defense Finance and Accounting Service (DFAS), Cleveland, OH, maintains pay records for PIM not in a drill status.

4. **Recall/ Mobilization Responsibilities**

a. Upon recall or mobilization, pay and ESRs of Navy Reservists will be maintained by the same activity that provides personnel and disbursing support to the active duty command the member is assigned to.

b. If a PERSUPP DET or CSD has not been designated, the active duty command or activated unit shall submit a request

(1) to NAVPERSCOM, Pay, Personnel Procedures and Systems Integration Branch (PERS-2); and

(2) **copy to** NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013),

requesting an activity be designated responsibility for pay and personnel support.

5. **Assignment Responsibility**. NAVPERSCOM (PERS-2) is responsible for assignment of pay and personnel responsibilities. Requests for deviations from the above will be submitted to NAVPERSCOM (PERS-2) for review and approval.

MILPERSMAN 1000-021

COMMAND PAY AND PERSONNEL ADMINISTRATOR (CPPA) PROGRAM

Responsible Office	PERS-2	Phone: DSN COM FAX	882-2115 (901) 874-2115 882-2640

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 5200.45A (b) 5 U.S.C. §552a (c) Command Pay and Personnel Administrator (CPPA) Handbook of 3 January 2020 (d) NPPSCINST 1000.1D (e) NAVPERS 18068F, Volume II, Navy Enlisted Classifications Manual

1. **Purpose**. To supplement reference (a) and define minimum requirements for the appointment of a command pay and personnel administrator (CPPA), as well as basic responsibilities of designated CPPAs, supported commands, and MyNavy Career Center (MNCC), which includes personnel support detachments (PSD), transactional service centers (TSC), and regional support centers (RSC).

2. **Background**. The CPPA links the individual Sailor, the Sailor's command, and the supporting pay, personnel, and passenger transportation organizations. CPPAs are customer service-oriented professionals trained in basic pay, personnel, passenger transportation, and travel voucher functions associated with Sailor career and life events. CPPAs support Sailors with matters beyond self-service capabilities. Additionally, they provide input to their activity heads on issues or concerns related to Navy pay and personnel within the command; facilitate Navy pay and personnel transactions for command personnel on behalf of pay, personnel and passenger transportation supporting organizations; facilitate command-level support to billet-based distribution (BBD) processes within the command; and provide guidance to command personnel on changes to Navy pay, personnel, and transportation policies and procedures.

Note: Per reference (a), designation of a CPPA (in writing) is critical to providing required and expected levels of personnel, pay, and transportation support for all Navy personnel.

3. **Requirements**. The CPPA assignment is a primary duty. The CPPA will have routine access to command personnel (officer, enlisted, and at times, dependents) personal information that is protected by reference (b). The unauthorized disclosure of personnel data and personally identifiable information (PII) can result in civil, criminal, or administrative penalties. The CPPA must:

a. Be deemed capable of performing in a position of trust. Given the nature of this work, a military person, preferably a personnel specialist or yeoman, should function in the role of the CPPA. Although it is recommended that the CPPA be in paygrade E-4 or above, there are organizational and operational requirements, which may make it necessary to assign the duties to E-3 and below. The requisite training is mandatory for all CPPAs regardless of rating, paygrade, or status and completion of that training should be the key consideration for granting access to the necessary information technology (IT) systems to perform the CPPA duties. The only distinction for E-3 and below personnel is that they cannot be awarded the Navy enlisted classification (NEC) code A16A (CPPA); only E-4 and above personnel can hold the NEC. If there are no military personnel and or coded billets, a Government civilian may be assigned. Only as an exception, if a unit has no military or Government civilians to perform this duty, a contractor working for the command may be assigned as a CPPA. Qualification requirements to perform the duties of CPPA are the same for anyone serving in that role.

b. Be designated in writing by the unit commanding officer or officer in charge using exhibit 1, the CPPA designation letter.

c. Complete the training requirements specified in subparagraph 4a of this article within the specified time frame.

d. Obtain access with the associated role to the essential IT systems in subparagraphs 3d(1) – 3d(9) in order to apply the full capability of these systems in processing administrative, pay, and personnel transactions.

(1) Navy Standard Integrated Personnel System (NSIPS); CPPA, command-level access manager and record of emergency data/dependency application administrator user roles

(2) Navy Pay and Personnel System (NP2); CPPA and any other required roles assigned

(3) Web Master Military Pay Account (MMPA); user (viewer) via Multi-Host Internet Access Portal (MIAP)/Web Defense Finance and Accounting Service (DFAS) Military Pay Repository (DMR)

(4) Transaction Online Processing System (TOPS) and or MNCC Customer Relationship Management (CRM); user

(5) Bureau of Naval Personnel (BUPERS) Online ((BOL); Web site for Personnel TEMPO (PERSTEMPO) and official military personnel file (OMPF) (Command View)

(6) Billet-Based Distribution (BBD) System; user via MyNavy Assignment

(7) Fleet Training Management and Planning System (FLTMPS); user

(8) Serviceman's Group Life Insurance Online Enrollment System (SOES); administrator

(9) Navy Family Accountability and Assessment System (NFAAS); CO's representative

4. **Required Training**

a. Required training, prior to gaining access to systems required to perform CPPA duties, must be completed by successfully passing the following courses:

(1) CPPA "C" School (A-500-0035), CPPA Overview Course V2.0, or 25 Pay and Personnel (PAYPERS) Clerk functional area courses listed in exhibit 3, and

(2) Navy e-Learning (NeL) courses at: https://learning.nel.Navy.mil/ELIAASv2p/protected/ev2Welcome.xhtml

(a) Department of the Navy (DON) Annual Privacy Training (DON-PRIV-2.0), and

(b) Records Management in the DON: Everyone's Responsibility (DOR-RM-010-1.2) or Records Management Mobile Application

b. Within the first 12 months of assignment, successful completion of the identified requirements in exhibit 4 listed in phase 1.

c. Within 13-24 months of assignment, successful completion of the identified requirements in exhibit 4 listed in phase 2.

d. Within 25-36 months of assignment, successful completion of the identified requirements in exhibit 4 listed in phase 3.

5. **CPPA Resources**. In addition to reference (a), the following resources will assist the CPPA in the performance of assigned duties:

a. Navy Personnel Command (NAVPERSCOM) CPPA Resources Web page, which is a repository with links to authoritative guidance (e.g., standard operating procedures (SOP), user aids, and other helpful information).

b. Navy Pay and Personnel Support Center (NPPSC) SharePoint site: Guidelines provided in references (c) and (d), as well as SOPs to perform pay, personnel and passenger transportation. These task-based user aids with links to policy, guidance, and supporting resources are available via the NAVPERSCOM Pay and Personnel Management Department (PERS-2) CPPA.

c. Navy e-Learning (NeL): Enroll in PAYPERS clerk and CPPA-specific, functional area courses via NeL.

d. NSIPS Web site: NSIPS users' information (e.g., user productivity kits and job performance aids (JPA) are available on the site.

e. The Navy OMPF – Administrator access and OMPF – Command View Users' Guide from the MyNavy Portal Web site.

6. **Responsibilities**

a. The head of an activity supported by a PSD, TSC, or RSC MNCC organization for pay and personnel functions must:

(1) Understand and allow those Sailors being distributed to CPPA billets within their command to fully function within their roles. Budget submission offices (BSO) take into consideration the size and complexity of the command when determining the number of CPPAs billeted. While some commands may only require assignment of a primary and secondary CPPA, additional CPPAs may be billeted and or designated to meet individual unit needs. A reasonable ratio is 1 CPPA for every 200 military members;

(2) Acknowledge qualified Sailors distributed to CPPA billets by designating them in writing to serve as CPPAs using the format provided in exhibit 1;

(3) Ensure completion of both OPNAV 5239/14 System Authorization Access Request Navy (SAAR-N) Adobe PDF SAAR and the NSIPS online version to request CPPA NSIPS user role access;

(4) Submit NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request to request NEC A16A for enlisted personnel after all training requirements have been completed per reference (e);

Note: NAVPERS 1221/6 submission is unnecessary if CPPA "C" School has been completed. NEC A16A is automatically awarded to E-4 and above personnel after completion of CPPA "C" School.

(5) Provide a copy of the notification letter (exhibit 2) to the supporting PSD, TSC, or RSC;

(6) Personally counsel newly designated CPPAs to stress the importance of the assignment and the lawful requirement to protect PII at all times;

(7) Ensure prerequisites outlined in subparagraphs 4a(1) and 4a(2) of this article are completed prior to designation;

(8) Routinely meet with CPPAs to reemphasize the importance of duties, to verify PII protection, and to address issues or barriers internal to the command or with the supporting PSD or TSC;

(9) Ensure mandatory attendance by all designated CPPAs (as operational commitments permit) at PSD, TSC, or RSC-sponsored training events; and

(10) Ensure the supporting PSD, TSC, or RSC is notified in writing upon termination of appointment, and submit an updated CPPA notification letter (exhibit 2)

b. TSC, PSD, RSC OICs or directors must:

(1) Designate in writing a PAYPERS subject matter expert as a primary and alternate CPPA Coordinator who will:

(a) If enlisted, hold the A16A NEC, and if civilian must have attended the CPPA C-School (A-500-0035),

(b) Create and maintain an up-to-date roster of all CPPAs within their geographic area of responsibility,

(c) Maintain a robust training program that includes monthly CPPA training (at a minimum) management of the CPPA Personnel Qualification Standard (PQS) Program and completion of the CPPA NeL courses identified in paragraph 4 of this article, and

(d) Utilizing all electronic methods available, ensure regular communication with all assigned CPPAs on recent changes to PAYPERS policies and procedures.

(2) Ensure new CPPAs are provided training and indoctrination within the first 30 days of assignment or appointment. At a minimum, the training must cover:

(a) Their organization and points of contact,

(b) Services provided and interface procedures,

(c) Authoritative policy guidance, training materials, and online resources,

(d) Schedules and locations for the monthly CPPA engagements and meetings,

(e) Process to obtain access to and use of the online systems required to perform pay and personnel support (i.e., NP2, NSIPS, and OMPF (OMPF for enlisted admin users), and

(f) Process to obtain access to and use of any online systems required to perform document handling or customer relations management (i.e., TOPS/MNCC CRM).

(3) Ensure CPPAs selected by supported commands have completed all prerequisites (see subparagraphs 4a(1) and 4a(2) of this article as evidenced by course completion certificates and approved NAVPERS 1221/6 (for Navy enlisted personnel);

(4) Provide regularly scheduled monthly CPPA training on by those means necessary to ensure all CPPAs, including those servicing geographically separated units, have an opportunity to participate. Training may include classroom, video teleconference, Defense Connect Online (DCO), phone conference, or any other means that support the Sailors' commands;

(5) Inform CPPAs of all changes in policy or procedures impacting pay, personnel, and transportation entitlements; and

(6) Provide feedback to command leadership on CPPA engagement, meeting attendance, and performance.

c. CPPAs must:

(1) Complete prerequisites outlined in subparagraphs 4a(1) and 4a(2) of this article and submit certificates of completion to the activity head,

(2) Submit both, OPNAV 5239/14 Adobe PDF SAAR and NSIPS/NP2 online version, to request NSIPS/NP2 CPPA user role access,

(3) Submit OPNAV 5239/14 and NAVPERS 1070/856 Request for Authority to Draw Personnel Records for access to the Electronic Military Personnel Records System (EMPRS) with all required signatures to their command's designated OMPF "command view" administrator. Access will only be granted to enlisted OMPF records,

(4) Complete the PQS and NeL course requirements identified in paragraph 4 within the specified timeframes and submit documentation of completion to the supporting PSD and or TSC CPPA coordinator,

(5) Maintain familiarization with reference (a) and the additional training materials listed in this article,

(6) Serve as the primary customer service link between members of the command and the MNCC (PSD or TSC),

(7) Attend all scheduled CPPA engagements and meetings to include all scheduled PERS-2 training. If unable to attend, arrange to receive information provided via alternate means,

(8) Obtain and maintain additional access to the systems and software (e.g., TOPS/MNCC CRM, NSIPS, NP2 electronic service record (ESR), OMPF, etc.) necessary to complete CPPA duties, and

(9) Use pay and personnel policy and PERS-2 SOPs as primary references to ensure:

(a) All forms are properly completed and signed,

(b) All required key supporting documents and attachments are included for transaction verification and validation, and

(c) All information provided is sufficient to resolve the transaction in a timely manner

(10) Promptly transmit documents (at least daily) to ensure compliance with the timeliness policy established by MILPERSMAN 1000-025 Personnel Transaction Timeliness, and

(11) Protect PII in every action. Any time it is suspected that PII has been compromised, report the incident immediately to the unit CO or OIC and OIC or director of the servicing PSD, TSC, or MNCC.

Exhibit 1
CPPA Designation Letter

1000
Ser **XX/XX**
(**Date**)

From: (Activity Head), _____
To: (**CPPA Rank/Rate, First Name, MI, Last Name**)

Subj: DESIGNATION AS COMMAND PAY AND PERSONNEL ADMINISTRATOR

Ref: (a) OPNAVINST 5200.45A
(b) NAVPERS 15560D, Navy Military Personnel Manual (MILPERSMAN)

1. You are hereby designated as command pay and personnel administrator (CPPA) for (command name) (unit identification code XXXXX). You must familiarize yourself with reference (a) and reference (b), MILPERSMAN 1000-021, to prepare you for your duties. This is your primary duty.

2. You are being placed in a position of trust, with access to the personnel records, data, and documents pertaining to command personnel. In this assignment, you are accountable for compliance with privacy protection requirements associated with the collection, use, dissemination and maintenance of personally identifiable information (PII). You must protect PII at all times and prevent its unauthorized access or loss.

3. Specific duties and responsibilities include:

a. Complete annual PII training and familiarity with the practices and procedures required by the Department of the Navy Privacy Program.

b. Serve as the primary customer service link between command personnel and the servicing personnel support detachment (PSD) or transaction service center (TSC), including receipt, examination, and timely transmission of documents and information between command members and the PSD or TSC.

c. Escalate issues to appropriate leadership levels of the command and or PSD or TSC should problems occur that you cannot resolve.

4. Remember, this position of trust requires your active and vigilant protection of personal information. If, for any reason, you are unable to perform your assigned CPPA duties, you are required to immediately inform your chain of command.

(**TYPED NAME/SIGNATURE**)

Copy to:
Supporting PSD/TSC (w/PII and Records Management Training certificates)

Exhibit 2
CPPA Notification Letter

1000
Ser **XX/XX**
(**Date**)

From: (Activity Head), _____
To: Director/Officer in Charge, _____

Subj: COMMAND PAY AND PERSONNEL ADMINISTRATOR NOTIFICATION

Ref: (a) OPNAVINST 5200.45A
(b) NAVPERS 15560D, Navy Military Personnel Manual (MILPERSMAN)

1. Per reference (a) and reference (b), MILPERSMAN 1000-021, the following information is provided for the command's command pay and personnel administrator (CPPA):

a. Primary CPPA

(1) Contact phone:

(a) Comm:

(b) DSN: (if applicable)

(2) Official e-mail address:

(3) Personal data (**for military CPPAs only**)

(a) Projected rotation date (PRD):

(b) Expiration of active obligated service (EAOS):

(c) Date Navy enlisted classification (NEC) code A16A awarded: (for E4 and above) E3 and below may serve as CPPA but cannot hold NEC A16A

(For civilian contractor): Projected contract end date

(For civilian GS employee): Disregard this item (3)

(4) Department of Defense identification (DoDID): _____

(5) Sample signature: _____

b. Secondary CPPA: (If more than one secondary CPPA is assigned, add additional personnel info below as needed)

(1) Contact Phone:

(a) Comm:

(b) DSN: (if applicable)

(2) Official e-mail address:

(3) Personal data (**For military CPPA only**):

(a) PRD:

(b) EAOS:

(c) Date NEC A16A awarded: (for E4 and above)

(For civilian contractor): Projected contract end date

(**For civilian GS employee**): **Disregard this item (3))**

(4) DoDID: _____

(5) Sample signature: _____

(**TYPED NAME/SIGNATURE**)

Copy to:
Designated CPPA(s)

Exhibit 3
CPPA PAYPERS Clerk eLearning Courses

Command Pay and Personnel Administrator (CPPA) Training Course (PAYPERS-CPPA-CPPATRAINING-V2.0), or

Admin
PAYPERS Clerk PPIB MPA NAVADMIN Message Awareness - PERS2-PAYPERS-CLERK-PPIBMPANAVADMINAWAR-V10.0
PAYPERS Clerk Standard Operating Procedures - PERS2-PAYPERS-CLERK-NSIPSSOPS-V5.0
PAYPERS Clerk Expired Prospective Gain/Prospective Loss NSIPS reports - PERS2-PAYPERS-CLERK-NSIPSEXPPGPLRPTS-V2.0
PAYPERS Clerk NSIPS Panel Navigation - PERS2-PAYPERS-CLERK-NSIPSPANELNAV-V3.0
PAYPERS Clerk NSIPS Job Performance Aids (JPAS) - PERS2-PAYPERS-CLERK-NSIPSJPAS-V4.0
Personnel
PAYPERS Clerk Transfers Procedures - PERS2-PAYPERS-CLERK-TRANSFERSPROC-V7.0
PAYPERS Clerk Receipts Procedures - PERS2-PAYPERS-CLERK-RECEIPTSPROC-V2.0
PAYPERS Clerk Reenlistment/Extensions Procedures - PERS2-PAYPERS-CLERK-REENLEXTPROC-V8.0
PAYPERS Clerk Separations Procedures - PERS2-PAYPERS-CLERK-SEPS-V10.0
PAYPERS Clerk Fleet Reserve Retirements Procedures - PERS2-PAYPERS-CLERK-FLTRESRETPROC-V8.0
Pay
PAYPERS Clerk Dislocation Allowance and Temporary Lodging Expense Procedures - PERS2-PAYPERS-CLERK-DLAANDTLEPROC-V3.0
PAYPERS Clerk Overseas Housing Allowance/Move In Housing Allowance Procedures - PERS2-PAYPERS-CLERK-OHAMIHAPROC-V15.0
PAYPERS Clerk Continental U.S. (CONUS) Cost of Living Allowance (COLA) Procedures - PERS2-PAYPERS-CLERK-CONUSCOLA-V6.0
PAYPERS Clerk CSP and CSPP Procedures - PERS2-PAYPERS-CLERK-CSPANDCSPP-V13.0
PAYPERS Clerk Outside Continental U.S. (OCONUS) Cost of Living Allowance (COLA) Procedures - PERS2-PAYPERS-CLERK-OCONUSCOLAPROC-V8.0
PAYPERS Clerk BAH Procedures - PERS2-PAYPERS-CLERK-BAHPROC-V8.0
PAYPERS Clerk Family Separation Allowance (FSA) Procedures - PERS2-PAYPERS-CLERK-FSAPROC-V10.0
PAYPERS Clerk Command Responsibility Pay Procedures - PERS2-PAYPERS-CLERK-COMRESPAYPROC-V5.0
PAYPERS Clerk Diving Pay Procedures - PERS2-PAYPERS-CLERK-DIVINGPAYPROC-V4.0
PAYPERS Clerk Hardship Duty Pay Procedures - PERS2-PAYPERS-CLERK-HARDSHIPDUTYPAY-V6.0
PAYPERS Clerk Hostile Fire Imminent Danger Pay Combat Zone Tax Exclusion Procedures - PERS2-PAYPERS-CLERK-HFIDPCTZEPROC-V7.0
PAYPERS Clerk Special Duty Assignment May (SDAP) Procedures - PERS2-PAYPERS-CLERK-SDAPPROC-V3.0
PAYPERS Clerk Missed Meal Credit Under Temporary Duty (BAS) Procedures - PERS2-PAYPERS-CLERK-MISSEDMEALCRED-V4.0
Travel
PAYPERS Clerk Travel Entitlements and Settlements Procedures - PERS2-PAYPERS-CLERK-TVLENTANDSETPROC-V6.0
Legal
PAYPERS Clerk Basic Military Legal Processing Procedures - PERS2-PAYPERS-CLERK-MILLEGALPROC-V6.0

Exhibit 4

CPPA Training Continuum

Phase	Course Title / Course Number	NAVEDTRA 43247-A / PQS Line Item
1	PAYPERS Command Pay and Personnel Administrator (CPPA) Transfers Training / PERS2-PAYPERS-CPPA-TRANSFERS-V1.0	104.1, 104.2, 104.3, 104.6, 104.7, 104.8, 104.9, 104.10, 104.20, 104.21, 104.31, 104.32, 104.33, 104.34, 104.35, 104.36, 104.37, 104.38, 104.39
1	PAYPERS Command Pay and Personnel Administrator (CPPA) Receipts Training / PERS2-PAYPERS-CPPA-RECEIPTS-V1.0	305.2.12, 305.2.13, 305.2.14, 305.2.15, 305.2.16
1	PAYPERS Command Pay and Personnel Administrator (CPPA) Reenlistments Training / PERS2-PAYPERS-CPPA-REENLISTMENTS-V1.0	303.2.23
1	PAYPERS Command Pay and Personnel Administrator (CPPA) Extensions Training / PERS2-PAYPERS-CPPA-EXTENSIONS-V1.0	303.2.22
1	PAYPERS Command Pay and Personnel Administrator (CPPA) BAH Training / PERS2-PAYPERS-CPPA-BAH-V1.0	103.28, 103.29, 103.30, 103.31, 103.32, 103.33, 103.34, 103.35, 103.36, 103.37, 103.81
1	PAYPERS Command Pay and Personnel Administrator (CPPA) Career Sea Pay (CSP) and CSP Premium (CSPP) Training / PERS2-PAYPERS-CPPA-CSPCSPP-V1.0	108.18
1	PAYPERS Command Pay and Personnel Administrator (CPPA) Cost Of Living Allowance (COLA) Training / PERS2-PAYPERS-CPPA-COLA-V1.0	103.77,103.78
1	PAYPERS Command Pay and Personnel Administrator (CPPA) MILPCS Travel Claim Settlement Training / PERS2-PAYPERS-CPPA-MILPCSSETTLEMENT-V1.0	104.4, 104.5, 104.41, 104.43, 104.48, 104.51
2	PAYPERS Command Pay and Personnel Administrator (CPPA) Family Separation Allowance (FSA) Training / PERS2-PAYPERS-CPPA-FSA-V1.0	108.28, 108.29
2	PAYPERS Command Pay and Personnel Administrator (CPPA) Hardship Duty Pay and Hostile Fire Imminent Danger Pay (HFIDP) Training / PERS2-PAYPERS-CPPA-HDPHIDIP-V1.0	108.12c
2	PAYPERS Command Pay and Personnel Administrator (CPPA) Meal Deduction/Basic Allowance for Subsistence (BAS)/Rations in Kind (RIK) Training / PERS2-PAYPERS-CPPA-MEALDEDUC-V1.0	108.24, 108.25, 108.26
2	PAYPERS Command Pay and Personnel Administrator (CPPA) MILPCS Travel Advance Training / PERS2-PAYPERS-CPPA-MILPCSADV-V1.0	104.44, 104.55
2	PAYPERS Command Pay and Personnel Administrator (CPPA) Overseas Housing Allowance (OHA) Move In Housing Allowance (MIHA) Training / PERS2-PAYPERS-CPPA-OHAMIHA-V1.0	103.70, 103.71, 103.72, 103.73, 103.74, 103.75, 103.76
2	PAYPERS Command Pay and Personnel Administrator (CPPA) Page 2 and Record of Emergency Data (RED)/Dependency Application (DA) Training / PERS2-PAYPERS-CPPA-PG2REDDA-V1.0	103.8, 103.9, 103.10, 103.11, 103.12, 103.13, 103.14, 103.15, 103.16, 103.17
2	PAYPERS Command Pay and Personnel Administrator (CPPA) Separations Fleet Reserve Retirement Training / PERS2-PAYPERS-CPPA-SEPSFLTRESRET-V1.0	105.1, 105.2, 105.3, 105.4, 105.5, 105.6, 105.8, 105.11, 105.12, 105.15, 105.16, 105.17
2	PAYPERS Command Pay and Personnel Administrator (CPPA) Servicemembers' Group Life Insurance (SGLI)-Family Servicemembers' Group Life Insurance (FSGLI)Training / PERS2-PAYPERS-CPPA-SGLI-V1.0	103.19, 103.20, 103.21, 103.23, 103.24, 103.25, 103.27
3	PAYPERS Command Pay and Personnel Administrator (CPPA) Command Responsibility Pay and Special Duty Assignment Pay (SDAP) Training / PERS2-PAYPERS-CPPA-CRPSDAP-V1.0	103.82, 108.12e, 108.14
3	PAYPERS Command Pay and Personnel Administrator (CPPA) Educational Services Officer (ESO) Training / PERS2-PAYPERS-CPPA-ESO-V1.0	107.1, 107.2
3	PAYPERS Command Pay and Personnel Administrator (CPPA) Hazardous Duty Incentive Pay (HDIP)/Diving Pay Training / PERS2-PAYPERS-CPPA-HDIP-V1.0	108.12f
3	PAYPERS Command Pay and Personnel Administrator (CPPA) Individual Augmentee (IA)/Mobilization (MOB) Travel Claim Settlement Training / PERS2-PAYPERS-CPPA-IAMOBTRAVCLAIM-V1.0	
3	PAYPERS Command Pay and Personnel Administrator (CPPA) Limited Duty (LIMDU) Training / PERS2-PAYPERS-CPPA-LIMDU-V1.0	106.7, 106.11.f
3	PAYPERS Command Pay and Personnel Administrator (CPPA) Reserve Travel Claim Settlement Training / PERS2-PAYPERS-CPPA-RESTRAVCLAIM-V1.0	
3	PERS2-PAYPERS-CPPA-TDYTRAVCLAIM-V1.0PAYPERS Command Pay and Personnel Administrator (CPPA) Temporary Duty (TDY) Travel Claim Settlement Training /	104.52.a, 104.52.b, 104.52.c, 104.52.d, 104.53, 104.54
3	PAYPERS Command Pay and Personnel Administrator (CPPA) Transients Training / PERS2-PAYPERS-CPPA-TRANSIENTS-V1.0	307.2.1, 307.2.2, 307.2.3, 307.2.4, 307.2.7, 307.2.8, 307.2.9, 307.2.10, 307.2.12

MILPERSMAN 1000-030

ACTIVE DUTY SERVICE DATE (ADSD) FOR ENLISTED PERSONNEL

Responsible Office	MNCC	Phone: Toll Free	1-833-330-MNCC (6622)
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Definition of Active Duty Service Date (ADSD).** The (ADSD) for enlisted personnel is the actual or adjusted date from which the amount of active military service performed is calculated. The ADSD reflects all periods of active Federal military service in a commissioned officer, warrant officer, or enlisted status.

2. **How to Calculate the ADSD for Enlisted Personnel**

a. For members who have no prior active military service, the ADSD is the date of entry on their current tour of active duty.

b. For members who have prior active military service, subtract the total of their prior periods of active service from the date of entry on their current tour of active duty. If there is lost time, that period of time of at least 24 hours is not included in determining cumulative years of service.

(1) Example of ADSD calculation follows:

Beginning date of current tour is 3 January 2015.
Member has 3 years, 6 months, and 2 days of prior active service. Member experienced 15 days of lost time due to unauthorized absence (UA).

YR	MM	DD	
2014	13		To properly calculate the number of months, "borrow" 12 months from 2015 in the year column and add 12 to the month column (13 months)
~~2015~~	~~01~~	03	Adjusted begin date of current tour is 2014 13 03
- 03	06	02	3 January 2015, per above description. Subtract all prior active service (3 yr, 6 mo, 2 dd)
2011	07	01	

Add inclusive day per Department of Defense 7000.14-R, DoD Financial Management Regulation (DoDFMR) (see note below)

```
2011 07 01
+       01
2011 07 02
```

Adjusted ADSD **if no lost time**

When applicable, additional adjustment is required for lost time, which is not to be credited for ADSD. The ADSD will be moved forward by the number of days of lost time (e.g., UA, absence without leave, confinement). Other examples of lost time are included in MILPERSMAN 1600-100.

```
2011 07 02   From above
+       15   15 days lost time due to UA
2011 07 17   New adjusted ADSD, forwarded by 15 days.
```

NOTE: DoDFMR volume 7A, chapter 1, paragraph 010401.B.4 states: Any period of service is at least 1 day. For each non-continuous period of service, add 1 day to account for inclusive days.

(2) For lost time during current period of active duty, advance the ADSD by the number of days of lost time.

(3) Rules

(a) Count, on a day-for-day basis, all periods of lost time and periods of active duty or active duty for training of 30 days or less.

(b) Subtract the first day of the tour from the last day of the tour and add 1 day to the remainder for tours in excess of 30 days.

MILPERSMAN 1000-060

MILITARY PERSONNEL SOCIAL SECURITY NUMBER (SSN)

Responsible Office	NAVPERSCOM (PERS-331)	Phone: DSN COM	882-3347 (901) 874-3347

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference(s)	(a) DOD Instruction 1000.30 of 1 Aug 2012 (b) 5 U.S.C. §552a Privacy Act of 1974

1. **Policy**:

a. The Social Security number (SSN) will be the sole military personnel unique identifier for Navy personnel, per references (a) and (b), until such time that an alternate identifier is used - department of defense identification (DODID).

b. Change of the military SSN in the official record is made only after an administrative examination of the evidence and approval by Commander, Navy Personnel Command (COMNAVPERSCOM).

c. Since the SSN is essential for personnel identification in the Navy, an applicant must have an SSN prior to being accepted for enlistment or commission in any Navy component.

d. To facilitate pay and personnel record maintenance, the SSN recorded on DD 4 Enlistment/Reenlistment Document Armed Forces of the United States or NAVPERS 1000/4 Officer Appointment Acceptance and Oath of Office must be validated and will be used on all reports, forms, documents, correspondence, and official records concerning a member of the Navy per reference (a).

2. **Command's Responsibility**. Prior to submission of request for military SSN change, the command shall provide the Service Member with a Privacy Act Statement, per reference (b), as follows:

"The authority to request this information is derived from 5 U.S.C. §301 Departmental Regulations. The purpose is to affect a correction of a military personnel social security number (SSN). It will become a permanent part of the Navy Personnel Records System. Disclosure of the information requested is voluntary; however, failure to provide the information may result in disapproval of the request for change of military SSN."

3. **Member's Responsibility**. The member must submit a written request to the Navy Standard Integrated Personnel System Help Desk, via the commanding officer, with a copy of the Social Security card.

4. **How to Send Documents**. Forward member's letter request, command endorsement, and documentary evidence to the following address listed:

SPAWAR ITC NSIPS/CDM
NAS JRB
1330 Military Parkway, RM 104
Fort Worth, TX 76127

5. **Effective Date**. For Navy record purposes, an SSN change is effective from the date of COMNAVPERSCOM authorization as indicated in block 1 on DD 1343 Notification of Change in Service Member's Official Records.

NOTE: Changes to the Service Member's SSN will reflect in all corporate data systems, including the electronic service record. Copies of the DD 1343 may be obtained via OMPF "View", OMPF "My Record", or by written request.

Commander, Navy Personnel Command
Records Management Policy Section
PERS 313
5720 Integrity Dr
Millington, TN 38055

MILPERSMAN 1000-090

RACE ENTRIES ON FORMS, RECORDS, AND REPORTS

Responsible Office	CNO (N134E) Navy Equal Opportunity	Phone: DSN COM FAX	882-4283 (901) 874-4283 882-2617

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 62 FR 58782 (b) OPNAVINST 5354.1E

1. **Procedure**. When entries regarding race and ethnicity are required on personnel forms, records, surveys, reports, or for online reporting, the race categories and standard data item codes listed in the next paragraph must be used (references (a) and (b) refer).

2. **Race Category Definition**. The definition used for race category is a division of mankind that possesses traits that are transmissible by descent and that are sufficient to characterize as a distinctive human type. The correct race categories and standard data item codes to use are:

Race Category	Standard Data Item Code	Definition
American Indian or Alaska Native	A	A person having origins in any of the original peoples of North and South America (including Central America).
Asian	B	A person having origins in any of the original peoples of the Far East, Southeast Asia, or Indian subcontinent. This area includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American	C	A person having origins in any of the original peoples of Africa.
Native Hawaiian or Other Pacific Islander	D	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
White	E	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
Decline to Respond	F	Decline to Respond is a choice that will be available to members when they choose not to indicate a race preference on any Navy form or online systems. It will not be used in combination with any other code.
Identifi-cation Pending	G	Identification Pending will not be an available option to members. It will be used in mortuary affairs and graves registration. This option will be a valid value in all Navy personnel systems. It will not be used in combination with any other code.

3. **Multiple Race Category Selection**. Members may select more than one of the race categories above except for the "Decline to Respond" and "Identification Pending" category. The following matrix is provided to describe race categories and accompanying standard data item codes for members selecting more than one race category.

Race Category	Standard Data Item Code
A, B American Indian or Alaska Native (A), and Asian (B)	H
A, B, C American Indian or Alaska Native (A), and Asian (B), and Black or African American (C)	J
A, B, C, D American Indian or Alaska Native (A), and Asian (B), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D)	K
A, B, C, D, E American Indian or Alaska Native (A), and Asian (B), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D), and White (E)	L
A, B, C, E American Indian or Alaska Native (A), and Asian (B), and Black or African American (C), and White (E)	M
A, B, D American Indian or Alaska Native (A), and Asian (B), and Native Hawaiian or Other Pacific Islander (D)	N
A, B, D, E American Indian or Alaska Native (a), and Asian (B), and Native Hawaiian or Other Pacific Islander (D), And White (E)	P

Race Category	Standard Data Item Code
A, B, E, American Indian or Alaska Native (A), and Asian (B), and White (E)	Q
A, C American Indian or Alaska Native (A), and Black or African American (C)	R
A, C, D American Indian or Alaska Native (A), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D)	S
A, C, D, E American Indian or Alaska Native (A), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D), and White (E)	T
A, C, E American Indian or Alaska Native (A), and Black or African American (C), and White (E)	U
A, D American Indian or Alaska Native (A), and Native Hawaiian or Other Pacific Islander (D)	V
A, D, E American Indian or Alaska Native (A), and Native Hawaiian or Other Pacific Islander (D), and White (E)	W
A, E American Indian or Alaska Native (A), and White (E)	X
B, C Asian (B), and Black or African American (C)	Y

Race Category	Standard Data Item Code
B, C, D Asian (B), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D)	Z
B, C, D, E Asian (B), and Black or African American (C), and Native Hawaiian or Other Pacific Islander (D), and White (E)	1
B, C, E Asian (B), and Black or African American (C), and White (E)	2
B, D Asian (B), and Native Hawaiian or Other Pacific Islander (D)	3
B, D, E Asian (B), and Native Hawaiian or Other Pacific Islander (D), and White (E)	4
B, E Asian (B), and White (E)	5
C, D Black or African American (C), and Native Hawaiian or Other Pacific Islander (D)	6
C, D, E Black or African American (C), and Native Hawaiian or Other Pacific Islander (D), and White (E)	7
C, E Black or African American (C), and White (E)	8
D, E Native Hawaiian or Other Pacific Islander (D), and White (E)	9

4. **Ethnic Group Definition**. The definition for the ethnic group category is a segment of the population that possesses common characteristics and a cultural heritage significantly different from that of the general United States population and closely identifies with that cultural heritage. The acceptable codes to use are:

Ethnic Group	Standard Data Item Codes
Other Hispanic descent	1
United States/Canadian Indian Tribes	2
Other Asian descent	3
Puerto Rican	4
Filipino	5
Mexican	6
Eskimo	7
Aleut	8
Cuban	9
Indian	D
Melanesian	E
Chinese	G
Guamanian	H
Japanese	J
Korean	K
Polynesian	L
Other Pacific Island descent	Q
Latin American with Hispanic descent	S
Vietnamese	V
Micronesian	W
Other - A person whose choice of an ethnic group is not listed above and chooses not to be associated with any of those ethnic groups.	X
None - A person choosing not be associated with any particular ethnic group.	Y
Unknown - Not an ethnic group choice. Used to indicate an error or omission that requires correction to include the individual in one of the recognized general classifications. Persons who do not know their ethnic group should choose one of the recognized ethnic groups or use "Other" or "None."	Z

5. **Review or Update of Race Categories or Ethnic Group**. Effective 6 January 2003, members may review or update their race categories or ethnic group on file with the Navy by going to www.bol.navy.mil. This self-service method will be the permanent and preferred method for members to review or update their race categories or ethnic group. Members who cannot access www.bol.navy.mil may request assistance from their personnel office if the personnel office has access to the Navy Standard Integrated Personnel System (NSIPS). If members are not serviced by the local Personnel Support Activity Detachment (PERSUPPACT DET), they must locate an alternate location for access to www.bol.navy.mil, such as libraries, Internet cafes, and Single Sailor Centers. PERSUPPACT DETs may only access NSIPS records of members that are permanently assigned or serviced to their pay and personnel unit identification code (UIC). Self-identification will be the appropriate method of identifying and recording member's race and ethnicity.

MILPERSMAN 1000-100

HOME OF RECORD AND PLACE FROM WHICH ORDERED TO ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-312)	Phone: DSN COM FAX	882-3417 (901) -874-3417 882-2001

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVSO P-6034, Joint Travel Regulations (JTR) (b) 60 Comp.Gen. 142 (1980)

1. **Policy**

a. Per reference (a), the home of record (HOR) and or place from which called or ordered to active duty (PLEAD) are used to determine a member's entitlement to travel and transportation allowances or other compensations provided by law. To support these entitlements, these places will be documented (as prescribed below) and must not be changed, except as authorized.

2. **HOR**

a. The place recorded as the Service member's home when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

b. The place recorded as the Service member's home when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted, inducted, or ordered into the tour of active duty, unless there is a break in service of more than 1 full day.

Note: Only if a break in service exceeds 1 full day (more than 24 hours) may the member change the HOR.

c. Use the following table to determine the HOR:

Occasion	**HOR**
An individual commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.	The place recorded as the Service member's home.
An officer appointed from active enlisted status.	Remains the same as that recorded on DD 4 Enlistment/Reenlistment Document-Armed Forces of the United States in effect at the time of appointment.
An enlisted member immediately reenlisted with no break in active service.	Remains the same as that recorded on the DD 4 in effect at the time of reenlistment.
An enlisted member reenlisted after a break in active service that exceeds 1 day (more than 24 hours)	The place recorded as the Service member's home at the time of reenlistment into the new period of active duty. The new HOR must be recorded on the new DD 4.
An officer or enlisted member recalled to active duty from an inactive status, after a break in active service that exceeds 1 day (more than 24 hours)	The place recorded as the Service member's home when ordered into a tour of active duty. If different from the HOR currently recorded in the electronic service record (ESR), the new HOR (for officer and enlisted members) must be recorded on NAVPERS 1070/74 Report of Home of Record and Place From Which Ordered to Active Duty.

d. The HOR may not be changed during a period of continuous active duty, regardless of changes in the member's home address during the tour of active duty or enlistment. The HOR may be changed upon reenlistment or reentry into the Service, provided there is no overlap in reenlistment contracts and a break in service of more than 1 day has occurred (e.g., member's current enlistment expires on the 12th of the month and the member reenlists on the 14th of the month.)

e. Where to record the HOR:

(1) The initial HOR for officers must be recorded on NAVPERS 1070/74.

(2) The initial HOR for enlisted members must be recorded on DD 4.

(3) Changes to the HOR, authorized as a result of a break in service, must be recorded per paragraph 2c above.

3. **PLEAD.** The place of acceptance in current enlistment, commission, or appointment of an active Service member, or of a member of the Reserve Component (RC) when enlisted, commissioned, or appointed for immediate active duty.

a. For an inductee, it is the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.

b. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy, or a civilian college or university, the place where the member attains a military status or where the member enters the Service. Generally this is the academic institution and not the member's HOR (reference (b)).

c. In the case of an RC member who is not enlisted, commissioned, or appointed for immediate active duty, the place to which an order to active duty is addressed.

d. Where to record the PLEAD:

(1) The initial PLEAD for officers must be recorded on NAVPERS 1070/74.

(2) The initial PLEAD for enlisted members must be recorded on DD 4.

(3) The PLEAD for a reservist ordered to active duty will be recorded on the member's orders to active duty and in the ESR.

Note: The PLEAD changes only if there is a break in service exceeding 1 full day, in which case it is the place of entry into the new period of service.

4. **Distribution of NAVPERS 1070/74**

a. **For newly commissioned officers:**

(1) Original: Attach to NAVPERS 1000/4 Officer Appointment Acceptance and Oath of Office and forward to Navy Personnel Command (NAVPERSCOM), Officer Accession and Promotions Branch (PERS-806) along with the other documents required to create the new officer permanent personnel record.

(2) Duplicate: To newly commissioned officers for retention in their personal files.

b. **For changes authorized as a result of a break in service:**

(1) Original: Forward to NAVPERSCOM, Records Analysis Branch (PERS-312).

(2) Duplicate: Deliver to the member for retention in their personal files.

5. **Corrections**

a. A correction to the HOR (for officer and enlisted) may be authorized in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.

b. Approval by NAVPERSCOM (PERS-312) is required to correct an erroneous HOR. Requests must be submitted, via the chain of command, to NAVPERSCOM (PERS-312) for approval and must include sufficient documentary evidence to support the member's claim.

MILPERSMAN 1000-110

NAME AND ADDRESS LISTS OF MEMBERS OF THE NAVY AND NAVY RESERVE

Responsible Office	NAVPERSCOM (PERS-00J)	Phone: DSN COM FAX	882-3165 (901) 874-3165 882-2615

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Freedom of Information Act (b) Privacy Act (c) 10 U.S.C. 130b

1. **Policy**

a. Lists containing the names and duty station address pertaining to active duty or reserve personnel may be furnished to any organization or individual external to the government provided the guidelines of references (a), (b), and (c) are followed. Specifically, the duty station address pertaining to **active duty or Reserve personnel** who are

(1) stationed overseas;

(2) on deployable units;

(3) at sensitive units; or

(4) not stationed overseas, on deployable units, or at sensitive units and are below the office director level and not in positions that require frequent interaction with the public;

are **not** releasable to the general public. All other duty station address information is considered releasable.

b. The home address of all U.S. Navy personnel is prohibited from release to any individual or organization

external to the government unless specifically authorized by a statute that supercedes references (a) or (b).

MILPERSMAN 1000-120

CORRECTION OF DATE OF BIRTH

Responsible Office	NAVPERSCOM (PERS-331)	Phone: DSN COM FAX	882-2459 (901) 874-2459 882-2660

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Privacy Act of 1974

1. **Policy**. A correction of the date of birth to official records of a member is made only after an administrative examination has shown that evidence presented is indisputable and authority has been granted by Commander, Navy Personnel Command (COMNAVPERSCOM).

2. **Command's Responsibility**. Prior to submitting the request for change of the date of birth, the command shall advise the Service member of the Privacy Act Statement per reference (a), as follows:

"The authority to request this information is derived from 5 U.S.C. 301 Departmental Regulations. The purpose is to effect a correction of the date of birth. It will become a permanent part of the Navy Personnel Records System. Disclosure of information is voluntary; however, failure to provide the information will result in disapproval of the request for a change of the date of birth."

3. **Member's responsibility**:

a. **Request.** The member must forward the date of birth change letter request to the Navy Standard Integrated Personnel System Help Desk via the commanding officer (CO). The request must include the following:

(1)	Social Security number and complete mailing address.
(2)	A statement of the reason for the erroneous recording.
(3)	A copy of the Birth Certificate or other documentary evidence of the correct date of birth. When the evidence submitted is not identified as a public record, a statement by the responsible public official that no public record of birth exists shall be included.

(4)	An affidavit that the applicant is the person referred to in the documentary evidence submitted.

b. **Documentary Evidence.** The request shall be accompanied by appropriate documentary evidence verifying the change in date of birth. Examples of such suitable evidence for establishing the correct date of birth are listed below in order of preference:

Preference	Examples
(1) Most preferred:	• A copy of the **Birth Certificate** provided it is officially certified by competent civilian authority. • A copy of the **Baptismal Certificate** by an ecclesiastical official, provided the baptism date is prior to first entry into the naval service. • A copy of the **Hospital Record of Birth** certified by the official having custody of the records. • A **certified statement of the attending physician** as to the date and place of birth shown in the records.
(2) Family records or other records made subsequent to the time of birth of the member may be accepted when substantiated by another such record. When none of the evidence listed above is available, **two** of these documents in the form specified is acceptable:	• Photographic copy of an **entry in the family Bible** certified by a notary or other public official generally authorized to administer oaths. The certification must state the original has been sighted, that the particular entry appears to have been made contemporaneously with the birth of the member concerned and that no conditions exist tending to discount its authenticity. • **Corrected Birth Certificate** bearing the raised seal of the clerk having custody of the records together with supporting evidence showing the basis for correction. • **Delayed Birth Certificate** showing the birth recorded on a report of the attending physician or midwife and bearing the raised seal of the clerk having custody of the records. • Certified extract from the **census enumerations** of any **two** of the following periods: 1920, 1930, 1940, 1950, or 1960. • Certified copy of a **school document or record**.
(3) Affidavits of relatives, friends, or disinterested parties who knew the applicant from time of birth may be accepted when the evidence above is not available. **Two** affidavits containing the following information are required:	• Full identification of the affiants and their respective ages. • Name, date, and place of birth of the applicant. • Source of knowledge of the above information.

4. **How to send Documents**. Service member will forward letter request via the CO and a copy of the documentary evidence to the following address or facsimile (FAX) number:

SPAWAR Systems Center
BLDG 3 Third Floor
Attn: CDM
2251 Lakeshore Dr
New Orleans, LA 70145

FAX: (504) 697-0342

5. **Effective Date**. For Navy record purposes, a date of birth change is effective from the date of COMNAVPERSCOM authorization as indicated in Block 1 on DD 1343 Notification of Change in Service Member's Official Records.

NOTE: Changes to the Service member's date of birth will reflect in all corporate data systems including the Electronic Service Record. Copies of the DD 1343 may be obtained by written or FAX request to:

Commander, Navy Personnel Command
Records Management/Policy Section
PERS 312E
5720 Integrity Dr
Millington, TN 38055

FAX: (901) 874-2764 (DSN 882)

MILPERSMAN 1000-130

NAME CHANGE OF SERVICE MEMBER

Responsible Office	PERS-313	Phone: DSN COM	882-3347 (901) 874-3347

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**. Change of name in the official record is made only after an administrative examination of evidence and approval by Commander, Navy Personnel Command (COMNAVPERSCOM). A change of surname due to marriage or divorce must be reported immediately as outlined below. A name may not contain punctuation marks including a hyphen, apostrophe, comma, period, or space. Due to legacy systems constraints, full names exceeding 27 positions are truncated.

2. **Service Member's Responsibility**. The Service member will submit the request through MyNavy Portal under "My Record" by electing the "Name Change" tile in the "Looking for?" section. Submit at least one of the documents listed below with the request as documentary evidence verifying the change in name. A tutorial for navigating the application may be found on the MyNavy Portal Web site. Contact the MyNavy Career Center at 1-833-330-6622 for questions.

a. Marriage certificate,

b. Final divorce decree containing provision for restoration of birth surname,

c. Court order authorizing name change,

d. Birth certificate,

e. Naturalization certificate,

f. Social Security card, or

g. U.S. passport

3. **How to Send Documents**. Although the electronic self-service method is preferred, Service members may forward a letter request and a copy of the documentary evidence to the address listed below. Double-packaging the documents is highly recommended, with an SF 901 Controlled Unclassified Information coversheet attached to the inner container or envelope. Any misuse or unauthorized disclosure may result in civil and criminal penalties." Service members should use DD 2923 Privacy Act Data Cover Sheet to cover the documents containing personal identifiable information. Using a mailing service that provides tracking capability is also recommended.

Navy Personnel Command
Attn: PERS-312
5720 Integrity Drive
Millington, TN 38055-3120

4. **Effective Date**. For Navy record purposes, a name change is effective from the date of COMNAVPERSCOM authorization as indicated on the NAVPERS 1070/888 Notification of Change in Service Member's Official Records or DD 1343 Notification of Change in Service member's Official Records.

Note: Changes to the Service member's name will reflect in all corporate data systems, including the electronic service record and a copy of the approved NAVPERS 1070/888 or DD 1343 will be filed in the Service member's official military personnel file (OMPF) which is accessible via MyNavy Portal . Copies of DD 1343 may be obtained via the OMPF - Command View, OMPF - My Record.

5. **Additional Name Change Requirement**. Service member must apply for an updated Social Security card for name requested. Additional information on the Social Security Administration name change process is available at https://faq.ssa.gov/en-US/Topic/article/KA-01981 .

MILPERSMAN 1000-140

MAILING ADDRESS OF MEMBERS ON INACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-912)	Phone: DSN COM FAX	882-5964 (901) 874-5964 (901) 874-2031
	NAVPERSCOM (PERS-93)	Phone: DSN COM FAX	882-3427 (901) 874-3427 (901) 874-2363

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C 10205 (b) DoD Instruction 1215.13 (c) SECNAVINST 1920.6C (d) BUPERSINST 1001.39F (e) MPM 1910-158

1. **Applicability**. This article applies to all members not on active duty of the Navy Reserve and all retired members of the Navy or Navy Reserve, including the Fleet Reserve and the Temporary Disability Retired List (TDRL).

2. **Definition**. Mailing address is the address at which a member can be reached at any time by first class mail. Rural route numbers with a post office box number are acceptable. However, United States Post Office boxes and addresses such as banking institutions, which some members have designated as the place to receive pay checks, are not acceptable mailing addresses.

3. **Recording of Current Address**. Current address will be recorded in the Inactive Manpower and Personnel Management Information System (IMAPMIS) database and the member's service record.

4. **Change in Mailing Address**

a. Selected Reservists or Voluntary Training Unit members (both officer and enlisted) will change their current address

via the Navy Standard Integrated Personnel System (NSIPS). Changes will be made by the activity responsible for updating the members' NSIPS data and service record. Members may also update their address utilizing NSIPS' self-service functionality.

b. Individual Ready Reservists (IRR) (both officer and enlisted) shall submit a change of address directly to Commander, Navy Personnel Command, IRR Mobilization and Force Management Division (PERS-93), 5720 Integrity Drive, Millington, TN 38055 . Address changes can also be submitted via email to irr counselor@navy.mil.

c. Fleet Reservists and Retired Reservists shall submit a change of address directly to Commander, Navy Personnel Command, Reserve Personnel Service Branch (PERS 912), 5720 Integrity Drive, Millington, TN 38055.

5. **Mail Classified as "Undeliverable."** When a member's mail is classified as "undeliverable", the Commanding Officer of the Navy Reserve activity and Commander, Navy Personnel Command, as applicable, shall attempt to locate the member by inquiries to any of the following:

a. The member "via certified mail return receipt requested" at the last known address.

b. Email addresses listed in any available database (NSIPS, IMAPMIS, etc.).

c. The postmaster of the last known address regarding a forwarding address.

d. Next of kin or other relatives.

e. Employer.

f. Defense Finance and Accounting Service (DFAS) Cleveland Center, if the member is receiving retired or retainer pay; and

g. Web based, commercially-available locator.

6. **Reservists Listed as "Unlocatable."** Per references (a) through (c), Ready Reservists are required to keep the Navy informed of their current mailing address. When reasonable

attempts fail to obtain a member's correct address, the member shall be considered "unlocatable" and may be subject to the following:

a. Officers may be transferred to the Standby Reserve-Inactive (USNR-S2 status) or separated in accordance with the procedures contained per reference (c).

b. Enlisted members may be transferred to the Standby Reserve-Inactive (USNR-S2 status) or processed for administrative separation per references (d) and (e).

MILPERSMAN 1000-150

BOARD FOR CORRECTION OF NAVAL RECORDS (BCNR)

Responsible Office	NAVPERSCOM (PERS-31C)	Phone: DSN COM FAX	882-3043 (901) 874-3043 882-2764
	For information concerning BCNR matters:	Phone: DSN COM FAX	224-1316 (703) 614-1316 224-9857

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. 1552 (b) SECNAVINST 5420.193

1. **Purpose**. The Board for Corrections of Naval Records (BCNR) was established per reference (a) to provide a method for correction of error or removal of injustice from naval records without the necessity for private legislation. BCNR is not a part of Navy Personnel Command (NAVPERSCOM). It is a separate shore activity under the direction and supervision of the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN(M&RA)). Upon presentation of satisfactory evidence by the member concerned, the BCNR may recommend to Secretary of the Navy (SECNAV) that the record be changed.

2. **Who may Submit Applications**. BCNR applications may be submitted by

   a. the petitioner,

   b. the petitioner's heir, or

   c. the petitioner's legal representative.

3. **Application Requirements**

a. Applications for review to the BCNR may be submitted, per reference (b), only after having exhausted all available administrative remedies afforded by law, unless waived by BCNR.

b. Additionally, prior to petitioning the BCNR regarding a **discharge,** the case must be reviewed, and a "no change" decision is made, by the Naval Discharge Review Board (NDRB). (See MILPERSMAN 1000-160 regarding final discharges that NDRB does not review.)

c. Applicants or applications must

(1) be submitted within 3 years after the claimant discovers the error or injustice. Petitions submitted later than 3 years after the petitioner discovers the error or injustice may be considered if BCNR finds it to be in the interest of justice. Petitions submitted late should include an explanation for late submission and why consideration of the late submission is in the interest of justice.

(2) identify the specific error or injustice.

(3) contain sufficient information to permit the BCNR to determine whether relief is warranted.

(4) include any other relevant information (i.e., corroborating evidence such as affidavits or other written statements from individuals with personal knowledge of the relevant facts and specific reasons, if any, why expeditious processing is warranted).

Note regarding selection boards: If the petition is to be considered and resolved prior to the convening of a selection board, the petition should be received by BCNR at least 4 months before the selection board convenes.

4. **Where to Obtain an Application**

a. Applications must be submitted on DD 149 (Rev. 5-05), Application for Correction of Military Record Under the Provisions of 10 U.S.C. 1552.

b. Applications and general information can be obtained from

(1) Naval Legal Service Offices (NAVLEGSVCOFFs),

(2) Personnel Support Activity Detachments (PERSUPP DETs),

(3) Department of Veterans Affairs (DVA), or by writing to:

Board for Correction of Naval Records
Department of the Navy
2 Navy Annex
Washington, DC 20370-5100

MILPERSMAN 1000-160

NAVAL DISCHARGE REVIEW BOARD (NDRB)

Responsible Office	Naval Discharge Review Board	Phone: DSN COM FAX	325-6600 (202) 685-6600 (202) 685-6581

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. 1553

1. **Policy**. The Naval Discharge Review Board (NDRB) was established to review whether the type and nature of discharge issued a petitioner should be changed, corrected, or modified; and if so, what actions should be made.

2. **Scope**. The NDRB may review all final discharges except those

a. awarded more than 15 years before an application for review was submitted,

b. resulting from a general court-martial, or

c. due to physical disability.

3. **Authority**. The NDRB has no authority to

a. revoke any discharge;

b. reinstate a person in the military service;

c. recall a person to active duty;

d. waive discharge/change reenlistment (RE) code to permit enlistment in the naval or other Armed Forces;

e. cancel enlistment contracts;

f. change, correct, or modify any document other than the discharge document;

g. change the reason for discharge from, or to, physical disability; or

h. determine eligibility for veteran's benefits.

4. **Requirements**. To permit relief, an error must have been found to have existed during the period of enlistment in question. The member's good conduct after discharge, in and of itself, is not sufficient to warrant changing an unfavorable discharge. There is no entitlement to a discharge upgrade, there is no automatic review of a discharge by NDRB, and there is no automatic upgrade of discharge 6 months after discharge. Individuals must submit an application (DD 293 (Rev. 03-04), Application for the Review of Discharge or Dismissal from the Armed Forces of the United States) for a review of the discharge.

5. **Applications**

a. Applications for review (DD 293) and general information can be obtained by writing to:

Secretary of the Navy
Council of Review Boards
720 Kennon Street SE STE 309 (NDRB)
Washington Navy Yard DC 20374-5023

b. Or visit our web site at:

www.hq.navy.mil/ncpb/

MILPERSMAN 1000-170

SAILING DIARY

Responsible Office	MNCC	Phone: COM	1-833-330-MNCC (6622)
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) COMSUBLANT/COMSUBPACTINST 1306.1C

1. **Policy**. Upon sailing, all ships, deployable units, squadrons, and staff getting underway must submit a **sailing diary** each time when leaving port (any port), regardless of the amount of time in port. Each member of the ship's company who will not be on board at the time of sailing must be reported as "absent on sailing." Upon arriving at a port, a **sailing termination diary** must be submitted to delete the previous absent on sailing. The term "ships company" refers to all personnel who are attached to an activity in a permanent or temporary duty (TDY) status.

2. **Purpose**. In the unfortunate event that a unit may experience some form of disaster onboard, it is imperative personnel accounting systems provide Navy leaders with the unit's most up-to-date personnel status information and data possible. The sailing diary provides this capability.

3. **Responsibilities**. Submarine sailing lists will be generated per reference (a). The ship's personnel officer must prepare sailing and termination diaries for all ships company using the Navy Standard Integrated Personnel System (NSIPS). Each ship must account for all personnel permanently and temporarily assigned to the ship, including those assigned to other units embarked in the ship.

4. **General Requirements for Sailing Diary Submission**. Strict adherence to sailing diary submission requirements enables Commander, Navy Personnel Command to provide the status of an activity and assigned personnel in the event of a disaster at sea. Personnel managers (type commander, immediate superior in command, Navy Personal Command (NAVPERSCOM) Navy Casualty

Assistance Office (PERS-00C), etc.) use NSIPS to quickly determine passengers and survivors embarked, personnel onboard (including TDY), and personnel absent when the ship or mobile unit gets underway.

a. **Prior to getting underway**, the ship's personnel officer must create a diary in NSIPS.

b. **Upon sailing**, the ship's personnel officer must release the sailing diary in NSIPS for all ship's company and embarked personnel.

c. **While underway**:

(1) **Personnel Arrivals.** If personnel arrive while underway, determine the reason they are reporting and complete the appropriate transaction as follows:

PERSONNEL ARRIVALS			
IF:	**TRANSACTION:**	**SUBMITTED BY:**	**METHOD:**
Reporting for duty	Gain	Transaction service center (TSC) will submit gain transactions for all **attached** ships	NSIPS
		Units **not attached** to a TSC will submit their own gain transactions	NSIPS
Reporting for TDY to augment normal manning **or** embarking as passengers or survivors	Embarked Passenger	All Ships	NSIPS

IF:	TRANSACTION:	SUBMITTED BY:	METHOD:
Armed landing party or visit, board, search, and seizure (VBSS) team return	Armed Landing Party	All Ships	NSIPS

(2) **Personnel Departures.** If personnel depart while underway, determine the reason they are departing and complete the appropriate transaction as follows:

PERSONNEL DEPARTURES			
IF:	**TRANSACTION:**	**SUBMITTED BY:**	**METHOD:**
Permanently assigned member being transferred to a new duty station	Loss	TSC will submit loss transactions for all **attached** ships.	NSIPS
		Ships **not attached** to a TSC will submit their own loss transactions.	NSIPS
Member assigned TDY to augment normal manning and is now departing	Debarked Passenger	All Ships	NSIPS
Permanently assigned member departing on leave or TDY	Debarked Passenger	All Ships	NSIPS

IF:	TRANSACTION:	SUBMITTED BY:	METHOD:
An embarked unit, squadron, or staff debarks while underway	Unit and or Staff Debark	All Ships	NSIPS
Armed landing party or VBSS team departure.	Armed Landing Party	All Ships	NSIPS

5. **NSIPS Navigation**. The following information is intended to help users navigate through the NSIPS diary application panels and become familiar with their use:

a. From the NSIPS home screen click **Diary** > **Sailing Admin** > "Use" > **Sailing Admin – Create**.

b. **Sailing Admin – Create** panel will appear. At the bottom of the screen the UIC and the name of the ship under the **Department Description** will be reflected.

c. Click on the **Ship** and a panel with four tabs across the top of the screen will appear. Note the purpose of each tab: **Sailing Info**, **Absent on Sailing**, **Embark and or Debark Passengers**, and **Armed Landing Party**.

(1) **Sailing Info** tab - Used for information such as sailing beginning and ending dates; sailed from and return to port; and to report when a unit, squadron, or staff has embarked in or debarked from the ship.

(2) **Absent on Sailing** tab - Used to add or delete personnel absent on sailing or permanently assigned personnel who depart or return after getting underway.

(3) **Embark and or Debark Passengers** tab - Used to add or delete embarked or debarked U.S. military officer and enlisted passengers, foreign military passengers, and civilian passengers.

(4) **Armed Landing Party** tab - Used to add or delete an armed landing party or personnel when a VBSS team is landed in a

foreign territory or vessel for purposes other than training, shore patrol, or parades.

MILPERSMAN 1001-020

TRAINING AND ADMINISTRATION OF THE RESERVE (TAR) NAVY RESERVE OFFICER PROGRAM

Responsible Office	NAVPERSCOM (PERS-92)	Phone: DSN COM FAX	882-4513 (901) 874-4513 882-2910

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C (b) SECNAVINST 1920.6D

1. **Background**. Reference (a), section 12310, authorizes the Training and Administration of the Reserve (TAR) Navy Reserve Officer Program to have Reserve officers in an active duty status perform duties in connection with organizing, administering, recruiting, instructing or training Reserve components. This program is open to both active duty officers on the active duty list, as well as Ready Reserve officers on the Reserve active status list (RASL).

2. **Mission**

a. The mission of the TAR Officer Program is to:

(1) Provide full-time training and management of the Navy Reserve,

(2) Optimize effectiveness of Navy total force through mobilization and augmentation planning,

(3) Optimize readiness of the Navy Reserve for mobilization or peacetime support of active duty forces, and

(4) Facilitate Navy access to Navy Reserve assets.

b. TAR officers provide essential active duty support to the Navy Reserve in the areas of manpower management, personnel administration, mobilization, training, logistics and

information technology systems support, financial management, and facilities management.

3. **Career Path**. The TAR Officer Program offers a full active duty career for Reserve officers through the rank of captain, with the exception of permanent professional recruiter (designator 1287) officers, with opportunity to compete for promotion to flag officer. Retention and attrition criteria for TAR officers is defined in reference (b).

a. **Recognize Proficiency**. The typical TAR officer career path includes a balance of operational and Reserve management assignments. Operational proficiency and experience supports overall effectiveness in the training and management of the Navy Reserve.

b. **Maintain Experience**. To maintain a high level of operational experience in the program, TAR unrestricted line (URL) officers of all pay grades follow a sea and shore rotation comparable to their active duty contemporaries. The shore duty assignments that TAR URL officers perform include Reserve management tours based on career progression requirements and billet availability.

c. **Sea and Shore Location**. Reserve management tours may be at field activities throughout the United States as well as on major staffs afloat and ashore.

4. **TAR Designators**. TAR officers are distinguished from their peers by assignment of ”7” as the last digit of their designator. The following designators comprise the TAR Officer Program:

Designator Codes	Titles
1117	Surface Warfare
1127	Submarine Warfare
1137	Special Warfare
1147	Explosive Ordnance Disposal
1207	Human Resources
1287	Permanent Professional Recruiter
1317	Naval Aviator
1327	Naval Flight Officer
1527	Aerospace Maintenance Duty Officer
3107	Supply Corps

5. **Promotion**. TAR officers are considered for promotion by Reserve promotion boards and compete for promotion in appropriate TAR officer competitive categories.

6. **Program Eligibility**

a. **Time in Grade**. In general, officers must be junior to a lieutenant commander with 3 years in grade.

b. **Break in Service Time**. Ready Reserve officers applying for recall to active duty in the TAR Officer Program should have less than a 4-year break in extended active duty service to be provided the opportunity to complete 20 years of qualifying active duty service within 24 years of commissioned service.

c. **Fit for Full Duty**. Regular active duty and Ready Reserve officers applying for the TAR Officer Program must be fit for full duty in their medical and dental status and must be cleared for worldwide assignability.

d. **Canvasser Recruiter (CANREC) Requirements**. CANRECs are eligible to apply for transfer or redesignation; however, they must complete an initial 2 years of recruiting duty before being detailed to their initial Reserve management assignment, unless applying for the 1287 Community and or released by Navy Recruiting Reserve Command.

e. **Failure of Selection (FOS) Consideration**

(1) Active duty officers with one or more FOS are considered on a case-by-case basis which includes manning needs, policy and statutory limitations, and future promotability.

(2) Reserve officers on the RASL with one FOS are considered on a case-by-case basis which includes manning needs, policy and statutory limitations, and future promotability. Reserve officers with two or more FOS are not eligible for the TAR Officer Program.

f. **Inter-Service Transfers**. Applicants to the TAR Officer Program must be currently affiliated with either the Navy or Navy Reserve. Inter-Service transfers will not be considered.

g. **Degree**. Applicants must possess a 4-year undergraduate degree to be eligible for the TAR Officer Program.

h. **Eligibility Requirements Adjustments and Release.** Eligibility requirements for both the TAR Officer Program and for each TAR officer community are adjusted prior to each TAR transfer and redesignation board based on manning levels and the needs of both the TAR and Regular active duty officer communities. These requirements will be released prior to each TAR selection board through the semiannual naval administrative (NAVADMIN) (message) and will also be posted on the TAR Redesignation Web site https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Reserve-OCM/Full-Time-Support/FTS-Redesignation/.

7. **TAR Transfer and Redesignation Boards**. TAR transfer and redesignation boards are conducted semiannually with detailed eligibility requirements, application deadlines, and board convening dates announced via NAVADMIN. Additional eligibility and application information can be found by visiting https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Reserve-OCM/Full-Time-Support/FTS-Redesignation/. TAR transfer and redesignation boards also serve as the mechanism for existing TAR officers to request redesignation into another TAR officer community.

8. **Application Information**. Detailed application procedures and a sample application are available on https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Reserve-OCM/Full-Time-Support/FTS-Redesignation/ to assist in the application process for each TAR transfer and redesignation board. Both active duty and Ready Reserve applicants are considered for release by their respective officer community prior to the given TAR board taking place.

9. **Service Obligation**

a. Regular active duty officers accepting TAR redesignation must agree to serve a minimum of 3 years as a TAR officer. The 3-year obligated service period will run concurrently with military service obligation and all other service obligations incurred by the officer.

b. Redesignated officers will be reassigned by the TAR detailer within 1 year of their selection to TAR or at their projected rotation date, whichever occurs earlier.

c. Ready Reserve officers accepting TAR recall must agree to serve on active duty for a minimum of 3 years as a TAR officer.

MILPERSMAN 1001-021

FULL-TIME SUPPORT (FTS) OF THE NAVY RESERVE ENLISTED PROGRAM

Responsible Office	BUPERS-352	Phone: DSN COM	882-4511 (901) 874-4511

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) DoD Instruction 1205.18 of 12 May 2014

1. **General Information**

a. The purpose of the Full-Time Support (FTS) Program of the Navy Reserve Enlisted Program, as authorized by references (a), section 12501 and (b); is to train and administer the Navy Reserve. It consists of Navy Reserve Component enlisted personnel on active duty (AD) (other than for training). Enlisted FTS personnel serve in demanding billets, at sea and ashore, providing the support necessary to prepare Navy Reserve Sailors to conduct prompt, sustained operations in support of national interests. Enlisted FTS personnel may be assigned to the following:

(1) **operational units** (e.g., ships, maritime expeditionary security forces, aviation squadrons, etc.);

(2) **shore activities** (e.g., Navy operational support centers, military entrance processing stations, etc.); or

(3) **major shore commands** (e.g., Office of the Chief of Naval Operations, Navy Personnel Command, Commander, Navy Reserve Forces Command, etc.).

b. Per reference (a), section 12102, paragraph (a); section 12103, paragraph (a); and section 12310, FTS enlisted personnel may be accessed via the following methods:

(1) initial enlistment,

(2) conversion from the Active Component (AC) or

(3) recall of Selected Reserve (SELRES).

c. First-term FTS enlistees are guaranteed "A" school after recruit training, and incur an 8-year obligation of which 48 months are normally served on continuous AD.

d. All applicants approved for the FTS Program incur a minimum 4-year AD obligation. The Bureau of Naval Personnel (BUPERS), Reserve Enlisted Community Manager (BUPERS-352) may authorize a 3-year obligation for FTS accessions that do not require a rating change.

e. Various career opportunities exist in the enlisted FTS Program that include the following ratings (contact BUPERS-352 for details):

AD	aviation machinist's mate
AE	aviation electrician's mate
AM	aviation structural mechanic
AME	aviation structural mechanic (safety equipment)
AO	aviation ordnanceman
AS	aviation support equipment technician
AT	aviation electronics technician
AWF	naval aircrewman (mechanical)
AZ	aviation maintenance administrationman
BM	boatswain's mate
CS	culinary specialist
DC	damage controlman
EM	electrician's mate
ET	electronics technician
HM	hospital corpsman
IT	information systems technician
LS	logistics specialist
NC	Navy counselor
PR	aircrew survival equipmentman
PS	personnel specialist
YN	yeoman

f. SELRES recalls into the FTS Program are normally restricted to pay grade E-5 and below and are limited by fiscal year quotas.

g. Application procedures for the FTS Program are outlined in MILPERSMAN 1306-1501 for AC conversion and MILPERSMAN 1306-1502 for SELRES augmentation.

2. **Selection Criteria**. The FTS enlisted community is small, so opportunities for accession are limited. Manpower requirements (pay grade, rating and Navy enlisted classification codes), physical readiness, years of active service and sustained professional performance are the primary considerations for selection.

3. **Obligated Service (OBLISERV) Requirements**. MILPERSMAN 1306-106 specifies OBLISERV requirements for FTS personnel assignments.

4. **Reenlistment Incentive**. Selective reenlistment bonuses (SRB) are occasionally offered for reenlistments into the FTS Program. Refer to the latest SRB naval administrative message (NAVADMIN) for specific skills and award levels offered.

5. **FTS Sea/Shore Flow**. FTS sea/shore flow is determined by rating and pay grade. Refer to the current NAVADMIN for FTS sea/shore flow. Projected rotation dates (PRD) for first-term FTS personnel with 4 years initial OBLISERV will normally coincide with their expiration of active OBLISERV. Initial sea/shore tour and PRD will be recomputed upon reenlistment, at which time the Service member will then be reassigned based on normal sea/shore flow.

6. **Change of Rating in Conjunction with FTS Accession**. Personnel may request a change of rating in conjunction with their AC to FTS conversion or SELRES recall to FTS. Change of rating requests are considered on a case-by-case basis, centered primarily on individual qualifications, formal coursework and practical experience necessary to perform the duties of personnel in the desired rating.

7. **Approval Authority for AC to FTS Conversion and SELRES Recall to FTS**. BUPERS-352 is the approval authority for all AC to FTS conversion and SELRES recall to FTS applications.

MILPERSMAN 1001-022

PERMANENT PROFESSIONAL RECRUITER (PPR) DESIGNATOR OF THE NAVY RESERVE OFFICER PROGRAM

Responsible Office	BUPERS-351	Phone: DSN COM	882-4511 (901) 874-4511

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C § 12310 (b) SECNAVINST 1920.6D (c) SECNAVINST 1920.7C

1. **Background**. Reference (a) authorizes the Training and Administration of the Reserves (TAR) to place Reserve officers on active duty status to perform duties in connection with organizing, administering, recruiting, instructing or training the reserve components (RC). The Permanent Professional Recruiter (PPR) community, designator code 1287, aligns requirements to support Reserve warfighting readiness, and provides the framework to develop, assign, and retain officers experienced in Reserve recruiting.

2. **Mission**. The mission of the PPR Officer Program is to:

a. Provide dedicated, full-time support for the Navy Reserve recruiting mission;

b. Optimize effectiveness of Navy Reserve recruiting by establishing market penetration in key locations; and

c. Facilitate durable community relationships by allowing extended time-on-station durations.

3. **Career Path**. The TAR PPR Officer Program offers an active duty career for Reserve officers through the rank of lieutenant commander (0-4), with the ability to be continued and retained in order to complete 20 years of qualifying active duty service. Retention and attrition criteria for TAR officers is defined in reference (b).

4. **Promotion**. TAR PPR officers are considered for promotion by Reserve promotion boards and compete for promotion in the TAR PPR competitive category.

a. **Retention of Lieutenants (O-3)**. Given the restricted billet-base for the PPR community, opportunities for promotion to lieutenant commander (O-4) may be limited. Any officer in the paygrade of O-3 who is a two time failure of selection (2xFOS) for the paygrade of O-4, may request to be considered for continuation as governed by the current Navy Reserve Officer Retention and Continuation Policy and Plan.

b. **Retention of Lieutenant Commanders (O-4)**. Paygrade restrictions on community billets will be limited to the O-4 paygrade. There will be no PPR promotion opportunities to Commander (O-5). As such, officers in the paygrade of O-4 within the community will not reach a 2xFOS status. Once PPR officers in the paygrade of O-4 have reached regular retirement eligibility, they will be required to retire or may request continuation in line with reference (b). Officers in the paygrade of O-4 may be retained up to 24 years of commissioned service within the limitations prescribed in references (b) and (c) in order to reach regular retirement eligibility.

5. **Program Overview**. The PPR community is a subset of the TAR Human Resources community for the basis of community sponsorship. As described in paragraph 4 of this article, PPR remains a separate competitive category for promotion purposes.

a. **Eligibility**. TAR officers must meet the eligibility requirements outlined in MILPERSMAN 1001-020.

b. **Re-designation**. Officers are eligible to apply for re-designation to 1287 at the semi-annual TAR Transfer and Re-designation boards.

c. **Community Management**. Community management and oversight will be the responsibility of the Bureau of Naval Personnel (BUPERS) Reserve Officer Community Management Division (BUPERS-351).

d. **Detailing**

(1) Officers will be detailed into Reserve Recruiting billets by the Navy Personnel Command Training and

Administration of the Reserve Distribution/Augmentation Division (PERS-46).

(2) Members can expect to remain in the same geographical location for the duration of their PPR tour, but in unique cases may be required to relocate based on individual performance and/or significant market changes in the current location.

(3) Billet locations will be determined by Navy Recruiting Command based on RC market data.

e. **Selected Reserve (SELRES) affiliation**. Officers desiring to transition to a SELRES status must request a change of designator via the Navy Personnel Command, Career Transition Office Division (PERS-97) prior to being released from active duty.

MILPERSMAN 1001-030

CIVILIAN EMPLOYMENT OF INACTIVE DUTY NAVY RESERVISTS

Responsible Office	NAVPERSCOM (PERS-491)	Phone: DSN COM FAX	882-4481 (901) 874-4481 882-2909

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) BUPERSINST 1001.39E (b) DOD 5500.7-R, Joint Ethics Regulation (JER)

1. **Policy**. When not on active duty and not in a duty status, members of Reserve components maintain their rank or rate and Reserve status, but are not considered to be employees of the United States (U.S.) or persons discharging any official function in connection with any department or agency of the U.S.

2. **Employment Restriction**. Defined in reference (a), chapter 10, section 1009 and chapter 21, section 2103.

3. **Conflict of Interest**. Defined in reference (a), chapter 4, section 406 and chapter 10, section 1010; and reference (b).

4. **Foreign Employment**. Subject to the approval of the Secretary of State and Secretary of the Navy (SECNAV), members of Reserve components may accept employment in a civil capacity and receive compensation incident thereto with any foreign government or any foreign concern.

MILPERSMAN 1001-040

FOREIGN TRAVEL AND RESIDENCE OF INACTIVE DUTY NAVY RESERVISTS

Responsible Office	NAVPERSCOM (PERS-491)	Phone: DSN COM FAX	882-4482 (901) 874-4482 882-2753

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 5510.30A (b) DOD 4500.54-G, DOD Foreign Clearance Guide (c) COMNAVRESFORINST 1001.5C

1. **Criteria**. This article applies to Navy Reserve personnel on inactive duty, who travel or reside outside the United States (U.S.) and its territories.

2. **Reporting Requirement**. Reservists shall provide their itinerary and overseas mail addresses to their commanding officer (CO), if travel or residence will exceed 30 days. Nondrilling reservists will notify **Commanding Officer, Navy Reserve Personnel Center, New Orleans, LA 70149-7800.**

3. **Security Requirement**

a. Reservists with access to classified information shall notify their CO of future foreign travel and receive an appropriate foreign travel briefing required by reference (a).

b. Refer to reference (b) regarding individual country uniform and civilian clothing restrictions.

4. **Foreign Unit Assignment**. Request for overseas reserve unit assignment should be submitted as outlined in reference (c).

MILPERSMAN 1001-060

ASSIGNMENT OF ENLISTED NAVAL RESERVISTS TO ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-80C)	Phone: DSN COM	882-3208 (901) 874-3208
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy) (DFASPPM)

1. **Policy**. Agreements by reservists to remain on active duty must be within the term of their enlistment, or enlistment as extended. If reservists accept recall to active duty beyond the terms of their current enlistment, or enlistment as extended, such obligation may be incurred by NAVPERS 1070/621 (Rev 01-00), Agreement to Extend Enlistment, provided such agreement does not exceed a total aggregate of 48 months when combined with previous extensions on a single enlistment contract. If a recallee's total extensions will exceed 48 months, the member must reenlist USNR on the date of recall, for a period that equals or exceeds the active duty obligation.

2. Procedures

a. Reservists accepted for voluntary recall to active duty, for a period of 30 days or more including the Active Duty for Special Work (ADSW) and Training and Administration of Reserve (TAR) programs (less Active Duty for Training (ACDUTRA)), are required to complete NAVPERS 1070/622 (Rev. 01-00), Agreement to Recall or Extend Active Duty, sections 1 and 2, for the entire period of obligated service indicated on the recall authorization. Reference (a), parts 8 and 9, provides guidance on preparation.

b. A NAVPERS 1070/622 must be prepared for the entire amount of obligated service. Reservists in the Active Mariner

and SAM programs are not required to complete a NAVPERS 1070/622 to cover the initial period of active duty.

MILPERSMAN 1001-070

INACTIVE DUTY RESERVISTS WHO ARE STUDENTS OR GRADUATES OF MEDICAL SCHOOLS OR THEOLOGICAL STUDIES

Responsible Office	NAVPERSCOM (PERS-491)	Phone: DSN COM FAX	882-4481 (901) 874-4481 882-2909

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) DODD 1200.7 of 18 Nov 99 (c) SECNAVINST 1120.13A (d) SECNAVINST 1520.8A (e) SECNAVINST 1520.11 (f) SECNAVINST 1120.4A (g) BUPERSINST 1001.39E

1. **Policy and Procedures**. Navy reservists who are students or graduates of medical or theological schools have limitations placed on their participation in the Navy Reserve per reference (a), sections 12317 and 12682, and reference (b).

2. **Limitations on Medical Students**. Medical student Navy Reserve participation limitations are as follows:

a. Reserve officers with **19X5** designators who are in an accredited medical, osteopathic, or dental program of study located in the United States or the Commonwealth of Puerto Rico are assigned to the Individual Ready Reserve (IRR). Upon completion of their program, they are required to seek reappointment in the appropriate Staff Corps per references (c) and (d).

b. Reserve officers who are participating in the Navy Active Duty Delay for Specialist (NADDS) Physician Program are not authorized Selected Reserve (SELRES) assignments. NADDS physicians remain in an active status and may be assigned to the IRR either as a drilling member in a voluntary training unit or non-drilling member. They are encouraged to participate non-pay

and to perform Annual Training so they will have "Observed" fitness reports submitted by Bureau of Medicine and Surgery (BUMED-513). Fitness reports and Navy Reserve Qualification Questionnaires become the primary sources of information for promotion consideration. (Refer to reference (e) for additional details.)

c. Reserve officers, with designators other than **19XX**, **2105**, or **2205**, and enlisted reservists who are medical, dental, or nursing students may remain in the Ready Reserve; however, per reference (b), upon mobilization, they either may be deferred or shall be mobilized as a student, intern, resident, or fellow status until qualified in the applicable medical specialty, as prescribed by Secretary of the Navy (SECNAV). Order-issuing authorities should be cognizant of the member's student status and be aware of their restricted mobilization. SELRES assignments should be limited to medical units where their skills can be used upon mobilization.

3. **Credentials Attainment**. Upon attaining the prerequisite medical credentials, members will be required to seek reappointment in the appropriate Staff Corps per references (c) and (d).

4. **Religious Studies and Vocations**. Reservists who are pursuing religious studies or working in religious vocations will notify Navy Personnel Command (NAVPERSCOM), Reserve Officer Status Section (PERS-4911) by letter of their educational and vocational intent. They will be assigned as follows:

a. Navy reservists attending recognized theological or divinity schools, or their equivalent, in preparing for religious ministry are ineligible for assignment to the Ready Reserve and will be transferred to USNR-S1, USNR-S2, or Retired Reserve, as appropriate, unless they are accepted into the Chaplain Candidate Program per reference (f). (By statute, they may not be required to serve on active duty or participate in inactive duty training.)

b. Chaplain Candidate Program officers, designated **1945**, are assigned to the IRR. They are encouraged to perform non-pay drills and may perform Active Duty for Training (ADT) with or without pay as authorized by their program manager. They must apply for and accept, if offered, a superseding appointment in the Chaplain Corps within 1 year of meeting Navy and faith group

eligibility requirements and comply with other provisions of reference (f).

5. **Ordained Ministers**. Navy reservists who are or become civilian clergy or ministers of religion must apply for appointment in the Chaplain Corps (**4105**) or request a waiver from NAVPERSCOM (PERS-4911) to remain in the Ready Reserve with another designator or rating.

6. **Waivers**. Reservists may send a request to NAVPERSCOM (PERS-4911) for a waiver to retain their present designator if Navy has need for the member to be reappointed as a **4105** or if there would be a significant rank disparity as a result of their appointment in the Staff Corps. A waiver in itself will not authorize retention in the Ready Reserve, AT with pay, or assignment in a pay billet, but rather allows members to continue their careers in their present designator.

7. **Screening Guidance**. Procedures for reporting members in any of the above categories are identified in the screening guidance provided in reference (g).

MILPERSMAN 1001-080

MINIMUM REQUIRED SERVICE OF NAVY RESERVE OFFICERS WITH AN INITIAL 3 TO 6 MONTHS OF ACTIVE DUTY FOR TRAINING IN LIEU OF 2 OR MORE YEARS ACTIVE DUTY

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-5052 (703) 604-5050 (703) 604-6957

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 50 U.S.C., Title 456(d)(1), Military Selective Service Act of 1967

1. **Policy**. A member commissioned in a Reserve component upon completion of an officer training program specified, per reference (a), who performs initial Active Duty for training of 3 to 6 months in lieu of 2 or more years of Active Duty, shall be required to serve in a Reserve component until the eighth anniversary of the receipt of such commission.

MILPERSMAN 1001-090

MINIMUM REQUIRED ACTIVE SERVICE OF RESERVE OFFICERS

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-5040 (703) 604-5040 664-5943

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**. Reserve officers will be eligible for release from active duty after completing their minimum required obligated active service, and any additional required obligated active service incurred by them.

2. **Minimum Required Active Service**

a. Minimum required active duty service is specified in the directive which describes the program through which the officer obtained a commission or is specified in the service agreement executed by the officer.

b. Reserve officers **involuntarily** called to active duty will not be eligible for release until completion of the period of active duty for which called.

3. **Additional Required Active Service**

a. Additional required active duty service is required of officers who participate in certain undergraduate, postgraduate, and special instructional programs; or who voluntarily execute orders which contain a requirement for the officer to extend active duty service.

b. This additional required service will be as specified in the directive which describes the program, as stipulated upon in the officer's application, or by the officer's acceptance of official Navy orders directing the officer to the program.

MILPERSMAN 1001-100

NAVY RESERVE STATUS AND CATEGORIES

Responsible Office	NAVPERSCOM (PERS-91)	Phone: DSN COM FAX	882-3401 (901) 874-3401 882-2041

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) DoD Instruction 1215.13 of 11 May 2009 (c) DoD Instruction 1215.06 of 11 March 2014 (d) DoD Directive 1200.7 of 18 November 1999 (e) SECNAVINST 1920.6C (f) OPNAVINST 1820.1B (g) OPNAVINST 1300.19 (h) Public Law 109-364, National Defense Authorization Act (NDAA) 2007 (i) SECNAVINST 1001.32C

1. **Background**. Per the provisions of references (a) through (i), this article defines the status and categories of the Navy Reserve, minimum participation requirements, and provides promotion and attrition policy for members on the Reserve Active Status List (RASL). A status chart and category chart are provided in exhibits 1 and 2 at the end of this article.

2. **Status in the Reserves**. Each member of the Navy Reserve is in an active, inactive, or retired status as defined below.

a. **Active Status.** Reserve members assigned to the Ready Reserve (USNR-R) and Standby Ready Reserve (USNR-S1) are in an active status. Officers in an active status are also listed on the RASL. Active status members are eligible to participate as outlined in exhibit 1.

b. **Inactive Status.** Reserve members assigned to the Standby Reserve-Inactive (USNR-S2) are in an inactive status and are on the Reserve Inactive Status List (ISL). Per exhibit 1, they are subject to recall per reference (a), but may not otherwise participate in any form for pay or non-pay.

c. **Retired Status**. Members in the Retired Reserve (USNR-Retired) are in a retired status. Unless recalled to active duty, they may not receive retirement point credit. They may not be advanced or promoted.

3. **Reserve Categories**. Information pertaining to each of the categories follows:

a. **Ready Reserve (USNR-R)**

(1) Members of the USNR-R are in an active status.

(2) The USNR-R is composed of the Selected Reserve (SELRES) and the Individual Ready Reserve (IRR). Members who drill for pay are identified as SELRES. Members in the IRR are not in a pay status and may drill in a voluntary training unit (VTU) or be assigned to the non-drilling active status pool (ASP).

(3) All individuals obligated to serve in the Navy Reserve shall be assigned to the USNR-R upon original appointment or enlistment and will normally remain in the USNR-R for the remainder of their military service obligation (MSO). Upon completion of their MSO, enlisted members may voluntarily elect to remain in the USNR-R by signing a statement of enlistment, reenlistment, or extension. Officers must request resignation or discharge.

(4) Per reference (a), members of the USNR-R are eligible for involuntary recall to active duty in time of national emergency or when authorized by law.

b. **Standby Reserve Active (USNR-S1)**. Navy reservists are transferred to the USNR-S1 by Navy Personnel Command (NAVPERSCOM), Reserve Personnel Administrative Division (PERS-91) per references (d) and (i). They are in an active status and are eligible to participate in a Navy Reserve program without pay for retirement point credit only. They may not receive pay, allowances, or travel allowances for any duty performed. All officers continue to be eligible for promotion consideration. Enlisted members in this category are not eligible for advancement unless they are drilling in a VTU and are not subject to high year tenure (HYT) policies per MILPERSMAN 1160-120. Members are subject to involuntary recall

to active duty only in time of war or national emergency per reference (a). Reservists eligible for USNR-S1 are transferred to that category by NAVPERSCOM (PERS-91) for any of the following reasons:

(1) Reservists who have temporary mobilization restrictions as identified through the mobilization screening process or for other reasons approved by NAVPERSCOM (PERS-91) and intend to return to the USNR-R.

(2) Reservists who are declared to be key employees in either the Federal or non-federal workforce per reference (d).

(3) Reservists who do not possess designator 1945 and who are preparing for religious ministry by attending recognized theological or divinity schools.

(4) Reservists, other than designated medical department officers (19X5 designator), who enroll in an accredited medical, osteopathic, or dental program.

(5) Reservists whose retention in an active status for reasons other than those specified above is considered by the Secretary of the Navy (SECNAV) to be in the best interest of the Navy.

c. **Standby Reserve Inactive (USNR-S2)**

(1) Members transferred to the USNR-S2 by NAVPERSCOM, Reserve Personnel Management Department (PERS-9) are in an inactive status. They may not participate for retirement points or for pay, and may not be assigned to a Navy Reserve organization other than USNR-S2. They may not be considered for advancement or promotion. If they have been selected for advancement or promotion, but have not advanced or been appointed to the higher rank or rating at the time of their transfer to the USNR-S2, that promotion or advancement will not take effect. They are subject to recall as authorized by law. Enlisted members (USNR-S2) may be returned to USNR-R status if qualified and requested, or retired (if eligible), or discharged at end of the contract. Officers not eligible for transfer to USNR-Retired may normally remain in the USNR-S2 for 1 year. After that time, officers will be screened and considered for discharge, unless they:

(a) Execute NAVPERS 1200/1 Ready Reserve Transfer Request Service Agreement (if eligible);

(b) Request transfer to the IRR (if eligible);

(c) Are approved to remain on the ISL for an additional period of time; or

(d) Are members receiving annual voluntary separation incentive payments.

(2) Reservists who have completed their MSO may be transferred to USNR-S2 by NAVPERSCOM (PERS-9) for any of the following reasons:

(a) Failure to become active in the Navy Reserve after receiving notice of MSO completion (officers only).

(b) Failure to satisfy minimum participation requirements (see paragraph 4 below).

(c) Submission of a personal request that is approved by NAVPERSCOM (PERS-9).

(d) Selective early removal from the RASL per reference (a), §14704.

(e) Members eligible for retired pay under reference (a), chapter 1223 with a disability rating of less than 30 percent and assigned to the USNR-S2 instead of being separated for that disability.

(f) Interim status while completing separation processing per reference (e).

(g) When otherwise authorized or directed by law, regulation or policy; or when judged to be in the best interest of the Navy.

(h) As authorized in reference (i), interim status while processing non-regular retirement requests for members being discharged from the Active Component who qualify for the Reserve non-regular retirement. This status will be used after the member has been made eligible by being scrolled and sworn into the Reserve Component per reference (a). This status is to

be used until the official day of retirement can be recorded, at which time the member is to be transferred to the Retired List.

(i) As authorized in reference (i), members who have failed to maintain required security clearance qualification, are experiencing medical issues, indicate legal issues on annual screening, or are subject to any disciplinary or adverse administrative action.

d. **Retired Reserve (USNR-Retired).** Reservists in the USNR-R, USNR-S1, and USNR-S2 are transferred to USNR-Retired upon request, or as directed per references (e) and (f). Members of the USNR-Retired are subject to recall to active duty in time of war, national emergency declared by Congress, or when otherwise authorized by law per reference (g). Except for authorized active duty, retired reservists may not receive retirement point credit for the performance of any duty after the effective date of their transfer to retired status. Prior to transfer to USNR-Retired, reservists must:

(1) Meet eligibility requirements per reference (a);

(2) Submit a request to transfer to the USNR-Retired to NAVPERSCOM, Reserve Personnel Service Branch (PERS-912) or be directed for transfer to the USNR-Retired by NAVPERSCOM (PERS-91); and

(3) Be transferred to the USNR-Retired by NAVPERSCOM (PERS-912).

e. **Former Members.** Members of the Navy Reserve who become eligible for non-regular retired pay by meeting the service requirements, per reference (a), §12731, and who are subsequently discharged are referred to as **"former members.**" Having been discharged, these individuals are no longer members of the Navy Reserve, therefore are not found in one of the status categories discussed in this article; nevertheless, former members are still entitled to receive retired pay and benefits provided for under reference (a), chapter 54. However, computation of retired pay will be adjusted to account for their earlier separation from military service.

4. **Minimum Participation Requirements to Remain in an Active Status in the Navy Reserve.** SELRES and VTU personnel are continually screened by the Navy Reserve activity (NRA) to ensure that assigned members are participating at a level

consistent with their active status. Similarly, personnel assigned to the non-drilling IRR ASP or USNR-S1 are continually screened by NAVPERSCOM (PERS-9) to ensure that assigned members are participating at a level consistent with their status. NAVPERSCOM (PERS-9) may transfer ASP and USNR-S1 members who have completed their initial MSO, and who are not earning sufficient retirement point credit to the USNR-S2. Officers transferred may request reinstatement to the USNR-R by meeting the requirements specified in this article and completing NAVPERS 1200/1. Enlisted members may agree to remain in the USNR-R by signing an enlistment or reenlistment contract or an extension instrument. The member must take appropriate steps to meet minimum participation requirements. Minimum participation requirements are as follows:

a. **Minimum Points Below 20 Years.** Officers with fewer than 20 years of qualifying service must earn at least 27 points, including membership points, each anniversary year to remain in an active status. There are no minimum participation requirements for enlisted members with fewer than 20 years of qualifying service to remain in an active status. Failure to earn 50 points in an anniversary year will result in a non-qualifying year towards non-regular retirement.

b. **Minimum Points Above 20 Years.** Officers and enlisted members with 20 years or more of qualifying service must earn at least 50 points, including membership points, each anniversary year.

5. **Officer Promotion and Attrition while in an Active Status**

a. **Promotion of Navy Reserve Officers.** Promotions to chief warrant officer CWO (CWO3, CWO4, or CWO5) and to all ranks above lieutenant result from recommendations made by selection boards. Prior to being considered for promotion by a selection board, officers must meet the following requirements:

(1) Per reference (a), possess a date of rank and precedence number within or above the approved promotion zone for their competitive category and rank; and

(2) Serve continuously on the RASL or ADL during the 1-year period ending on the date of the convening of the promotion board, per reference (a) § 14301. Officers returning to an active status from a period of inactive or broken service (USNR-S2, USNR-Retired, or discharge) are eligible for consideration

for promotion only after continuously serving in an active status for 1 full year prior to the board's convening date per reference (a).

b. **Years of Commissioned Service.** As defined in reference (a) §14706, a Navy Reserve officer's years of commissioned service include all service as a commissioned officer of any uniformed Service, other than constructive service and initial commissioned student service as a 19XX designated officer or service as a warrant officer. By law, years of commissioned service exist as an indicator for identifying officers in the rank of lieutenant commander or above who become subject to attrition under reference (a) and as specified in reference (e).

c. **Attrition from an Active Status Due to Failure of Selection/Years of Service.** Criteria for attrition from an active status (USNR-R or USNR-S1) is specified in references (a) and (e). The general policy is for NAVPERSCOM (PERS-911) to notify active status Navy Reserve officers who meet the attrition criteria and inform them that they must retire (if eligible), be retained or continued (if eligible and elected by the member), or be discharged.

(1) **Exceptions**

(a) Officers approved by NAVPERSCOM (PERS-9) for retention or continuation as permitted by the current SECNAV-approved Navy Reserve Officer Retention and Continuation Plan.

(b) Officers in the ranks of captain and below, who meet the provisions addressed above, and who have between 18 and 20 years of qualifying service for retirement purposes at the time of required attrition, are offered a one-time exemption for a specified time, per reference (a), allowing them the opportunity to attain 20 years of qualifying service.

(c) Female officers and Navy Nurse Corps officers who were serving in the Navy Reserve on active duty, or on the RASL on 30 September 1996 are subject to attrition from an active status under conditions of law in effect before 1 October 1996. They may be involuntarily removed from the RASL for reasons of failure for selection or years of service only by a special board convened by SECNAV.

(d) Per reference (a) §14703, officers in the ranks of captain and commander appointed in the Navy Medical Corps,

Dental Corps, Nurse Corps, Chaplain Corps, or Medical Service Corps (designated to perform as a veterinarian, optometrist, podiatrist, health officer, or biomedical sciences officer) may be retained in an active status.

(2) **Permanent Warrant Officers Who Have:**

(a) Twice failed of selection for promotion to the next higher permanent warrant officer rank are subject to the attrition provisions of reference (e). Officers with 20 years or more of qualifying service will be notified by NAVPERSCOM (PERS-911) and be retired. Officers with at least 18, but fewer than 20 years of qualifying service may be extended to permit them to attain 20 years of qualifying service. Officers with fewer than 18 years of qualifying service may be afforded an opportunity to reenlist in their former enlisted grade or be discharged from the Navy Reserve.

(b) Attained 30 or more years of qualifying service are subject to attrition from an active status in the Navy Reserve per reference (e). Warrant officers approaching 30 years of qualifying service will be advised by letter from NAVPERSCOM (PERS-911) that they will be removed from an active status, unless selectively retained. Generally, the SECNAV-approved Navy Reserve Officer Retention and Continuation Plan will address specific warrant officer retention policies, (such as CWO5 retention, based on community promotion plans. If not offered retention, members will be retired.

d. **Age Restrictions.** Per reference (a), chapter 1407, officers who reach the age limits set forth below are not eligible for retention in the SELRES, IRR, or Standby Reserve. When officers approach the age limits listed below, they will be notified by NAVPERSCOM (PERS-911) and advised of their options. Possible options include retirement, if eligible and requested; honorable discharge, if appropriate; or retention, if requested and authorized. The following maximum age limits apply as provided in reference (a) chapter 1407, and as modified by reference (h):

O7 and below - - - - - - - - 62 years
O8 - - - - - - - - - - - - - - 64 years

Periodically, SECNAV will authorize the retention of certain categories of officers via the Navy Reserve Officer Retention and Continuation Plan as authorized by reference (a), §14703 and

§14701. NAVPERSCOM (PERS-911) will notify these officers of their eligibility for retention. The affected officers must consent to be retained. If retained, NAVPERSCOM (PERS-911) will inform them of the specific period of authorized retention.

e. **Selective Early Removal from the RASL.** Reference (a) restricts the number and composition of Navy Reserve officers authorized to serve in an active status. When a category of officers is projected to reach the maximum number allowed by law or by approved strength plans, NAVPERSCOM (PERS-9) will convene a board to remove certain officers in that category from the RASL under reference (a), §14704. Members being considered for removal are normally notified in advance so that they may communicate with the board. Those not selected for continuation will be notified of their separation date.

6. **Enlisted Participation in an Active Status: Age and Years of Service Restrictions**

a. **Age Restrictions.** Normally, enlisted members of the Navy Reserve are not eligible for retention in an active status (i.e., USNR-R, USNR-S1) after attaining 60 years of age.

b. **Notification.** Supporting NRA COs will ensure that affected enlisted members are notified at least 12 months prior to their 60th birthday and required counseling is conducted. Enter the following as a service record entry on NAVPERS 1070/613 Administrative Remarks:

(Date) I will reach my 60th birthday on _____. In order for me to continue in a pay status from that date forward, I must request and receive an approved age 60 waiver from NAVPERSCOM (PERS-913) before my 60th birthday. If my request to remain in a pay status is not approved, I may be transferred into a non-pay status where I may continue to accrue qualifying service through non-pay drills or the completion of correspondence courses until I become retirement eligible or age 63, whichever occurs first. Additionally, if it is subsequently determined that I will not be able to attain 20 qualifying years of service prior to reaching age 63, I will be transferred to the USNR-S2 where I will not be allowed to reenlist or extend upon expiration of my current enlistment, and I will not be recommended for reenlistment.

c. **Waiver Policy**

(1) If otherwise qualified, enlisted members may request a waiver to be retained in an active status after attaining age 60 under the following circumstances:

(a) SELRES or VTU members who originally enlisted prior to 15 April 1987 and are unable to complete 20 years of qualifying service prior to attaining age 60, but who can complete 20 years of qualifying service prior to age 63 may apply for an age waiver no later than 9 months prior to their 60th birthday. Authority to grant such waivers has been delegated to NAVPERSCOM (PERS-913).

(b) IRR members attached to the ASP who are unable to complete 20 years of qualifying service prior to attaining age 60, but who can complete 20 years of qualifying service prior to age 63, may apply for an age waiver. Authority to grant this waiver is delegated to NAVPERSCOM (PERS-913).

(2) If the age waiver is approved, members will be authorized by NAVPERSCOM (PERS-913) to continue in an active status in either a pay or non-pay capacity until eligible for retired pay, but in no instance past their 63rd birthday.

(3) Supporting NRA will remove from a pay status those Reservists who have reached age 60 and are not in receipt of an age waiver.

(4) Members who cannot reach retirement eligibility by their 63rd birthday will not be retained in an active status and will be transferred to the USNR-S2 by NAVPERSCOM (PERS-913). Such members will not be reenlisted, extended upon expiration of current enlistment, or recommended for reenlistment.

(5) Members who receive a waiver to participate beyond age 60 and subsequently become unable to achieve retirement eligibility will be processed for discharge under the appropriate MILPERSMAN 1910 articles.

d. **Waiver Submission Procedures**

(1) Enlisted members desiring an age 60 waiver to serve in an active status shall submit a written request to NAVPERSCOM

(PERS-913) via their Navy Reserve unit commanding officer and the supporting NRA.

(2) At a minimum, the Reserve unit CO's endorsement should include a statement concerning the impact that the loss of the member would have on the unit along with any other pertinent information supporting the member's request.

e. **High Year Tenure (HYT).** Enlisted personnel desiring to serve in the SELRES past HYT gates must request a waiver per MILPERSMAN 1160-120.

7. **Sanctuary Provisions**

a. **Reserve Sanctuary.** As a general rule, if members become subject to any of the foregoing attrition actions at a time when they have accumulated between 18 and 20 years of qualifying service, NAVPERSCOM (PERS-911 and or PERS-913) will notify the members and offer an extension in an active status, allowing them the opportunity to complete 20 years of qualifying service. For officer personnel, reference (a), §12646, applies, which excludes sanctuary in cases of separation due to age, physical disability, or cause. For enlisted personnel, reference (a), §1176, applies, which excludes sanctuary in cases of separation due to physical disability or cause.

b. **Active Duty Sanctuary.** Per reference (a), §12686, members who have accumulated 18 or more years of active service who are serving on active duty (other than for training) may not be involuntarily released from active duty until eligible for an active duty retirement, unless release is approved by SECNAV. Members serving on active duty for special work (ADSW) or active duty orders who have accumulated at least 18 years of active service (all active duty for training (ADT), annual training (AT), ADSW, or other active service counts) are included in the sanctuary per reference (f). ADT and AT orders for members with more than 18 years of active service do not trigger the sanctuary provision.

Note: Further information on Navy Reserve status and categories, and frequently asked questions about this subject can be found at the following Web address: http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/Pages/default.aspx

- EXHIBIT 1 -

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NAVY RESERVE STATUS PARTICIPATION CHART

STATUS	ACTIVE			INACTIVE	RETIRED
CATEGORY	READY RESERVE		STANDBY RESERVE		RETIRED RESERVE
SUB-CATEGORY	SELECTED RESERVE	IRR	USNR-S1	USNR-S2	USNR-RETIRED
Perform IDT with pay	Y	N	N	N	N
Perform IDT without pay	Y	Y	Y	N	N
Perform AT/ADT/IADT with pay	Y	Y(1)	N	N	N
Perform AT/ADT/IADT without pay	N	Y	Y(1)	N	N
Earn retirement points	Y	Y	Y	N	N(2)
Earn membership points	Y	Y	Y	N	N
Eligible for officer promotion	Y	Y	Y(3)	N	N
Eligible for enlisted advancement	Y	Y(4)	Y(4)	N	N
Be voluntarily recalled to active duty/ADSW	Y	Y	N	N	Y(5)
Participate with permissive orders (no pay or points)	N	N	N	N	Y
Recall per 10 U.S.C., 12302 (Presidential authority)	Y	Y	N	N	N
Recall per 10 U.S.C., 12304 (Presidential authority)	Y	N	N	N	N
Recall per 10 U.S.C., 12301(a) (Congressional authority)	Y	Y	Y	Y	Y(6)

Exhibit 1 Notes:

1. If authorized, ADT only.

2. Unless recalled to active duty in a retired status. If recalled, points are added to the member's totals.

3. Except for flag rank.

4. If drilling in a non-pay unit and not subject to HYT.

5. Recall is in a retired status (no further promotion).

6. Recall as authorized by SECNAV.

EXHIBIT 2

NAVY RESERVE CATEGORIES BASED ON RESERVE STATUS

<table>
<tr><td colspan="4">ACTIVE STATUS
*Officers are members on the Reserve Active Status List (RASL)</td><td>INACTIVE STATUS</td><td>RETIRED STATUS</td></tr>
<tr><td colspan="3">READY RESERVE</td><td rowspan="3">S-1
Standby Reserve Active

Key Federal Employee - Hardships</td><td rowspan="3">S-2
Standby Reserve Inactive

Can’t earn Retirement points or promote</td><td rowspan="3">Qualified for Non-regular Retirement or Regular Retirement</td></tr>
<tr><td>SELRES (Selected Reserve)</td><td colspan="2">IRR (Individual Ready Reserve)</td></tr>
<tr><td>Drilling Reservists (With Pay)

**
- Full-Time Support
- Canvassing Recruiter
- Active Duty Recall</td><td>VTU (Voluntary Training Unit)

**
Drilling Reservists (Non-Pay)</td><td>ASP
(Active Status Pool)</td></tr>
<tr><td colspan="3"></td><td colspan="3">Qualifying Years of Service via approved Correspondence Courses, Non-Pay Drills (S-1 in VTU) ADT without pay (ASP and S-1)</td></tr>
</table>

*Member on the RASL are eligible for promotion
**Enlisted members are eligible for advancement while a SELRES or in the VTU and not subject to HYT.

MILPERSMAN 1001-125

REQUIREMENTS FOR TRANSFER FROM SELECTED RESERVE OR INDIVIDUAL READY RESERVE–VOLUNTARY TRAINING UNIT TO THE INDIVIDUAL READY RESERVE–ACTIVE STATUS POOL, STANDBY RESERVE–ACTIVE, OR STANDBY RESERVE–INACTIVE

Responsible Office	NAVPERSCOM (PERS-93)	Phone: DSN COM	882-662 1-833-330-6622

My Navy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) RESPERS M-1001.5 (c) OPNAVINST 6110.1J (d) NAVMED P-117, Manual of the Medical Department (e) OPNAVINST 5350.4D (f) SECNAV M-5510.30 Department of the Navy Personnel Security Program (g) BUPERSINST 1001.39F (h) DoD Instruction 1235.09 of 12 February 2014 (i) DoD Directive 1200.7 of 18 November 1999 (j) COMNAVRESFORNOTE 5400 (APPLY process per current year)

1. **Purpose**. To define responsibilities, eligibility requirements, and procedures for transfer of Selected Reserve (SELRES) members and Individual Ready Reserve (IRR)–Voluntary Training Unit (VTU) to the IRR-Active Status Pool (ASP), Standby Reserve-Active (USNR-S1), or Standby Reserve-Inactive (USNR-S2).

2. **Definition of IRR-ASP**. The Navy IRR-ASP is a force that consists of personnel fulfilling their military service obligation (MSO) under section 651 of reference (a), personnel fulfilling a service obligation incurred via contract, personnel who have fulfilled MSO and are approved for assignment to the IRR-ASP, and personnel participating in special programs and education programs leading to a commission.

3. **Definition of MSO**. Each person who entered initial military service on or after 1 June 1984 must serve a total period of 8 years from the date of enlistment, appointment, or, when authorized by law, induction. Any portion of the MSO that is not active duty (ACDU) or initial active duty for training (ADT) must be performed in the Reserve Component as defined in sections 10101, 10142, 10143, 10145, and 10146 of reference (a). This may be served in the IRR-ASP, USNR-S1, or USNR-S2.

4. **Definition of USNR-S1**. Service members in the USNR-S1 are in an active status and are eligible to participate in a Navy Reserve program without pay for retirement point credit only. They may not receive pay, allowances, or travel allowances for any inactive duty training or ADT. They may be ordered to ACDU in time of war or national emergency if the Secretary of the Navy, with the approval of the Secretary of Defense, determines not enough qualified ready reservists are available in the categories required. Officers continue to be eligible for promotion consideration. Enlisted Service members in this category are not eligible for advancement unless they are drilling with a VTU and not subject to current high year tenure (HYT) gate restrictions for their pay grade. Members of the USNR-S1 are subject to mobilization per sections 12301, 12302, and 12306 of reference (a).

5. **Definition of USNR-S2**. Service members of the USNR-S2 are in an inactive status. They may not participate for pay or retirement point credit. They may not be considered for advancement or promotion. If they have been selected for advancement or promotion, but have not been advanced or appointed to the higher rank or grade at the time of their transfer to the USNR-S2, their promotion or advancement will not take effect. Members of the USNR-S2 are subject to mobilization per sections 12301, 12302, and 12306 of reference (a).

6. **Roles and Responsibilities**

a. Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9) is the final authority for adjudicating a Service member's status transition into IRR-ASP, USNR-S1, or USNR-S2, and for transfers between statuses.

b. Unit commanding officers, in coordination with Navy Reserve activity (NRA) COs, are responsible for ensuring SELRES and IRR-VTU Service members meet all requirements for transfer as specified in this article. Reference (b) outlines actions to

be taken for Sailors with a drilling obligation (i.e., new accession training (NAT), Prior Service Reenlistment Eligibility-Reserve (PRISE-R), bonus, education benefits).

7. **Requirements for Transfer from SELRES or IRR-VTU to IRR-ASP**. A Service member requesting transfer to the IRR-ASP must meet the following requirements:

a. Physical readiness standards per reference (c).

b. Medical and dental readiness requirements per reference (d).

c. No pending medical treatment, review, or benefits evaluation issue (e.g., pending Integrated Disability Evaluation System Processing, pending medical evaluation board, physical evaluation board, line of duty-health care request, medical retention review) per reference (d).

d. No failed or pending drug screen per reference (e).

e. No lost, revoked or denied security clearance per reference (f).

f. Valid or current professional qualifications, credentials, licenses, or privileges as required by individual community managers.

g. HYT requirements per MILPERSMAN 1160-120 (enlisted only).

h. Satisfactory participation in SELRES/IRR-VTU as defined in MILPERSMAN 1001-100.

i. No pending administrative separation processing.

j. No pending or adjudicated felony offenses.

k. Complete NAVPERS 1080/3 prior to transfer.

8. **Conditions for Transfer from SELRES or IRR-VTU to USNR-S1 status**. Service members meeting the requirements for IRR-ASP may be transferred to USNR-S1 status per references (g), (h), and MILPERSMAN 1001-100 for reasons including the following:

a. Service member has a temporary hardship per reference (i) with intent to return to SELRES or VTU.

b. Service member is designated as a key employee in the Federal Government or designated as a key non-Federal public or private employee.

c. Service member is a theology student at an accredited theological or divinity school (other than those participating in a military Chaplain Candidate or Theology Student Program).

9. **Conditions for Transfer from Reserve-Active Status (SELRES, IRR, or USNR-S1) to Reserve-Inactive Status (USNR-S2)**. Service members may be transferred to the USNR-S2, per references (g), (h), (j), and MILPERSMAN 1001-100 for reasons including:

a. Service members with MSO or time remaining on enlisted contract, but who have not met the requirements for IRR-ASP.

b. Service members with medical conditions that restrict member from mobilization readiness.

c. Any other disqualifying mobilization readiness requirement(s) as defined in reference (b) and MILPERSMAN 1001-150.

10. **Transfer from the USNR-S1 or USNR-S2 to Ready Reserve**

a. Officers may remain in the USNR-S1 until resolution of reason for transfer to the USNR-S1. Officers may remain in the USNR-S2 for up to 1 year. After that time, officers will be screened and considered for discharge, unless they initiate status request per MILPERSMAN 1001-100.

b. Enlisted Service members may remain in the USNR-S1 until resolution of reason for transfer to the USNR-S1. If member will reach end of contract prior to resolution of reason for transfer to the USNR-S1, reenlistment or extension may be requested via PERS-9. Enlisted members may remain in the USNR-S2 until completion of current contract. Enlisted members may be returned to Ready Reserve status per MILPERSMAN 1001-100.

11. **Service in the IRR-ASP**. IRR-ASP Service members are subject to involuntary recall to ACDU per sections 12301 and 12302 of reference (a). Members of the IRR-ASP must be

mobilization ready and maintain satisfactory participation per MILPERSMAN 1001-150.

a. Service members who do not maintain satisfactory participation will be transferred to the USNR-S2 per MILPERSMAN 1001-100.

b. Upon completion of initial 8-year MSO (officer or enlisted) or current contract (enlisted), the Service member will no longer be eligible to remain in the IRR-ASP, with the exception of members who have obtained 16 qualifying years for retirement as of 30 September 2017. Members who desire continued service may request affiliation with SELRES or IRR VTU. Lieutenant commanders and below, with the exception of officers who wish to re-affiliate via Navy Reserve Forces Command and the senior officer non-command billet screening and assignment board (APPLY) process, who would like to transfer to a drilling status, must contact their local recruiter to affiliate with SELRES or IRR VTU. Commanders and above must use the APPLY process per reference (j).

12. **Procedures for Requesting Transfer to IRR-ASP from SELRES or IRR-VTU**. Service member must submit request for transfer to the IRR-ASP using Navy Standard Integrated Personnel System (NSIPS) selecting Retirements and Separations(R&S), and accompanied by IRR-ASP Eligibility Checklist (see exhibit 1), NAVPERS 1070/613 Administrative Remarks (IRR-ASP Statement of Understanding), and NAVPERS 1070/613 (Transfer from Selected Reserve (SELRES) Status Counseling) via the chain of command for approval.

I understand that my military service obligation (MSO) is 8 years from my initial entry into military service per 10 U.S.C. Any portion of my MSO not served on active duty must be performed in the Reserve Component. I further understand that I am being transferred to the Individual Ready Reserve (IRR)-Active Status Pool (ASP) and will be subject to involuntary recall to active duty, per 10 U.S.C., section 12031(a) and 12302, to fulfill mobilization requirements. While I am in the IRR-ASP, I am required to:

- Keep Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9) informed of any address, phone, and e-mail updates; changes in dependency status; education; licenses or skills; or changes in physical or medical condition which could affect readiness for recall to active duty.
- Maintain Navy physical fitness standards and medical readiness and obtain physicals when required.
- Respond to all official correspondence as directed by mail, phone, FAX, e-mail, or internet, to include NAVPERS 1080/3 Individual Ready Reserve (IRR) Annual Screening.
- Participate in the annual screening program or report to muster duty (as directed).
- Maintain military uniforms in serviceable condition.
- Complete NAVPERS 1080/3 prior to any Reserve status change.

For additional information on the IRR, refer to BUPERSINST 1001.39F or www.npc.navy.mil

Correspondence address:
Navy Personnel Command (PERS-93)
5720 Integrity Drive
Millington, TN 38055

_____ _____

(Service member Signature) (Witness Signature)

(Date): I have been counseled on, and understand, that transfer from a SELRES status will affect the following incentives and benefits:

Incentives/Bonus: RESPERSMAN 1100-010
Failure to complete the terms of the incentive obligation will result in termination of the bonus entitlement, unless the transfer is required due to a medical situation. Additionally, recoupment of the bonus, or a prorated amount, will be collected based on the type of bonus received and the amount of obligated service completed.

Montgomery GI Bill-Selected Reserve Eligibility: COMNAVRESFORINST 1780.1
SELRES transferring from a pay status are no longer eligible for MGIB-SR education benefits, unless approved for a period of suspension or medical situation. Unless previously approved for a period of suspension, eligibility cannot be reinstated upon re-affiliation.

Post-9/11 Transferability: OPNAVINST 1780.4
Transfer of education benefits must be completed prior to leaving the SELRES. Failure to complete the obligated service will result in termination of the eligibility and recoupment of benefits used by the Veterans Administration. Personnel precluded from completing their obligation due to Navy or DoD policy, or Federal statute must agree to serve the maximum amount of time allowed by such policy or statute to avoid termination of benefits.

Servicemembers' Group Life Insurance (SGLI)/Family Servicemembers' Group Life Insurance (FSGLI): BUPERSINST 1001.39F – Active status pool personnel are not eligible for SGLI/FSGLI coverage; however, they are eligible to convert to Veteran's Group Life Insurance (VGLI) during the 120 day period after their change of status takes effect. Specific information concerning conversion to VGLI and other coverage options is available by contacting the Office of Servicemembers' Group Life Insurance, 290 West Mt. Pleasant Ave, Livingston, NJ 07039, 1-800-419-1473.

TRICARE Dental Program (TDP): www.tricare.mil/dental.aspx
Upon transfer from SELRES status, Service members and their dependents are eligible for continued TDP coverage. Coverage will continue for personnel who transfer from SELRES to the Individual Ready Reserve (ASP), but the premium costs will increase.

TRICARE Reserve Select (TRS): www.tricare.mil/TRS
Upon transfer from SELRES status, Service members and their dependents are ineligible for continued TRS coverage. However, if members were paying for TRS as a SELRES, members and their dependents may be eligible for coverage under the Continued Health Care Benefit if enrolled within 60 days of transfer out of a pay status. Enrollment can be completed on the TRICARE Web site.

_____ _____
(Service member's Signature) (Witness Signature)

a. Command Level Access Manager (CLAM). The CLAM must ensure that routing is properly established prior to submission of the request. The final approval authority in the routing is NAVPERSCOM/Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) approval authority.

b. NRA Reporting Senior must:

(1) Make recommendation via NSIPS selecting Retirements and Separations (R&S). Forward requests to COMNAVRESFORCOM for Sailors with a drilling requirement per reference (g).

(2) Ensure command career counselors counsel Sailors transferring on IRR-ASP participation requirements via NAVPERS 1070/613.

(3) Ensure all NAVPERS 1070/613 are signed accordingly and verified via NSIPS prior to processing loss transaction. Sign the IRR-ASP Eligibility Checklist, exhibit 1.

(4) Process and release loss transaction via NSIPS.

c. COMNAVRESFORCOM must adjudicate transfer to IRR-ASP for Service members with a drilling obligation (i.e., New Accession Training Program, PRISE-R, bonus, education benefits).

d. PERS-9 must make final status determination on transferring Service member, and transfer to IRR-ASP or USNR-S2 (as appropriate).

EXHIBIT 1

Individual Ready Reserve – Active Status Pool (IRR-ASP) Eligibility Checklist

1. Service member meets physical fitness standards.
Signature of Command Fitness Leader: _____

2. Medical and dental requirements for mobilization readiness have been met.
Signature of Medical Department Rep: _____

3. Service member does not have pending medical benefits or treatment issue.
Signature of Medical Department Rep: _____

4. Service member has no failed or pending drug-screen.
Signature of Urinalysis Program Coordinator: _____

5. Service member does not have a lost, revoked, or denied security clearance.
Signature of Security Manager: _____

6. Service member does not have lost or outdated professional qualifications, credentials, licenses, or privileges.
Signature of Community Rep: _____

7. Service member is not subject to high year tenure.
Signature of Command Career Counselor: _____

8. Review of inactive duty training detail and annual training/active duty for training completion report has been conducted. Service member is in a satisfactory drill status.
Signature of Manpower Department Rep: _____

9. Service member has completed NAVPERS 1080/3.
Signature of Admin Department Rep: _____

10. Service member has not been convicted of a felony or does not have pending NJP, Administrative separation or civil actions.
Signature of Legal Department Rep: _____

I certify that all requirements have been met.
Signature of Commanding officer: _____

MILPERSMAN 1001-135

SCREENING REQUIREMENTS FOR INDIVIDUAL READY RESERVE–ACTIVE STATUS POOL

Responsible Office	NAVPERSCOM PERS-93	Phone: DSN COM FAX	882-3288 1-800-535-2699 (901) 874-2363

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C., §10149 (b) DoD Directive 1200.7 of 18 Nov 1999 (c) BUPERSINST 1001.39F

1. **Policy**. Individual Ready Reserve-Active Status Pool (IRR-ASP) annual screening must be completed by each member of the IRR-ASP during their anniversary month in order to meet screening requirements per references (a) through (c).

2. **Definition of IRR-ASP**. The Navy IRR-ASP is a force that consists of personnel who must fulfill their military service obligation (MSO) under reference (a), members fulfilling a service obligation incurred via contract, and those who have fulfilled their MSO but voluntarily remain in the IRR-ASP.

3. **Responsibility**. Navy Personnel Command (NAVPERSCOM), Individual Ready Reserve Force Management Division (PERS-93) will administer an annual muster and screening of members of the IRR-ASP in order to obtain current information on the members' mobilization readiness.

4. **Annual Screening Requirement**. NAVPERS 1080/3 Individual Ready Reserve (IRR) Annual Screening must be submitted to NAVPERSCOM (PERS-93) during the member's anniversary month prior to the last day of member's anniversary month each year in order to avoid administrative action. NAVPERS 1080/3 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

5. **Failure to Complete Annual Screening**. A member's failure to complete the screening or muster, as ordered, will be used as a basis for determining participation status in the Ready Reserve and may result in a transfer to the Inactive Status List (USNR-S2).

MILPERSMAN 1001-145

REQUIREMENTS FOR TRANSFER FROM ACTIVE COMPONENT TO THE INDIVIDUAL READY RESERVE-ACTIVE STATUS POOL, STANDBY RESERVE-ACTIVE, OR STANDBY RESERVE-INACTIVE

Responsible Office	NAVPERSCOM (PERS-93)	Phone: DSN COM	882-6622 1-800-833-330-6622

My Navy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) OPNAVINST 6110.1J (c) NAVMED P-117, Manual of the Medical Department (d) OPNAVINST 5350.4D (e) SECNAV M-5510.30 Department of the Navy Personnel Security Program (f) DoD Instruction 1235.09 of 12 February 2014 (g) DoD Directive 1200.7 of 18 November 1999 (h) COMNAVRESFORNOTE 5400 (APPLY process per current year)

1. **Purpose**. To define responsibilities, eligibility requirements, and procedures for transfer of Active Component (AC) Service members under a military service obligation (MSO) to the Individual Ready Reserve (IRR)-Active Status Pool (ASP), Standby Reserve - Active (USNR-S1), or Standby Reserve-Inactive (USNR-S2).

2. **Definition of IRR-ASP**. The Navy IRR-ASP is a force that consists of personnel who must fulfill their MSO under section 651 of reference (a), personnel fulfilling a service obligation incurred via contract, personnel who fulfilled MSO and are approved for assignment to the IRR-ASP, and personnel participating in special programs and education programs leading to a commission.

3. **Definition of MSO**. Each person who entered initial military service on or after 1 June 1984 must serve a total period of 8 years from the date of enlistment, appointment, or (when authorized by law) induction. Any part of such service that is

not active duty (ACDU) or initial active duty for training (ADT) must be performed in the Reserve Component (RC) as defined in sections 10101, 10142, 10143, 10145, and 10146 of reference (a). This may be served in the IRR-ASP, USNR-S1, or USNR-S2.

4. **Definition of USNR-S1**. Service members in the USNR-S1 are in an active status and are eligible to participate in a Navy Reserve program without pay for retirement point credit only. They may not receive pay, allowances, or travel allowances for any inactive duty training or ADT. They may be ordered to ACDU in time of war or national emergency if the Secretary of the Navy, with the approval of the Secretary of Defense, determines not enough qualified ready reservists are available in the categories required. Officers continue to be eligible for promotion consideration. Enlisted members in this category are not eligible for advancement, unless they are drilling with a voluntary training unit (VTU), and are not subject to current high year tenure gate restrictions for their pay grade. Service members of the USNR-S1 are subject to mobilization per sections 12301, 12302, and 12306 of reference (a).

5. **Definition of USNR-S2**. Service members of the USNR-S2 are in an inactive status. They may not participate for pay or retirement point credit. They may not be considered for advancement or promotion. If they have been selected for advancement or promotion, but have not been advanced or appointed to the higher rank or grade at the time of their transfer to the USNR-S2, their promotion or advancement will not take effect. Members of the USNR-S2 are subject to mobilization per sections 12301, 12302, and 12306 of reference (a).

6. **Roles and Responsibilities**

a. Commanding officers (CO) are responsible for ensuring Service members meet all requirements for transfer to IRR-ASP.

b. Command career counselors (CCC) are responsible for ensuring that separating members are counseled on IRR-ASP participation requirements, and that the counseling is recorded on NAVPERS 1070/613 Administrative Remarks.

____: I understand that my military service obligation (MSO) is 8 years from my initial entry into military service per title 10 U.S.C. Any portion of my MSO not served on active duty must be performed in the Reserve Component. I further understand that I am being transferred to the Individual Ready Reserve (IRR)-Active Status Pool (ASP) and will be subject to involuntary recall to active duty, per 10 U.S.C. 12031(a) and 12302, to fulfill mobilization requirements. While I am in the IRR-ASP, I am required to:

- Keep Navy Personnel Command (NAVPERSCOM) Reserve Personnel Management Department (PERS-9) informed of any address, phone, and e-mail updates; changes in dependency status; education; licenses or skills; changes in physical or medical condition which could affect readiness for recall to active duty.
- Maintain Navy physical fitness standards and medical readiness and obtain physicals when required.
- Respond to all official correspondence as directed by mail, phone, fax, e-mail, or internet, to include NAVPERS 1080/3 Individual Ready Reserve (IRR) Annual Screening.
- Participate in the Annual Screening Program or report to muster duty, as directed.
- Maintain military uniforms in serviceable condition.

____: I understand that I must contact NAVPERSCOM Individual Ready Reserve Force Management Division (PERS-93) within 30 days of release from active duty.

____: I understand that my obligation end date is _____. (Eight years from date initially entered military service (DIEMS)

For additional information on the IRR, refer to BUPERSINST 1001.39F, MILPERSMAN 1001-125, and 1001-145, or www.npc.navy.mil.

Correspondence address:
Navy Personnel Command (PERS-93)
5720 Integrity Drive
Millington, TN 38055
E-mail: IRR counselor@navy.mil
Phone: 1-800-535-2699
FAX: 901-874-2363

Additionally the CCC is responsible for the completion of NAVPERS 1080/3 Individual Ready Reserve (IRR) Annual Screening.

c. Servicing personnel support detachments (PSD) are responsible for ensuring the IRR-ASP counseling on NAVPERS 1070/613 is added to the separating Service member's official military personnel file.

7. **Requirements for Transfer to the IRR-ASP**. A Service member under an initial MSO who does not reenlist in the AC or RC with Selected Reserve (SELRES) affiliation must be transferred to the IRR-ASP, USNR-S1, or USNR-S2 for the remainder of their obligation based on eligibility. Service members must meet the following requirements for transfer to IRR-ASP.

a. Physical readiness standards per reference (b).

b. Medical and dental readiness requirements per reference (c).

c. No pending medical treatment, review, or benefits evaluation issue (e.g., pending Integrated Disability Eligibility System processing, medical evaluation board, physical evaluation board) as defined in reference (c).

d. No failed drug screen per reference (d).

e. No lost, revoked or denied security clearance per reference (e).

f. Valid or current professional qualifications, credentials, licenses, or privileges as required by individual community managers.

g. No pending administrative separation processing.

h. No pending or adjudicated felony offenses.

i. Completion of NAVPERS 1080/3.

8. **Conditions for Transfer to USNR-S1 Status**. Service members may be transferred to USNR-S1 status, per reference (f) and MILPERSMAN 1001-100, for reasons including the following:

a. Service member has a temporary hardship per reference (g) with intent to return to SELRES or VTU.

b. Service member is designated as a key employee in the Federal Government or designated as a key non-Federal public or private employee.

c. Service member is a theology student at an accredited theological or divinity school (other than those participating in a military chaplain candidate or theology student program).

9. **Conditions for Transfer to USNR-S2 Status**. Service members may be transferred to the USNR-S2, per reference (f) and MILPERSMAN 1001-100, for reasons including the following:

a. Service members with MSO or time remaining on enlistment contract, but have not met the requirements for IRR-ASP.

b. Service members with medical conditions that restrict member from mobilization readiness.

c. Any other disqualifying mobilization readiness requirements as defined by MILPERSMAN 1001-100 and MILPERSMAN 1001-150.

d. Service members who are eligible for transfer to the USNR-S1 and placed in USNR-S2 pursuant to regulations prescribed by the Secretary of the Navy when such action will prevent an inequity with regards to individuals pay, promotion, or retirement points.

e. Service members not required to remain in an Active Reserve status who possess requisite military skills as determined by the Secretary of the Navy that may be required for ACDU per section 12306 of reference (a).

10. **Transfer from the USNR-S1 or USNR-S2 to Ready Reserve**

a. Officers may remain in the USNR-S1 until resolution of reason for transfer to the USNR-S1. Officers may remain in the USNR-S2 for up to 1 year. After that time, officers will be screened and considered for discharge, unless they initiate status request per MILPERSMAN 1001-100.

b. Enlisted Service members may remain in the USNR-S1 until resolution of reason for transfer to the USNR-S1. If member will reach end of contract prior to resolution of reason for transfer to the USNR-S1, reenlistment or extension may be

requested via Navy Personnel Command (NAVPERSCOM) Reserve Personnel Management Department (PERS-9). Enlisted members may remain in the USNR-S2 until completion of current contract or may be returned to Ready Reserve status per MILPERSMAN 1001-100.

11. **Service in the IRR-ASP**. IRR-ASP Service members are subject to involuntary recall to ACDU per sections 12301 and 12302 of reference (a). Members of the IRR-ASP must be mobilization ready and maintain satisfactory participation requirements per MILPERSMAN 1001-150.

a. Service members who do not maintain satisfactory participation requirements will be transferred to the USNR-S2 per MILPERSMAN 1001-100.

b. Upon completion of initial 8-year MSO (officer or enlisted) or current contract (enlisted), the Service member will no longer be eligible to remain in the IRR-ASP, with the exception of members who have obtained 16 qualifying years for retirement as of 30 September 2017. Members who desire continued service may request affiliation with SELRES or IRR VTU. Lieutenant commanders and below, with the exception of officers who wish to re-affiliate via Navy Reserve Forces Command and the senior officer non-command billet screening and assignment board "APPLY" process, who would like to transfer to a drilling status must contact their local recruiter to affiliate with SELRES or IRR VTU. Commanders and above must use the "APPLY" process per reference (h). Aviation designated officers may apply for Reserve aviation billets via Commander, Naval Air Force Reserve and Chief of Naval Air Training approved processes.

12. **Procedures**. All Service members separating from the AC and subsequently transferring to the IRR-ASP must be counseled prior to their discharge from AC regarding their continued military status and participation requirements while in the IRR-ASP. Counseling must be documented in the member's permanent military service record as a NAVPERS 1070/613 entry.

a. CCCs must record counseling of continued military service on electronic service record NAVPERS 1070/613 via Navy Standard Integrated Personnel System (NSIPS).

b. PSD must verify NAVPERS 1070/613 is in NSIPS prior to processing loss document.

c. NAVPERSCOM Functional Integration Division (PERS-94) **must** provide gains reports to NAVPERSCOM Individual Ready Reserve Force Management Division PERS-93 (as required).

d. PERS-9 must make final status determination on transferring Service member, and execute transfer of member to IRR-ASP or USNR-S2 (as appropriate).

MILPERSMAN 1001-150

NAVY RESERVE PARTICIPATION REQUIREMENTS

Responsible Office	NAVPERSCOM (PERS-91)	Phone: DSN COM FAX	882-4931 (901) 874-4931 882-2673
	NAVPERSCOM (PERS-93)	Phone DSN COM FAX	882-4514 874-4514 882-2363

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference(s)	(a) DoD Instruction 1215.06 of 24 Jan 2013 (b) COMNAVRESFORNOTE 1001 (c) DoD Instruction 1215.13 of 5 May 2015 (d) 10 U.S.C. §10205 (e) RESPERSMAN 1001-010 (f) RESPERSMAN 1570-010 (g) Uniform Code of Military Justice (UCMJ) (h) Manual for Courts-Martial (MCM) United States (2012 Edition) (i) JAGINST 5800.7F, Manual of the Judge Advocate General (JAGMAN) (j) SECNAVINST 1920.6C (k) 10 U.S.C. §12645 (l) 10 U.S.C. §12642

1. **Background**. Participation requirements for members of the drilling Reserve (Selected Reserve (SELRES) or Individual Ready Reserve (IRR)-voluntary training unit (VTU)), IRR-active status pool (ASP), Standby Reserve-Active (USNR-S1) and Standby Reserve-Inactive (USNR-S2)) are based upon the Service member's assigned Navy Reserve training and retirement category (TRC). This article identifies Navy Reserve participation requirements per references (a) through (l). Participation within each TRC is listed within exhibit 1.

2. **Criteria for Satisfactory Participation in the Drilling Reserve (SELRES or VTU).** Unit commanding officers (CO) and Navy Reserve activities (NRA) are responsible for monitoring the participation of their assigned Service members. Criteria for satisfactory participation in the drilling Reserve are as follows:

a. Service members are expected to satisfactorily complete 40 of 48 inactive duty training (IDT) periods each fiscal year.

b. Service members will be designated as unsatisfactory participants when 9 or more IDT periods in a running 12-month period are declared unsatisfactory or are unexcused absences.

c. Service members must perform a minimum of 12-14 days annual training (AT), equivalent active duty training (ADT), or active duty (AD) for operational support each fiscal year as stipulated by reference (b).

Note: Service members are responsible for ensuring they accrue at least 50 points each anniversary year to obtain a qualifying year toward non-regular (Reserve) retirement. Anniversary years are calculated from a date unique to each Service member, and often will not coincide with fiscal or calendar years.

d. Service members must report as directed for physical and dental examinations and provide medical documentation as requested to determine physical qualifications for retention in the Navy Reserve.

e. Per references (c) and (d), Service members must keep their NRA CO informed of

(1) current address, and work and home telephone numbers;

(2) changes in physical or medical status;

(3) dependency changes;

(4) current employment status; and

(5) any other factors that could affect mobilization potential.

f. Service members must respond to all official correspondence.

g. Service members must comply with involuntary recall to AD.

3. **Acknowledgement of Procedures**. All drilling reservists must acknowledge their understanding of the Navy's policy concerning satisfactory participation, notification of absence, and procedures to be taken in the event of a missed IDT period by signing NAVPERS 1070/613 Administrative Remarks - satisfactory participation. Reference (e) outlines requirements for excused/missed IDT periods. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) may modify satisfactory participation requirements for VTU Service members, while ensuring the Service member is afforded the ability to obtain a 50-point qualifying year for retirement.

4. **Authorized Absences (AA)**. AAs are assigned when valid training or mission support opportunities for rescheduling the drill do not exist, and the unit CO determines that there is no requirement to make up the missed IDT period. Each assigned AA reduces by one number of regular IDT periods that may be performed per fiscal year. However, assigned AAs do not change the requirement that an anniversary year must have 50 points to qualify as a year toward non-regular retirement. Refer to reference (f) for guidance on the assignment of AAs.

5. **Declaring an IDT Period or AT Period Unsatisfactory or Unexcused**

a. Declaring an IDT period unsatisfactory does not affect the individual's pay for the IDT period. A Service member may be awarded forfeiture of pay only as a result of disciplinary action following proven violation of reference (g) as prescribed by references (h) and (i).

b. A determination as to whether an individual's performance on AT has been satisfactory will be made by the CO of the command to which ordered.

c. An IDT or AT period may be declared unsatisfactory under either of the following circumstances:

(1) member fails to meet the minimum standards required

to maintain the proficiency of the unit and the skill of the individual; or

(2) disciplinary action has been taken under reference (g).

d. If the Service member fails to perform a scheduled IDT period and does not notify the unit CO or NRA by the end of the IDT period(s) in order to reschedule or request AAs, the IDT period is declared an unexcused absence (UA), and the Service member forfeits the right to earn pay and or points for the IDT period(s) in question. The NRA will record IDT periods declared as UA in the Enhancement for Drill Management (EDM) module in Navy Standard Integrated Personnel System (NSIPS), which will electronically notify the Sailor. If an electronic notification is not sent, then the NRA will record the UA drill periods on NAVPERS 1070/613 – satisfactory participation, and counsel the Sailor.

e. Should an IDT period be declared unsatisfactory, the NRA will record the unsatisfactory IDT period in EDM/NSIPS. If an electronic notification is not sent, then the NRA will record the unsatisfactory drill periods on NAVPERS 1070/613 – unsatisfactory participation, and counsel the Sailor. Should an AT period be declared unsatisfactory, the Service member's NRA will submit a NAVPERS 1070/613 entry documenting the unsatisfactory AT period.

6. **Actions to Be Taken for Unsatisfactory Participation in the Drilling Reserve (SELRES or VTU)**. When Service members fail to meet satisfactory participation requirements, they will no longer be eligible for incentive bonuses, the Montgomery GI Bill-Selected Reserve (MGIB-SR) entitlement and transferability of the Post-9/11 GI Bill, or a recommendation for advancement or promotion. Additionally, one of the following administrative actions will be taken:

a. Enlisted personnel, upon recommendation of the unit CO, may be:

(1) placed on probation for 6 months;

(2) transferred to the VTU within 5 days, per reference (e), and processed for administrative separation per MILPERSMAN 1910-158; or

(3) processed for administrative separation, per paragraph 6a(2), but recommended by the convening authority (usually the NRA CO) for transfer to USNR-S2 inactive status for the remainder of the Service member's enlistment instead of separation. Final approval authority for transfer of Service members to USNR-S2 inactive status is NAVPERSCOM, IRR Force Management (PERS-93).

b. Officers may have their drill assignment cancelled and be transferred to the IRR-ASP or USNR-S2 per MILPERSMAN 1001-125. Unsatisfactory participation will be identified as the reason for transfer on the detaching orders and may be reflected in fitness reports. Further unit assignment is not authorized without COMNAVRESFORCOM (N1) approval. Additionally, officers may be recommended for separation for cause per reference (j).

7. Probationary Period for Enlisted Personnel

a. Enlisted personnel may be placed on a 6-month probationary period for unsatisfactory participation if the unit CO believes the circumstances that caused the Service member to be an unsatisfactory participant have been resolved.

b. If during the 6-month probationary period, the Service member accrues one UA or fails to meet any other participation requirement, the Service member's drill assignment may be canceled.

c. Additional probationary periods will not be granted at the local level. Cases requiring additional probationary periods will be forwarded via the chain of command to COMNAVRESFORCOM (N1) for determination.

d. Service members placed on probation will be counseled concerning the requirement for future participation and will sign NAVPERS 1070/613 statement shown in exhibit 2.

8. Criteria for Satisfactory Participation in the IRR-ASP

a. Reference (c) delineates participation requirements for IRR-ASP Service members.

(1) Keep pertinent program managers informed of:

(a) current mailing address, phone number, and e-mail address;

(b) changes in marital or dependency status;

(c) current civilian employer information required on an annual basis, even if no change or unemployed;

(d) changes to education, licenses, or skills;

(e) changes in physical or medical status, which could affect readiness for recall to AD;

(f) any other changes in status that could affect readiness for recall to AD.

(2) Respond to all official correspondence.

(3) Participate in the Annual Screening Program.

(4) Maintain Navy physical fitness and medical readiness standards, and obtain physicals (when required).

(5) Maintain military uniforms in serviceable condition.

(6) Officers with fewer than 20 years of qualifying service must earn at least 27 points, including membership points, each anniversary year to remain in an active status.

(7) There are no minimum point requirements for enlisted Service members.

(8) Failure to earn 50 points in an anniversary year will result in a non-qualifying year for retirement.

b. Per MILPERSMAN 1001-125, after completion of initial military service obligation (MSO), Service members will no longer be eligible to remain in the IRR-ASP, with the exception of those Service members completing 16 qualifying years for retirement as of 30 September 2017. Service members wishing to continue service past their initial MSO may request affiliation with SELRES or IRR-VTU.

9. **Actions to be Taken for Unsatisfactory Participation in the IRR-ASP**

a. Per reference (c), Service members of the IRR who have not fulfilled their MSO, and whose participation has not been satisfactory will be designated as unsatisfactory participants. Service members may be:

(1) retained in the IRR until accomplishment of MSO, or

(2) transferred to the USNR-S2 for the balance of their statutory MSO or current enlistment contract.

b. Per reference (k), Reserve commissioned officers who have not completed the period of service required may not be discharged or transferred from an active status unless their discharge or transfer from an active status is required by law. Per reference (l), Reserve commissioned officers who fail to conform to prescribed standards must:

(1) be transferred to the Retired Reserve, if qualified and application is made,

(2) be transferred to an inactive status, if not qualified or application is not made, or

(3) be discharged from their Reserve appointment, if not transferred to the Retired Reserve or an inactive status.

c. Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9) will make final status determination for unsatisfactory participants.

10. **TRC**. Participation requirements for Navy Reserve members are determined by the TRC to which they are assigned. A description of these categories, per reference (a), is summarized in exhibit 1.

Exhibit 1

Ready Reserve				
Reserve Component Category	**Training/ Retirement Category**	**Inactive Duty Training (IDT) Periods Required per FY**	**AT Required per FY**	**Remarks**
United States Navy Reserve – Retired (USNR-R) Selected Reserve (SELRES)	SA	48	14 days **(Note 1)**	Personnel assigned to SELRES units
USNR-R (SELRES)	TB	0-48	14 days **(Note 1)**	Individual mobilization augmentees (IMAs)
USNR-R (SELRES)	UF	0	N/A **(Note 2)**	Personnel attending any period of initial active duty for training (IADT)
USNR-R (SELRES)	UP	0	N/A **(Note 2)**	Personnel awaiting 1st period of IADT
USNR-R (SELRES)	UQ	48	N/A **(Note 2)**	Personnel awaiting 2nd period of IADT
USNR-R (SELRES)	UX	0	N/A **(Note 2)**	Other SELRES untrained Service members in training programs

Individual Ready Reserve				
Reserve Component Category	**Training/Retirement Category**	**IDT Periods Required per FY**	**AT Required per FY**	**Remarks**
USNR-R (Ready Reserve)	RE	N/A	1 **(Note 3)**	Individual members of the Ready Reserve not in the SELRES
USNR-R (Ready Reserve)	RH	N/A	1 **(Note 3)**	Delayed Entry Program
USNR-R (Ready Reserve)	PJ	O	(as required)	Officer Training Program participants AFHPSP
USNR-R (Ready Reserve)	PK	0	45 days active duty(AD) or 14 days respectively of AD for training	Merchant Marine Academy, AFHPSP and FAP

Standby Reserve				
Reserve Component Category	**Training/Retirement Category**	**IDT Periods Required per FY**	**AT Required per FY**	**Remarks**
USNR-S1 (Standby Reserve)	YC	0	0	Key employees only **(Note 4)**
USNR-S1 (Standby Reserve)	YD	**(Note 4)**	0	Other active status members (e.g., temporary hardship/ dependency problems, etc.)

USNR-S2 (Standby Reserve)	YL	0	0	Transferred to inactive status in lieu of separation with disability pay (may not earn retirement points)
USNR-S2 (Standby Reserve)	YN	0	0	Other inactive status list members
Retired Reserve				
Reserve Component Category	**Training/Retirement Category**	**IDT Periods Required per FY**	**AT Required per FY**	**Remarks**
USNR-RET (Retired Reserve)	V1	0	0	Service members transferred to the Retired Reserve who are receiving retired pay.
USNR-RET (Retired Reserve)	V2	0	0	Members of the Retired Reserve who are eligible for but not yet drawing retired pay.
USNR-RET (Retired Reserve)	V3	0	0	Reservists who are retired for a physical disability.
USNR-RET (Retired Reserve)	V4	0	0	Reservists who have completed more than 20 years of AD.

USNR-RET (Retired Reserve)	V5	0	0	Reservists drawing retired pay or other special pay for unique reasons authorized by SECNAV.

Note 1: When individual AT is performed at activities which operate on a normal weekday schedule, completion of 12 days (first working day of first week through last working day of the last week) is considered sufficient to satisfy the annual requirement.

Note 2: Non-prior service personnel who have not satisfied the training requirements prescribed by 10 U.S.C. §671 may be recalled or mobilized; however, they may not be deployed outside the United States (e.g., direct commission officers who have no prior service).

Note 3: Service members of the IRR are not required to perform AT; however, generally they may be authorized to perform up to 29 days ADT each year. Per 10 U.S.C. §12319(a), they must participate in 1 day of muster duty annually for screening (if ordered). Retirement points are not authorized for the IRR screening.

Note 4: Service members in USNR-S1 status can earn retirement points. Service members in appropriate training and retirement categories who are participating in the VTU Program must maintain IDT participation requirements.

Exhibit 2

NAVPERS 1070/613 Administrative Remarks

(Date) I have been placed in a 6-month probationary period by reason of unsatisfactory participation. I understand that during this 6-month period, I will be immediately removed from a drill assignment and administrative separation process will be initiated should I accrue one unexcused absence or fail to satisfactorily participate in any manner. I also understand that although I am being retained in a probationary status, I will no longer be eligible for an enlisted bonus, MGIB-SR or transferability of the Post 9/11 GI Bill. Upon being deemed an unsatisfactory participant, and if in receipt of an enlisted bonus, MGIB-SR benefits or transferability of Post 9/11 GI-Bill benefits, my eligibility will be terminated. Terminations will disqualify me for future payments and may result in recoupment of payments I have received but have not earned. I also understand that I am not recommended for advancement during this probationary period. If I fail to complete initial active duty training in the prescribed time, I may be processed for separation.

_____	_____
Signature of Member	Signature of CO or Delegated Signature Authority

MILPERSMAN 1001-170

RESERVE FAMILY MEMBER IDENTIFICATION CARDS AND DEFENSE ENROLLMENT ELIGIBILITY SYSTEM (DEERS) ENROLLMENT PROGRAM

Responsible Office	NAVPERSCOM (PERS-9)	Phone: DSN COM	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Manual 1000.13 of 23 January 2014 (b) DoD Instruction 1000.13 of 23 January 2014 (c) DoD Instruction 1341.02 of 18 August 2016

1. **Policy**. Certain Reserve Service members and their family members are eligible for uniformed services identification (ID) cards. This article contains information concerning the Defense Enrollment Eligibility System (DEERS) for Reserve family members and family member ID cards.

2. **Guard and Reserve DEERS Enrollment Program**. This program is used to enroll Ready Reserve, Standby Reserve, and retired reservist who are under age 60 in a without pay status but who are entitled to retired pay at age 60 (also referred to as gray area retirees), and their family members in DEERS. Sponsors and their family members are maintained in a pre-eligible status for future entitlement to benefits. If the sponsor is called for more than 30 consecutive days of active duty or additional duty for training, DEERS will verify that the family members are eligible for full benefits for a period of up to 180 days. After 180 days, the family members' relationship to the sponsor must be revalidated to retain eligibility. Military sponsors are responsible for ensuring all eligible family members are enrolled in DEERS, all information is accurate, and changes in relationship are promptly reported to the nearest Real-time Automated Personnel Identification System (RAPIDS) site. Members and their families are enrolled when they apply for their ID cards. Standby reservists do not participate in the Guard and Reserve DEERS Enrollment Program unless previously enrolled while in another status.

3. **Department of Defense Guard and Reserve Family Member Identification**

a. DD 1173-1S United States Uniformed Services Identification and Privilege Card (Reserve Dependent)(Red) is used to identify individuals as family members or as unmarried or unremarried surviving spouses of Ready reservists, former Service members who are not on active duty in excess of 30 consecutive days, Standby reservists, or retired reservists (without pay and in receipt of a Notice of Eligibility (NOE)). If the sponsor is called for more than 30 consecutive days of active duty, the form extends access to full benefits when accompanied by a copy of the sponsor's active duty orders and will activate the family members' pre-eligibility enrollment in DEERS.

b. Issuance of the DD 1173-1S is mandatory for family members of Ready reservists, former Service members, and retired reservists (without pay and in receipt of an NOE) as part of the Guard and Reserve DEERS Enrollment Program. Family members of Standby reservists will be issued a DD 1173-1S at the sponsor's request.

4. **Eligibility for DD 1173-1**. Spouses, children, stepchildren, and wards of Ready reservists, Standby reservists, former Service members, and retired reservists (without pay and in receipt of an NOE) are eligible to be issued a DD 1173-1S. Unremarried surviving spouses, children, stepchildren, and wards of retired reservists (without pay and in receipt of an NOE) whose sponsor dies prior to reaching age 60 are also eligible to be issued a DD 1173-1S. Children or stepchildren normally must be under the age of 21 to be eligible, per reference (a).

5. **DD 1173-1S Issuance Procedures**. DD 1172-2 Application for Identification Cards/DEERS Enrollment will be used to apply for issuance of a DD 1173-1S. The DD 1172-2 will also be used to enroll eligible individuals in DEERS or to update an eligible individual's DEERS record by submitting the form to a verifying official (VO) at any RAPIDS site. Specific information regarding application procedures and preparation of the ID card is contained in reference (b).

a. For dependents already enrolled in DEERS, command access card (CAC)-enabled sponsors may logon to the RAPIDS Self-Service (RSS) portal to verify their dependents online and digitally

create and sign the DD 1172-2. Once the CAC-enabled sponsor verifies the dependent via the RSS portal, the DD 1172-2 is saved under the dependent's DEERS record and must be printed and submitted to a VO at a RAPIDS site to support card issuance. The milConnect Web site is https://milconnect.dmdc.osd.mil/milconnect

b. Non-drilling members of the Individual Ready Reserve, Standby Reserve, Retired Reserve, and former Service members (without pay and in receipt of an NOE) may apply by mail or in person at the nearest RAPIDS location.

6. **Updating DEERS Information**. Once a Service member is registered in DEERS, the member is responsible for keeping his or her DEERS records updated when personal eligibility information changes. This includes changes in military career status, address, and family status (marriage, divorce, birth, and adoption). Methods to update DEERS information:

a. In-Person: Visit the nearest RAPIDS location

b. Phone: 1-800-538-9552

c. Fax: 1-831-655-8317

d. Mail: Defense Manpower Data Center
Support Office
400 Gigling Road
Seaside CA 93955-6771

e. Online: Visit the milConnect Web site

MILPERSMAN 1001-260

TARGETED RE-ENTRY PROGRAM

Responsible Office	NAVPERSCOM (PERS-97)	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. §10205, Reserve Contact Information Requirement (b) NAVMED P-117 Manual of the Medical Department, article 15-7 (c) OPNAVINST 6110.1J (d) OPNAVINST 5350.4D (e) SECNAV M-5510.36 Information Security Program (f) DoD Instruction 1235.09 of 2 February 2014 (g) OPNAVINST 1427.2A (h) BUPERSINST 1540.41E (i) DoD Instruction 1310.01 of 23 August 2013 (j) BUPERSINST 1430.16G

1. **Purpose**. The purpose of the Targeted Re-entry Program (TRP) is to retain the valuable experience and training of the Navy's highest performing Service members who might otherwise be lost to separation. TRP is designed to benefit both the Navy and the Service member by providing a path to continued service for exceptional leaders who possess valuable skills needed in our Navy. Eligible TRP participants are afforded the opportunity to pursue personal or professional goals outside full-time Navy constraints and are provided an expedited return to active duty (ACDU) (if desired).

2. **Background**. TRP empowers commanding officers (COs) to identify Active Component (AC) and Full Time Support (FTS) officer and enlisted Service members intending to separate and have elected to leave ACDU with no desire to affiliate with the Ready Reserve. The CO may recommend awarding a golden ticket or silver ticket to these officer and enlisted Service members. Golden ticket recipients are awarded a guaranteed return to duty in the AC or FTS within 1 year of separation provided they remain fully qualified per references (a) through (e). Silver ticket recipients may have the opportunity to return to duty in the AC or FTS within 2 years of separation, subject to the needs

of the Navy, provided they remain fully qualified per references (a) through (e). Golden tickets not used within the first year, become silver tickets for the second year. If not used within 2 years of release from ACDU, silver tickets expire.

3. **Eligibility**

a. Officers. AC and FTS officers in pay grades O-3 or O-4 who have completed their ACDU service obligation (ADSO), but have not yet reached 14 years of active service, are eligible for consideration for TRP and must meet the following criteria:

(1) Officers must have attained community qualifications, met all eligible community career milestones for their career progression, demonstrated sustained superior performance in their fitness reports, not failed selection for promotion, and passed their most recent physical fitness assessment (PFA);

(2) Prospective participants must meet character standards and are expected to be competitive for future career milestones and or promotion within their respective communities (e.g., have no record of civil criminal convictions, and no failed in-service drug screening). Additionally, members must have neither been awarded a nonjudicial punishment (NJP) or court-martial conviction within the 36 months prior to release from ACDU. Officers who do not meet and maintain retention standards, per references (a) through (e), will not be able to return to ACDU under the TRP; and

(3) Nuclear-trained officers seeking to return to ACDU under TRP require approval from the Nuclear Propulsion Program Manager (OPNAV N133)).

b. Enlisted. AC or FTS enlisted members in pay grades E-4 to E-6 who have completed their ADSO, have not reached 14 years of active service, and have not reached high-year tenure, are eligible for consideration for TRP if they meet the following criteria:

(1) Enlisted members must have attained rating qualifications, demonstrated sustained superior performance in their evaluation reports, and passed their most recent PFA;

(2) Prospective participants must meet character standards (e.g., have neither a record of civil criminal

convictions, nor in-service drug screening failures). Additionally, Service members must neither have an NJP nor court-martial conviction within 36 months prior to release from ACDU. Members who do not meet and maintain retention standards, per references (a) through (e), will not be eligible to return to ACDU under the TRP; and

(3) Nuclear-trained enlisted Sailors seeking to return to ACDU under TRP require approval from OPNAV (N133).

4. **Status and Participation Criteria**

a. Once approved for a golden or silver ticket, the officer or enlisted member must contact the TRP Manager (NAVPERSCOM PERS-9) to enroll in TRP. Enrollment requires appointment, enlistment, or reenlistment into the Standby Reserve - Inactive (USNR-S2) upon ACDU separation for the duration of the program; a period of no less than 2 years. Officer and enlisted Service members who have not completed their minimum service obligation (MSO) after TRP enrollment has expired, must accept an appointment, enlistment, or reenlistment in the Individual Ready Reserve active status pool (IRR-ASP) or USNR-S2 until the completion of their MSO per MILPERSMAN 1001-125. Additionally, these Service members may seek to affiliate with the Selected Reserve.

b. While in TRP, participants must maintain accurate recall information and respond in a timely manner to periodic contact from the TRP Manager.

c. Health Benefits. TRP participants serving in the USNR-S2 are not entitled to or eligible for the following benefits:

(1) Tricare Reserve Select;

(2) Tricare dental; or

(3) Servicemember’s Group Life Insurance.

d. Education Benefits. Participants are not eligible for tuition assistance benefits while in USNR-S2 status. In addition, time in USNR-S2 status does not accrue toward Post 9-11 GI Bill benefits. However, previously earned Montgomery GI Bill and Post 9-11 GI Bill benefits may be used while serving in the USNR-S2.

e. Licensed and Certified Professionals. The Navy will not compensate members in USNR-S2 status for licensing, continuing education credit, liability, or malpractice insurance. Upon return to ACDU, the Service member is responsible for providing current credentialing documentation to NAVPERSCOM, Career Management Department (PERS-4).

f. Promotion or Advancement Eligibility. TRP participants enrolled in USNR-S2 are ineligible for consideration for promotion or advancement, per reference (f), from the date of release from ACDU through the period of participation in the TRP, until return to ACDU. Upon return, the Service member will be appointed or reenlisted in the same grade and time in grade or time in rate last held on ACDU as annotated on Service member's DD 214 Certificate of Discharge from ACDU per reference (g). In the event Service members are already selected for promotion or advancement but have not been advanced or appointed to the selected rank or grade at the time of their transfer to the USNR-S2, their promotion or advancement will be negated and will be considered a failed selection in the case of officers.

g. Pay and Allowances. The effective date of pay and allowances will be the date the member returns to ACDU and is transferred into a paid status.

5. **Program Approval**

a. Officers. Upon the officer's voluntary resignation request submitted, per MILPERSMAN 1920-200, COs may recommend high performing officers who meet TRP criteria by positively endorsing the resignation request and including language which clearly states that the "[officer] is recommended for a golden or silver ticket under the Targeted Re-Entry Program" via the Navy Standard Integrated Personnel System retirements and separation module. NAVPERSCOM, Distribution Policy and Procedure Branch (PERS-451) will periodically forward a list of all applicants to Bureau of Naval Personnel, Military Community Management (BUPERS-3) for board consideration. Each request will be adjudicated based on program criteria, CO's endorsement, and needs of the Navy.

(1) Quotas. BUPERS-3 will approve a maximum number of officer golden tickets each fiscal year based on community health and retention goals. There is no limit to the number of silver tickets that may be awarded.

(2) Notification. Once a determination is made, BUPERS-3 will notify the command of the disposition of the request. COs will notify TRP-approved officers.

b. Enlisted. Upon notification of the Service member's intent to separate, COs will recommend high performing Service members meeting TRP criteria for consideration via the command career counselor in Career Waypoints (C-WAY). Members must have indicated their intent to separate in all C-WAY applications to be eligible for a TRP quota.

(1) Quotas. BUPERS-3 will approve a maximum number of enlisted golden tickets via C-WAY each fiscal year based on community health and target retention goals. There is no limit to the number of silver tickets that may be awarded.

(2) Notification. Once a determination is made, BUPERS-3 will notify the command via C-WAY. COs will notify TRP-approved enlisted members.

6. **Program Enrollment**. Service members awarded a golden or silver ticket must contact the TRP Manager in order to enroll in the TRP. Failure to contact the TRP Manager prior to ACDU separation will result in forfeiture of the awarded ticket.

a. Officers. The following documentation must be submitted to the TRP Manager:

(1) DD 214;

(2) NAVPERS 1000/4 Officer Appointment Acceptance Oath of Office (NSIPS form) (USNR-S2);

(3) Copy of awarded golden or silver ticket;

(4) TRP NAVPERS 1070/613 Administrative Remarks at: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx;

(5) SF-600 Chronological Record of Medical Care at: https://www.gsa.gov/reference/forms#; and

(6) Current contact information to include physical and mailing address, phone number, and a valid civilian e-mail address.

b. Enlisted. The following documentation must be submitted to the TRP Manager:

(1) DD 214;

(2) NAVPERS 1070/601 Immediate Reenlistment Contract at: http://www.public.navy.mil/bupers-npc/reference (USNR-S2) for 24 months;

(3) Copy of awarded golden or silver ticket;

(4) TRP NAVPERS 1070/613 Administrative Remarks;

(5) SF-600 Chronological Record of Medical Care; and

(6) Current contact information to physical and mailing address, phone number, and a valid civilian e-mail address.

7. **Approving Authority - Program Management and Adjudication Procedures**. BUPERS-3 is the approving authority for all non-nuclear TRP requests for both golden and silver tickets, and will make determinations based on the Service member's overall performance, community health, and needs of the Navy. Nuclear-trained Sailors will seek approval from both BUPERS-3 and OPNAV (N133). Specifically, nuclear-trained personnel TRP requests must be routed through OPNAV (N133) for the purpose of verifying the requirements provided in reference (h) prior to adjudication by BUPERS-3.

a. Officers. BUPERS-3 will hold periodic boards for all eligible candidates and provide a list of awardees to the TRP Manager. BUPERS-3 will communicate golden and silver ticket approval via corresponding approval letter (see exhibit 1) to the officer's command for CO notification.

b. Enlisted. BUPERS-3 will consider applications on a monthly basis for all eligible candidates submitted via C-WAY with CO's endorsement. BUPERS-3 will provide notification of golden or silver tickets via C-WAY for CO notification.

c. Nuclear Trained Personnel. In order to meet the requirements of reference (h), nuclear trained personnel requests for TRP tickets must be routed through Nuclear Program Manager (OPNAV N133) prior to adjudication by BUPERS-3.

8. **Responsibilities**

a. NAVPERSCOM, Reserve Personnel Management Department (PERS-9) will provide a one-time transition from ACDU (AC/FTS) to the USNR-S2, and serve as the primary point of contact during TRP time frame.

b. NAVPERSCOM, Career Progression Department (PERS-8) will scroll all approved officer TRP recipients at the request of PERS-9 and issue TRP participant's NAVPERS 1000/4 to PERS-9 for dissemination to the member.

c. PERS-4 will generate separation orders and recall orders (when applicable) for TRP participants.

d. NAVPERSCOM, Pay and Personnel Management Department (PERS-2) will provide pay and benefits support to TRP participants (as applicable).

e. NAVPERSCOM, Personnel Information Management Department (PERS-3) will provide electronic records management support to TRP applicants (as applicable).

f. TRP participants must provide the following information to the TRP Manager:

(1) Current contact information (mailing address, work and telephone numbers, and a valid civilian e-mail address);

(2) Changes in physical or dependency status;

(3) Current employment status including Ready Reserve affiliation; and

(4) Other factors that could affect return to ACDU.

g. TRP Manager will contact participants at regular intervals. TRP participants must respond to all official correspondence, including electronic mailings.

9. **Returning to ACDU**

a. TRP participants desiring to redeem their golden or silver ticket, and return to ACDU must submit a letter of intent as shown in exhibits 2 and 3, to the TRP Manager. BUPERS-3 will adjudicate all requests for return to ACDU. Golden ticket

recipients are guaranteed return; silver tickets are subject to needs of the Navy.

b. Officers must accept ACDU appointment (AC or FTS) based on their status held when awarded their golden or silver ticket. TRP participants must return NAVPERS 1000/4 to the TRP Manager. Date of rank, time in grade, and ACDU base date adjustments for officers will be made per references (i) and (j).

c. Enlisted members must reenlist (AC or FTS) based on status held when awarded their golden or silver ticket. TRP participants must return NAVPERS 1070/601 to the TRP Manager. Date of rank, time in rate, and ACDU service date adjustments for enlisted members will be made per reference (j).

d. Per reference (b), all physical examinations recorded on DD 2808 Report of Medical Examination and DD 2807-1 Report of Medical History, assuming appropriate scope, are valid for 2 years. Upon return to ACDU, an updated DD 2807-1 will be required by the participant and reviewed by an appropriate examiner. DD 2808 and DD 2807-1 may be accessed using the following link: http://www.esd.whs.mil/Directives/forms/dd2500_2999/.

e. Requests by nuclear trained personnel to redeem a TRP ticket and return to ACDU must be validated by N133 prior to action by PERS-9.

10. **Initial Orders**. TRP participants who are approved for return to ACDU are subject to the needs of the Navy, and will be detailed to billets according to availability.

a. Officers. Officers will coordinate with their individual detailer in PERS-4 to negotiate PCS orders and recall timeline. PCS assignments will be in line with normal career progression, per MILPERSMAN 1301-110, based on the available billets at the time of the request to return to ACDU. Officers will be obligated to complete a minimum of 36 months in addition to any required training per approved orders.

b. Enlisted. Enlisted members will coordinate with their individual detailer in NAVPERSCOM, Enlisted Distribution Division (PERS-40) to negotiate PCS orders and recall timeline. PCS assignments will be in line with current sea and shore flow tour lengths based on the available billets at the time of the

request to return to ACDU. TRP participants must obligate for a minimum of 48 months upon return to ACDU.

11. **Acknowledgement of Program Criteria**. All TRP participants must acknowledge their understanding of the Navy's policy concerning TRP enrollment, transfer to, and satisfactory participation in USNR-S2 status and return to ACDU (AC/FTS) procedures. Enrollment in the TRP requires the submission of the TRP on NAVPERS 1070/613 (per exhibits 4 and 5) to the TRP Manager prior to release from ACDU.

a. Transition Assistant (NAVPERSCOM PERS-97) will advise the TRP participant to complete and submit required documents in a timely manner. Service members who do not contact the TRP Manager via their Transition Assistant (NAVPERSCOM PERS-97) prior to separation from ACDU forfeit their golden or silver ticket.

b. TRP eligibility may be revoked for any of the following circumstances:

(1) Service member fails to provide any of the required documentation;

(2) Service member fails to meet the minimum standards required for retention in the Navy Reserve; or

(3) Formal disciplinary action is taken under the UCMJ or civilian criminal justice system.

c. Service members failing to meet the criteria to return to ACDU or remain in USNR-S2 status may be subject to forfeiture of their golden or silver ticket, discharge, and or administrative separation. NAVPERSCOM (PERS-9) will make final status determination for unsatisfactory participants.

EXHIBIT 1

Targeted Re-entry Program Board Results

DEPARTMENT OF THE NAVY
CHIEF OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

1210
BUPERS-3/
DD MMM YY

From: Deputy Chief of Naval Personnel
To: Rank First MI. Last, USN
Via: Commanding Officer, COMMAND

Subj: TARGETED RE-ENTRY PROGRAM BOARD RESULTS

Ref: (a) 10 U.S.C.
(b) DoD Instruction 1235.09
(c) DoD Instruction 1310.01
(d) NAVADMIN 047/18

1. Per references (a) through (d), this letter is to inform you that you have been selected to receive a (golden or silver) ticket under the Targeted Re-Entry Program (TRP).

2. Those officers nominated for the TRP are of the highest caliber and not all nominees are selected to receive this opportunity. Your selection for the program directly reflects the high quality of service you have given to the Navy and the Navy's desire for you to return to active duty.

3. Per your resignation request, you are scheduled for active duty separation in (Month Year). You will not be able to begin your Targeted Re-entry until your resignation from active duty is complete and you have completed your entry into Standby Reserve-Inactive status (USNR S2). The Reserve scrolling process is initiated by your resignation sent to OPNAV (N451), and takes approximately 6 months.

4. Please refer to reference (d) for additional information regarding this program. You may also direct specific questions or elect to decline the (golden or silver) Ticket to the Navy Personnel Command My Navy Career Center at 1-(833) 330-6622/DSN 882 or via e-mail at: askmncc@navy.mil.

(BUPERS-3)
By direction

Copy to:
PERS-97

EXHIBIT 2

Targeted Re-entry Program
Golden Member Return to Active-Duty Notification

Date

From: Rank First MI. Last, USNR
To: Commander, Navy Personnel Command (PERS-9)

Subj: INTENT TO RETURN TO ACTIVE DUTY FOLLOWING PARTICIPATION IN THE TARGETED RE-ENTRY PROGRAM

Ref: (a) MILPERSMAN XXXX-XXX

1. Per reference (a), I am requesting to exchange my golden ticket under the Targeted Re-entry Program to return to active duty effective (date). I have maintained program eligibility requirements as identified in reference (a).

2. Contact information:

Rank First MI. Last, USNR
Street Address
City, State, Zip Code
Phone Number
E-mail

F. M. LAST

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE

EXHIBIT 3

Targeted Re-entry Program
Silver Member Return to Active-Duty Request

Date

From: Rank First MI. Last, USNR
To: Commander, Navy Personnel Command (PERS-9)

Subj: REQUEST TO RETURN TO ACTIVE DUTY FOLLOWING PARTICIPATION IN THE TARGETED RE-ENTRY PROGRAM

Ref: (a) MILPERSMAN Article XXXX-XXX

1. Per reference (a), I am requesting to exchange my silver ticket under the Targeted Re-entry Program to compete for a quota to return to active duty effective (Date). I have maintained program eligibility requirements as identified in reference (a).

2. Contact information:

Rank First MI. Last, USNR
Street Address
City, State, Zip Code
Phone Number
Email

F. M. LAST

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE

EXHIBIT 4

Targeted Re-entry Program – Silver Ticket

(NAVPERS 1070/613 Administrative Remarks)

_____I, _____, have been counseled on the Targeted Re-entry Program (TRP) as outlined in MILPERSMAN 1001-260, and understand the requirements and standards to remain eligible for the Targeted Re-entry Program.

_____I understand I have been offered a silver ticket under the TRP, which is valid for a potential return to active duty in the same status (Active or Full Time Support) up to 2 years from my separation date as listed on my DD-214.

_____I understand that my silver ticket may be used to facilitate a potential return to active duty, based on community health and the needs of the Navy. Silver tickets may not be used to re-designate or cross-rate.

_____As part of TRP Program eligibility, I voluntarily elect to serve in the Inactive Reserve Component (USNR-S2) for the duration of enrollment, a maximum of 2 years. While in this status, I will not be eligible for promotion, earn points toward a non-regular retirement, Servicemember's Group Life Insurance (SGLI), health care, and forfeit any active participation in the Selective Reserve.

_____If I choose to utilize my silver ticket, I understand I will return to active duty in the same rank at the time of separation.

_____My participation in the TRP will not count toward eligibility for retirement, computation of retired or retainer pay, computation of total years of commissioned service or high year tenure limitations.

_____If I have not completed my minimum service obligation, I will be transferred to USNR-S2, and I acknowledge that time served in this status will count towards fulfillment of my reserve obligation. Furthermore, if I still owe time on my minimum service obligation (MSO), I will then be transferred into the Inactive Ready Reserve after 24 months.

_____Should I return to active duty, I further understand that my date of rank and time in grade/rate adjustments will be made upon my return to active duty, including adjustments for active duty service dates.

_____I understand that once I elect to return to active duty and orders are approved, I must execute those orders.

_____I acknowledge that my participation is contingent upon remaining within community and physical readiness standards, and it is my duty to inform the TRP Manager of any changes to my status including physical or mental health material changes or any civil or criminal convictions.

EXHIBIT 5

Targeted Re-entry Program – Golden Ticket

(NAVPERS 1070/613 Administrative Remarks)

_____I, _____, have been counseled on the Targeted Re-entry Program (TRP) as outlined in MILPERSMAN 1001-260 and understand the requirements and standards to remain eligible for the TRP.

_____I understand I have been offered a golden ticket under the TRP, which is valid for a potential return to active duty in the same status (Active or Full Time Support) up to 2 years from my separation date as listed on my DD-214.

_____After 1 year, a golden ticket automatically converts to a silver ticket, and remain valid for an additional year.

_____I understand that if my golden ticket expires, the use of my silver ticket to facilitate a potential return to active duty is contingent upon the needs of the Navy, and may not be used to re-designate or cross-rate.

_____As part of TRP Program eligibility, I voluntarily elect to serve in the Inactive Reserve Component (USNR-S2) for the duration of enrollment, a maximum of 2 years. While in this status, I will not be eligible for promotion, earn points toward a non-regular retirement, Servicemmbers' Group Life Insurance (SGLI), health care, and forfeit any active participation in the Selective Reserve.

_____If I choose to utilize a golden or silver ticket, I understand I will return to active duty in the same rank at the time of separation.

_____My participation in the TRP will not count toward eligibility for retirement, computation of retired or retainer pay, computation of total years of commissioned service or high year tenure limitations.

_____If I have not completed my minimum service obligation (MSO), I will be transferred to USNR-S2 and I acknowledge that time served in this status will count towards fulfillment of my reserve obligation. Furthermore, if I still owe time on my MSO, I will then be transferred into the Inactive Ready Reserve after 24 months.

_____Should I return to active duty, I further understand that my date of rank and time in grade or time in rate adjustments will be made upon my return to active duty, including adjustments for ADSD.

_____I understand that once I elect to return to active duty and orders are approved, I must execute those orders.

_____I acknowledge that my participation is contingent upon remaining within community and physical readiness standards, and it is my duty to inform the TRP Manager of any changes to my status including physical or mental health material changes or any civil or criminal convictions.

MILPERSMAN 1050-010

LEAVE POLICY

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	664-5477 (703) 604-5477 604-6957
	NAVPERSCOM (PERS-91)	Phone: DSN COM FAX	882-4501 (901) 874-4501 874-7031

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) 10 U.S.C. §701 (b) DoD Instruction 1327.06 of 16 Jun 09 (c) 10 U.S.C. §972 (d) 37 U.S.C. §501 (e) SECNAVINST 1920.6C (f) DJMS, Procedures Training Guide (PTG)

1. **Definition of Leave**. Leave, as defined by reference (a), is the authorized absence of a Service member from a place of duty, chargeable against such member, per reference (b), as amended.

2. **Types of Leave**. The following is a classification of leave types in terms of leave accrued, chargeable, non-chargeable, and subject to checkage:

TYPES OF LEAVE
TABLE 1-1

TYPE OF LEAVE	DEFINITION
a. **Earned (Accrued) Leave:**	**Earned leave** is the term used to describe leave accrued to a Service member's credit as of any given date. (1) **Minus Leave Credit.** Earned leave may indicate a minus leave credit, but such amount of minus leave credit must not exceed the amount of leave that would normally be earned during the remaining period of obligated Active Duty (ACDU). (2) **Excess Leave.** A minus leave credit on date of discharge, effective date of first extension of an enlistment, or separation from ACDU is excess leave and is subject to checkage.

TYPE OF LEAVE	DEFINITION
Earned (Accrued) Leave (cont):	(3) **Ordinary Accrual Limit**. The account balance of ordinary earned or accrued leave must be reduced to 60 days at the end of the fiscal year (FY), except in the case of special accrual. However, effective 1 October 2008 through 30 September 2015, a Service member's earned or accrued leave must be reduced to 75 days at the end of the FY. (4) **Special Accrual Limit.** Personnel are authorized special leave accrual up to 120 days while assigned to duty under special circumstances as defined in MILPERSMAN 1050-070.
b. **Chargeable Leave:**	(1) **Annual (Ordinary) Leave -** Leave granted in execution of a command's leave program, chargeable to the Service member's leave account. (2) **Emergency Leave -** Leave granted for a personal or family emergency involving members of their household, immediate family, or a sole surviving relative which requires the Service member's presence whenever the circumstances warrant and the military situation permits. It is chargeable to the Service member's leave account. (3) **Advance Leave** - Leave granted to a Service member with limited or no accrued leave prior to its accrual to the Service member's leave account, based on a reasonable expectation that it will be earned by the Service member during the remaining period of obligated ACDU. This leave may be granted to resolve urgent, personal, or emergency situations. See MILPERSMAN 1050-130. (4) **Reenlistment Leave -** Leave granted to a Service member incident to reenlistment. Up to 90 days may be authorized to Service members, and this leave should begin immediately upon reenlistment. It is chargeable to the Service member's leave account. (5) **Leave in Conjunction with Permanent Change of Station (PCS) -** Leave authorized in conjunction with PCS movement for no less than 30 days delay en route, whenever feasible. It is chargeable to the Service member's leave account. See MILPERSMAN 1050-150.
	(6) **Consecutive Overseas Tour Leave -** Leave authorized for Service members stationed outside the continental United States (OCONUS) who are ordered to a consecutive overseas tour at the same duty station or who are reassigned PCS to another OCONUS duty station. It is chargeable to the Service member's leave account. See MILPERSMAN 1050-410.

Chargeable Leave (cont):	(7) **Terminal Leave -** Leave authorized for Service members at the time of retirement, separation, or release from ACDU. It is chargeable to the Service member's leave account. See MILPERSMAN 1050-120. (8) **Environmental Morale Leave -** Leave granted to a Service member assigned to an overseas duty location that includes extraordinarily difficult living conditions or adverse environmental conditions that would offset the full benefits of annual leave programs. It is chargeable to the Service member's leave account. See MILPERSMAN 1050-210. (9) **Rest and Recuperation (R&R) Leave -** Leave granted (to include Government-funded transportation) to Service members who qualify under conditions designated by the Principal Deputy Under Secretary of Defense (PSUSD) for personnel and readiness (P&R). It is chargeable to the Service member's leave account. The associated leave program, Non-Chargeable R&R Program, is not chargeable to a Service member's leave account. See MILPERSMAN 1050-200 for qualifying criteria. (10) **Court Determination and or Child Support Leave -** Leave granted when a Service member requests leave on the basis of need to attend hearings to determine biological relationship (paternity or maternity) to a child or to determine an obligation to provide child support. Leave shall be granted unless the Service member is serving in or with a unit deployed in a contingency operation, or exigencies of military service require a denial of such a request. It is chargeable to a Service member's leave account.
c. **Non-Chargeable Leave:**	(1) **Convalescent Leave** - A period of authorized absence granted to persons while under medical care which is part of the care and treatment prescribed for a Service member's recuperation or convalescence (to include maternity leave). The Service member's commanding officer (CO) or the hospital commander may grant convalescent leave to patients not yet fit for duty per MILPERSMAN 1050-180. Convalescent leave is not chargeable to a Service member's leave account.
	(2) **Graduation Leave** - A period of authorized absence granted as a delay in reporting to the first duty station in the case of graduates of the U.S. Naval Academy who are appointed commissioned officers in the Armed Forces. Graduation leave is not chargeable to a Service member's leave account and must be used within 3 months of the officer's graduation and before the officer reports to the first duty location or port of embarkation (for permanent duty or with deployed units).

TYPE OF LEAVE	DEFINITION
Non Chargeable Leave (cont):	(3) **Adoption Leave** - A period of authorized absence up to 21 days granted to a Service member who adopts a child under a qualifying adoption. Adoption leave is not chargeable to a Service member's leave account. See MILPERSMAN 1050-420. (4) **Paternity Leave** - A period of authorized absence up to 10 days granted to a married Service member whose wife gives birth to a child and is subsequently used in connection with this birth. Paternity leave is not chargeable to a Service member's leave account. See MILPERSMAN 1050-430. (5) **Recruiting Assistance Leave -** A period of authorized absence up to 14 days to Service members who provide assistance to recruiting. Recruiting assistance leave is not chargeable to a Service member's leave account. See MILPERSMAN 1050-220. (6) **Emergency Leave of Absence -** Non-chargeable leave period of up to 14 days for a qualifying emergency. An emergency leave of absence may only be granted by the Secretary of the Navy and is only authorized once during a career. Emergency leave of absence is not chargeable to a Service member's leave account. Emergency leave of absence is subject to the limitations outlined in reference (b). (7) Rest **and Recuperation Leave -** Leave granted (to include Government-funded transportation) to Service members who qualify under conditions designated by PSUSD (P&R). Non-chargeable R&R is not chargeable to a Service member's leave account. See MILPERSMAN 1050-200 for qualifying criteria.
d. **Leave Subject to Checkage – Excess Leave**	**Excess Leave** is the term used to describe leave granted in excess of earned leave and advance leave, and a period during which the Service member is not entitled to pay and allowances. (1) A minus leave balance at the time of discharge, first extension of an enlistment, separation from ACDU, desertion, or death shall be considered as excess leave without regard to the authority under which the minus leave balance was granted. (2) The pay and allowances received while on excess leave shall be checked upon the Service member's return from such leave.

3. **Entitlement to Leave**. Each member serving in the Navy on ACDU shall be entitled to accrue leave at the rate of 2-½ calendar days for each month of ACDU service, except for periods listed in paragraph 4 below.

4. **Exceptions**. Periods of

a. ACDU of less than 30 consecutive days;

b. ACDU for training with pay of less than 30 consecutive days;

c. Absence from duty without leave;

d. Absence over leave;

e. Unauthorized absence;

e. Confinement as the result of a sentence of a court martial;

f. Lost time per reference (c) and MILPERSMAN 1600-100;

g. Appellate leave; and

h. Excess leave or other periods where member is in a non-pay status.

5. **Forfeiture of Accrued Leave**. Any Service member who is discharged under other than honorable conditions shall forfeit all accrued leave to his or her credit at the time of discharge per reference (d), section 501(e)(1). Additionally, per reference (d), section 501(e)(2), Service members who are discharged before completing 6 months of ACDU service because of a failure to serve satisfactorily are subject to the forfeiture of all accrued leave. This provision applies to all Service members, including those with prior military service (breaks in military service of more than 90 or more consecutive days) who are separated for:

a. **Enlisted Separation Reasons**:

(1) Defective enlistments and inductions (minority and fraudulent entry only);

(2) Entry-level performance and conduct;

(3) Unsatisfactory performance;

(4) Drug and or alcohol abuse rehabilitation failure;

(5) Misconduct (moral and or professional dereliction);

(6) Separation in lieu of trial by court-martial; or

(7) Security (unless the Service member receives an honorable discharge).

b. **Officer Separation Reasons**:

(1) Separation for cause (e.g., officers separated for substandard performance of duty);

(2) Dropped from the rolls;

(3) Misconduct (moral and or professional dereliction);

(4) Separation in lieu of trial by court-martial; or

(5) Security (unless the Service member receives an honorable discharge).

6. **Earned Leave Limits**

a. Limits on earned leave are defined in references (a) and (b). Earned leave may exceed 60 days during a fiscal year (FY), but any earned leave balance exceeding 60 days shall be reduced to 60 days as of the first day of the new FY. During the period beginning on 1 October 2008 through 30 September 2015, earned leave up to 75 days may be retained as of the first day of the new FY.

b. Leave not to exceed 120 days may be accumulated as defined in MILPERSMAN 1050-070. Except for leave accumulated from 1 October 2008 until 30 September 2015, leave in excess of 60 days that has been accrued, per MILPERSMAN 1050-070, shall be lost unless it is used before the end of the third FY after the FY in which it was earned. Special leave accrual earned from 1 October 2008 until 30 September 2015 may be retained until the fourth FY after the FY in which it was earned.

c. Unused leave accumulated in excess of the above stipulated limitations is irrevocably lost and may not be

compensated for with cash. As this policy is based on public law, no waiver authority exists.

d. A Reserve Component (RC) member who accumulates leave during a period of active service may carry over any leave accumulated subject to the limitations in references (a) and (b).

7. **Limits when Separating, Enlisting, Reenlisting, or Extending**. Use the rules specified in the table below to determine earned leave limits during separation, enlistment, reenlistment, or extension:

RULES TO DETERMINE EARNED LEAVE LIMITS
TABLE 1-2

WHEN ...	**AND ...**	**THEN ...**
any person is discharged under other than honorable conditions (OTH),		that person shall forfeit all earned leave at time of discharge.
commands desire to maintain the highest standards of conduct and performance,		the commands may authorize Service members in a pay status leave with pay and allowances not to exceed the amount of leave accumulated to date plus any leave the members will earn while in a pay status.
enlisted members on ACDU who signify their intention to enlist or reenlist in the Regular Navy or Navy Reserve on a date immediately following the date of discharge and remain on ACDU,	members who first extend an enlistment, and who are entitled to lump-sum leave payments for unused leave standing to their credit,	the members may elect to sell a portion of the accrued leave and carry forward the remainder to the new or extended enlistment.
personnel are not entitled to a cash settlement,		they shall have unused leave carried over into a new enlistment or an extension of enlistment. This carryover may exceed 60 days.
a minus leave credit balance exists,		that balance shall not be carried over into a new enlistment or first extension of an enlistment, but shall be considered as excess leave and checked accordingly, except as provided in the article concerning checkage of pay for excess leave.

8. **Authority to Grant Leave**. Subject to such supplementary regulations as may be issued by higher authority:

a. COs or officers-in-charge may grant leave and liberty to officers and enlisted personnel under their command or in their charge, subject to such limitations as are set forth in this article and pursuant to regulations prescribed by the Chief of Naval Operations.

b. The chief or commander of a bureau, command, or office of the Navy department is authorized to grant leave and liberty to Service members on duty in their respective bureau, command, or office, pursuant to regulations.

9. **Aggressive Leave Program Rationale**. Experience has shown that vacations and short periods of rest from duty provide benefits to morale and motivation which are essential to maintaining maximum command effectiveness and morale. The lack of such respite from the work environment adversely affects Service member's health, availability, and performance. It also intensifies the separation from home and family that is a normal result of military duties and operational deployments. Thus, it adversely affects the attitudes of the family and influences the morale and performance of the Service member. Promoting periodic annual use of leave is a major consideration in the effort to increase efficiency while reducing manpower and to reduce costs. Persuasive pursuit of these policies at all levels will make a positive contribution to cost savings, morale, and performance.

10. **Annual Leave Program**

a. Officers authorized to grant leave shall establish and regulate schedules to provide for maximum use of earned leave consistent with:

(1) Operational and training requirements; and

(2) The desires of the individual Service members.

b. All personnel shall be provided an opportunity to take leave annually in these programs.

c. COs must include positive programs to encourage the use of leave as it is earned as respite from the work environment.

d. COs shall ensure that Service members do not bear the responsibility of locating and arranging for necessary leave reliefs or any other type of duty standby for periods of leave of 4 days or more which have been requested and granted prior to the publication of any conflicting duty list or watch bill.

11. **Frequency and Length**. When possible, COs should provide the opportunity to take frequent periods of leave, including an opportunity to take one annual leave period of at least 14 consecutive days, to obtain maximum benefit from the objectives of the command's annual leave program.

12. **Using Leave as Accrued**. Officers in command shall encourage and assist all Service members to use, on the average, their 30 days of accrued leave each year.

a. Congress has provided the authority for Service members to carry over 60 days of leave annually (75 days during the period of 1 October 2008 to 30 September 2015) due to the arduous nature of military duties and the understanding that operational schedules at time do not allow Service members to take their full 30 days of earned leave annually.

b. Congress has provided compensation for Service members who, upon separation, were not able to use their leave because military requirements had prevented it. Service members should not be required to expend leave immediately prior to separation simply for the purpose of reducing leave balances.

c. Using the leave system as a source of additional pay through leave sell-back programs, either as a method of compensation or as a career continuation incentive, defeats the intent of Congress to provide for the health and welfare of service personnel.

d. It is specifically intended that large leave balances shall not be accrued expressly for settlement upon separation or release from ACDU.

13. **Refusal to Take Leave**. Personnel who refuse to take leave when the opportunity is afforded by the command, shall be counseled regarding the benefits of taking leave and the rationale of the leave program. Members should further be cautioned that such refusal may result in the loss of earned leave at a later date.

14. **Circumstances for Special Emphasis to Grant Leave**. In pursuing maximum use of leave, particular emphasis shall be placed on granting leave in the following circumstances:

a. Upon PCS;

b. After periods of particularly arduous duty, protracted periods of deployment from homeport, or when there is evidence of deteriorating health or morale;

c. Within the constraints of the command's unit manning document and operational requirements, emergency leave may be authorized when members or their families have been personally affected by natural disasters (i.e. floods, hurricanes, etc.);

d. During the traditional national holiday periods of Thanksgiving and Christmas;

e. For attendance at spiritual retreats or for other religious observances for which liberty is inadequate;

f. Upon reenlistment and augmentation from Reserve component to ACDU;

g. During the pre-processing period incident to release from ACDU to the extent of unused leave; and

h. Immediately preceding retirement, when requested, and to the extent of unused leave.

15. **Successive Leave**. Except under emergency or other unusual circumstances, personnel should not be granted two or more successive periods of leave without performing duty between the termination of one leave and the commencement of the other. This policy is applicable to both regular and holiday weekends.

Example: If a Service member has an approved leave period which terminates on a Friday and has requested another period of leave to commence the following Monday, then the two leave periods shall be combined into one, or the second period of leave disapproved, unless the Service member performs duty on the Saturday or Sunday between the two leave periods.

16. **Granting Emergency Leave**. When responding to emergency leave requests, COs may judiciously authorize up to 30 days of emergency leave. Requests for leave in excess of 30 days must

be authorized by the Secretary of the Navy via the Office of the Chief of Naval Operations (OPNAV), Pay and Compensation Branch (N130). See MILPERSMAN 1050-030 for additional guidance concerning emergency leave.

GRANTING LEAVE IN AN EMERGENCY
TABLE 1-3

WHEN ...	**THEN ...**	**AND ...**
the aggregate of all leave granted (earned plus advance) does not exceed 30 days,	COs may grant leave in emergencies.	
in the CO's judgment, emergency leave exceeding 30 days is warranted,	emergency leave in excess of 30 days must be authorized by the Secretary of the Navy via OPNAV (N130).	
the Service member has expended all accrued and advance leave,	the Secretary of the Navy may grant a Service member a non-chargeable emergency leave of absence for a qualifying emergency,	this leave is only authorized once in a Service member's career.
emergencies require an absence from duty in excess of 60 days,	the Service member will be considered for humanitarian reassignment of a permanent or temporary nature.	
the emergency is considered appropriate by the CO,	officers serving their initial term of obligated service, or enlisted personnel with less than 8 years of service, may be considered for hardship discharges. See reference (e)(officers) and MILPERSMAN 1910-110 (enlisted).	

17. **Granting Advance Leave**. Advance leave is a means whereby Service members with limited leave accrued may be granted leave to resolve emergency or urgent personal or morale problems. When advance leave has been taken and not fully earned back, an additional advance leave period may be granted, but only in such an amount as will ensure that the total unearned leave does not exceed 30 days.

ADVANCE LEAVE TABLE 1-4	
WHEN ...	**THEN ...**
advance leave is authorized,	such advance leave shall normally be limited to the lesser of: • 30 days; • leave that will be earned during the remaining period of ACDU (current enlistment, not including extensions, for enlisted members); or • the amount of leave that will be accrued prior to date of separation while serving an extension.
advance leave in excess of 30 days is considered necessary,	such advance leave must be authorized by the Secretary of the Navy via OPNAV (N130).
a Service member is separated more than 3 months before expiration of their enlistment, including those who reenlist within 24 hours,	advance leave will be treated as excess leave upon separation.
excess leave is authorized in conjunction with advance leave,	care must be taken that leave is not calculated to accrue during the period of excess leave involved. Accrued leave shall be expended prior to advance leave.

NOTE: Advance leave may not be authorized in conjunction with excess leave authorized for a professional degree or an officer procurement program, or for Service members involved in an administrative, disability, or punitive discharge process.

18. **Granting PCS Leave**. See table below for granting PCS related leave and exceptions thereto:

PCS LEAVE TABLE 1-5	
WHEN ...	**THEN ...**
a Service member has been issued PCS orders to a new duty station,	30 days of leave will be authorized, consisting of earned and advance leave only, no excess leave will be allowed.

the following situations occur: • immediate availabilities from hospitals, or alcohol or drug rehabilitation centers; • decommissioning; • separation orders; • a second PCS move within a 12 month period; • a need to meet key deployment; • to or from an SSBN; or • such unusual circumstances as death, illness, or detachment for cause,	exceptions to the 30 day authorized leave may be made.
personnel are returning from overseas isolated duty stations or, in certain instances, upon a Service member's request,	leave up to 60 days may be granted.

19. **Proceed and Travel Time Concurrent with Leave**. Proceed and travel time should only be granted concurrent with leave when in conjunction with an authorized PCS movement.

20. **Granting Graduation Leave**. Use the rules in the table below when granting graduation leave to midshipmen graduates of the U.S. Naval Academy:

GRADUATION LEAVE
TABLE 1-6

WHEN ...	THEN ...	AND ...
midshipmen are commissioned as officers after graduation from the U.S. Naval Academy,	graduation leave may be granted not to exceed 60 days, to the extent consistent with service requirements and other exigencies,	this leave is not chargeable to the officer's leave account, but must be used within 3 months of the officer's graduation and before the officer reports to the first duty location or port of embarkation (for permanent duty OCONUS or with deployed units).
extensions of this graduation leave period are necessary,	the extensions will be charged to the officer's leave account.	
assigning the former midshipmen to their first duty station,	the number of days for graduation leave will be stipulated in the orders, issued by the department concerned.	

midshipmen are assigned to temporary duty at the U.S. Naval Academy immediately upon graduation,	graduation leave may be granted by the Superintendent, U.S. Naval Academy commencing on the date determined by the superintendent.	

Note: The Department of the Navy currently limits graduation leave to 30 days. Graduation leave may not be carried forward as credit.

21. **Granting Officer Candidate Leave**. Upon graduation of officer candidate training, newly commissioned officers may be authorized 30 days leave, in advance (if necessary) en route to their first permanent duty station.

22. **Granting Reenlistment Leave**. Reenlistment leave applies to enlistments or reenlistments within 24 hours after discharge. Reenlistment leave will be for one period only and shall not exceed either the Service member's earned leave plus 30 days of advance leave, or a maximum of 90 days.

REENLISTMENT LEAVE
TABLE 1-7

WHEN ...	AND ...	THEN ...
ACDU or RC Sailors enlist or reenlist in the Navy or Navy Reserves within 24 hours of discharge,	are retained on ACDU upon enlistment or reenlistment,	leave may be granted as reenlistment leave.
reenlistment leave is requested to commence immediately upon reenlistment,		leave may be granted as reenlistment leave.
a course of instruction begins within 30 days of reenlistment,		reenlistment leave may be delayed to commence upon completion of the course of instruction.
incident to enlistment,		reenlistment leave may be delayed to commence upon transfer from an overseas station.
duty requirements do not permit reenlistment leave,		reenlistment leave may be delayed to commence at the earliest practical date thereafter.
a member requests his first leave period after reenlistment (with the exception of emergency leave),		that leave is considered reenlistment leave.

23. **Leave Program Administration**. Submit leave request forms via NSIPS ESR e-leave or the command leave administrator (CLA) as a "by direction" request. The NAVCOMPT 3065 Leave Request/ Authorization will only be used by commands without a current operating version of NSIPS e-Leave and is available at: https://navalforms.daps.dla.mil/formsDir/_NAVCOMPT_3065_2901.pdf

a. NSIPS ESR e-Leave and NAVCOMPT 3065 forms **will be** used to grant all types of leave (see note) and record the necessary data for service record and pay record entries.

Note: NSIPS ESR e-Leave and NAVCOMPT 3065 forms **will not** be used to grant leave in connection with transfer orders or to grant liberty.

b. When leave has been requested and approved, the procedures outlined in reference (f) shall be followed.

MILPERSMAN 1050-050

HOSPITALIZATION WHILE ON LEAVE

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DODI 1327.06, Leave and Liberty Policy and Procedures, of 16 Jun 09

1. **Rules**. Use the rules given in the table below when dealing with members who are hospitalized or placed in "sick-in-quarters (SIQ)" status while on leave:

WHEN...	**THEN...**
personnel are hospitalized or placed on SIQ status by a civilian physician while on leave,	these personnel shall not be charged leave for the period of hospitalization or SIQ status insofar as leave accounting is concerned.
admitted to a non-naval medical facility or SIQ status,	such personnel shall advise their commanding officer (CO) as soon as practical and request instructions.
personnel are admitted to naval medical facilities,	CO of that facility shall notify the member's CO of the member's hospitalization, ensuring that such notification will arrive prior to the expiration of leave (if practical).
member is hospitalized or SIQ,	chargeable leave will terminate the day preceding and recommence the day following such status.
a member dies while on leave,	member's account will not be charged for leave on the day death occurs.

2. **Safeguards to Prevent Abuse**. Appropriate safeguards may be established to ensure against abuse of hospitalization SIQ while in leave status, provided they are consistent with acceptance of certification from civilian authorities in:

a. Emergency leave validation;

b. Compassionate assignments; and

c. Hardship discharge procedures.

MILPERSMAN 1050-070

SPECIAL LEAVE ACCRUAL

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

References	(a) OPNAV 1050.3 (b) DoD Instruction 1327.06 of 16 Jun 09 (c) 10 U.S.C. 701 (d) 37 U.S.C. 501 (e) DFAS-DJMS, Procedures Training Guide (DFAS-PTG)

1. **Applicability**. The provisions of this article are applicable to all active duty Navy members per reference (a).

2. **Policy**. It is Navy policy to authorize members to accrue up to 120 days earned leave when assigned to duty under any of the circumstances specified under the “Eligibility Criteria” table.

3. **Eligibility Criteria**. Use the rules in the table below to determine member eligibility for special leave accrual:

ELIGIBILITY CRITERIA FOR SPECIAL LEAVE ACCRUAL (Page 1 of 2)		
WHEN members are ...	**AND ...**	**THEN ...**
on active duty for a continuous period of at least 120 days in an area in which they are continuously entitled to hostile fire or imminent danger pay,		members are authorized to accrue up to 120 days earned leave.
serving in a deployable ship, mobile unit, or similar duty,	which, because of operational mission requirements, deploys or operates away from its designated home port or home base for a continuous period of: • at least 60 days, thus preventing normal use of earned leave before it is lost at the end of the fiscal year (FY), • less than 60 days,	members are eligible for special leave accrual. members are not eligible for special leave accrual.
Serving in a deployable ship, mobile unit, or similar duty, permanently home ported or home based outside of the 50 United States, which is required to maintain a higher than normal condition of readiness in port or at home base,	• have deployed or operated away from home port or home base more than 50 percent of the time, thus preventing normal use of earned leave before it is lost at the end of the FY, • personnel have been assigned to a ship or unit for less than 6 months of the FY,	members are eligible for special leave accrual. members are not eligible for special leave accrual.

ELIGIBILILTY CRITERIA FOR SPECIAL LEAVE ACCRUAL (Page 2 of 2)		
WHEN members are ...	**AND ...**	**THEN ...**
serving on other prescribed duty, normally for a continuous period of 60 days or more during the FY,	the situation that is preventing members assigned to such duty from using leave must have been caused by unscheduled operational commitment, national emergency or crisis or operations in defense of national security. Furthermore, the duty should preclude members from taking leave to reduce their leave balance to 60 days before the end of the FY, or 75 days from 1 October 2008 through 30 September 2013,	members are authorized the special leave accrual.
serving on unit, headquarters, and supporting staffs are prohibited from taking leave because of their involvement to support a designated contingency operation,		the provisions of the above authority may be extended to these members.
serving in Joint organizations,		determination of eligibility shall be made by the Joint organization in which the member is serving, as authorized by reference (b).
not losing leave at the end of the FY in which the qualifying period terminates,		these members are not affected by this entitlement regardless of the number of days they served on a qualifying assignment.

4. **Verification Process**

a. **Declaring Eligibility**: Personnel, who believe they are eligible for the special leave accrual, should declare their eligibility to their commanding officer (CO)/officer in charge (OIC).

b. **CO/OIC Responsibilities**:

(1) Ensuring personnel under their command are informed of this entitlement.

(2) Ensuring an appropriate service record entry is made for unit deployment dates of departure and arrival for qualifying assignments as described in “Eligibility Criteria” table.

(3) Verifying member’s eligibility by service record review. In the absence of adequate documentation, an individual’s signed sworn statement based on the “Eligibility Criteria” table is acceptable.

5. **Limitations**

a. Special leave accrual shall not be used to authorize accumulation of leave in excess of 60 days (or 75 days during the period beginning on 1 October 2008 through 30 September 2013) for personnel who do not manage their leave properly.

(1) Members are expected to take advantage of authorized leave periods and use leave authorized incident to permanent changes of duty.

(2) Leave balances that would have been lost at the end of the FY, regardless of whether the member was assigned to prescribed duty, will not be carried over.

b. The rules in table below specifies when special leave accruals are creditable and when they will be lost, with cross-reference to the “Eligibility Criteria” table:

WHEN SPECIAL LEAVE ACCRUAL IS CREDITABLE AND WHEN LOST	
WHEN ...	**THEN ...**
special leave accrual is under “Hostile Fire/ Imminent Danger,” “Deployable Ship/Mobile Unit,” or “Other Duty” criterion,	accrual is creditable in the FY in which the required continuous period of duty is reached, but the qualifying duty need not have commenced in that FY.
members are assigned to units permanently home ported or home based outside of the 50 United States as described by the “Deployable Ship/Mobile Unit Overseas” criterion,	special leave accrual is creditable only in a FY during which the member was assigned for at least 6 months.
leave is accrued in excess of 60 days, or 75 days during the period beginning on 1 October 2008 through 30 September 2013,	it is lost if not used before the end of the third FY following the FY in which the qualifying duty, i.e., deployment, is terminated; however, if the leave in this instance is accrued from 1 October 2008 until 30 September 2013, the carryover period would terminate on the fourth FY after the FY in which the qualifying duty terminated.
personnel are assigned to a deployable ship or mobile unit,	they may qualify for special leave accrual in the FY prior to the FY the ship or mobile unit returns to home port or home base. In this case, the carryover period terminates at the end of the third FY after the FY in which the ship or mobile unit returns from a qualifying deployment; however, if the leave in this instance is accrued from 1 October 2008 until 30 September 2013, the carryover period would terminate on the fourth FY after the FY in which the ship or mobile unit returns from a qualifying deployment.
members detach prior to the end of a deployment,	the date of detachment from the deployed unit is the date that normal leave-taking opportunities are considered once again available.

c. **Example 1**:

(1) Member qualifies for FY 2005 special leave accrual,

(2) member’s ship or mobile unit returns to home port or home base prior to 1 October 2005,

(3) leave accrued in excess of authorized carryover days at the end of FY 2005 must be used by 30 September 2008, or

(4) it will be deducted from the member’s account.

d. **Example 2**:

(1) Member qualifies for FY 2005 special leave accrual,

(2) member’s ship or mobile unit returns to home port or home base on or after 1 October 2005,

(3) leave accrued in excess of authorized carryover days at the end of FY 2005 must be used by 30 September 2009, or

(4) it will be deducted from the member’s account.

e. **Example 3**:

(1) Member qualifies for FY 2009 special leave accrual,

(2) member’s ship or mobile unit returns to home port or home base prior to 1 October 2009

(3) leave accrued in excess of authorized carryover days at the end of FY 2009 must be used by 30 September 2013, or

(4) it will be deducted from the member’s account.

f. **Example 4**:

(1) Member qualifies for FY 2009 special leave accrual,

(2) member’s ship or mobile unit returns to home port or home base on or after 1 October 2009

(3) leave accrued in excess of authorized carryover days at the end of FY 2009 must be used by 30 September 2014, or

(4) it will be deducted from the member's account.

6. **Duty in support of Contingency Operations**. Active duty members who have been recalled from or not authorized annual leave as a consequence of duty assignments in support of a contingency operation are authorized to carryover annual leave in excess of days normally prescribed for carryover per this article. These servicemembers are authorized to retain such leave until the end of the second FY after the FY which such service on active duty is terminated.

7. **Other Special Limits**

a. Reference (c) provides special leave accrual because of reduced leave taking opportunity caused by operational commitment. Consequently, special leave accrual does not apply to individual cases of leave lost due to

(1) hospitalization, or

(2) permanent change of station (PCS) order modifications.

b. Separation payments for unused accrued leave are limited to 60 days during a military career by reference (d).

8. **Administration**

a. Disbursing and administrative procedures are contained in reference (e).

b. Requests for special leave accrual should be submitted via the chain of command (COC) to the approving authority no earlier than the end of the FY, and no later than the end of the first quarter of the following FY.

Example: A request for FY 2008 special leave accrual should be submitted after 30 September 2008, but not later than 31 December 2008.

9. **Request Format**. Requests for special leave accrual, under the "Other Duty" criterion, should provide the following information for all personnel included in the request:

a. Full name, rank/rate, and SSN (XXX-XX-1234, last four digits).

b. Deployments:

(1) Dates, including any deployment period, which started in the previous FY and ended in the FY for which special leave accrual is being requested.

(2) Ship or unit with which deployed.

(3) Hostile fire or imminent danger area.

(4) Contingency operations (unclassified), deployed in support of.

c. Factors preventing use of earned leave while not deployed.

d. Number of days lost at FY end.

e. Narrative explaining any special circumstances to be considered by the approving authority.

f. CO endorsement.

10. **Approving Authority**

a. COs are delegated authority to grant special leave accrual to members eligible under the following criteria given in the “Eligibility Criteria” table:

Hostile Fire/Imminent Danger
Deployable Ship/Mobile Unit
Deployable Ship/Mobile Unit Overseas

b. Navy Echelon II Commanders, e.g.,

Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM),
Commander, U.S. Pacific Fleet (COMPACFLT),
Commander, U.S. Naval Forces Europe (COMUSNAVEUR), and
Commander, U.S. Naval Forces Central Command (COMUSNAVCENT)

have approval authority for special leave accrual under the “Other Duty” criterion.

MILPERSMAN 1050-080

COMPUTATION OF LEAVE - OVERVIEW

Responsible Office	CNO (N13)	Phone: DSN COM FAX	224-5636 (703) 614-5636 225-3311

Governing Directives	DOD Directive 1327.5 of 24 Sept 85 DFAS-DJMS Procedures Training Guide (DFAS PTG), Part 1, Chapter 4

1. **Introduction**. This article on computation of leave has been divided into five individual maps because of its length and complexity, with map titles as listed below.

2. **Purpose**. This article contains general instructions, together with examples, for computing leave that are intended to provide a general understanding of the method of computing leave.

3. **In This Article**. This overview article contains the following sub-titles related to important aspects of computing leave, including detailed examples:

Sub-Title	See MILPERSMAN
General Instructions	1050-081
Examples of Charging Leave, Proceed, and Travel Time	1050-082
Example of Charging Leave During PCS with TDY En Route	1050-083
Examples of Charging Leave When No Travel and Proceed Time Authorized	1050-084
Example of Charging Leave When Unaccounted Time Exists	1050-085

MILPERSMAN 1050-081

COMPUTATION OF LEAVE - GENERAL INSTRUCTIONS

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	224-5636 (703) 614-5636 225-3311

Governing Directives	DOD Directive 1327.5 of 24 Sept 85 DFAS-DJMS Procedures Training Guide (DFAS PTG), Part 1, Chapter 4

1. **Instructions**

a. The primary responsibility for leave accounting is under the cognizance of the DFAS Cleveland Center.

b. Instructions in this article are intended to provide a general understanding of the method of computing leave.

c. Specific instructions concerning leave accounting are contained in the DJMS PTG.

2. **Computing Leave**. Leave is credited at the rate of 2 ½ days for each full month on active service.

3. **When is Leave Not Creditable**

a. Leave is not creditable for any period when the member is in

(1) a lost time,

(2) excess leave, or

(3) other non-pay status.

b. Leave earnings will be reduced for each non-creditable period using the foregoing table.

4. **Computing for Cash Settlement**. Use the rules in table below when making a cash settlement at the end of a period of active service:

WHEN ...	AND ...	THEN ...
leave is computed at the end of a period of active service for the purpose of making cash settlement,	the final leave balance includes a half day total,	the total shall not be advanced to the next higher full day: • the amount to be paid shall be computed by crediting the member with one-half of a day's entitlement. • the total amount shall be rounded to the nearest penny.
a minus leave balance includes a half-day total,		the minus balance shall be increased to the next highest full day.

5. **Determining Leave Between Permanent Change of Stations (PCS's)**

a. In determining leave between PCS's, work backwards to compute the number of days travel, proceed, and leave, according to MILPERSMAN 1320-090, 1320-100, and 1050-150.

b. If both travel in and out of the continental United States (CONUS) are involved, the allowable travel time IN CONUS and OUT CONUS will be added.

c. The number of days remaining, after deducting the proceed and travel time from the elapsed time, is chargeable as leave.

MILPERSMAN 1050-082

COMPUTATION OF LEAVE - EXAMPLES OF CHARGING LEAVE, PROCEED, AND TRAVEL TIME

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directive	DFAS-DJMS Procedures Training Guide (DFAS PTG), Part 1, Chapter 4

1. **Examples**. Five examples are provided illustrating the computation of leave and then how it is charged, together with proceed and travel time, during permanent change of station (PCS).

Example 1

On 1 December the member was detached for PCS transfer from Washington, D.C. to shore duty in San Francisco, California.

On 21 December the member reported to duty station in San Francisco.

EVENT	EVENT DATE	
Detach old permanent duty station (PDS)	1 December	
Report new PDS	21 December	
COMPUTATION		**NUMBER OF DAYS**
Total elapsed time		20
Travel time allowed		9
Proceed time allowed		0
Travel + proceed time		9
Leave (remaining time)		11
TYPE CHARGED	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached leave	1-11 December	11
Travel time	12-20 December	9
Date Reported (day of duty)	21 December	

Example 2

On 21 April unaccompanied member detached from Navy Recruiting Station, Norfolk, VA, under PCS orders to NAS, Agana, Guam, M.I., to report to port of embarkation (POE) not later than 0800, 11 May.

On 11 May member reported at 0750 to POE, Travis, AFB, CA, for Government air transportation to Guam. Delayed in Hawaii awaiting further transportation.

On 15 May member arrived NAS, Agana.

EVENT	EVENT DATE	
Detach old PDS	21 April	
Report POE	11 May	
Report new PDS	15 May	
COMPUTATION		**NUMBER OF DAYS**
Total elapsed time		24
Travel time allowed IN continental United States (CONUS)		1
Travel time allowed OUT CONUS. See NOTE below.		5
Proceed time		4
Travel + proceed time		10
Leave (remaining time)		14
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached - Leave	21 April-4 May	14
Proceed time	5-8 May	4
Travel time	9-14 May	6
Day Reported (day of duty)	15 May	

NOTE: Computed from date of reporting to POE IN CONUS through day of reporting at port of debarkation (POD) in the overseas station. Includes authorized delay awaiting transportation. When computing travel over the International Date Line, consider only calendar days, not actual days.

Example 3

On 3 June member detached from duty station in the Republic of the Philippines under PCS orders to USS SAIL, in port at San Diego, CA.

Authorized 10 days delay in reporting to count as leave and reporting to ship not later than 20 June.

Reported for Government air transportation to CONUS same date. Leave taken IN CONUS.

On 4 June member arrived at POD, Travis Air Force Base, CA.

EVENT	EVENT DATE	
Detach old PDS	3 June	
Report POE	3 June	
Report POD	4 June	
Report ship	20 June	
COMPUTATION		**NUMBER OF DAYS**
Total elapsed time		17
Travel time allowed OUT CONUS. See NOTE below.		2
Travel time allowed IN CONUS		1
Proceed time		4
Travel + proceed time		7
Leave (remaining time)		9
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached (day of leave)	3 June	
Leave	3-12 June	10
Proceed time	13-16 June	4
Travel time	17-19 June	3
Day Reported (day of duty)	20 June	

NOTE: Computed from day of reporting to POE in the Philippines through day of arrival at POD IN CONUS. When computing travel over the International Date Line, consider only calendar days, not actual days.

Example 4

On 23 July an unaccompanied member detached from duty station in Japan under PCS orders to Naval Shipyard, Boston, MA.

Member was authorized 30 days delay in reporting, to count as leave, and to report to new duty station not later than 6 September. Leave taken in CONUS and OUT CONUS.

During period of 24 July-1 August the member was on leave in Japan.

On 2 August the member reported for Government air transportation to CONUS.

During period of 3-9 August the member was on leave in Hawaii.

On 10 August member arrived at POD, San Francisco, CA.

EVENT	EVENT DATE	
Detach old PDS	23 July	
Report POE	2 August	
Report POD	10 August	
Report new PDS	6 September	
COMPUTATION		**NUMBER OF DAYS**
Total elapsed time		45
Constructive travel time allowed OUT CONUS. See NOTE below.		2
Travel time allowed IN CONUS		10
Proceed time allowed		4
Travel + proceed time		16
Leave (remaining time)		29
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached - Leave	23 July-20 August	29
Proceed time	21-24 August	4
Travel time	25 August-5 September	12
Date Reported (day of duty)	6 September	

NOTE: For deriving constructive travel time, see MILPERSMAN 1320-080.

Example 5

On 1 August an unaccompanied member detached under PCS orders from Naval Support Activity, Naples, Italy, to Naval Submarine Base, New London, CT.

The member was granted 30 days delay in reporting to count as leave, 4 days proceed time, and 2 days travel time, to report NLT 2400, 6 September.

On 1 August the member arrived at POD, McGuire AFB, NJ.

On 5 September the member reported to Naval Submarine Base, New London, CT, at 2300 hours.

EVENT	EVENT DATE	
Detach old PDS	1 August	
Report POD	1 August	
Report new PDS	5 September	
COMPUTATION		**NUMBER OF DAYS**
Total elapsed time		35
Travel time allowed OUT CONUS		1
Travel time allowed IN CONUS		1
Proceed time allowed		4
Travel + proceed time		6
Leave (remaining time)		29
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached OUT CONUS and arrived IN CONUS (day of leave)	1 August	
Leave	1-29 August	29
Proceed time	30 August-2 September	4
Travel time	3-4 September	2
Date Reported (day of duty)	5 September	

MILPERSMAN 1050-083

COMPUTATION OF LEAVE - EXAMPLE OF CHARGING LEAVE DURING PCS WITH TDY EN ROUTE

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	224-5636 (703) 614-5636 225-3311

Governing Directive	DFAS-DJMS Procedures Training Guide (DFAS PTG), Part 1, Chapter 4

Example 6

On 21 March the member detached for permanent change of station transfer from shore duty Boston to shore duty Great Lakes, with temporary duty (TDY) (9 Apr - 3 May) en route in Detroit.

On 9 April the member reported in to TDY station in Detroit.

On 3 May the member detached from TDY station in Detroit.

On 10 May the member reported in to new duty station, Great Lakes.

EVENT	EVENT DATE	
Detach old permanent duty station (PDS)	21 March	
Report TDY station	9 April	
Detach TDY station	3 May	
Report new PDS	10 May	
COMPUTATION old PDS to TDY station		**NUMBER OF DAYS**
Total elapsed time		18
Travel time allowed		2
Proceed time allowed		0
Travel + proceed time		2
Leave (remaining time)		17
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached (day of leave)	21 March	
Leave	21 March - 6 April	17
Travel time	7 - 8 April	2
COMPUTATION TDY station to new PDS		**NUMBER OF DAYS**
Total elapsed time		7
Travel time allowed		1
Leave (remaining time)		6
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached (last day of TDY)	3 May	
Leave	4 – 8 May	5
Travel time	9 May	1
SUMMARY		
Total leave		22
Total travel time		3
Total elapsed time		25

MILPERSMAN 1050-084

COMPUTATION OF LEAVE - EXAMPLES OF CHARGING LEAVE WHEN NO TRAVEL AND PROCEED TIME AUTHORIZED

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	224-5636 (703) 614-5636 225-3311

Governing Directive	DFAS-DJMS Procedures Training Guide (DFAS PTG), Part 1, Chapter 4

Example 7

On 19 June member detached under permanent change of station (PCS) orders from Naval Air Facility, Andrews Air Force Base, Washington, D.C. Orders authorized 5 days leave, no proceed time, and no travel time.

At 0800, 25 June the member reported to Naval Station, Washington, D.C.

EVENT	EVENT DATE	
Detach old permanent duty station (PDS)	19 June	
Report new PDS	0800, 25 June	
COMPUTATION		**NUMBER OF DAYS**
Total elapsed time		5
Leave		5
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached (day of duty)	19 June	
Leave	20 - 24 June	5
Date reported (day of duty)	25 June (reported at or before 0900). See NOTE below.	

NOTE: See MILPERSMAN 1050-150 for applicable rules for charging leave where no travel and proceed authorized.

Example 8

On 23 July, a member, in pay grade E-3, departs Naval Station, Norfolk under PCS orders to NAS Rota, Spain.

Member is ordered to report to NAS Norfolk no later than 1200, 7 August for Government transportation.

Orders authorize 15 days delay in reporting (DELREP), no travel time in Continental United States (CONUS) or proceed time are authorized.

On 7 August member reports at 1000 to NAS Norfolk port of entry (POE).

On 8 August the member arrives at NAS, Rota, Spain.

EVENT	EVENT DATE	
Detach old PDS	23 July	
Report POE	1000, 7 August	
Arrive new PDS	8 August	
COMPUTATION		**NUMBER OF DAYS**
Total elapsed time		16
Travel time OUT CONUS		2
Leave (remaining time)		14
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Date detached (day of duty)	23 July	
Leave	24 July - 6 August	14 (0900 rule applies)
Travel time (date reported)	7 - 8 August	2

MILPERSMAN 1050-085

COMPUTATION OF LEAVE - EXAMPLE OF CHARGING LEAVE WHEN UNACCOUNTED TIME EXISTS

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	224-5636 (703) 614-5636 225-3311

Governing Directive	DFAS-DJMS Procedures Training Guide (DFAS PTG), Part 1, Chapter 4

Example 9

This example deals with a situation where unaccounted for time has been generated by a member. A determination of how the member's time is to be charged has to be made, resulting in one of the following three outcomes:

Unauthorized absence (UA),
Allowable travel time, or
Leave.

On 18 November a member detached for permanent change of station (PCS) transfer from Tulsa, OK, to shore duty in San Francisco, CA, with 12 days delay in reporting to count as leave, no proceed time and 6 days travel time, to report NLT 2400 on 6 December.

On 9 December the member reported to new duty station at 1245 hours.

EVENT	EVENT DATE	
Detach old permanent duty station (PDS)	18 November	
Report new PDS	1245, 9 December	
COMPUTATION		**NUMBER OF DAYS**
Total actual elapsed time. See Note 1.		22
Travel time allowed		6
Proceed time allowed		0
Leave time allowed		13
Total allowed elapsed time		18
Unaccounted for time		3
If determined to be UA, then:		
TYPE CHARGE	**PERIOD CHARGED**	**NUMBER OF DAYS**
Leave	18 - 30 November	13
Travel time	1 - 6 December	6
Lost time	7 - 8 December	2 See NOTE 2.
Duty time	9 December	1
If determined to be allowable travel time, then:		
Leave	18 - 29 November	12
Travel time	30 November – 8 December	9 See NOTE 1.
If determined to be leave, then:		
Leave	18 November - 2 December	15 See NOTE 1.
Travel time	3 - 8 December	6

NOTE 1: Leave, travel, and unaccounted for days were reported on NAVCOMPT 3068, Reporting (Arrival) Endorsement to Orders - (Officer - Enlisted) (OCR), prepared after reporting on 9 December.

NOTE 2: Unauthorized absence and commanding officer's determination were reported on NAVPERS 1070/606, Record of Unauthorized Absence.

MILPERSMAN 1050-090

LEAVE: DAY OF DEPARTURE/RETURN

Responsible Office	OPNAV (N130)	Phone: DSN COM E-mail:	664-5477 (703) 604-5477 NXAG N130C@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DOD Instruction 1327.06 of June 2009 (b) DJMS Procedures Training Guide Part 1, Chapter 2

1. **Policy.** Leave-granting authorities may authorize the commencement of leave at any time on a day of duty. The member must be physically present at the home station or port when departing and returning from leave. Special liberty must not be granted for the purpose of extending leave. Unit commanders have the authority to grant and combine leave and special liberty per reference (a) via a memorandum authorizing a special pass. If combining leave and special liberty, the member must be physically present at the home station or port when departing and returning from leave. If the member wishes to leave the home station or port during the special liberty period and not return prior to the beginning of the leave period, then the entire leave and liberty period will be charged as leave.

2. **Leave Accounting.** Reference (b), details specific leave accounting procedures.

3. **Determining Day of Duty or Day of Leave.** Use the rules in table below to determine whether a day of departure or return is to be counted as a day of duty or a day of leave:

WHEN ...	THEN ...
leave commences prior to the expiration of the member's normal working hours,	the day of departure is counted as a day of leave.
leave commences after the expiration of the member's normal working hours,	the day of departure from the duty station is a day of duty not charged as leave.
WHEN ...	**THEN ...**

no duties are scheduled for that day, e.g., regular day off,	leave may commence anytime during the day.
a return is made at or before the commencement of the member's normal working hours,	the day of return from leave will be counted as a day of duty.
a return is made after the commencement of the member's normal working hours,	the day of return from leave will be counted as a day of leave.
leave commences and terminates on non-duty days,	one of the days will be charged as leave.

4. **Examples.** The following examples are set forth in the table below to aid in determining the commencement of leave. In each instance, the member works Monday through Friday, 0800 to 1630. Immediate geographic area is defined by the local command.

Example #	WHEN ...	THEN ...	AND ...
1	a member wants to commence leave at 1630 on Thursday,	Friday is the first day of chargeable leave,	Thursday is a day of duty.
2	a member wants to commence leave at 1200 on Tuesday,	Tuesday will be charged as a day of leave.	
3	special liberty is granted at 1200 on Friday, and a member wants to take leave on Saturday,	Friday is the first day of chargeable leave if the member departs the immediate geographic area before 1630 on Friday.	
		Saturday is the first day of chargeable leave if the member departs the immediate geographic area after 1630 on Friday,	the member is allowed to combine special liberty and leave.

4	a member returns from leave taken outside the immediate geographic area during a period of special liberty,	The last day of chargeable leave is the day the member returns to the immediate geographic area,	the member is allowed to combine special liberty and leave.
Example #	**WHEN ...**	**THEN ...**	**AND ...**
5	member wants to commence leave at 0001 Sunday,	Monday is the first day of leave,	Sunday is counted as a day of duty.
	telephone check-out is authorized,	member must be in the immediate geographic area of his or her duty station.	
6	leave period also ends on a non-work day, i.e., weekend or holiday,	one of the days will be charged as a day of leave, regardless of time of departure or return.	

MILPERSMAN 1050-100

LEAVE: CHECK-IN/CHECK-OUT PROCEDURES

Responsible Office	PERS-22	Phone: DSN COM	882-2231 901-874-2231

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1327.06 of 16 June 2009 (b) Navy Standard Integrated Personnel System (NSIPS), Operations and Maintenance, E-Leave User Guide of 19 November 2012 (c) NAVADMIN 252/10

1. **Policy**

a. Per reference (a), Service members must check out on leave and check in upon return to their commands.

b. Per reference (b), the Navy Standard Integrated Personnel System (NSIPS) Electronic Service Record (ESR) Electronic Leave (e-Leave) Program contains an automatic check-out and check-in system that charges leave based on the approved dates within the system. A self-service function exists that allows Service members to manually check-in and check-out on leave.

c. The self-service function allows members to adjust their leave dates in cases where Service members check out late from approved leave start date or check in early from approved return date. This gives Service members the ability to correct their own leave without the support of the command leave administrator (CLA).

2. **Processing Leave Authorization**

a. Service member requests leave in NSIPS ESR e-Leave. Once approved, no further action is necessary unless the Service member must adjust the leave dates or cancel the leave request prior to the approved leave dates.

b. Service member prints an approved copy of his or her leave paper 3 days prior to leave commencement from the ESR self-service account in NSIPS.

c. NSIPS ESR e-Leave will automatically charge leave based on the approved dates within the system. If a Service member checks out later or returns earlier than approved, the Service member can use NSIPS ESR e-Leave to adjust the dates of leave without CLA intervention. In all other cases, corrections can be made by the CLA.

d. NSIPS ESR e-Leave will process transactions to Defense Finance and Accounting Service (DFAS) 24 hours after the first day of chargeable leave.

4. **Commanding Officer Responsibility and Authority**

a. The commanding officer is responsible for proper compliance with leave policies and regulations. Commanding officers must

(1) designate each CLA in writing and each CLA letter must contain unit identification codes (UICs) to which the CLA will need access.

(2) ensure each CLA submits OPNAV 5239/14 System Authorization Access Request Navy (SAAR-N) to the personnel support detachment/customer service desk (PERSUPP DET/CSD) NSIPS access manager (NAM) with the signed Letter of Designation to authorize administrative access to NSIPS ESR e-Leave. Afloat NSIPS capable ships will submit OPNAV 5239/14 via NSIPS Web afloat to ship access manager for CLA access approval.

(3) Send a copy of the CLA Letter of Designation to the servicing PERSUPP DET/CSD NAM.

(4) Ensure the command's administration office maintains a copy of the CLA Letter of Designation on file and verifies system access annually.

(5) Establish command specific leave and liberty policies and include specific information for checking out on leave and checking in off leave.

(6) Use the reports that exist within the NSIPS ESR e-Leave Program to monitor compliance with leave policies. Commanding officers can track CLA and individual Sailor actions, as well as any changes made to leave requests, for accountability purposes. Any changes to individual leave requests should be justified in comments section of the e-Leave request.

5. Non-e-Leave commands refer to reference (c) for guidance on implementing e-Leave. Commands not on e-Leave will continue to process leave requests per their command's leave and liberty policy until e-Leave implementation is complete.

MILPERSMAN 1050-110

ABSENCES OVER LEAVE OR LIBERTY (AOL)

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

Governing Directives	DOD 7000.14-R, Department of Defense Financial Management Regulation, Volume 7A (DODFMR)

1. **Rules for Determining and Charging AOL**

a. Rules for determining whether absence is unavoidable are contained in Table 1-3-3 of the DODFMR.

b. Use the rules in table below to determine when absences over leave or liberty are chargeable as leave or as lost time:

WHEN absence is over	AND the hour of return is	AND absence is determined to be	THEN it shall be considered as	AND charged as
authorized leave,		unavoidable,	leave	leave.
		avoidable,	absence without leave	lost time.
regular liberty in excess of 24 hours,	at or before 0900,	unavoidable,	leave	leave, starting the day regular liberty status expired through day prior to the day of return.
	After 0900,	unavoidable,	leave	leave, starting the day regular liberty status expired through the day of return.
special liberty in excess of 24 hours, or	at or before 0900,	unavoidable	leave, including the liberty period	leave, starting the day special liberty status commenced through day prior to the day of return.
	After 0900,	unavoidable,	leave, including the liberty period	leave starting the day special liberty status commenced through the day of return.
special liberty and the period of liberty plus absence in excess of 72 hours,	after 0900,	avoidable,	absence without leave	lost time.
	at or before 0900,	unavoidable,	leave, including the liberty period	leave starting the day special liberty status commenced through day prior to the day of return.
	after 0900,	unavoidable,	leave, including the liberty period	leave, starting the day special liberty status commenced through the day of return.

2. **Dealing With Special AOL Situations**

a. Absences over leave or liberty caused by

(1) mental incapacity,

(2) detention by civilian authorities, or

(3) early departure of a mobile unit due to operational commitments,

whether determined to be avoidable or excused as unavoidable, shall not be charged as leave, regardless of duration.

b. Use the rules in the table below to determine whether a particular special case is to be charged as time served or as lost time:

When absence is due to	AND	THEN
mental incapacity,	is excused as unavoidable,	shall be considered as time served.
	is not excused as unavoidable,	shall be considered as lost time.
detention by civilian authorities,	is not excused as unavoidable,	shall be considered as lost time.
early departure of a mobile unit because of operational commitments,	provided member reports to a naval command,	shall be considered as time served.
certain other unusual circumstances, resulting in a member being absent from the member’s duty station,	an exception is considered appropriate by the commanding officer,	details of such cases should be forwarded to Chief of Naval Personnel (N13) for determination.

3. **Computing Leave for Unavoidable AOL**. Periods of absence over regular liberty and special liberty, excused as unavoidable and charged as leave, shall be computed using examples in the table below:

WHEN member departs on	AND member returns at	THEN member is charged
Absence in Excess of 24 Hours Over Regular Liberty		
regular liberty on Friday at 1630, 13 September, to expire on board Monday at 0730, 16 September.	1000, 18 September, with unauthorized absence excused as unavoidable,	3 days leave for period 16-18 September. Comment: day regular liberty expired through day of return, since return was after 0900.
special liberty on Tuesday at 1000, 10 September, to expire on board Wednesday at 0830, 11 September,	1500, 12 September, with unauthorized absence excused as unavoidable,	3 days leave for period 10-12 September. Comment: day special liberty commenced through day of return since period of unauthorized absence exceeded 24 hours. Note: Had the period of unauthorized absence been less than 24 hours, no leave would have been charged.
Total Absence Exceeds 72 Hours		
special liberty on Monday at 1000, 9 September, to expire on board Thursday at 0830, 12 September,	0600, 13 September, with unauthorized absence excused as unavoidable,	4 days leave for period 9-12 September. Comment: day special liberty commenced through day prior to day of return, since member returned prior to 0900, 13 September. Note: The period of unauthorized absence was less than 24 hours, but the period of special liberty plus unauthorized absence exceeded 72 hours.

MILPERSMAN 1050-120

SEPARATION LEAVE

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

Governing Directive	DFAS-DJMS, Procedures Training Guide (DFAS-PTG)

1. **Policy**

a. When consistent with military requirements, a member may be granted leave which expires,

(1) if active duty, on the day of separation without the necessity of returning to the separation site.

(2) if reserve, prior to the effective date of separation in order that allowable travel time can be completed on the separation date.

b. Separation leave is granted by the member’s commanding officer according to the command’s leave program.

c. Since a member is not required to report to a naval activity for final processing at the expiration of leave, it is imperative that the separating activity accomplish all pre-separation counseling and administrative processing prior to the member’s departure for leave.

d. When separation processing has been completed and the member has departed on leave, such leave may be voluntarily terminated only if the member returns to the command or the separation activity maintaining the member’s records.

e. Travel to the member’s command or the separation activity will be at the member’s own expense.

2. **Policy for Deployed Afloat Units and Overseas Activities**

a. Commanding officers of deployed afloat units and overseas activities may authorize separation leave in the member's orders, which direct transfer to a separation activity in the 48 contiguous United States or District of Columbia (D.C.).

b. Use the rules in the table below to determine actions involved in granting separation leave:

WHEN ...	AND ...	THEN ...	AND ...
members are assigned to deployed afloat units or to overseas activities,	desire separation in one of the 48 contiguous United States or D.C.,	members shall be transferred to the separation activity nearest the port of debarkation in one of the contiguous United States or D.C. for separation processing	subsequent granting of separation leave, that is authorized in the member's transfer orders.
For the purpose of separation leave, a member assigned to an overseas activity,	transferred to a separation activity in one of the 48 contiguous United States or D.C.,	member is considered to have fulfilled the prescribed area tour	a request for exception to the prescribed tour is not required.
member is being separated at current duty station outside the 48 contiguous United States or D.C. according to the article on place of separation contained elsewhere in this Manual (see MILPERSMAN 1910-812),		commanding officers of deployed afloat units and overseas commands may grant separation leave to separating members provided • enlisted member has signed NAVPERS 1070/613, Administrative Remarks entry, and • officer has signed a letter approved by commanding officer,	member has acknowledged the statement below:

"I hereby request to be granted (number) days separation leave by (name of command).

I understand that in the event I desire to terminate this leave to reenlist or to continue on active duty I must return to (name and location of command).

I also understand that such return travel is at my own expense and that I have no entitlement to or claim for reimbursement.

I also understand that if I and/or my family members travel at Government expense prior to the effective date of separation to reenlist or to continue on active duty, I will be checked for the amount of Government transportation provided to me and/or my family members."

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3. **Policy for Deployable CONUS-Based Units and CONUS Activities**. Use the rules in the table below when granting separation leave to members of CONUS units and activities:

WHEN ...	AND ...	THEN ...
CONUS activities and CONUS-based deployable units (ships, VP, VA, NMCB, etc.,) based in any of the 48 contiguous United states or D.C., are not scheduled to deploy during the period of separation leave,		commanding officers may authorize such leave.
a unit is scheduled to deploy, leave 48 contiguous United States or D.C.	call at a port outside this area, during the period of separation leave,	members desiring separation leave shall be transferred to the nearest separating activity for separation processing.

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4. **Prohibited Actions**. The following actions related to the separation leave are prohibited:

a. Separation leave of active duty members shall not delay separation. At the expiration of the leave period the member will be considered separated.

b. Excess leave shall not be granted as part of separation leave.

c. Separation leave shall not be granted for members who are being administratively discharged.

5. **Separation Leave Composition and Limitations.** Separation leave is ordinary leave and shall consist of accrued and advance leave, not to exceed the amount of leave to be earned by actual day of separation.

a. The commanding officer granting separation leave has the authority to authorize the amount of leave the member will accrue to the date of separation, including an amount exceeding 60 days.

b. A member may be granted all or a portion of accrued and advance leave as separation leave, dependent upon military requirements and the desires of the member.

c. Payment, for unused accrued leave at the time of separation, is limited to payment for a maximum of 60 days per career after 9 February 1976, and will be included in the member’s final check.

6. **Officer Resignation or Release**. Use the rules in table below when granting separation leave to officers resigning or requesting release:

WHEN ...	AND ...	THEN ...
officer is resigning or requesting release from active duty (RAD),	is submitting resignation/RAD requests to Navy Personnel Command (NAVPERSCOM) (PERS-813/ resignations) NAVPERSCOM (PERS-4/RAD),	officer should include a statement concerning the number of days of separation leave approved by their command with command endorsement.
Separation leave cannot be approved at that time (see the rule above),		officer should forward to the appropriate office in the NAVPERSCOM a command endorsed statement of the amount of separation leave authorized, will in advance of receipt of separation order, to ensure separation leave can be completed on the effective date contained in the orders, except as addressed in the General Policy block. Failure to do so may require order modification.

7. **Permissive Actions**. Following is a list of permissive actions relating to separation leave and leave en route, early release, and frequency of use during a career:

a. Separation leave may be granted in conjunction with an early release program.

b. Separation leave may be utilized more than once per career.

8. **Gapping Billets**

a. The granting of separation leave may cause some billets to be necessarily gapped, since the needs of the Navy may preclude providing an early relief for a member who is being separated.

b. Commanding officers authorizing separation leave will do so only when the efficiency and readiness of the command will not be unduly impaired during the period of time when the billet will not be filled.

9. **References**

a. Administrative and disbursing officer procedures are contained in DFAS PPM.

b. Retirement leave is discussed in the article on accrued leave creditable upon retirement (MILPERSMAN 1050-400).

MILPERSMAN 1050-130

EMERGENCY LEAVE

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

Governing Directives	OPNAVINST 4650.15 Joint Federal Travel Regulations (JFTR), Volume 1, Chapter 7 DOD Directive 1327.5 of 24 Sept 85

1. **Policy**. Emergency leave should be granted whenever the circumstances warrant, based on the judgment of the commanding officer and the desire of the member. The determination of which eligible dependents, if any, will travel on funded emergency leave shall be the member's (as defined in OPNAVINST 4650.15 and JFTR, Volume I, Chapter 7). Funding availability is not criteria for making a determination. Since most family emergencies are highly time-dependent, swift and sensitive action on emergency leave requests is essential.

2. **Alternatives to Extended Emergency Leave**. Prior to granting extended emergency leave involving excess leave, consideration shall be given to the possibility of a request for either

a. a humanitarian duty assignment, or

b. a hardship discharge.

3. **Verifying that Emergency Exists**. Navy policy does not require the use of the American Red Cross to verify all emergency leave situations; however, when the leave-granting authority is uncertain of the validity of an emergency situation, verification assistance should be requested.

4. **Whom to Contact for Assistance**

a. The commanding officer or the member concerned should request the assistance of the

(1) home port contact officer for deployed members;

(2) the military installation nearest the location of the emergency; or, if necessary,

(3) the American Red Cross

to obtain additional information desired concerning the urgency or necessity of the member's presence.

b. Dependents should be encouraged to request assistance in emergency situations from the

(1) American Red Cross,

(2) member's home port contact officer, or

(3) the nearest Navy or other military activity.

5. **Conditions for Granting Emergency Leave**. Emergency leave is authorized in the circumstances set forth below and normally will be granted provided the military situation permits as determined by the fleet, force, or area commander concerned when the existence of an emergency has been determined by letter, telegram, or telephone call from the

family member,
minister,
attending physician, or
other interested party

to the member's command or to the member concerned.

6. **Definition of Emergency Circumstances.** The emergency circumstances needed for granting emergency leave are defined as follows:

a. **Contribution to Welfare of a Dying Member.** When the return of the service member will contribute to the welfare of a dying member of the service member's or spouse's **immediate family**.

(1) **Definition of "Immediate Family."** The Service-member's or spouse's "immediate family" is defined to consist of the following members:

father,
mother,
person standing in **loco parentis**,
spouse,
children,
brother,
sister, or
only living relative.

(2) **Definition of "In Loco Parentis."** "In loco parentis" is defined by DOD Directive 1327.5 as a person who stood in place of a parent to the service member 24 hours a day for a period of at least 5 years before the service member became 21 years old or entered military service.

b. **Death.** Upon the death of a member of the service member's or spouse's immediate family.

c. **Accident or Serious Illness.** When an accident to, or serious illness of, a member of a service member's or spouse's immediate family results in a serious family problem and imposes important responsibilities on the member which must be met immediately, and which cannot be accomplished from the member's duty station or by any other individual or means.

d. **Severe and Unusual Hardship.** When failure of the service member to return home would create a severe and unusual hardship on either the member or the member's family.

7. **Members with Infectious or Contagious Disease**. Personnel undergoing treatment for an infectious or contagious disease shall only be granted leave for emergency reasons and then only when supported by a statement from a medical officer that the leave will not jeopardize the public health.

MILPERSMAN 1050-140

COMPUTATION OF EMERGENCY LEAVE INVOLVING GOVERNMENT - FUNDED TRAVEL

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

Governing Directives	DOD Directive 1327.5 of 24 Sept 85 Joint Federal Travel Regulations (JFTR), paragraph U7205

1. **Policy**. The table below specifies the Federal and DOD policy for charging time spent in emergency leave travel.

WHEN emergency leave travel is ...	**THEN time spent in emergency leave travel shall ...**
authorized at government expense,	not be charged to member's leave account.
not authorized at government expense,	be charged to the member's leave account.

2. **Accounting for Government - Funded Emergency Leave Travel**. Emergency leave involving government-funded travel shall be accounted for as specified in the table below:

WHEN emergency leave is taken ...	AND member is ...	THEN ...	AND ...	AND ...
within Conti-nental United States (CONUS)	assigned Permanent Change of Station (PCS) outside CONUS,	emergency leave to visit a place within CONUS shall commence on the day following the date of arrival at the port (or aerial port) of debarkation within CONUS,	the day of arrival within CONUS shall be accounted for as a day of duty,	the time required to travel from the port (or aerial port) of debarkation to the area of the emergency shall be charged as leave.
		member on emergency leave shall be considered as returned to a duty status upon reporting at a port (or aerial port) of embarkation within CONUS for return to duty outside CONUS,	the day of reporting at the port (or aerial port) of embarkation within CONUS shall be accounted for as a day of duty,	the time required to travel from the area of the emergency to the port (or aerial port) of embarkation shall be charged as leave.
within CONUS	(in accordance with JFTR, par. U7205-B) performing Temporary Additional Duty/Tem-porary Duty (TAD/TDY), or is assigned to a ship which is away from its homeport,	government-funded emergency leave travel shall not be charged as leave,	chargeable leave commences the day following the member’s arrival at the permanent duty station (PDS), homeport, or other location to which government funded travel is authorized,	the member shall be considered as returned to a duty status upon reporting to the PDS, homeport, or other location as applicable, for return to duty via government-funded transportation. The day of reporting to the PDS, homeport, or other location, shall be accounted for as a day of duty.

WHEN emergency leave is taken ...	AND member is ...	THEN ...	AND ...	AND ...
outside CONUS,		emergency leave to visit a place outside CONUS shall commence on the day following the date of arrival at the port (or aerial port) of debarkation in the area of the emergency,	the day of arrival at the port (or aerial port) of debarkation shall be accounted for as a day of duty.	
		member on emergency leave to visit a place outside CONUS shall be considered as returned to a duty status upon reporting at a port (or aerial port) of embarkation in the area of the emergency, for return to duty,	the day of reporting at the port (or aerial port) of embarkation, in the area of the emergency, shall be accounted for as a day of duty.	
outside CONUS,	authorized emergency leave to visit a location outside CONUS,	government-funded travel (in accordance with JFTR, par. U7205) that requires routing within CONUS, shall not be charged as leave,	travel within CONUS not authorized at government expense shall be charged as leave.	

3. **Illustrative Examples**. The following four emergency leave examples are provided to illustrate likely scenarios. They assume government-funded transportation is authorized, in accordance with JFTR, par. U7205.

Example 1: Out CONUS PCS – In CONUS Leave. Member assigned PCS outside CONUS and is on emergency leave in CONUS:

Event	Location	Date	Remarks
departs	Germany	1 July	duty station in Germany
arrives	Philadelphia PA	2 July	aerial port of debarkation
departs	Philadelphia PA	2 July	
arrives	San Francisco CA	2 July	area of emergency
departs	San Francisco CA	8 August	the period 3 July to 8 August inclusive chargeable as leave
arrives	Philadelphia PA	9 August	aerial port of embarkation; await government-funded transportation – the day 9 August not chargeable as leave
departs	Philadelphia PA	10 August	
arrives	Germany	11 August	duty station in Germany

Example 2: Out CONUS PCS – Out CONUS Leave. Member assigned PCS outside CONUS and is on emergency leave at different location outside CONUS:

Event	Location	Date	Remarks
departs	Germany	1 July	duty station in Germany
arrives	McGuire AFB NJ	2 July	
departs	McGuire AFB NJ	2 July	
arrives	Travis AFB CA	4 July	
departs	Travis AFB CA	5 July	
arrives	Hickam AFB HI	6 July	aerial port of debarkation
departs	Hickam AFB HI	6 July	emergency leave in Hawaii
arrives	Hickam AFB HI	8 August	the period 7 July to 7 August inclusive chargeable as leave; aerial port of embarkation – awaiting transportation for return to duty
departs	Hickam AFB HI	12 August	the days 8 to 11 August inclusive not chargeable as leave – member awaiting government-funded transportation
arrives	Travis AFB CA	13 August	
departs	Travis AFB CA	13 August	
arrives	McGuire AFB NJ	16 August	
departs	McGuire AFB NJ	18 August	
arrives	Germany	19 August	duty station in Germany

Example 3: In CONUS PCS – Out CONUS Leave. Member assigned PCS in CONUS and is on emergency leave outside CONUS:

Event	Location	Date	Remarks
departs	Norfolk VA	1 July	departs duty station after normal work hours
arrives	Los Angeles International Airport CA	3 July	travels at own expense aerial port of embarkation
departs	Los Angeles International Airport CA	4 July	on government-funded flight
arrives	Manila International Airport PI	6 July	aerial port of debarkation
departs	Manila International Airport PI	6 July	departs on emergency leave in Philippines; the period 7 July to 6 August inclusive chargeable as leave
arrives	Manila International Airport PI	7 August	aerial port of embarkation; awaiting government-funded transportation for return to duty;
departs	Manila International Airport PI	8 August	the days 3 July and 7 August not chargeable as leave – member awaiting government-funded transportation
arrives	Los Angeles International Airport CA	9 August	aerial port of debarkation
departs	Los Angeles International Airport CA	9 August	at own expense
arrives	Norfolk VA	11 August	arrives at duty station after normal working hours; the days 2 July and 10 and 11 August charged as leave - days of travel within CONUS, not authorized at government expense

Example 4: In CONUS PCS - In CONUS Leave. Member is assigned PCS in CONUS and is on emergency leave in CONUS. Member is assigned to a ship homeported in Norfolk VA; member's ship is conducting a port visit in New Orleans LA.

Event	Location	Date	Remarks
departs	New Orleans LA	1 July	departs ship via government-funded transportation
arrives	Norfolk VA	2 July	
departs	Norfolk VA	2 July	commences emergency leave; the period 3 July to 1 August inclusive chargeable as leave
arrives	Norfolk VA	2 August	the days 2 and 3 August not chargeable as leave - member awaiting government-funded transportation
departs	Norfolk VA	4 August	
arrives	Pensacola FL	5 August	arrives aboard ship

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4. **Actual Period to be charged as Leave**

a. The actual period to be charged as emergency leave shall be determined by "in" and "out" endorsements on leave authorization or travel orders.

b. When this is impossible or impractical to obtain, the member shall furnish a complete itinerary, including

(1) dates,

(2) hours, and

(3) places of all departures and arrivals.

c. This itinerary shall be used to compute the leave period.

MILPERSMAN 1050-150

LEAVE EN ROUTE IN EXECUTION OF ORDERS

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

Governing Directives	DOD Directive 1327.5 of 24 Sept 85

1. **General Policy**. Any delay authorized in orders directing a permanent change of station (PCS) in excess of allowed proceed time or travel time is chargeable to leave.

2. **Specific Policy**

a. Authorized delay granted in PCS orders may be expressed

(1) in the form of number of days, or

(2) as a specific DELREP date, and may include excess leave in those instances considered necessary by the commanding officer.

b. When the orders direct the reporting at one or more places for Temporary Duty (TEMDU), Temporary Duty Under Instruction (TEMDUINS), Temporary Duty Involving Flight Operations (TEMDIFOPS), or TEMDIFINSOPS, en route to a new ultimate permanent or temporary duty station, the orders may stipulate a “not earlier than” and/or “not later than” date to report at one or more of such places.

(1) The total number of days delay authorized in orders may be exceeded provided neither the detaching month nor the report-no-later-than date is affected.

(2) Any travel time in excess of constructive travel time allowed by the direct route shall be charged as leave.

(3) Any cost of travel in excess of that allowed over the direct route shall be borne by the member.

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3. **When May Delay be Taken**. Unless otherwise precluded by the terms of the orders and without being specifically stated in the orders, any portion of delay authorized in PCS orders, including those directing consecutive tours of overseas duty, may, at the discretion of the member and as appropriate according to the location of old and new duty stations, be taken prior to or after

a. arrival in the 48 contiguous United States or District of Columbia,

b. reporting to TEMDU station(s) en route, or

c. departure from the contiguous 48 United States or District of Columbia.

NOTE: Delay to be used in visiting foreign countries requires compliance with the article on visits to foreign countries.

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4. **Rule for Use of Authorized Delays for Officers at POE's**

a. **When** PCS orders for officers authorize delay in reporting for a specific number of days or until a specific date at the port of entry (POE) for transportation to a new destination,

b. **then** such orders preclude the use of the authorized delay after departure from the POE,

c. **and** the date of reporting at the POE must be met unless the orders are modified to the contrary.

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5. **Address Changes**. Keep old and new duty stations advised of address.

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6. **Charging Leave, Proceed, and Travel Time**. Proceed time, travel time, and leave are charged in that order. Only that portion of the period between stations which is not authorized as proceed or travel time is chargeable as leave, except that travel time authorized in the orders but in excess of the time properly allowable will be charged as leave. Use the rules in the table below to charge leave or proceed/travel time for given special circumstances:

WHEN ...	THEN ...
the member reports for duty at the new duty station before the stipulated reporting date,	the member shall not be charged with leave equal to the full amount authorized in the orders, but with only so much of it as is actually used after proceed and/or travel time have been deducted.
only proceed and travel time are involved, i.e., leave is not authorized or the member uses a period of time less than the properly allowable combined total of proceed and travel time,	proceed time shall be reduced to the time remaining, if any, after the allowable travel time has been deducted.

7. **Examples**. The following examples are set forth in the table following to aid in determining reporting dates, inclusive leave dates, and amount of leave used. The examples are given in the context of two situations, where the orders authorize

a. proceed, travel, and leave time.

b. only leave time.

IF orders authorized	AND if the member	THEN
4 days proceed, 3 days travel, 10 days leave, and departure date is 1 August,	used the maximum time allotted,	the periods would be accounted for as follows: • 1 August - date detached (day of duty). • 1 to 10 August, inclusive - period of leave. • 11 to 14 August, inclusive - proceed time. • 15 to 17 August, inclusive - travel time. • 18 August, day reported is day of duty.
	reports on 15 August,	the periods would be accounted for as follows: • 1 August - detached • 1 to 7 August, inclusive - period of leave (7 days). • 8 to 11 August, inclusive - proceed time. • 12 to 14 August, inclusive - travel time. • 15 August - date reported is day of duty.
	reports on 7 August	the periods would be accounted for as follows: • 1 August - date detached. • 1 to 3 August, inclusive - proceed time. • 4 to 6 August, inclusive - travel time. • 7 August - Report date (day of duty).
10 days leave, no proceed time, no travel time, and date of detachment is 1 August,	used the maximum time allotted,	the periods would be accounted for as follows: • 1 August - date detached. • 1 to 10 August - leave period. • 12 August - reporting date (day of duty).

MILPERSMAN 1050-160

LEAVE DURING TEMPORARY DUTY OR TEMPORARY ADDITIONAL DUTY

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

Governing Directive	DOD Directive 1327.5 of 24 Sept 85

1. **Rules for Leave During Temporary Duty or Temporary Additional Duty**. Use the rules in table below when granting leave during temporary duty (TDY) or temporary additional duty (TAD) or when ordering to TDY/TAD from leave status:

WHEN ...	AND ...	THEN ...	AND ...	AND ...
leave is granted at a TAD station,	the member's pay record is not in the custody of the TAD station,	the original Leave Request/Authorization form, NAVCOMPT 3065, will be forwarded to the PDS upon the member's return from leave for recording the leave taken.		
personnel, ordered to TDY or TAD while on leave and when ordered to resume leave status upon completion of such duty, enter into a duty status upon departing from their leave address in compliance with such orders,		upon completion of such TDY or TAD, personnel so ordered shall, unless otherwise directed in the orders, revert to leave status upon arrival at their leave address for the unexpired portion of the leave previously granted,	a charge against leave shall not be made for the period of such duty, including the time required to travel to and from the leave address in the execution of such duty via the mode of transportation authorized in the orders,	personnel so ordered shall endorse on their orders the date and hour of departure from and return to their leave address.
member is on authorized leave,	it becomes necessary to recall the member to duty for reasons of military necessity,	the period of absence shall not be charged to the leave account when the period between departure on leave and the member's receipt of the recall is 72 hours or less,	the remaining time of absences is to be considered travel time, unless it is clearly excessive, in the circumstances, then the entire absence will be charged as leave. Also see note below.	

NOTE: In circumstances where the member will be entitled to travel reimbursement, orders authorizing travel should be issued.

MILPERSMAN 1050-170

LEAVE IN CONJUNCTION WITH TEMPORARY ADDITIONAL DUTY

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

Governing Directive	DOD Directive 1327.5 of 24 Sept 85

1. **Policy.** Leave shall be granted with temporary additional duty (TAD) whenever requested and operationally feasible.

a. This is a particularly useful way to increase the use of leave in mobile units.

b. The amount of leave to be granted with TAD, however, shall not exceed 30 days, unless the leave is emergency leave.

2. **Avoiding Negatives of Concurrent Leave and TAD**

a. Government agencies have been criticized in the past for permitting officer and enlisted personnel to take leave with TAD, where it could be construed that the TAD was arranged both as to time and place in order to provide transportation for leave at government expense.

b. In planning TAD, both the fact and the appearance of TAD arranged to serve the leave desires of the individual shall be scrupulously avoided.

3. **Is TAD Essential?**. Great care must be taken to ensure that when leave is granted with TAD

a. it is clear the TAD is essential, and

b. no additional cost to the government is involved.

4. **Travel by Privately Owned Conveyance**. Travel by privately owned conveyance (POC) should not be authorized except "For Convenience of the Member" in TAD orders, which authorizes leave except when POC will be less costly than anticipated

a. per diem,

b. taxi fares, and

c. gratuities.

5. **Payment of Per Diem**

a. Payment of per diem incident to reporting for TAD earlier than the date specified in the orders is not authorized.

b. To prevent penalty to the service member it is, therefore, incumbent upon the officer authorizing the TAD and leave

(1) to ascertain the member's leave desires, and

(2) to ensure that the orders are written to suit the travel time and desired leave involved.

6. **Issuing Leave Form**. NAVCOMPT 3065, Leave Request/ Authorization, with Leave Control Number (LCN), shall be issued for personnel who are approved for leave with TAD. Approved leave period and LCN shall be annotated on the TAD orders.

MILPERSMAN 1050-180 CONVALESCENT LEAVE

Responsible Office	OPNAV (N130)	Phone: DSN COM E-mail:	664-5475 (703) 604-5475 NXAG N130C@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc.fct@navy.mil https://my.navy.mil/

References	(a) DoD Directive 1327.06 of 16 June 2009 (b) Directive-type Memorandum 23-001 of 4 January 2023 (c) DON Guidance for Expansion of the Military Parental Leave Program of 17 January 2023

1. **Authority to Grant Convalescent Leave**. Unless otherwise indicated, convalescent leave will be granted only when recommended by Chief, Bureau of Medicine and Surgery, through action taken upon the report by a medical board or the recommended findings of a physical evaluation board, or higher authority.

2. **Who May Grant Convalescent Leave**. Per reference (a), the following individuals in positions of authority may grant convalescent leave to active duty Navy patients subject to a set of conditions:

a. A member's commanding officer (CO) (upon advice of attending physician);

b. Commanders of Navy, Army, or Air Force medical facilities, for personnel hospitalized therein; or

c. The CO of the nearest naval hospital for personnel hospitalized in U.S. Public Health Service hospitals or civilian hospitals; and

d. Managers of Veterans Administration hospitals within the United States or Puerto Rico, may grant convalescent leave to active duty Navy patients, with or without reference to a medical board, a physical evaluation board, or higher authority, provided the conditions stated below are met.

3. **Conditions for Granting Convalescent Leave**. All of the following conditions must be met before convalescent leave may be granted:

a. The convalescent leave is being granted subsequent to and because of a period of hospitalization. Hospitalization is defined as formal admission to a medical treatment facility.

b. The member is not awaiting disciplinary action or separation from the Service for medical or administrative reasons.

c. The medical officer in charge (OIC) of the case considers the convalescent leave to be beneficial to the patient's health.

d. The medical OIC of the case certifies:

(1) the patient is not fit for duty,

(2) the patient will not need hospital treatment during the convalescent leave period contemplated, and

(3) such leave will not delay final disposition of the case.

4. **Providing Recovery After Birth**. Per reference (b), to provide an appropriate recovery period for Service members who give birth, convalescent leave may be authorized if such leave is specifically recommended, in writing, by the health care provider of the birth parent to address a diagnosed medical condition and is approved by the CO. Convalescent leave for childbirth will begin on the first full day after the birth of the child, or the date of release of the member from the hospital or similar facility where the birth took place, whichever is later. The period of convalescent leave will be taken in one increment. Per reference (c), convalescent leave for childbirth may be authorized for greater than 30 days if appropriate for the medical condition and approved by the CO.

5. **Maximum Allowable Leave Rate**

a. When considered necessary by the attending physician, convalescent leave may be granted to a member on active duty by the member's CO or the hospital's CO for a period not to exceed 30 days per period of hospitalization.

b. In instances where care is not provided by a federal military hospital, up to 30 days convalescent leave may be granted by the member's CO upon the recommendation of the attending physician.

c. Care must be exercised to keep convalescent leave to the minimum amounts required to enable recuperation. Convalescent leave that exceeds 30 days must be approved by the Secretary of the Navy unless delegated to a lower echelon. Approval for convalescent leave for childbirth will be per paragraph 4 above.

6. **Exercising Care in Granting Leave**

a. Care must be exercised in granting convalescent leave to limit the duration of such leave to that which is essential in relation to

(1) diagnosis,

(2) prognosis,

(3) estimated duration of treatment, and

(4) probable final disposition of the patient.

b. If considered necessary, the member's CO may require patients receiving care at a facility other than a federal military hospital be examined by a military medical treatment facility prior to the authorization of additional convalescent leave.

c. Convalescent leave must not delay processing of medical boards or administrative disposition of the member. Members awaiting physical evaluation board (PEB) action may be placed on convalescent leave, but must remain in the local area. Only the PEB may grant exceptions to this policy.

7. **Granting Leave to Prisoners of War (POW)**. The Office of the Chief of Naval Operations Military Pay and Compensation Branch (OPNAV N130) may grant convalescent leave to repatriated POW upon their transfer or detachment to the United States with or without action by a medical board or PEB.

MILPERSMAN 1050-190

SICK IN QUARTERS (SIQ) STATUS

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

Governing Directive	DOD Directive 1327.5 of 24 Sept 85

1. **Definition**. A member is in this status when excused from duty for treatment, or "medically directed" self-treatment, in home, barracks, or other non-hospital facilities, hotel, motel, occupying beds in dispensaries, etc.

2. **Maximum Time in Status**. The length of time an individual may be placed in this status

a. should normally be no greater than 72 hours, but

b. may be extended to a maximum period of 14 days, when medically directed.

MILPERSMAN 1050-200

REST AND RECUPERATION LEAVE PROGRAM

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	664-5477 (703) 604-5477 664-6957

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1327.06, Leave and Liberty Policy and Procedures, of 16 Jun 09 (b) 37 U.S.C., Chapter 5, Special Pay (c) DoD Electronic Foreign Clearance Guide (d) NAVSO P-6034 Joint Federal Travel Regulations (JFTR), Volume 1 (e) DoDD 5101.6, U.S. Executive Agent for The United States Central Command R&R Leave Program, of 11 Aug 04 (f) 10 U.S.C., Chapter 40, Rest and Recuperation Absence

1. **Rest and Recuperation (R&R):**

a. Per reference (a), the Rest and Recuperation (R&R) Leave Program provides Government-funded transportation from the R&R duty location to the designated R&R destination. The R&R Leave Program areas must meet **all** of the following criteria:

(1) Be in an area that is dependent-restricted;

(2) Be in an area designated for imminent danger or hostile fire pay (HFP), as authorized by section 310 of reference (b);

(3) Be in an area in which entry of Service members on official or unofficial travel is controlled (see reference c); and

(4) Be in an area where ordinary annual leave programs have been restricted for military necessity.

b. Regular leave granted in connection with authorized R&R programs is chargeable to the member's leave account. The R&R Program provides Government funded transportation only.

2. **R&R Establishment**. Recommendations to designate a specific duty location as an R&R location shall be made based on the applicable combatant commander's recommendation, through the Joint Staff Personnel Directorate, Manpower and Personnel (J-1) to the Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)).

a. The PDUSD(P&R) shall designate authorized R&R locations and destinations. Authorized R&R locations and destinations are contained in Appendix U of reference (d).

b. Authorized R&R locations shall be recertified every 2 years by the PDUSD(P&R). Recertification requests shall follow the same procedures as initial requests.

3. **R&R Administration**. In addition to the above criteria, the following restrictions apply:

a. Travel under the R&R Leave Program may not be combined with liberty, administrative absences, temporary duty, or travel for other purposes. The combatant commanders are authorized to approve the combination of R&R travel with other authorized travel upon Service member request, providing the combination of travel is in the best interest of the department. This authority may not be delegated below the general or flag officer, (G/FO) or Senior Executive Service (SES) equivalent level. The Department of the Army, DoD Executive Agent for the United States (U.S.) Central Command (USCENTCOM) R&R Leave Program is authorized to approve the combination of R&R travel with other authorized travel for Service members in the USCENTCOM area of responsibility (see reference (e)). This authority may not be delegated below the G/FO or SES equivalent level.

b. Transportation to and from R&R areas shall be provided on a space-required basis, unless otherwise authorized by the PDUSD(P&R), and travel time shall not be charged to the Service member's leave account.

c. Combatant commanders are authorized to approve the combination of a paternity leave of absence with R&R, upon Service member request, providing the combination is in the best

interests of the Navy. The actual leave period at the R&R destination shall be charged to the Service member's leave account, except for the 10-day paternity leave of absence.

d. Transportation shall be to another location outside the U.S. having different social, climatic, or environmental conditions than those at the duty station at which the Service member is serving; or to a location in the U.S.

e. R&R leave periods shall be limited to one per 12-month period assigned to, or one per deployment to, an approved R&R duty location (including extensions). Service members assigned or deployed to an approved R&R location for 18 months or more are authorized one additional R&R leave period after the 18-month point.

f. The applicable combatant commander shall terminate the R&R Leave Program immediately when a location no longer meets the criteria contained in paragraph 1 of this article.

4. **Non-Chargeable Rest and Recuperation (NCR&R) Leave Program**:

a. The NCR&R Leave Program codified in section 705a of reference (f), provides the Secretary of each Service with the authority to grant Service members serving in designated authorized R&R locations with a non-chargeable administrative absence of up to 15 days to be used in conjunction with the benefits provided under the R&R Leave Program. Authorized NCR&R locations are subject to the R&R Leave Program policy established by PDUSD(P&R).

b. Authorized NCR&R leave programs must meet **all** the following criteria:

(1) Be an authorized R&R Leave Program area, or location meeting the criteria contained in paragraph 1 of this article;

(2) Be an area designated as a combat zone by Presidential Executive Order;

(3) Be an area where hardship duty pay is authorized to be paid under section 305 of reference (b), or be an area where Service members are subject to extremely arduous conditions, above and beyond those associated with other deployments or assignments; and

(4) Be an area where U.S. forces have been engaged in combat operations against a hostile force within the last 6 months and where combat operations are expected to continue for the next 6 to 12 months (e.g., where Service members receive HFP).

5. **NCR&R Establishment**. The PDUSD(P&R) shall designate authorized NCR&R duty locations and destinations. Recommendations to designate a specific duty location as an NCR&R location shall be made based on the applicable combatant commander's recommendation, through J-1 to the PDUSD(P&R).

6. **NCR&R Administration**. In addition to the above criteria, the following restrictions apply:

a. NCR&R shall be limited to one per 270-day period assigned to, or one per 270-day deployment to, an approved R&R duty location (including extensions). Service members are limited to either one NCR&R administrative absence of up to 15 days or one R&R leave per 12-month period;

b. Combatant commanders are authorized to approve the combination of a paternity leave of absence with NCR&R, upon Service member request, providing the combination is in the best interests of the Navy; and

c. The applicable combatant commander shall terminate the NCR&R Leave Program immediately upon a location no longer meeting the criteria contained in 4b above.

MILPERSMAN 1050-210

ENVIRONMENTAL AND MORALE LEAVE (EML)

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

Governing Directives	OPNAVINST 4630.25C DOD 4515.13-R.5 DOD Directive 1327.5 of 24 Sept 85

1. **What Is EML?**

a. EML programs are established at overseas installations, where adverse environmental conditions require specific arrangements for leave in more desirable places at periodic intervals.

b. EML programs involve space-available travel privileges according to OPNAVINST 4630.25C and DOD 4515.13-R.5.

c. The leave taken under the EML program is ordinary leave chargeable to the member’s account.

2. **Limitations**

a. Members, regardless of their accompanied status, and/or their family members may be provided space available air transportation from EML destination site. The member’s family must be command sponsored to participate.

b. In addition, participants may take no more than **two** EML trips per year.

c. Except those servicemembers assigned to dependent-restricted areas, EML trips for the servicemember may not be taken within 6 months of the beginning or end of the member’s tour of duty at the eligible location.

3. **Unified Command Programs**. Unified commanders may establish EML programs in their geographical areas of responsibility, where adverse environmental conditions exist which would offset the full benefit of annual leave programs. Environmental leave programs are intended to supplement in-country leave schedules established in execution of basic leave policy. These programs must include criteria and restraints identified below.

4. **Installation Selection Criteria**.

a. Installations selected to participate must be limited to those which have one or more of the following deficiencies:

(1) Extraordinary **difficult living conditions**, including

(a) geographic isolation,

(b) inadequate commercial transportation, and

(c) lack of adequate cultural and recreational opportunities.

(2) Notably **unhealthful conditions**, including

(a) lack of public sanitation,

(b) inadequate health control measures, and

(c) a high incidence of diseases and epidemics.

(3) Excessive **physical hardship** from

(a) climate,

(b) altitude, or

(c) dangerous conditions affecting life physical well being or mental health.

b. Installations selected to participate must have prescribed tour lengths for accompanied personnel which are shorter than 36 months, the standard overseas tour length for accompanied personnel.

c. Installations selected to participate must be specifically designated as EML origination sites.

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5. **Other Criteria and Limitations**

a. Places to which EML program personnel may go must be designated for each origination site. Selection should be based on

(1) proximity,

(2) adequacy of cultural and recreational opportunities, and

(3) availability of space-available travel resources.

b. Environmental and morale leave origination sites should not be specified as EML destination sites.

c. Since air transportation regulations basically provide for only one trip per year under EML authorizations, the maximum amount of leave feasible in the command annual leave schedule should be authorized. In-country leave should also be scheduled.

d. The entire authorized absence, including time spent in a travel status, is charged to the member’s leave account.

e. Great care must be exercised in the execution of leave authorizations in conjunction with

(1) temporary additional duty, or

(2) temporary duty.

MILPERSMAN 1050-220

RECRUITING ASSISTANCE LEAVE PROGRAM

Responsible Office	OPNAV (N130)	Phone: DSN COM E-MAIL	664-5477 (703) 604-5477 nxag n130e@navy.mil
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC

Reference	(a) DoD Instruction 1327.06 of 16 June 2009

1. **What Is the Recruiting Assistance Leave Program?**

a. Members on regular leave between or after "A" or "C" School or apprenticeship training, and prior to reporting to their first permanent duty station, may participate in a program of 5 consecutive days of assistance to recruiting.

b. This assistance includes, but is not limited to, the following items:

(1) Regularly scheduled school canvassing visits;

(2) Speaking at recruiting functions and civic activities;

(3) Follow-up of PRO-Navy-Recruit Training Command referrals; and

(4) Accompanying recruiters on home visits.

2. **How to Document Participation**

a. After completion of recruiting assistance, members must obtain documentation of participation by endorsement from the Navy recruiting district.

b. Upon reporting to next duty station, such documentation will constitute the authority for personnel officers and personnel support detachments to credit member with up to 5 days of non-chargeable leave per reference (a), enclosure (2), paragraphs 1k and 1k(3).

MILPERSMAN 1050-230

LEAVE FOR MIDSHIPMEN

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

1. **Leave for Midshipmen**

a. Superintendent, United States Naval Academy, may grant leave to midshipmen

(1) under such policies and procedures as the Superintendent may prescribe, and

(2) in such amounts as are not inconsistent with the objectives of the academic and practical curricula.

b. Such leave as may be granted will be granted as a privilege and midshipmen will not be considered to “earn” leave as an accessory to their duty.

2. **Policy for Naval Reserve Midshipmen**

a. Midshipmen, Naval Reserve, under instruction at civilian institutions, are on inactive duty and neither earn nor use leave in a military sense.

b. Commanding officers, to whom midshipmen report for training duty, may grant short periods of leave for recreation in such amounts as are not inconsistent with the training program.

MILPERSMAN 1050-240

LEAVE FOR NAVAL ACADEMY MIDSHIPMEN CANDIDATES WHO ARE GRADUATES OF NAVAL ACADEMY PREPARATORY SCHOOL

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

1. **Article Purpose**. This article pertains to leave granted to midshipmen candidates between graduation from Naval Academy Preparatory School (NAPS) and entrance into the Naval Academy.

2. **Authority to Grant Leave**

a. Commanding Officer, Naval Academy Preparatory School, is authorized to place in a leave without pay (LWOP) status, with their consent, those midshipmen candidates who have graduated from NAPS.

b. Accrued leave shall be expended prior to placing a midshipman candidate in a LWOP status.

3. **Rights While in LWOP Status**. While in a LWOP status, midshipmen candidates

a. are not entitled to pay and allowances;

b. are subject to court-martial jurisdiction;

c. are entitled to Navy hospitalization, if injured; and

d. do not earn leave.

4. **What LWOP Periods are Creditable For**. Periods of LWOP, as a midshipmen candidate, are creditable for

a. basic pay computation purposes,

b. computing retired pay based on years of service, and

c. determining eligibility for voluntary retirement.

MILPERSMAN 1050-250

FOREIGN LEAVE TRAVEL

Responsible Office	NAVPERSCOM (PERS-451H)	Phone: DSN COM FAX	882-4200 (901) 874-4200 882-2693

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1050.11H (b) OPNAVINST 4650.15 (c) DOD 4500-G, Department of Defense Foreign Clearance Guide (DOD FCG), Web site **www.fcg.pentagon.mil** (d) State Department, Web site **www.state.gov** (e) Congressional Directory (f) NATO Publication AMOV P-3 of May 98 (NOTAL) (g) BUPERSINST 1320.6G (h) BUMEDINST 6230.15A

1. **Policy**. As stated in reference (a), Navy personnel may visit any place outside the United States (U.S.) without obtaining permission from Navy Personnel Command (NAVPERSCOM). The responsibility for obtaining travel information and for complying with the laws of the countries and/or places to be visited rests with the prospective traveler. Members planning to travel with family members should be aware that the requirements for civilians are not necessarily the same as those for military personnel.

2. **Foreign Leave Travel Authorization**. Unless prohibited by competent authority, commanding officers (COs) may, under this article, authorize foreign leave travel. All countries for which foreign leave is anticipated or authorized, as well as those through which travel is required, must be specifically listed in the detaching endorsement on permanent change of station (PCS) orders or in the leave authorization. Policy for members wishing foreign leave **travel authorization** in connection with PCS orders is contained in reference (b). Information regarding **travel requirements** by personnel taking leave in any foreign country may be obtained by accessing the below:

a. Department of Defense Foreign Clearance Guide (DOD FCG) Web site (reference (c)).

b. Travel advisories to foreign countries that are available on the State Department Web site (reference (d)).

Commands shall review both the DOD FCG (reference (c)) and U.S. State Department travel advisories (on reference (d)) prior to granting leave or travel to foreign countries. When the State Department travel advisory recommends travel to a foreign country be deferred, leave to the country should not be authorized.

NOTE: Foreign leave shall not be granted to a member who is in a disciplinary status, is under investigation for a criminal charge or security violation, or is considered not to be a creditable representative of the Navy.

3. **Alien Members/Dual National Members**

a. Alien members of the Naval Service who return to their country of origin may be subject to certain impositions or controls by the laws of that country which could result in considerable inconvenience or hardship. In some cases alien members have been drafted into the armed forces of their native country or prosecuted for draft evasion. Similar problems may also be encountered by dual national members of the Naval Service who visit their non-U.S. country of nationality. Generally, such dual nationality may arise in the following cases:

(1) Member born in foreign territory to parents at least one of whom is a U.S. citizen.

(2) Member born in the U.S. to parents at least one of whom is a citizen of another country.

(3) Member born with one parent who is a U.S. citizen and one parent who is a citizen of another country regardless of place of birth.

(4) Member born in foreign territory to non-U.S. citizen parents and member eventually becomes a naturalized U.S. citizen.

b. In some cases, the problems of dual nationals are resolved by an international protocol relating to military obligation of dual nationals. The inconveniences and/or legal difficulties of alien or dual national members are minimized to some extent by agreements concerning the status of U.S. forces; however, such agreements have not been concluded with all countries and usually apply only when the member is on official duty assignment in the country concerned. In order to reduce the potential for such problems, members taking leave to a country of

which they are a citizen (except in the case of the Philippines covered in MILPERSMAN 1050-260, Leave/Emergency Leave in the Republic of the Philippines, which requires members requesting leave to submit a country clearance request) should verify that no problem with the other country's draft laws is anticipated prior to commencing travel to such country. In this regard, assistance may be obtained from the following:

Office of the Judge Advocate General
International and Operational Law
Code 10
Pentagon Room 5E793
Arlington, VA 22202

COM (703) 697-9161
DSN 221-9161

4. **Passports and Visas**

a. Requirements for passports vary in each country. It is strongly recommended that members and their families apply for a tourist passport if there is any doubt as to whether one will be needed.

b. Military personnel are not required to obtain visas for many countries provided they present proper military identification. **DD 2 (7-74)**, **Armed Forces of the United States-Geneva Conventions Identification Card (Active)**, is the minimum requirement. Temporary identification cards are not acceptable in most countries. Visas may be obtained in the principal cities of the world from the embassy or a consulate of the country to be visited. The addresses of foreign diplomatic representatives and foreign counselor offices in the U.S. are listed in the Congressional Directory (reference (e)) which is readily available in naval general libraries and most public libraries in the U.S.

5. **North Atlantic Treaty Organization (NATO) Countries**. Military personnel performing leave travel in or through NATO countries shall carry, in addition to PCS orders or leave authorization, NATO Travel Orders in compliance with Status of Forces Agreement (set forth in reference (f)), as required by the DOD FCG (reference (c)). See reference (g) for guidance on completion of NATO Travel Orders. Family members are required to hold a valid passport in which they are described as accompanying a member of a force. The NATO countries are as follows:

Belgium	Lithuania
Bulgaria	Luxembourg
Canada	Norway
Czech Republic	Poland
Denmark	Portugal
Estonia	Romania
France	Slovakia
Germany	Slovenia
Greece	Spain
Hungary	The Netherlands
Iceland	Turkey
Italy	United Kingdom
Latvia	United States

6. **Immunization Requirements**. Navy personnel and their family members shall follow the immunization requirements for foreign leave travel per reference (h).

7. **MAC Transportation**

a. **Travel Arrangements**. The member who is performing the travel is responsible for making transportation arrangements. “Space available” accommodations for leave travel via the Air Mobility Command (AMC) can be expected to be very difficult to obtain and may be available only to intermediate or adjacent destinations. It is imperative that personnel attempting to travel on a space-available basis have sufficient funds to defray travel expenses via commercial means and to cover the cost of hotel accommodations when delayed or when passage by AMC is unobtainable.

b. **Travel Uniform**. Navy personnel on leave or liberty will be in an appropriate uniform when traveling on DOD-owned or controlled aircraft unless civilian attire is authorized due to local extenuating circumstances for political or personal safety reasons or as required by reference (c).

c. **Obtaining Information**. Information regarding travel requirements by personnel taking leave in any foreign country may be obtained by accessing the reference (c) DOD FCG Web site. Travel advisories to foreign countries are available on the reference (d) State Department Web site.

d. **Command Responsibility**. Commands shall review both the DOD FCG (reference (c)) and U.S. State Department travel advisories (on reference (d)) prior to granting leave or travel to foreign countries. This policy applies to personnel traveling

on military and AMC-contracted (Category B) civil aircraft departing from military airfields and commercial gateways.

e. **Clothing Restrictions in Other Countries**. Refer to the current issue of the DOD FCG (reference (c)) regarding an individual country's uniform and civilian clothing restrictions. In compliance with regulations governing AMC transportation, all countries through which travel is o r may be required shall be specifically listed on the leave authorization or in the detaching endorsement on PCS orders.

MILPERSMAN 1050-260

LEAVE/EMERGENCY LEAVE IN THE REPUBLIC OF THE PHILIPPINES

Responsible Office	CNO (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

Governing Directives	DOD Foreign Clearance Guide BUPERSINST 1050.11G

1. **General Requirements**

a. Members, requesting leave in Republic of the Philippines, are required to submit a country clearance request.

b. In the case of emergency leave, travel may commence immediately after the clearance request message has been sent; however, a clearance message must be sent.

c. Consult the DOD Foreign Clearance Guide and BUPERSINST 1050.11G for information concerning

(1) travel requirements, and

(2) specific format and content of the clearance request.

d. The DOD Foreign Clearance Guide also lists requirements for Filipino servicemembers and their families who are non-immigrant residents of the U.S.

2. **Status Of Forces Agreement (SOFA) No Longer Exists**. Following withdrawal of U.S. Military Forces, there is no longer a Status Of Forces Agreement (SOFA) with the Philippines. Therefore, the situation and conditions for travel to and within the Philippines have changed significantly for U.S. personnel. See the description of the situation below.

3. **Passports and Visas**. The requirements are as follows:

a. To enter the Philippines, passports are required; and

b. to stay longer than 21 days by non-Filipino citizens, visas are required.

4. **Financial Situation**

a. The financial situation within country is as follows:

(1) U.S. disbursing and check cashing facilities are not available.

(2) Sufficient funds and/or travelers checks should be brought to the Philippines to defray expenses incurred.

(3) Personal checks are not considered acceptable tender by local merchants or hotels.

(4) A limited check cashing facility is available, but is restricted to individuals

(a) assigned temporary duty/temporary additional duty to metro Manila, or

(b) on emergency leave.

b. Contact U.S. Defense Attaché Officer (USDAO) Manila for further instructions.

5. **Travel Arrangements**. The situation for making travel arrangements is as follows:

a. Travelers will pay travel tax on tickets purchased in the Philippines.

b. There are no U.S. travel agencies, i.e., personnel transportation offices, available.

c. It is highly recommended that all travelers have return tickets in hand prior to entering the Philippines.

6. **Other Conditions**. Other significant existing conditions and requirements are as follows:

a. Personnel are not exempt from payment of import and export taxes and customs duties.

b. Personnel are subject to Philippine civil and criminal law and procedure.

c. Visitors may be required to pay immigration and alien registration fees.

d. The U.S. Embassy will only provide those services provided in any other foreign countries.

e. All personnel should ensure complete preparations are made prior to travel to the Philippines.

MILPERSMAN 1050-270

ADMINISTRATIVE ABSENCES

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	664-5477 (703) 604-5477 604-3916

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1327.06 of 19 May 2016

1. **Definition**. Administrative absence is a period of authorized absence, not chargeable as leave, to attend or participate in activities of an official nature that benefit the Department of the Navy (DON) or Department of Defense (DoD).

2. **Policy**

a. Care must be taken to ensure that any planned absence clearly falls within the criteria provided. If it does not, the absence must be handled under normal leave or liberty procedures. The criteria are to be narrowly construed.

b. Commanding officers (COs) are the approving authority for administrative absence requests, except

(1) Administrative absence in excess of 30 days must be authorized by the Assistant Commander, Navy Personnel Command (ACNPC), Career Management Department (PERS-4).

(2) Administrative absence to participate in amateur sports activities. Any sports activities not listed in paragraph 3f(1) must be approved by the Secretary of the Navy. Paragraph 3f provides additional guidance for these requests.

c. Administrative absences may include "permissive travel" to attend or participate in activities of an official nature that benefit the mission of the DON or DoD.

3. **General Purposes for Which Authorized**. Administrative absence may be authorized for the following general purposes when the meetings bear direct relationship to the member's professional background or primary military duties, and clearly enhance the member's value to the Service:

a. **Attendance at Meetings**. Attendance at meetings sponsored by non-federal entities:

(1) technical;

(2) scientific;

(3) professional medical;

(4) professional legal; or

(5) professional ecclesiastical societies and organizations.

b. **Attendance at DoD Credit Union Meetings**. Attendance of a member of the board of directors of a DoD credit union at meetings of:

(1) associations;

(2) leagues; or

(3) councils formed by DoD credit unions, the purpose of which is directly related to the DoD Credit Union Program.

c. **Attendance as a Witness**. Attendance in response to a subpoena, summons, or request in lieu of process as a witness at a state or federal criminal investigative proceeding or criminal prosecution involving substantial public interest, such as major crimes in which the member would be an essential witness.

d. **Participation in Other Navy Programs**. Participation in other official programs of the Navy, to include programs by organizations with which the Navy has an agreement to enhance the professional development of Service Members, and for which temporary duty (TDY) is not appropriate. Program must enhance the member's:

(1) value to the Navy; or

(2) understanding of the Navy; and

(3) their relationship to it.

e. **Participation in an Official Military Retirement Ceremony as the Presiding Official.** Members requesting administrative absence to participate in an official military retirement ceremony as the presiding official are limited to 3 days of permissive absence. If two presiding officials will be present, only one may receive permissive absence to attend.

f. **Participation in and Support of Sports.** Participation in competitive sports events and or as essential support of participants in competitive sports events, to include Navy or DoD-sponsored sporting events, and amateur sports activities with regional and or national recruiting and public benefit to the Navy or DoD.

(1) Members accepted to compete on an **all-Navy sports team**, the Navy Marksmanship Team, or any other Navy or DoD administered or sponsored sports team will be authorized administrative absence upon acceptance.

(2) A member requesting administrative absence to participate in amateur sports activities, other than those listed in paragraph 3f(1), with potential recruiting or public affairs benefit to the Navy or DoD must request permission from the Secretary of the Navy via member's CO, ACNPC (PERS-4), Office of the Chief of Naval Operations (OPNAV), Military Pay and Compensation Policy Branch (N130), Chief of Naval Personnel (CHNAVPERS), or the Assistant Secretary of the Navy (Manpower and Reserve Affairs).

(3) Contents of Letter of Request. The proper format for the letter of request for administrative absence to participate in sports activities with potential recruiting or public affairs benefit to the Navy is in exhibit 1.

(4) CO's endorsement

(a) COs must forward requests for administrative absences to participate in activities with potential recruiting or public affairs benefit to the Navy while on active duty by endorsement within 30 days, and must certify information provided in the member's letter is correct.

(b) The CO's endorsement must contain comments on the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired positive benefit for the DON. The CO should also provide a recommended disposition of the request.

g. **Other Administrative Absences, TDY, or Excess Leave.** Refer to the following MILPERSMAN articles for the topics listed:

(1) MILPERSMAN 1050-271 Post-Deployment Mobilization Respite Absence for Active Duty Personnel.

(2) MILPERSMAN 1050-272 Post-Mobilization Respite Absence for Mobilized Reserve Component Personnel.

(3) MILPERSMAN 1320-200 Temporary Duty Travel Entitlement Policy.

(4) MILPERSMAN 1320-210 Permissive TDY Authorization for Residence Hunting.

(5) MILPERSMAN 1320-220 Permissive Temporary Duty (PTDY) Authorization for Job/House Hunting.

(6) MILPERSMAN 1320-314 Temporary Duty (TDY) Travel Orders.

(7) MILPERSMAN 1050-010 Leave Policy. Excess Leave for the purpose of pursuing an activity with potential recruiting or public affairs benefits for the DON.

4. **Issuance of TDY Orders.** Policy pertaining to the issuance of TDY authorization orders for administrative absences is contained in MILPERSMAN 1320-314.

Exhibit 1
Letter of Request for Administrative Absence

Date

From: [rank/rate, name, USN/USNR, designator]
To: Secretary of the Navy
Via: (1) Commanding Officer, [present duty station]
(2) Commander, Navy Personnel Command (PERS-4)
(3) Head, Military Pay and Compensation Policy Branch (OPNAV N130)
(4) Chief of Naval Personnel
(5) Assistant Secretary of the Navy (Manpower and Reserve Affairs)

Subj: REQUEST FOR ADMINISTRATIVE ABSENCE TO PARTICIPATE IN [amateur sport activity with potential recruiting or public affairs benefit to the Navy] WHILE SERVING ON ACTIVE DUTY IN THE UNITED STATES NAVY

Ref: (a) MILPERSMAN 1050-270

Encl: (1) Reason for submission of request. [Specific proposal(s) describing how the requesting member's talents will be used to benefit the Navy's national public relations and recruiting efforts.]
(2) Copy of applicable contract [or similar binding commitment that guarantees the requesting member an opportunity to pursue an activity providing potential positive public affairs or recruiting benefit].

1. I hereby submit my request for administrative absence to participate in [fill in amateur sport activity]. I believe my participation in this sporting activity has potential recruiting or public affairs benefit to the Navy while on active duty as described in enclosures (1) and (2). My active duty service obligation will expire in [month/year].

2. I fully understand that approval of my request is contingent upon the credibility of my proposal to utilize my talents to benefit the Navy's national recruiting or public affairs efforts. I also realize that in evaluating such a request, the chain of command and, ultimately, Chief of Naval Operations will consider the current needs of the Navy, the quality of my professional performance to date, the strength of my public affairs or recruiting proposal, and the likelihood that my accomplishments will be sufficiently noteworthy to generate the desired benefit for the Department of the Navy. Furthermore, I acknowledge that the decision to approve or disapprove my request will be made on a case-by-case basis, and that the United States Navy is under no legal or implied obligation to honor my request.

[Signature]

MILPERSMAN 1050-271

POST-DEPLOYMENT MOBILIZATION RESPITE ABSENCE FOR ACTIVE DUTY PERSONNEL

Responsible Office	CNO (N130)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	(703) 695-3311

References	(a) Secretary of Defense Policy Memorandum of 19 Jan 2007 (b) Under Secretary of Defense (Personnel and Readiness) (USD (P&R)) Policy Directive of 18 Apr 2007

1. **General Policy**. This policy is established to recognize members who are required to deploy with a frequency beyond rotation policy goals identified within reference (a) and implemented by reference (b). For active duty members this threshold is established as a ratio of 1 year deployed to 2 years at home station (1:2). Members who exceed 12 months (1 year) “boots on the ground” in a creditable deployment location on or after 19 January 2004 will accrue Post-Deployment Mobilization Respite Absence beginning with the 1st day of the 13th month or within the 1st month of a subsequent deployment to a creditable deployment location with less than 24 months at their home station. Deployment time to creditable deployment locations is cumulative on a month-to-month basis. The 1:2 year ratio for active duty members is retroactive for calculation purposes to 19 January 2004. Actual accrual of administrative absence days, however, is restricted to those members deployed to a qualifying location on or after 19 January 2007. Active duty members who exceed the established threshold may be eligible to receive Post-Deployment Mobilization Respite Absence, a form of administrative absence.

2. **Creditable Deployment Locations**. In order to meet the requirements to qualify for Post-Deployment Mobilization Respite Absence, personnel must be deployed in Afghanistan, Iraq, or with units that routinely conduct operations, or support units that conduct operations in Iraq but are not based in Iraq (Kuwait). Personnel deployed to any other location, including the Horn of Africa and the Arabian Gulf, are not deployed in a creditable location for which accrual of Post-Deployment Mobilization Respite Absence is authorized.

3. **Creditable Time**. Creditable time begins on the day the member arrives at a creditable location through the member's departure (i.e., while the member is boots-on-ground in one of the creditable deployment locations identified above). The 1 year deployed to 2 years at home station ratio is effective for computation purposes as of 19 January 2004, or the date that is 36 months prior to the member's deployment, whichever is most recent. **Note**: Post-Deployment Mobilization Respite Absence days do not accrue for deployment periods exceeding the 1:2 year rotation policy goals prior to **19 January 2007**, **the effective date of this program**. Deployment to creditable locations on or after 19 January 2004 and prior to 19 January 2007 determines the rate of accrual during subsequent deployment to creditable locations as specified in the following table:

Deployment beyond the number of creditable months during the most recent 36 months of Active Duty:		
12	**18**	**24**
Generates for each month or fraction thereof the following number of days for administrative absence		
1	**2**	**4**

4. **Authorization**. Members who meet the qualifying criteria should submit a request, including documentation to their respective commanding officers (COs) for validation and approval of administrative absence.

a. Appropriate forms of documentation for use in establishing an entitlement to Post-Deployment Mobilization Respite Absence include, but are not limited to, travel claims, TDY orders, Combat Zone Tax Exemption or Imminent Danger/ Hazardous Duty pay data (including country code) provided by the servicing Personnel Support Activity Detachment (PERSUPP DET), concurrent FITREPS/evals, deployment awards, etc. Due to the variety of assignment types in Iraq and Afghanistan, COs are authorized discretion in determining the type and validity of available documentation necessary to establish an entitlement to Post-Deployment Mobilization Respite Absence.

b. Active duty members who qualify for administrative absence have 1 year following the completion of deployment to use their Post-Deployment Mobilization Respite Absence. Members who return from deployment due to injury or are deemed to be "not fit for duty" will have 1 year to use their Post-Deployment Mobilization Respite Absence from the day that they are determined to be "fit for duty." Members who are not found to be "fit for duty" and are separated from the Navy may combine this authorized administrative absence with terminal leave.

c. Members may combine administrative absence and chargeable annual leave, but COs should use discretion in allowing the combination of Post-Deployment Mobilization Respite Absence with Special Liberty, as both are types of administrative absence that may serve similar purposes. Members may not sell back administrative absence at any time, and failure to use approved Post-Deployment Mobilization Respite Absence days within the designated time frame will result in loss of the benefit (i.e., Post-Deployment Mobilization Respite Absence days are a "use or lose" entitlement).

5. **Court-Martial or Other Adverse Administrative Action**. In the event that a court-martial or other adverse administrative action has been initiated against a deployed member, the accrual of creditable time is suspended, beginning with the day that charges are preferred, or, adverse administrative action is initiated, pending final resolution of the matter. COs must document suspension date of creditable time and notify Chief of Naval Operations (CNO) (N130), which will make final determination of Post-Deployment Mobilization Respite Absence eligibility, pending final resolution.

6. **Documentation**

a. Once the CO has validated a member's entitlement to a specific number of days of administrative absence, an appropriate NAVPERS 1070/613 (7-06), Administrative Remarks, service record entry should be made to document the entitlement and when the entitlement will expire if an unused balance of days remains, as well as entries to document when the administrative absence is used and when the balance reaches zero or expires.

b. Members taking administrative absence should be provided with no-cost permissive temporary duty orders to reflect line of duty status and authorized absence during the period of Post-Deployment Mobilization Respite Absence. These orders do not provide entitlement to any government reimbursement for travel, lodging, meals or other incidental expenses while on administrative absence. Chargeable leave and/or special liberty authorized in conjunction with Post-Deployment Mobilization Respite Absence should be documented on

- NAVCOMPT 3065 (Rev. 2-83), Leave Request/ Authorization, for annual leave; and
- NAVPERS 1336/3 (Rev. 8-05), Special Request/ Authorization, for Special Liberty.

7. **Examples**

a. **Scenario**: Member serves 13 months deployed in Iraq from 1 January 2005 to 30 January 2006 (prior to the 19 January 2007 program implementation date). Member is assigned to home station until redeployed for 12 months to Afghanistan beginning in February 2007.

Calculation: Member has already exceeded the 12-month deployment point and begins to accrue administrative absence at a rate of 1 day per month upon arrival in a creditable deployment location for months 1 through 5 of the second assignment. After month 5 the member will have completed 18 months of creditable deployment time and will accrue administrative absence days at a rate of 2 days per month for the next 6 months. The final month of this deployment will exceed the 24-month threshold and the member will accrue administrative absence days at a rate of 4 days per month. Member is entitled to 21 days of Post-Deployment Mobilization Respite Absence upon completion of the second deployment to Afghanistan
(5 days + 12 days + 4 days = 21 days administrative absence).

b. **Scenario**: A Hospital Corpsman (HM) serves a 7-month deployment in Iraq from 15 February 2006 to 10 September 2006 and returns to home station. Member is scheduled for second deployment to Iraq for 7 months beginning in May 2007.

Calculation: Member is credited for 7 months of deployment time for initial assignment, and will exceed the 12-month deployment point following the 5th month of the second assignment. For months 6 and 7, the member will accrue administrative absence days at the rate of 1 day per month, for the cumulative deployment time in excess of 12 months. Member is entitled to 2 days of Post-Deployment Mobilization Respite Absence upon completion of the second deployment.

c. **Scenario**: Member serves 15 months in Qatar from 1 February 2005 to 10 April 2006, followed by an immediate 12-month deployment to Afghanistan.

Calculation: Assignment to Qatar is not a creditable deployment location under current guidelines, and, therefore, does not entitle the member to any creditable time.

d. **Scenario**: Member deployed to Iraq for a 12-month period from 1 August 2004 to 31 July 2005 and returned to home station. Member is then redeployed for a 12-month period in Afghanistan from 1 April 2006 to 31 March 2007, but is extended in Afghanistan until 15 June 2007.

Calculation: For first deployment, member is credited for 12 months deployment time, but accrues no Post-Deployment Mobilization Respite Absence days because deployment occurred prior to 19 January 2007. Member is credited with another 9 months of deployment time with no administrative absence days accrued for the period of 1 April 2006 through 31 December 2006. As of 31 December 2006, member is credited with a total of 21 months of deployment. Because member is still deployed as of 19 January 2007 the member will begin to accrue administrative absence days as of that date at the rate of 2 days per month for the months of January and February. As of 1 March 2007 (the 24th month of creditable deployment), member accrues absence days at the rate of 4 days per month for the months of March, April, and May, and for the partial month of June 2007 (4 days + 16 days = 20 days of administrative absence).

MILPERSMAN 1050-272

POST-DEPLOYMENT/MOBILIZATION RESPITE ABSENCE FOR MOBILIZED RESERVE COMPONENT PERSONNEL

Responsible Office	OPNAV N130)	Phone: DSN COM FAX	224-5477 (703) 604-5477 (703) 604-6957

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECDEF memo of 19 Jan 2007 (b) DoD Instruction 1327.06 of 16 June 2009 (c) DoD Instruction 1215.06 of 7 February 2007 (d) 10 U.S.C. (e) Public Law 112-120 (H.R. 4045)

1. **Old Policy - Program Guidance for Qualifying Mobilizations on or After 19 January 2007, but Before 1 October 2011**. Reference (a) establishes this policy to recognize Reserve Component (RC) members who are required to mobilize with frequency beyond the established rotation policy goals. Policy is implemented by reference (b). For RC members, this mobilization threshold is considered to be a mobilization in excess of 12 months during the most recent 72-month period. Members who exceed the 12 months mobilization, on or after 7 October 2001, will accrue creditable mobilization time for post-deployment/mobilization respite absence (PDMRA) calculation beginning with the first day of a subsequent mobilization with less than 60 months of demobilized time. Creditable time is cumulative within the 72-month window and the frequency threshold is retroactive for calculation purposes to 7 October 2001. However, actual accrual of administrative absence days is restricted to those members mobilized on or after 19 January 2007. Creditable time is based on duration and type of mobilization orders and is not related to the location of the mobilization. Members do not earn PDMRA days during the first 12 months of qualifying mobilization orders. Once a member reaches the 13th month of cumulative mobilization time, the member earns 1 day of PDMRA per month, or partial month, through

month 18. Upon reaching month 19, the member begins earning 2 days of PDMRA per month, or partial month. Once the member enters the 25th month of cumulative qualifying mobilization, the member begins earning 4 days of PDMRA per month.

a. **Applicable Types of Mobilization.** Reference (c) defines mobilizations. Mobilizations for PDMRA purposes are orders to active duty under reference (d) §12301(a), §12302, and §12304.

(1) RC members must be mobilized under reference (d) §12301(a), §12302, or §12304 and exceed the mobilization frequency threshold, as defined in paragraph 1, in order to be eligible to receive PDMRA.

(2) **Time spent on active duty under any other section of reference (d), including §12301(d), is not considered a mobilization and does not count for PDMRA calculations.**

b. **Creditable Time.** For the purpose of calculating creditable time, mobilization includes the day the member is mobilized through the date the mobilization is terminated. Computation of creditable time commences 7 October 2001, or the date that is 72 months prior to the member's mobilization, whichever date is most recent. Partial months will be credited as whole months for the purposes of calculation of respite absence, provided the RC member has already met PDMRA eligibility criteria for at least 30 consecutive days. Each mobilization order is considered a separate mobilization, unless the member receives an extension order under which the member remains mobilized pursuant to the same section of reference (d) as the previous mobilization order. PDMRA periods should be calculated following the termination of each set of orders to allow RC members to utilize PDMRA. Earned PDMRA days must be used in conjunction with a qualifying mobilization.

(1) Accrual of PDMRA days begins on **19 January 2007, the effective date of the PDMRA Program.** If the mobilization frequency threshold limits of a mobilization in excess of 12 months during the most recent 72-month period were exceeded before 19 January 2007, no days will accrue for that period.

(2) RC members can be ordered to active duty, extended on active duty, or mobilized under multiple sets of orders, but not all time on active duty will count for PDMRA purposes. Mobilization is defined as the time from which an RC member

reports to active duty under a qualifying section of reference (d) until the time the member is no longer on active duty under the qualifying section. Example, member is mobilized under reference (d) §12302 for 12 months. Member receives an extension under reference (d) §12302 for an additional 12 months. This is considered a mobilization with an extension, and PDMRA days should be calculated as if the member did a 24 month mobilization. If the member's extension was under reference (d) §12301(d), the extension is considered a new set of orders and PDMRA should be calculated as such. The extension is considered a new set of orders because the authority under which the orders are written has changed.

c. **PDMRA Accrual Rates.** The following table provides a general overview of accrual rates under the old PDMRA Program. If there are any questions regarding calculations, please contact your local personnel support detachment (PERSUPP DET) for assistance.

PDMRA Days Earned Per Month

	(Effective 19 Jan 2007 to 30 Sep 2011)		
Total mobilization months under reference (d) §12301(a), §12302, and §12304 orders (during the past 72 months)	13-18 months	19-24 months	25+ months
In the 50 United States	1	2	4
Outside of the United States (including U.S. possessions and territories)	1	2	4
In Iraq or Afghanistan	1	2	4
1-day combat zone tax exclusion (CZTE) area (must be designated by the Secretary of the Navy (SECNAV)	n/a	n/a	n/a
2-day CZTE area (must be designated by SECNAV	n/a	n/a	n/a

Note: SECNAV will promulgate separate guidance on CZTE areas qualified to receive PDMRA days. There are none as of the date of this article.

d. **Examples**

(1) **Scenario 1.** RC member was mobilized, pursuant to reference (d) §12302, on 1 January 2004 and demobilized on 31 December 2004. Member mobilized, pursuant to reference (d)

§12302, a second time on 1 October 2006 for a 12-month period expiring 30 September 2007.

Calculation - First mobilization accrued 12 months of creditable time since it occurred within 72 months of the member's current mobilization. From 1 October 2006 to 18 January 2007, the member accrued 4 months of creditable time, but earned no absences due to the program effective date. From 19 January 2007 to 31 March 2007, the member accrued 1 day of PDMRA per month (or partial month) of the current mobilization. In April, the member exceeded 18 months of creditable time and began accruing 2 days of PDMRA per month from April to September. Total PDMRA days accrued is 15.

	Prior	**Oct06**	**Nov**	**Dec**	**Jan07**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**
Cumulative Mobilization Months	12	13	14	15	16	17	18	19	20	21	22	23	24
Absences Accrued					1	1	1	2	2	2	2	2	2

(2) **Scenario 2.** RC member mobilized, pursuant to reference (d) §12302, on 15 October 2001 for 15 months, member mobilized a second time, pursuant to reference (d) §12302, on 1 October 2005 for a 12-month period expiring 30 September 2006.

Calculation - Since both mobilizations occurred prior to the 19 January 2007 implementation date of this program, no PDMRA days were accrued. However, had the member involuntarily mobilized again before 1 November 2007, the 27 months of mobilization would be creditable. After 31 October 2007, the creditable months would begin to fall outside the 72-month window.

(3) **Scenario 3.** RC member mobilized, under reference (d) §12302, on 1 October 2002 for a 9-month period and remobilized, under reference (d) §12302, on 1 August 2006 for a second 9-month period with active duty time extended to 15 months due to injury placing him in a medical hold (MEDHOLD) status during the 7th month of mobilization.

Calculation - The 9-month mobilization period was creditable time since it occurred after 7 October 2001. Member would meet the 12-month threshold during the 3rd month of the second mobilization (October 2006), but would not accrue PDMRA days until 19 January 2007. Due to the injury, the member's mobilization status would be converted to voluntary active duty

under reference (d) §12301(h) effective during the 7th month of the second mobilization. Member would accrue only 2 days of post-mobilization respite absence and would be eligible to use these days prior to demobilization.

	Prior	Aug06	Sep	Oct	Nov	Dec	Jan07	Feb	Mar	Apr	May	Jun	Jul
Cumulative Mobilization Months	9	10	11	12	13	14	15	16	16	16	16	16	16
Absences Accrued							1	1					

(4) **Scenario 4.** RC member mobilized, under reference (d) §12302, on 1 January 2005 and was extended on the mobilization into a second year. Member then volunteered to continue on active duty for a 3rd year pursuant to orders, under reference (d) §12301(d), on 1 January 2007.

Calculation - Since the entire period of mobilization under reference (d) §12302 orders occurred before implementation of the PDMRA policy (effective 19 January 2007), no PDMRA days were earned. Active duty orders under reference (d) §12301(d) are excluded from creditable months. Had the member mobilized again under reference (d) §12301(a), §12302, or §12304 orders prior to 1 January 2012, PDMRA days for the qualifying mobilization would have accrued based on the previous mobilization history.

2. **New Policy – Program guidance for Qualifying Mobilizations that Occur on or After 1 October 2011.** RC members mobilized pursuant to reference (d) §12301(a), §12302, or §12304 who have deployed in excess of 12 months out of the previous 72 months on the first day of their current mobilization, and who meet the other eligibility criteria contained in this section, qualify for PDMRA days. Mobilization time to creditable mobilization locations is cumulative on a month-to-month basis.

a. **Applicable Types of Mobilization.** The definition of mobilization remains the same for the new PDMRA policy and is stated in paragraph 1a. Member must be on orders pursuant to reference (d) §12301(a), §12302, or §12304 to earn creditable time and to accrue PDMRA days. Location of the mobilization must be taken into account when determining the eligibility of a mobilization. **Time spent on active duty under any other section of reference (d), including §12301(d), is not considered a mobilization and does not count for PDMRA calculations.**

b. **Creditable Time.** For the purpose of calculating creditable time, mobilization includes the day the member is mobilized through the date the mobilization is terminated. Computation of creditable time commences 7 October 2001, or the date that is 72 months prior to the first day of the member's current mobilization, whichever date is most recent. Partial months will be credited as whole months for the purposes of calculation of respite absence, provided the RC member has already met PDMRA eligibility criteria for at least 30 consecutive days. Each mobilization order is considered a separate mobilization, unless the member receives an extension order under which the member remains mobilized pursuant to the same section of reference (d) as the previous mobilization order. PDMRA periods should be calculated following the termination of each set of orders to allow RC members to utilize PDMRA. Earned PDMRA days must be used in conjunction with a qualifying mobilization.

(1) RC members can be ordered to active duty, extended on active duty, or mobilized under multiple sets of orders, but not all time on active duty will count for PDMRA purposes. Mobilization is defined as the time from which an RC member reports to active duty under a qualifying section of reference (d), until the time the member is no longer on active duty under the qualifying section.

(2) Example - Member is mobilized under reference (d) §12302 for 12 months. Member receives an extension under reference (d) §12302 for an additional 12 months. This is considered a mobilization with an extension and PDMRA days should be calculated as if the member did a 24 month mobilization. If the member's extension was under reference (d) §12301(d), the extension is considered a new set of orders and PDMRA should be calculated as such. The extension is considered a new set of orders because the authority under which the orders are written has changed.

c. **PDMRA Accrual Rates**

(1) **Two Administrative Days per Month.** RC members accrue 2 administrative absence days per month when the mobilization threshold established in paragraph 2 of this article is exceeded and the RC Service member is in Iraq or Afghanistan pursuant to reference (d) §12301(a), §12302, or §12304.

(2) **One Administrative Day per Month.** RC members accrue 1 administrative absence day per month when the mobilization threshold established in paragraph 2 is exceeded, and the RC Service member is outside of the United States pursuant to reference (d) §12301(a), §12302, or §12304.

PDMRA Days Earned Per Month

	NEW (Effective 1 Oct 2011)	
Total mobilization months under reference (d) §12301(a), §12302, and §12304 orders (during the 72 months prior to the first day of the current mobilization)	> 12 months	≤ 12 months
In the 50 United States	0	0
Outside of the United States (including U.S. possessions and territories)	1	0
In Iraq or Afghanistan	2	0
1-day combat zone tax exclusion (CZTE) area (must be designated by the Secretary of the Navy (SECNAV)	n/a	n/a

Note: SECNAV will promulgate separate guidance on CZTE areas qualified to receive PDMRA days. There are none as of the date of this article.

d. **Examples**

(1) **Scenario 1.** An RC member was mobilized under reference (d) §12302 on 1 January 2009 and demobilized on 10 January 2010. Member mobilized a second time under reference (d) §12302 on 1 October 2011 for a 12-month period, expiring 30 September 2012, with a period of 10 months in Afghanistan (30 December 2011 - 15 September 2012).

Calculation - The first mobilization accrued 13 months of creditable time since it occurred within 72 months of the first day of the member's current mobilization. From 1 October 2011 to 30 November 2011, the member accrued 2 more months of creditable time, but earned no PDMRA days due to the location of mobilization for these 2 months. From 30 December 2011 to 15 September 2012, the member accrued 2 days of PDMRA per month for the time the member was in a qualifying area. The total number of days authorized for this mobilization was 20 days.

	Prior	Oct11	Nov	Dec	Jan12	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cumulative Mobilization Months	13	14	15	16	17	18	19	20	21	22	23	24	25
Absences Accrued				2	2	2	2	2	2	2	2	2	2

(2) **Scenario 2.** An RC member, with no previous mobilization time, was mobilized under reference (d) §12302 to a unit in Hawaii for two consecutive sets of 12-month orders. The member accepted an additional consecutive set of 12-month orders pursuant to reference (d) §12301(d).

Calculation - No PDMRA days were creditable because member did not have a qualifying mobilization in the previous 72 month window from the first day of the current mobilization. Additionally, PDMRA is not creditable for orders pursuant to reference (d) §12302 within the United States. No PDMRA days were creditable for orders pursuant to reference (d) §12301(d).

(3) **Scenario 3.** An RC member served on orders pursuant to reference (d) §12302 for 13 months in 2009-2010. Member was again mobilized on orders pursuant to reference (d) §12302 from 1 July 2012 to 30 June 2013. The orders included 3 months of training in CONUS, followed by 9 months in Afghanistan.

Calculation - A 12-month qualifying mobilization was completed in 2009. The member was eligible to begin accumulating PDMRA days as of the 1st day of the second mobilization, 1 July 2012. From 1 July 2012 to 30 September 2012, the member received creditable time, but did not accrue any PDMRA days because he was located in the United States. As of 1 October 2012 when the member arrived in Afghanistan, PDMRA days were earned. The total number of days authorized for this mobilization was 18 days.

	Prior	Jul12	Aug	Sep	Oct12	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cumulative Mobilization Months	13	14	15	16	17	18	19	20	21	22	23	24	25
Absences Accrued		0	0	0	2	2	2	2	2	2	2	2	2

3. **Bridge Policy – Program Guidance for Qualifying Mobilizations that Commence Prior to 1 October 2011 and Continue on or After 1 October 2011.** Per reference (e), RC members whose mobilization commenced prior to 1 October 2011 and continued on or after 1 October 2011 may qualify under the PDMRA accrual guidance contained in paragraph 1 of this article.

a. In order to qualify under the old policy, the RC member must have been deployed under reference (d) §12301(a), §12302, or §12304 orders. This mobilization must have commenced prior to 1 October 2011 and continued on or after 1 October 2011. RC members who began mobilization orders on or after 1 October 2011 do not qualify under this provision.

b. The member must have met all other qualifying criteria outlined in paragraphs 1, 2, 3, and 4 upon demobilization.

c. Current and former RC members qualifying under reference (e) must apply for benefits prior to 1 October 2014 via their demobilizing PERSUPP DET.

d. RC members may request benefits under this provision for each PDMRA day that the individual would have qualified, had the 1 October 2011 PDMRA changes contained in reference (b) not taken effect.

(1) PDMRA days will be calculated based on both the old and new policy. Members will be awarded days based on the most advantageous calculation. Members who would have earned more under the old policy will be grandfathered until the completion of the qualifying mobilization.

(2) Additionally, if the member would have earned more days under the old policy, the difference in days between the old and new policy will be considered "PL 112-120 PDMRA days." These are the only PDMRA days eligible for consideration for monetary compensation.

(3) Members currently on active duty may elect to receive monetary compensation of $200 for each of the "PL 112-120 PDMRA days" or may use the days earned upon demobilization. If member elects to use their PDMRA days, they cannot be traded for monetary compensation at a later date.

(4) RC members who are no longer in a qualifying mobilized status may elect to receive monetary compensation of $200 for each of the "PL 112-120 PDRMA days" or may bank their days earned during their qualifying bridging mobilization. Members are cautioned that if they elect to bank PDMRA days rather than monetary compensation, the banked days cannot be used until the next qualifying period of service. Qualifying periods of service are only those mobilizations under reference (d) §12301(a), §12302, and §12304. Banked days will be lost if the member is separated from the military prior to being able to use the PDMRA days. Once the election to bank is made, members cannot trade their PDRMA days for monetary compensation to avoid losing them.

(5) Former RC members who have separated from the military will be awarded monetary compensation for each "PL 112-120 PDMRA days" at a rate of $200 per day.

(6) Members who elect payment of PDMRA days will be paid using the line of accounting designated for payment of pay and allowances found on their orders. This election will be made using NAVPERS 1070/613 Administrative Remarks which will be submitted into the member's OMPF. The election will also be indicated on the member's DD 214. NAVPERS 1070/613 may be accessed by using the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201070-613%20(Rev.%2008-2012)_RE.pdf.

e. **Examples**

(1) **Scenario 1.** RC member mobilized on orders pursuant to reference (d) §12302 on 1 January 2009 and demobilized on 20 January 2010. The member mobilized a second time on orders pursuant to reference (d) §12302 on 1 September 2011 for a 13-month period expiring 30 September 2012 with 10 months of the time in Kuwait (30 December 2011 - 15 September 2012).

Calculation (new policy) - The first mobilization accrued 13 months of creditable time since it occurred within 72 months of the member's current mobilization. From 1 September 2011 to 30 November 2011, the member accrued 3 more months of creditable time, but earned only 1 PDMRA day for the month of September because it was prior to 1 October 2011. After implementation of the new PDMRA policy on 1 October 2011, the member earned no

PDMRA days for the months of October and November because he was not stationed outside the United States. From 30 December 2011 to 15 September 2012, the member accrued 1 day per month for the time that the member was outside the United States (Kuwait). The total number of days authorized for this mobilization under the new policy is 11.

Calculation (old policy) - The first mobilization accrued 12 months of creditable time since it occurred within 72 months of the member's current mobilization, plus one month of PDMRA accrual (January 2010). The member began accruing PDMRA days in January 2010 as it was the 13th month on a qualifying mobilization. Member used the one day of accrued PDMRA at mobilization, as there is no authority to bank days. From September 2011 to January 2012 (14-18 cumulative months) the member earned 1 day of PDMRA per month. February through July 2012 the member began to accumulate 2 days per month (19-24 cumulative months). In August and September of 2012, the member earned 4 days of PDMRA per month. The member accumulated a total of 25 days of PDMRA. Unfortunately, the DoD policy change effective 1 October 2011, disadvantaged the member by awarding 14 days less than the member would have earned had the policy change not taken effect. However, per reference (d), the qualifying member will not lose the 14 days the member would have earned if not for the policy change. Therefore, the member has the option to elect to take the additional 14 days at the end of the current mobilization period or be paid $200 per day for each of the 14 days. If the member was still mobilized, election would be made through the PERSUPP DET. If the member was no longer mobilized, an application to the demobilizing PERSUPP DET electing monetary compensation or carryover to a future qualifying mobilization should have been submitted for the additional 14 days.

	Prior	Sep 11	Oct	Nov	Dec	Jan12	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
Cumulative Mob Months	13	14	15	16	17	18	19	20	21	22	23	24	25	26	Total
Absences Accrued Under New Policy	0	1	0	0	1	1	1	1	1	1	1	1	1	1	New: 11 days
Absences Accrued Under the Old Policy	0	1	1	1	1	1	2	2	2	2	2	2	4	4	Old: 25 days

Note: Member was disadvantaged by the new policy implementation, earning only 11 days. Under the old policy, the member would have earned 25 days, therefore; the member qualified for 14 additional PDMRA days or monetary compensation for the additional 14 days.

(2) **Scenario 2.** An RC member was mobilized under reference (d) §12302 to a unit in Norfolk, VA for 2 consecutive sets of 12-month orders. The first mobilization was from 1 January 2010 to 31 December 2010, the second mobilization was from 1 January 2011 to 31 December 2011, and the member volunteered for an additional set of orders pursuant to reference (d) §12301(d) from 1 January 2012 to 31 December 2012.

Calculation (new policy): From 1 January 2010 to 30 September 2011, calculations for PDMRA will be based on the old policy. On 1 October 2011, PDMRA accrual will be calculated under the new policy. The member's 12-month qualifying period was from 1 January 2010 to 31 December 2011. Starting 1 January 2011 and through to June 2011 (13-18 cumulative months), the member earned 1 day per month. On 1 July 2011, the member began accumulating 2 days per month (19-24 cumulative months). On 1 October 2011, the new policy took effect and PDMRA days were not be creditable for orders under reference (d) §12302 within the United States, nor were any PDMRA days creditable for orders under reference (d) §12301(d). Under the new policy, the member accumulated 12 days of PDMRA.

Calculation (old policy) - The 12-month qualifying mobilization was 1 January 2010 to 31 December 2010. The member began accumulating PDMRA days as of the 1st day of the second mobilization, 1 January 2011. From January 2011 to June 2011 (13-18 cumulative months), the member earned 1 day per month. As of 1 July 2011, the member began accumulating 2 days per month (19-24 cumulative months). The member would accumulate 18 days of PDMRA. In this case, the DoD policy change, effective 1 October 2011, would disadvantage the member by awarding 6 days less than the member would have earned had the policy change not taken effect. The member had the option to elect to take the additional 6 days at the end of the current mobilization period, or be paid $200 per day for the 6 days. If the member was still mobilized, election should have been made through the PERSUPP DET. If the member was no longer mobilized, an application via the demobilizing PERSUPPACT DET electing monetary compensation or carryover to a future qualifying mobilization should have been submitted for the additional 6 days.

	Prior	Jan11	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Cumulative Mob Months	12	13	14	15	16	17	18	19	20	21	22	23	24	Total
Absences Accrued Under New Policy		1	1	1	1	1	1	2	2	2	0	0	0	New: 12 days
Absences Accrued Under the Old Policy		1	1	1	1	1	1	2	2	2	2	2	2	Old: 18 days

Note: Member was disadvantaged by the new policy implementation, earning only 12 days. Under the old policy, the member would have earned 18 days, therefore; the member qualified for 6 additional PDMRA days to be awarded or monetary compensation for the additional 6 days.

(3) **Scenario 3.** An RC member was mobilized under reference (d) §12302 for 12 months in 2009. The member was mobilized under reference (d) §12302 from 1 July 2011 to 30 June 2012. The orders included 3 months of training in the United States and 9 months in Afghanistan.

Calculation (new policy) - Calculations for PDMRA based on the old policy would be made up until 30 September 2011. The first mobilization accrued 12 months of creditable time since it occurred within 72 months of the member's current mobilization. The member would begin accumulating PDMRA days as of the 1st day of current mobilization, 1 July 2011. From 1 July 2011 to 30 September 2011 (13-18 cumulative months), the member earned 1 day per month based on the old policy for a total of 3 PDMRA days. As of 1 October 2011, the member began earning PDMRA days under the new policy and, because he had arrived in Afghanistan, accrued at a rate of 2 days per month. The total number of days authorized for this mobilization was 21 days.

Calculation (old policy) - There was a 12-month qualifying mobilization completed in 2009 and the member began accumulating PDMRA days as of the 1st day of the second mobilization, 1 July 2011. From July 2011 to December 2011 (13-18 cumulative months), the member earned 1 day per month. As of January 2012, the member began accumulating 2 days per month (19-24 cumulative months). The member would have accumulated 18 days of PDMRA. In this case, the DoD policy change, effective 1 October 2011, provided the member with 3 additional days. The member should have been awarded 21 days, and no additional action should have been taken.

	Prior	Jul11	Aug	Sep	Oct11	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Cumulative Mob Months	12	13	14	15	16	17	18	19	20	21	22	23	24	Total
Absences Accrued Under New Policy		1	1	1	2	2	2	2	2	2	2	2	2	New: 21 days
Absences Accrued Under the Old Policy		1	1	1	1	1	1	2	2	2	2	2	2	Old: 18 days

Note: Member was not disadvantaged by the new policy implementation.

(4) **Scenario 4.** An RC Member was mobilized under reference (d) §12302 for 24 months from 15 December 2008 to 30 November 2010. The member was extended on active duty under reference (d) §12301(d) from 1 December 2010 to 31 December 2011. Member was mobilized again under reference (d) §12302 for

24 months from 1 January 2012 to 31 December 2013. All mobilizations and active duty time are in the United States.

Calculation (combination of old and new policies) - PDMRA days would be calculated under the old policy until 30 September 2011. The first 12 months of the first mobilization qualified the member to accrue PDMRA days under the old policy. The member began accumulating PDMRA days as of the 13th month of the first mobilization. From December 2009 to May 2010, member accrues 1 PDRMA day per month. From June 2010 through 30 November 2010, member accrues 2 days. Member accrues 18 days of PDMRA. Member does not qualify for PDMRA accrual while on active duty under reference (d) 12301(d) orders, 1 December 2010 to 31 December 2011. Members current mobilization under reference (d) §12302 is pursuant to the new policy as the member was not mobilized under a qualifying section of reference (d) at the time of policy change, 1 October 2011. The member's initial 24-month (reference (d) §12302) mobilization, from December 2008 to November 2010, is considered the qualifying mobilization under the new policy as it occurred within 72 months of the first day of the member's current mobilization. As member is mobilized in the United States from January 2012 to December 2013, the member does not qualify for PDMRA accrual. Member earns no PDMRA days for current mobilization. Member is awarded 18 days of PDMRA for his 2008-2010 mobilization.

	Prior	**Dec09**	**Jan10**	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	
Cumulative Mob Months	12	13	14	15	16	17	18	19	20	21	22	23	24	Total
Absences Accrued Under Old Policy		1	1	1	1	1	1	2	2	2	2	2	2	Old: 18 days
	Dec10-Dec11	Jan12	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	
Absences Accrued Under the New Policy	0	0	0	0	0	0	0	0	0	0	0	0	0	New: 0 days.

4. **Authorization**. Members undergoing demobilization processing at Navy mobilization processing sites (NMPS) shall be screened for PDMRA eligibility by the supporting PERSUPP DET. Members should provide documentation (as needed) or PERSUPP DETs may

access Navy-Marine Corps Mobilization Processing System data to assist in validation and computation of accrued PDMRA time. Appropriate forms of documentation for use in establishing an entitlement for PDMRA include, but are not limited to, previous mobilization orders, travel claims, temporary duty orders, fitness reports and evaluations listing mobilization dates, deployment awards, personal summary record, and officer data card updates. Due to the variety of sources, officers-in-charge of PERSUPP DETs and NMPS sites are authorized discretion in determining the validity of mobilization documents. Members with periods of involuntary mobilization in another armed service will be required to provide supporting documentation.

5. **Additional Guidance**

a. Current practices allow members who have been on consecutive sets of mobilization orders to bank their PDMRA days until the member leaves active duty. Many of these members have been on active duty for multiple years under varying sections of reference (d). Except for members who meet requirements contained in paragraph 3, there is no authority to authorize members to bank PDMRA days. Any members who start a qualifying mobilization after the publication date of this MILPERSMAN article must use any accrued PDMRA days at the end of their active mobilization, even if member receives follow-on non-mobilization (reference (d) §12301(d)) orders. Members who receive extensions that are issued under the same section of reference (d) as the initial mobilization are to use any accrued PDMRA days at the end of the extension.

b. Members will be afforded the opportunity to use their PDMRA days prior to completion of their demobilization and deactivation processing and termination of orders. RC members may be extended on their current mobilization orders, provided the period of mobilization does not exceed designated limits in law applicable to the authority under which the member was mobilized.

(1) In unusual cases where members are not afforded the opportunity to use their PDMRA days, an exception may be made to the "banking" policy and members may take all earned PDMRA days at the end of their final demobilization. All possible actions should be taken to afford members the ability to take their PDMRA days at the end of the mobilization in which the member earned the PDMRA days.

(2) Under the new policy, RC members do not accrue PDMRA days during the time that mobilization orders are extended for the purpose of utilizing PDMRA days.

c. RC members who are Federal, State, or local civilian Government employees may be precluded by law from being paid by two Government entities for simultaneously serving in a RC status and in their civilian Government jobs. This provision would prevent them from returning to civilian Government employment during the period of PDMRA use. RC members who are Federal, State, or local civilian Government employees may elect, at the beginning of mobilization, to receive monetary compensation in lieu of PDMRA days. For this purpose, monetary compensation would be valued at a rate of $200 for each day of PDMRA that would have been authorized. Additionally, an RC member who is a Federal, State, or local civilian Government employee may elect, before days are earned, to receive monetary compensation in lieu of a portion of PDMRA days earned and receive administrative absence for the remainder of the PDMRA days earned.

d. All RC members who are Federal, State, and local civilian Government employees will be issued, by NMPS and PERSUPP DETs upon initial mobilization processing, a standard NAVPERS 1070/613 as part of the personnel and pay gains processing prior to training and deployment as a means of documenting the member’s choice of PDMRA days, monetary compensation, or a combination of both. The document will be retained by NMPS and PERSUPP DET for use during demobilization processing and a copy will be provided to the member. NAVPERS 1070/613 should contain the following statement:

I, _____(name)_____(rank), acknowledge that RC Service members who are also Federal, State, or local Governmental civilian employees are not permitted to receive their civilian pay while on active duty utilizing accrued post deployment/mobilization respite absence (PDMRA). In the event that PDMRA days are earned as a result of this mobilization, I elect to receive:

_____ *PDMRA days*
_____ *Monetary compensation at the rate of $200/day*
_____ *A combination of PDMRA days and monetary compensation, as explained below:*_____
_____

I acknowledge that the election to receive monetary compensation in lieu of administrative absence days must be made in advance of earning PDMRA days. Days earned may not be cashed in for monetary compensation after the fact.

_____
Signature and Date

RC members who have already completed initial mobilization processing and are currently mobilized may elect to receive monetary compensation in lieu of PDMRA days, but must state that intention in writing and provide written documentation to the mobilizing NMPS and PERSUPP DET. In the absence of advance notice, monetary compensation cannot be awarded in lieu of PDMRA days. The date of election must be provided on any document submitted to NMPS and PERSUPP DET, otherwise monetary compensation will not be awarded. There is no authorization to back date any documents associated with monetary compensation.

e. RC members may combine PDMRA days and chargeable pre-separation leave following their demobilization and deactivation processing prior to termination of their mobilization orders. Failure to use approved PDMRA days prior to expiration of mobilization orders will result in loss of the benefit. Only those on mobilizations bridging the policy change may bank their PDMRA days.

f. Under the new policy, RC members who are placed in a MEDHOLD status pending resolution of medical issues related to

their mobilization duty will be converted to a voluntary active duty status under the authority of reference (d) §12301(h). That conversion will terminate accrual of PDRMA days as the orders are no longer qualifying orders. PDMRA days accrued prior to MEDHOLD status may be used prior to separation using criteria established in paragraph 5b(1) above.

6. **Court-Martial or Other Adverse Administrative Action**. In the event that a court-martial or other adverse administrative action has been initiated against a mobilized RC member, the accrual of creditable time is suspended, beginning with the day that charges are preferred or adverse administrative action is initiated pending final resolution of the matter. Commanding officers must document the suspension date of creditable time and notify the Office of the Chief of Naval Operations (OPNAV), Pay and Compensation (N130) who will make final determination of PDMRA eligibility pending final resolution. PDMRA days will not be awarded to RC members separated from mobilization under other than honorable conditions.

7. **Loss of PDMRA Days Due to Government Error**. If RC members believe they have lost PDMRA days due to Government error (i.e., miscalculation of days upon return from mobilization), the member may apply to the Board of Corrections for Naval Records for payment of $200 per day for each day lost. RC members may apply for payment for any period beginning with the inception of the PDMRA program in 2007. Former members, as well as legal representatives of deceased RC members, may apply to the Board of Corrections for Naval Records if it is believed that they or the member represented, are eligible for payment of lost PDMRA days due to Government error. All applications must include documentation showing positive proof of Government error. For more information on the application process go to: http://www.donhq.navy.mil/bcnr/bcnr.htm

MILPERSMAN 1050-280

DEFINITION OF LIBERTY

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 (703) 695-3311

Governing Directive	DOD Directive 1327.5 of 24 Sept 85

1. **Definition: Regular Liberty**. Regular liberty is a routinely authorized absence, at the end of which the member is actually on board or in the location from which the member regularly commutes to work, which lasts from the end of normal working hours on one day to the beginning of normal working hours the next workday.

2. **Definition: Weekend Liberty**. For members whose duty hours follow a traditional American work week, weekend liberty will be from the end of working hours Friday afternoon until the beginning of normal working hours on the following Monday.

3. **Definition: Equivalent Weekend Liberty**. For members who work other schedules, commanding officers will ensure an equivalent weekend liberty, though days of the week may vary.

4. **Maximum Length of Liberty Period**. Except for public holiday weekends or public holiday periods specifically extended by the President, regular liberty periods will not exceed 3 days in length.

5. **Definition: Special Liberty**

a. Special liberty is liberty granted outside of regular liberty periods for unusual reasons, such as

(1) emergencies,

(2) to exercise voting responsibilities of citizenship,

(3) for observance of major religious events, requiring the individual to be continuously absent from work or duty, or

(4) for special recognition.

b. Special liberty will normally not exceed 3 days; under certain circumstances, 4 days special liberty may be authorized.

c. Special liberty periods of 3 to 4 days are intended as compensation for

(1) unusually long working hours,

(2) members on-board ship in overhaul away from home port, or

(3) as recognition's for exceptional performance.

6. **Definition: 3-Day Special Liberty**. 3-day special liberty is a liberty period designed to give a servicemember 3 full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the 4th day, e.g., from Monday evening until Friday morning.

NOTE: When a 3-day liberty embraces only regular liberty time, such as a Saturday and Sunday with a Monday or Friday national holiday, when scheduled work hours are not included, the time off is treated as regular liberty.

7. **Definition: 4-Day Special Liberty**. 4-day special liberty is a liberty period designed to give a servicemember 4 full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the 5th day, and including at least 2 consecutive non-work days, e.g., from Wednesday evening until Monday morning.

8. **Restrictions on Combining Liberty and Other Absences**. DOD Directive 1327.5 places specific restrictions on combining regular liberty with special liberty and special liberty with leave. Refer to MILPERSMAN 1050-290.

MILPERSMAN 1050-290

POLICY CONCERNING LIBERTY

Responsible Office	OPNAV (N13)	Phone:	DSN COM FAX	664-5477 (703) 604-5477 (703) 604-3916

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone:	Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1327.06 of 13 August 2013 (b) Manual for Courts-Martial United States (2012 Edition)

1. **Definition of Liberty**

a. **Regular Liberty.** Shall not exceed 3 days and shall normally be authorized from the end of normal duty hours on the first day to the beginning of normal duty hours on the following work day (i.e., weekend and federal holiday).

(1) On 2-day weekends, regular liberty shall extend from the end of normal duty hours on Friday until the beginning of normal duty hours on the following Monday.

(2) On 3-day weekends, regular liberty shall include Saturday, Sunday, and the Federal holiday (Monday or Friday).

(3) Only the President may authorize a 4-day weekend in conjunction with a Federal holiday.

b. **Special Liberty.** Liberty granted by a unit's commanding officer (CO) outside of regular liberty periods for special occasions or circumstances. Special liberty may not exceed 4 days, including weekends and holidays.

2. **Policy**

a. COs shall establish a leave and liberty policy that meets organizational readiness requirements.

(1) Policy shall include a liberty recall policy.

b. COs may grant special liberty for any period of 4 days or less. As an instrument of command management, special liberty is normally granted to persons **not** required

(1) to be physically present to complete unfinished work assignments;

(2) for additional essential work; or

(3) to maintain a level of operational readiness.

3. **Circumstances for Granting Special Liberty**. COs may grant special liberty for

a. compensation for significant periods of unusually extensive working hours;

b. long or arduous deployments or for Service members onboard ships in overhaul away from homeport;

c. duty in an isolated location where normal liberty is inappropriate;

d. special recognition for exceptional performance;

e. compassionate reasons, such as allowing a member to attend a funeral of a family member, or assist a family member(s) with a serious illness/injury; or

f. any other special occasion or special circumstance, as determined by a CO.

4. **Prohibitions, Limitations, and Exceptions to Granting Liberty**. Before granting liberty to a member, COs should follow these prohibitions, limitations, and exceptions:

a. **Restrictions on Combining Periods of Liberty and or Leave:**

(1) Special liberty may not be used in combination with normal liberty, holidays, or other off-duty periods in which the combined period of continuous absence would exceed 4 days.

(2) When special liberty or regular liberty is combined with leave, the member must be physically present at the home station or port when departing and returning from leave. If the member wishes to leave the home station or port and not return

prior to checking out on leave, then the entire period of leave and special liberty will be charged as leave.

b. **Restrictions on Combining Periods of Liberty with Temporary Duty (TDY) or Temporary Additional Duty (TAD).**

(1) Special liberty may not be authorized at the beginning or end of a period of TDY or TAD for the purpose of extending the period of TDY or TAD per reference (a). This prohibition does not include regular liberty periods which do not result in an extension of the period of TDY or TAD.

(2) Members who would ordinarily be in a regular liberty status may elect to remain at the TDY or TAD site in a liberty status through the end of the regular liberty period.

(3) Similarly, members may elect to travel to the TDY or TAD site prior to the commencement of the period of TDY or TAD in order to be in a liberty status at the TDY or TAD site before commencing the TDY or TAD.

c. **Members with Diseases**

(1) Do not grant liberty to members under treatment for infectious or contagious diseases while in an infectious stage, except in cases of urgent personal matters.

(2) Before granting liberty to a member with an infectious or contagious disease, the CO should first consult with the member's physician to ensure safety of the public.

5. **Extending Liberty Period**. When a member requests an extension of an authorized liberty period and the time (liberty and extension) exceeds 4 days, that portion exceeding the regular liberty shall be charged to the member's leave account.

6. **When a Public Holiday Falls on Weekend**. Use the rules in the table below to consider Friday or Monday as a holiday when a public holiday falls on a weekend:

WHEN public holiday falls...	THEN ...
on Saturday,	the preceding Friday also will be considered a holiday.
on Sunday,	the following Monday also will be considered a holiday.
within authorized dates of leave,	the holiday is charged as leave.

Note: Personnel not on duty are in a regular liberty status on holidays.

7. **Liberty for In-Port Duty on Holidays**. When possible, grant members liberty following in-port duty on public holidays using the rules in the table below:

WHEN ...	AND ...	THEN ...
this liberty is granted,		it should fall on the first workday following the holiday.
the holiday is a Saturday,	the member has duty on Friday (the federally observed day),	give Monday off as liberty.
the holiday is a Sunday,	the member has duty on Monday (the federally observed day),	give Tuesday off as liberty.

8. **Public Holidays and Dates**. Public holidays are governed by law and will be observed, except when military operations prevent. The following table lists public holidays and the dates they are to be observed:

HOLIDAY	DATE OBSERVED
New Year's Day	1 January
Martin Luther King	the third Monday in January
Presidents Day	the third Monday in February
Memorial Day	the last Monday in May
Independence Day	4 July
Labor Day	the first Monday in September
Columbus Day	the second Monday in October
Veterans Day	11 November
Thanksgiving Day	the fourth Thursday in November
Christmas Day	25 December
Other	when directed by proper authority under law

9. **Depriving Liberty**

a. Subject to reference (b), restriction awarded by courts-martial or at captain's mast (nonjudicial punishment (NJP)) can result in deprivation of liberty.

b. Assignment of extra duties awarded by NJP can result in deprivation of liberty during the hours when the extra duties are performed. Upon completion of the assigned daily extra duties, the member should be granted normal liberty if otherwise entitled to it.

c. Completion of normal daily duties should not be construed as depriving liberty.

MILPERSMAN 1050-310

APPELLATE LEAVE

Responsible Office	NAMALA	Phone: DSN COM	325-0100 (202) 685-0100

MyNavy Career Center	Phone: E-mail: Web site:	1-833-330-6622 askmncc@navy.mil https://my.navy.mil/

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1. **Policy**

a. A Service member who has been awarded dismissal or an unsuspended punitive discharge by court-martial and who has completed all awarded confinement may be placed on appellate leave pending completion of appellate review.

b. A Service member may request voluntary appellate leave or be placed on mandatory involuntary appellate leave. Both types of leave require approval of the officer exercising general court-martial or special court-martial jurisdiction over the Service member.

c. Prior to being placed on voluntary appellate leave, a Service member must be transferred to the appropriate transient personnel unit or military processing facility for tracking and appellate leave processing unless all applicable requirements are met. If all requirements are met, the Service member may be assigned directly from confinement.

2. **Additional Appellate Leave Guidance**

Topic	See MILPERSMAN
Request (Voluntary) Appellate Leave	1050-320
When the Convening Authority (CA) Acts	1050-330
Mandatory (Involuntary) Appellate Leave	1050-340
Appellate Review	1050-350
Recalling a Service Member from Appellate Leave	1050-360
Letter Format for Change of Status to Mandatory (Involuntary) Appellate Leave	1050-380

MILPERSMAN 1050-320

REQUEST (VOLUNTARY) APPELLATE LEAVE

Responsible Office	NAMALA	Phone: DSN COM	325-0100 (202) 685-0100

MyNavy Career Center	Phone: E-mail: Web site:	1-833-330-6622 askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) DoD Instruction 5505.14 of 5 April 2022 (c) NAVMED P-117, Manual of the Medical Department (NAVMED) of April 2024 (d) Joint Travel Regulations (JTR) (e) SECNAVINST 5510.30C (f) NAVSUP P-485, Volume II, Naval Supply Systems Command Manual, Supply Ashore (NOTAL) (g) BUPERSINST 1750.10D, Volume 1

1. **Scope**. Service members sentenced by court-martial to dismissal or an unsuspended punitive discharge, but whose sentence has not yet been approved, may request appellate leave (voluntary) provided all confinement (if any) has been completed. The request may be approved at the discretion of the commander exercising court-martial convening authority (CA) if, in the commander's opinion, the best interest of the naval service would be served by granting the Service member's request. Appellate leave removes such Service members from the physical presence of the command, thus promoting readiness and good order and discipline.

2. **Procedures**. A Service member may not be placed on appellate leave until deoxyribonucleic acid (DNA) is obtained, forwarded, and accepted by the United States Army Criminal Investigation Laboratory (USACIL). If the Service member's appellate leave request has been approved, the following steps must be followed:

Step	Action
1	If convicted of a qualifying military offense or any offense under reference (a), chapter 47, punishable by a sentence with confinement of more than a year (regardless of sentence imposed), ensure a DNA sample is collected, forwarded to, and accepted by USACIL per reference (b).
2	Complete separation physical (including human immunodeficiency virus test) prior to commencement of appellate leave per MILPERSMAN 1900-808 and reference (c), chapter 15.
3	Offer Service member appropriate treatment prior to separation if diagnosed with substance or alcohol use disorder per MILPERSMAN 1910-232. **NOTE:** If Service member accepts treatment, appellate leave may not commence until treatment is completed or terminated. Ensure Service member's acceptance or non-acceptance is documented and signed on a NAVPERS 1070/613 Administrative Remarks via the Navy Standard Integrated Personnel System (NSIPS) and submitted per MILPERSMAN 1070-320 for inclusion in Service member's official military personnel file (OMPF) as a "permanent" entry citing this article as the authority.
4	Ensure Service member understands that transportation to selected leave address will be at his or her own expense.
5	Counsel Service member on right to petition the Naval Clemency and Parole Board. Use DD 2715-3 Prisoner Restoration/Return to Duty, Clemency and Parole Statement (sections 1 and 2 dealing with restoration and clemency) available at: https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2715-3.pdf

Step	Action
6	Counsel Service member regarding shipment of personal property and or household goods (HHG). Eligible Service members must submit a written request to the general court-martial convening authority (GCMA) or special court-martial convening authority for approval per reference (d). Property **should not** be transferred to a Navy storage facility. For Service members stationed in the continental United States (CONUS) without dependents, HHG shipment is not authorized under reference (d). For Service members with dependents stationed in CONUS, travel and HHG shipment may be authorized at the discretion of the CA if deemed in the best interest of the Service member, or the Service member's dependents, and the United States per reference (d). For Service members stationed outside CONUS, dependents' travel and HHG shipment will be authorized or approved to the home of record when the GCMA determines such to be in the best interest of the Government per reference (d).
7	Revoke Service member's security clearance per reference (e).
8	Confiscate all property of the Government issued to Service member, except one overcoat (if needed) per reference (f), paragraph 25940. Reference (f) may be accessed via Naval Logistics Library common access card-enabled Web site at https://login.navsup.navy.mil/my.policy
9	Confiscate identification (ID) card(s) of Service member and his or her dependents.
10	Issue new ID cards to Service member and eligible dependents with an expiration date of 6 months from date of issue. Successive cards may be reissued for up to 3 months until discharge is effected. Contact Navy and Marine Corps Appellate Leave Activity (NAMALA) per reference (g).
11	Have Service member read, initial, and sign NAVPERS 1050/3 Appellate Leave Statement of Understanding. The original copy must be retained at the processing office. Provide a copy to the Service member.

Step	Action
12	Verify Service member's electronic service record (ESR) and OMPF for completeness and accuracy to include verification of Record of Emergency Data and Dependency Application located in NSIPS and OMPF. Ensure Service member's group life insurance is updated (if necessary). Make appropriate entry to document completed action.
13	Provide Service member with printed copy of the NAVCOMPT 3065 Leave Request/Authorization (electronic leave printed from NSIPS).
14	Per reference (a), ensure appropriate reduction in pay grade entry is entered in NSIPS ESR and forward signed NAVPERS 1070/607 Court Memorandum to Service member's OMPF. If Service member is awarded reduction in pay grade to E-1 at court-martial, guidance under reference (a), section 857, article 57, will be followed. If Service member is not awarded reduction in pay grade at court-martial or is reduced, but to a pay grade higher than that of E-1, guidance under reference (a), section 858a, article 58(1), will be followed.
15	Update NSIPS transient tracking on Service member (as applicable). This may include: • Transient – General (e.g., account category code (ACC), ACC effective date, transient tracking code, etc.); • Legal Information (disciplinary action, confinement, appellate leave information); and • Remarks (as appropriate).
16	Change ACC to 393. NSIPS activities use transient tracking to change ACC to 393. To change duty status code (DSC) to 136, submit NSIPS e-leave transaction. NSIPS activities use "leave," "leave create," and "absence type R (start appellate leave)," and input 300 days into NSIPS per reference (h), paragraph 10261. If the Service member requests to be paid for all accrued leave, terminate all pay and allowances (including selected reenlistment bonus payments), refer to reference (h), paragraph 10261.

Step	Action
17	Drop Service member from Navy's strength. All personnel placed on appellate leave (mandatory or voluntary) will be administratively dropped from Navy strength at the time appellate leave is executed, without regard to status of the CA's action. NSIPS activities use "losses", "admin loss", "use", "admin loss - create"; after this is released, DSC will change from 136 to 143 (active duty, admin punitive discharge, drop from strength).
18	See MILPERSMAN 1050-330. **NOTE:** If CA action is not received within 120 days of court-martial sentence, initiate tracer action via message to the CA, with follow-up tracer every 30 days thereafter. Include immediate superior in command, Office of the Judge Advocate General, and NAMALA on second and subsequent tracer actions.

MILPERSMAN 1050-340

MANDATORY (INVOLUNTARY) APPELLATE LEAVE

Responsible Office	NAMALA	Phone: DSN COM	325-0101 (202) 685-0101

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) DoD Instruction 5505.14 of 5 April 2022 (c) NAVMED P-117, Manual of the Medical Department (d) Joint Travel Regulations (JTR) (e) SECNAVINST 5510.30C (f) NAVSUP P-485, Volume I, Naval Supply Systems Command Manual, Operational Forces Supply Procedures (NOTAL) (g) BUPERSINST 1750.10E (h) Navy DJMS Procedures Training Guide

1. **Discussion**. Once the convening authority (CA) has approved an unsuspended punitive discharge or dismissal and all confinement (if any) has been completed, the Service member may be placed on mandatory (involuntary) appellate leave by the officer exercising court-martial jurisdiction over the Service member. In most circumstances, appellate leave is appropriate; however, the following factors should be considered prior to directing mandatory (involuntary) appellate leave:

a. The quality of the Service member's service;

b. The type and severity of offense(s);

c. The commanding officer's recommendation (if applicable);

d. The staff judge advocate's and legal officer's recommendations;

e. Whether the Service member has demonstrated a likelihood of productive and beneficial service to the Navy by remaining on active duty pending appellate review;

f. Any hardship or other adverse consequences which the Service member may experience, if required to take mandatory (involuntary) appellate leave;

g. Any other pertinent information the Service member considers appropriate; and

h. The best interest of the Service.

2. **Procedures**. A Service member may not be placed on appellate leave until deoxyribonucleic acid (DNA) is obtained, forwarded, and accepted by the United States Army Criminal Investigation Laboratory (USACIL). Follow the steps below if mandatory (involuntary) appellate leave is directed:

Step	Action
1	If convicted of a qualifying military offense or any offense per reference (a), chapter 47, punishable by a sentence with confinement of more than a year (regardless of sentence imposed), ensure a DNA sample is collected, forwarded to, and accepted by USACIL per reference (a), section 1565, and reference (b).
2	Complete separation physical (including human immunodeficiency virus test) prior to commencement of appellate leave. See MILPERSMAN 1900-808 and reference (c).
3	Offer Service member appropriate treatment prior to separation if diagnosed as drug and or alcohol dependent (see MILPERSMAN 1910-232). **NOTE:** If Service member accepts treatment, appellate leave cannot commence until treatment is completed or terminated. Ensure Service member's acceptance or non-acceptance is documented and signed on a NAVPERS 1070/613 Administrative Remarks. The NAVPERS 1070/613 must be marked "permanent," this article cited as the "authority", and submitted to the Service member's servicing transaction service center and personnel office for recording into Navy Standard Integrated Personnel System (NSIPS) and submission to the official military personnel file (OMPF).

Step	Action
4	Counsel Service member on right to petition the Naval Clemency and Parole Board. Use DD 2715-3 Prisoner Restoration/Return to Duty, Clemency and Parole Statement (section 1 (restoration/return to duty) and section 2 (clemency)). Forward a hard copy of the document as an attachment to the Service member's appellate package.
5	Counsel Service member regarding shipment of personal property and or household goods (HHG). Eligible Service members must submit a written request to the general court-martial convening authority (GCMCA) or special court-martial convening authority for approval per reference (d). Property should not be transferred to a Navy storage facility. For Service members stationed in continental United States (CONUS) without dependents, HHG shipment is not authorized per reference (d). For Service members with dependents stationed in CONUS, travel and HHG shipment may be authorized at the discretion of the CA if deemed in the best interest of the Service member, or the Service member's family, and the United States. See reference (d). For Service members stationed outside CONUS, dependents' travel and HHG shipment will be authorized or approved to the home of record when the GCMCA determines such to be in the best interest of the Government per reference (d).
6	Revoke Service member's security clearance per reference (e).
7	Confiscate all property of the Government issued to Service member per reference (f), chapter 1, section 1226. Reference (f) may be accessed via Naval Logistics Library common access card-enabled Web site at https://login.navsup.navy.mil/my.policy
8	Confiscate Uniformed Services identification (ID) card(s) of Service member and dependent(s).
9	Issue new Uniform Services ID cards to Service member and dependents with an expiration date of 6 months from the date of issue. Successive cards may be reissued for up to 3 months until discharge is affected. Contact Navy and Marine Corps Appellate Leave Activity (NAMALA) per reference (f).

Step	Action
10	Have Service member read, initial, and sign NAVPERS 1050/3 Appellate Leave Statement of Understanding. The original must be submitted for inclusion in the Service member's appellate package, with a copy retained at the processing office and a copy provided to the Service member.
11	Verify Service member's NSIPS Electronic Service Record (ESR) completeness and accuracy to include verification of DD 93 Record of Emergency Data located in NSIPS. Ensure Service Member's Group Life Insurance is updated (if necessary).
12	Provide Service member with printed copy of NAVCOMPT 3065 Leave Request Authorization (electronic leave printed from NSIPS). Forward a hard copy as an attachment to the Service member's appellate package.
13	Per reference (a), chapter 47, ensure appropriate reduction in pay grade entries are entered in NSIPS ESR. If Service member is awarded reduction in pay grade at court-martial, utilize reference (a), section 857, article 57.
14	Per reference (h), update NSIPS transient tracking on Service member (as applicable). This may include: • **Transient – General** (accounting category code (ACC), ACC effective date, transient tracking code, etc.); • **Legal Information** (disciplinary action, confinement, appellate leave information); and • **Remarks** (as appropriate).
15	Contact NAMALA for procedures to attain permanent change of station orders for Service members being placed on appellate leave. NAMALA and responsible units will make the necessary loss entries.
16	Per reference (h), change ACC to 393 (non-pay status) after Service member's requested regular leave is complete, if applicable.
17	Upon receipt of appellate package and applicable items listed within steps 1-16 above, NAMALA will process the individual appellant's assignment.

MILPERSMAN 1050-410

CONSECUTIVE OVERSEAS TOUR (COT) AND IN-PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) LEAVE TRAVEL ENTITLEMENT POLICY

Responsible Office	OPNAV (N130)	Phone: DSN COM E-mail:	664-5475 (703) 604-5475 NXAG N130C@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVSO P-6034 Joint Travel Regulations (JTR) (b) DoD Instruction 1327.06 of 16 June 2009 (c) DoD Instruction 1315.18 of 28 October 2015

1. **Purpose**. Per references (a) through (c), this article provides detailed guidance on eligibility, criteria, and execution of consecutive overseas tour (COT) and in-place consecutive overseas tour (IPCOT) entitlements.

2. **Policy**. Service members stationed outside the continental United States (OCONUS) who are ordered to a consecutive tour of duty at the same duty station or reassigned permanent change of station (PCS) to another overseas duty station may be paid travel and transportation allowances in connection with authorized leave from their last duty station. Such allowances may also be payable to command-sponsored dependents at both the current and new permanent duty station (PDS) for the tour length prescribed per reference (a), AP-TL-01, Tour Lengths and Tours of Duty Outside Continental United States (OCONUS) and Navy specified prescribed sea tours (PST) per MILPERSMAN 1301-110, MILPERSMAN 1300-308, and current sea-shore flow NAVADMIN.

3. **Definitions**

a. **COT** - the PCS of a Service member from one overseas PDS to another overseas PDS.

(1) **Inter-theater COT** - PCS reassignment between theaters (e.g., from the Pacific to the European theater).

(2) **Intra-theater COT** - PCS reassignment within a particular theater (e.g., from Germany to Spain).

b. **IPCOT** - Prescribed tour following the completion of an initial OCONUS tour, including voluntary extensions, in which a Service member agrees to serve at the same PDS for which no PCS movement is normally involved.

c. **Authorized Destination** - The Service member's home of record (HOR) or an alternate place to which transportation is no more expensive than to the HOR. If transportation to the selected alternate place is more expensive than transportation to the HOR, the Service member is financially responsible for the additional cost, unless transportation to the more expensive alternate place is authorized or approved by the Office of the Chief of Naval Operations (OPNAV), Military Pay and Compensation Policy Branch (N130C).

d. **COT Tour Waivers** - Tour lengths for COT may be waived if the Service member has served at least the equivalent of two unaccompanied tours. At a minimum, Service members should complete the equivalent of an unaccompanied tour on the initial tour for consideration of a waiver. Per reference (c), there is no authorization to waive the tour length for IPCOT. Service members must complete the full tour and be detailed for a follow-on full tour. COT tour-length waivers are only authorized by Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4).

4. **Relationship to Overseas Tour Extension Incentives (OTEIP)**. COT leave entitlement is earned when a Service member is assigned back-to-back complete Department of Defense (DoD) tours and or PST, including extensions. In addition to COT entitlements, OTEIP entitlements are earned for extensions of at least 12 months beyond the assigned tour.

5. **Criteria**. Criteria in the table below entitles a Service member to COT leave travel.

When...	and is ordered to...	then the Service member...
the Service member is stationed OCONUS,	PCS from one PDS OCONUS to another PDS OCONUS involving two standard tour lengths, Secretary of the Navy (SECNAV) tour lengths, or an IPCOT involving two standard tour lengths,	is authorized COT leave travel.

Note: If a Service member is transiting through CONUS from the old OCONUS PDS to the new OCONUS PDS, COT leave normally will be taken between the OCONUS tours, unless deferred.

6. **Execution**. Unless COT travel is deferred by NAVPERSCOM, Enlisted Distribution Division (PERS-40CC) (for enlisted) or NAVPERSCOM Distribution Management and Procedures Branch (PERS-451) (for officers), the following rules will apply to execution of COT leave travel:

If Service member's HOR is in the Continental United States (CONUS)...	then...
the Service member and or dependent is eligible for COT leave, and is executing a PCS between OCONUS PDSs,	the Service member and or dependent must take COT leave en route to the new PDS via an authorized destination.
the Service member and or dependent is eligible for COT leave, and is executing a PCS between OCONUS PDSs, with temporary duty in CONUS in connection with the PCS,	the Service member and or dependent must take COT leave en route to the new PDS via an authorized destination and (for Service member) temporary duty location in CONUS.
If Service member's HOR is OCONUS ...	**then ...**
	COT leave is taken in connection with PCS or Service member may elect to defer. NAVPERSCOM approval or authorization is not required.

7. **Deferment of COT Leave Travel**

a. Deferment of COT leave travel will only be authorized or approved by PERS-40CC (for enlisted) or PERS-451 (for officers) prior to a Service member's travel. Enlisted personnel must submit request for deferral to PERS-40CC via MyNavy Portal or via e-mail to MyNavy Career Center at: askmncc@navy.mil. Officers must submit their request for deferral to their cognizant detailer who will forward the request to PERS-451 for approval.

b. COT leave travel may be deferred for operational reasons, school aged children education (kindergarten through 12th grade), and medical issues that preclude a Service member or dependent from taking COT leave between the tours OCONUS and in connection with PCS travel (if any).

c. When the Service member is required to traverse CONUS in connection with PCS, requests for deferred leave travel must be forwarded to:

(1) PERS-40CC for enlisted personnel, and

(2) PERS-451 via cognizant detailer for officers.

d. Any disapproval for an officer or enlisted COT deferral request will be reviewed by PERS-451 for a final determination.

e. Service members are encouraged to work with their detailers and commands to coordinate detachment dates that match with their preferred COT travel to avoid deferment.

8. **Deferment When Not Traversing CONUS**

a. Service members must be approved by NAVPERSCOM for deferral when not traversing CONUS.

b. Deferred COT leave travel must be performed prior to the completion of the new tour, unless deferral was due to Service member's assignment to a contingency operation.

9. **IPCOT**. Completion of an initial overseas tour, including voluntary extension(s).

a. The full DoD area tour or PST must be completed before leave travel entitlement accrues.

b. Additionally, Service members must be assigned a full follow-on DoD area tour or PST.

c. IPCOT leave is automatically deferred, unless PCS travel is involved.

d. If PCS travel is involved, see subparagraph 6c above for deferral request.

e. Unless deferred due to duty in connection with a contingency operation, IPCOT leave travel must be performed prior to the end of the new tour, otherwise the entitlement expires.

10. **Dependent COT Leave Travel**. Requests for deferred COT leave in connection with delayed-dependent travel must be forwarded to OPNAV (N130C) for approval. Rules for COT leave travel are provided in the table below:

When ...	then ...
dependents are eligible for COT leave travel,	they may travel with Service member at the time Service member is granted COT leave travel, or travel independently. **Note**: When a Service member begins a consecutive tour of duty at the same PDS or reports to his or her new OCONUS PDS, COT leave must be taken prior to the end of the new tour.
COT leave travel is deferred,	dependent PCS travel is limited to direct travel between old and new PDSs.
dependents leave travel in connection with an IPCOT is deferred,	cost limit of COT leave (when taken) is described in reference (a).

11. **Cost Limits of COT Leave Travel**. Dependents may begin PCS travel after receipt of PCS orders by the Service member. Cost limits for dependent travel are specified in paragraph 10 (table) below:

When...	and...	then...	and...
dependents PCS travel has begun,	a COT leave travel is performed,	cost limit of travel entitlement is prescribed per reference (a).	
there is no PCS, but rather a new tour at the same PDS, (i.e., an IPCOT with or without a change of activity or unit identification code),		COT leave travel entitlement for dependents must not begin until the Service member completes first prescribed accompanied-by-dependents area tour,	must be performed prior to the end of the tour for which COT leave was earned. Cost to the Government is limited to round-trip transportation to and from the authorized destination.

12. **Travel Exceeding HOR Distance**

a. If transportation to the selected alternate place is more expensive than transportation to the HOR, Service members are financially responsible for the additional cost, unless that transportation is authorized by OPNAV (N130C). COT leave-travel requests to more expensive, alternate places than HOR must be submitted to OPNAV (N130C) by e-mail attachment to: NXAG N130C@navy.mil.

b. Authorization may be granted for unusual circumstances by OPNAV (N130C) (e.g., Service member's old and new PDS and HOR are in the same geographic location, travel to HOR in conjunction with PCS via a designated place in the same location, etc.).

c. Requests must be submitted and authorization received prior to Service member's travel.

d. Requests must include:

(1) Service member's request (including city, state, and country of HOR),

(2) Actual or acting commanding officer's endorsement,

(3) PCS orders,

(4) Signed, witnessed, and dated official NAVPERS 1070/602 Dependency Application, located in Navy Standard Integrated Personnel System (NSIPS), and DD 93 Record of Emergency Data; and

(5) DD 4 Enlistment/Reenlistment Document Armed Forces of the United States for enlisted personnel or NAVPERS 1070/74 Report of Home of Record and Place from Which Ordered to Active Duty, for officers.

13. **Common COT and IPCOT Disqualifiers**

a. Service members on a 12-month unaccompanied tour to a funded environmental and morale leave (FEML) location who extend for a second consecutive 12-month tour are only eligible for one funded-leave transportation program. The Service member may take either COT leave or FEML, but not both.

b. Service member's dependents are not in a command-sponsored status at both the Service member's current and new PDS.

c. Service member does not have sufficient obligated service for the new tour length.

d. Service member did not serve the required tour length, unless waived by PERS-4 or Secretary of the Navy (SECNAV).

e. Service member did not complete initial tour, to include any voluntary extensions, while serving an IPCOT (i.e., Service member transferred more than 60 days prior to the end of prescribed overseas tour, as extended).

f. Service member did not serve a COT or IPCOT (i.e., Service member's ship or unit conducted a homeport or PDS change from OCONUS to CONUS), then was ordered PCS to OCONUS. Therefore, Service member was not authorized COT leave as the previous PDS was CONUS due to the homeport change.

g. Service member and dependents did not receive prior authorization to defer COT while traversing CONUS.

Step	Action
16	Change ACC to 393. NSIPS activities use transient tracking to change ACC to 393.
17	Change duty status code (DSC) to 136, submit NSIPS leave transaction. NSIPS activities use "Leave," "Leave Create," "Absence Type R (Start Appellate Leave)," with days granted 300, as per reference (h), paragraph 10255. If the member requests to be paid for all accrued leave, terminate all pay and allowances including selected reenlistment payments. Refer to reference (h), paragraph 10255.
18	Drop member from strength. All personnel placed on appellate leave (mandatory or voluntary) will be administratively dropped from Navy strength at the time appellate leave is executed without regard to status CA's action. NSIPS activities use "Losses," "Admin Loss," "Use," "Admin Loss – Create." After this is released, DSC will change from 136 to 143 (active duty, admin punitive discharge, drop from strength).

MILPERSMAN 1050-350

Appellate Review

Responsible Office	NAMALA	Phone: DSN COM	325-0100 (202) 685-0100

My Navy Career Center	Phone: Toll Free Email: MyNavy Portal	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

Reference	(a) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), July 2022

1. **Procedures**. Follow these procedures upon completion of appellate review:

IF ...	THEN ...
The punitive discharge is affirmed,	• Execute punitive discharge per supplemental court martial order or notification of completion of appellate review (see MILPERSMAN 5815-010). • Forward health and or dental records to Department of Veterans' Affairs, St. Louis, MO. • Pay Service member any remaining credit balance, including compensation for any unused leave credit, after conducting a check for selected reenlistment bonus or other indebtedness, if applicable, per reference (a).
The findings and sentence are set aside and a rehearing authorized,	The judge advocate general will notify the proper authority to determine whether a rehearing will be conducted, or whether the charge(s) will be dismissed.
A rehearing is ordered,	Coordinate with Navy and Marine Corps Appellate Leave Activity for return of appellate documents and electronic service record to the gaining command, appropriate transient personnel unit, or military processing facility which supports the authority who ordered the rehearing. See MILPERSMAN 1050-360.

IF ...	THEN ...
The findings and sentence, including punitive discharge, are set aside and charge(s) dismissed based on lack of factual guilt and not on technicality, and if the Service member's expiration of obligated service (EAOS) has **not** expired,	• Recall Service member for full duty or notify for administrative separation (ADSEP) per MILPERSMAN 1910-126. **NOTE:** Officers will be recalled per MILPERSMAN 1050-360. Coordinate with Navy Personnel Command (NAVPERSCOM) respective detailer for orders. • Pay Service member any remaining credit balance, including compensation for any leave credit unused at the time of the discharge (if being administratively separated) and mileage allowance to which entitled (transportation in kind).
The findings and sentence, including punitive discharge, are set aside and charge(s) dismissed based on lack of factual guilt and not on technicality, and if the Service member's EAOS **has** expired,	• Recall Service member for full duty and reenlist with Bureau of Naval Personnel Military Community Management (BUPERS-3) approval or separate per MILPERSMAN 1910-104. **NOTE:** Officers will be recalled per MILPERSMAN 1050-360. Coordinate with NAVPERSCOM respective detailer for orders. • Pay member any remaining credit balance, including compensation for any leave credit unused at the time of the discharge (if being administratively separated) and mileage allowance to which entitled (transportation in kind).

IF ...	THEN ...
The findings and sentence, including punitive discharge, are set aside and charge(s) dismissed based on technicality and if the Service member's EAOS has **not** expired,	• Notify for ADSEP per MILPERSMAN 1910-126. **NOTE:** Officers will be recalled per MILPERSMAN 1050-360. Coordinate with NAVPERSCOM respective detailer for orders. • Pay Service member any remaining credit balance, including compensation for any leave credit unused at the time of the discharge, and mileage allowance to which entitled (transportation in kind).
The findings and sentence, including punitive discharge, are set aside and charge(s) dismissed based on technicality and the Service member's EAOS **has** expired,	• Separate per MILPERSMAN 1910-104. **NOTE:** Officers will be recalled per MILPERSMAN 1050-360. Coordinate with NAVPERSCOM respective detailer for orders. • Pay Service member any remaining credit balance, including compensation for any leave credit unused at the time of the discharge, and mileage allowance to which entitled (transportation in kind).

MILPERSMAN 1050-360

PROCEDURES FOR RECALLING A MEMBER FROM APPELLATE LEAVE

Responsible Office	NAMALA	Phone:	DSN COM FAX	325-0100 (202) 685-0100 325-0606

1. **Enlisted Members**. Follow the steps below to recall an enlisted member from appellate leave for rehearing, resentencing, or restoration to full duty status.

Step	Action
1	Activities holding the rehearing, resentencing, or restoration to duty will issue recall orders in letter format to the member's last known address and provide funding for transportation and travel costs.
2	Request service/health/dental records be forwarded to your command from Navy and Marine Corps Appellate Leave Activity (NAMALA), Washington, DC, or other activity.
3	After receiving service/health/dental records for members attached to NAMALA: • Submit **Enlisted Administrative Return to Strength** in Navy Standard Integrated Personnel System (NSIPS) (192 TAC in NES). • Use **Transient Tracking** in NSIPS to change account category code (ACC) from 393 to 390. • Submit **Activity Loss** thru NSIPS, transferring member to the command to which the member is reporting to, from appellate leave. • Gaining command/servicing personnel support detachment (PSD) will then submit **Activity Gain** thru NSIPS.

Step	Action
4	After receiving service/health/dental records for members **not** attached to NAMALA: • Submit **Enlisted Administrative Return to Strength** in NSIPS (192 TAC in NES). • Use **Transient Tracking** in NSIPS to change ACC from 393 to 390.
5	If the punishment previously reported has been reduced or set aside by higher authority, and the reduction in punishment affects the member's pay (i.e., paygrade restored, fines or forfeitures returned, etc.): • Contact NSIPS Help Desk for guidance on removing previously reported punishment from record and reinstating paygrade. • Diary Message Reporting System (DMRS) activities use NAVPERS 1070/607 (Rev. 12-75), Court Memorandum.
6	If pay and allowances are not affected, make an appropriate NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks entry.

2. **Officers**. Follow the steps below to recall an officer from appellate leave for rehearing, resentencing, or restoration to full duty status.

Step	Action
1	Contact Navy Personnel Command (NAVPERSCOM) for recall orders.
2	Upon arrival of officer, submit: NSIPS activities use **Activity Gain**.
3	Ensure officer is placed in appropriate ACC.

MILPERSMAN 1050-400

ACCRUED LEAVE CREDITABLE UPON RETIREMENT

Responsible Office	NAVPERSCOM (PERS-835)	Phone: DSN COM FAX	882-3246 (901) 874-3246 882-2762

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 701 (b) DODI 1327.06 (c) DJMS Procedures Training Guide (DFAS PTG) (d) DODFMR 7000.14-R, Vol. 7A, Ch. 1

1. **Policy**

a. Accrued leave, creditable at the time of retirement, is compensable in a lump-sum payment not to exceed 60 days of basic pay. References (a), (b), and MILPERSMAN 7220-340 state that no member can sell back more than 60 days during a military career at the rate in effect the day prior to the date of retirement.

b. If the member is continued on Active Duty upon retirement, the lump-sum payment of accrued leave shall be made upon subsequent release from Active Duty at the rate in effect on the last day of Active Duty.

c. Payment for leave accrued prior to 1 September 1976, which is referred to as saved leave, will include basic pay, basic allowance for quarters, and basic allowance for subsistence. Payment for leave accrued on or after 1 September 1976 will include basic pay only.

2. **Absence on Leave at the Time of Retirement**

a. Per MILPERSMAN 1050-120, absence on leave at the time of retirement, or transfer to the Fleet Reserve without the necessity of return to the separation site (if desired) should normally be granted when requested to preclude the loss of leave and to minimize accrued leave.

b. If leave without return to the separation site is desired, the member must actually have retirement or transfer to the Fleet Reserve orders in possession and have completed separation processing prior to departure on leave. The retirement or transfer to the Fleet Reserve date must occur following completion of the authorized leave period.

3. **Procedures**. Administrative and disbursing office procedures are contained in references (c) and (d).

MILPERSMAN 1050-410

CONSECUTIVE OVERSEAS TOUR (COT) AND IN-PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT) LEAVE TRAVEL ENTITLEMENT POLICY

Responsible Office	OPNAV (N130)	Phone: DSN COM E-mail:	664-5475 (703) 604-5475 NXAG N130C@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVSO P-6034 Joint Travel Regulations (JTR) (b) DoD Instruction 1327.06 of 16 June 2009 (c) DoD Instruction 1315.18 of 28 October 2015

1. **Purpose**. Per references (a) through (c), this article provides detailed guidance on eligibility, criteria, and execution of consecutive overseas tour (COT) and in-place consecutive overseas tour (IPCOT) entitlements.

2. **Policy**. Service members stationed outside the continental United States (OCONUS) who are ordered to a consecutive tour of duty at the same duty station or reassigned permanent change of station (PCS) to another overseas duty station may be paid travel and transportation allowances in connection with authorized leave from their last duty station. Such allowances may also be payable to command-sponsored dependents at both the current and new permanent duty station (PDS) for the tour length prescribed per reference (a), AP-TL-01, Tour Lengths and Tours of Duty Outside Continental United States (OCONUS) and Navy specified prescribed sea tours (PST) per MILPERSMAN 1301-110, MILPERSMAN 1300-308, and current sea-shore flow NAVADMIN.

3. **Definitions**

a. **COT** - the PCS of a Service member from one overseas PDS to another overseas PDS.

(1) **Inter-theater COT** - PCS reassignment between theaters (e.g., from the Pacific to the European theater).

(2) **Intra-theater COT** - PCS reassignment within a particular theater (e.g., from Germany to Spain).

b. **IPCOT** - Prescribed tour following the completion of an initial OCONUS tour, including voluntary extensions, in which a Service member agrees to serve at the same PDS for which no PCS movement is normally involved.

c. **Authorized Destination** - The Service member's home of record (HOR) or an alternate place to which transportation is no more expensive than to the HOR. If transportation to the selected alternate place is more expensive than transportation to the HOR, the Service member is financially responsible for the additional cost, unless transportation to the more expensive alternate place is authorized or approved by the Office of the Chief of Naval Operations (OPNAV), Military Pay and Compensation Policy Branch (N130C).

d. **COT Tour Waivers** - Tour lengths for COT may be waived if the Service member has served at least the equivalent of two unaccompanied tours. At a minimum, Service members should complete the equivalent of an unaccompanied tour on the initial tour for consideration of a waiver. Per reference (c), there is no authorization to waive the tour length for IPCOT. Service members must complete the full tour and be detailed for a follow-on full tour. COT tour-length waivers are only authorized by Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4).

4. **Relationship to Overseas Tour Extension Incentives (OTEIP)**. COT leave entitlement is earned when a Service member is assigned back-to-back complete Department of Defense (DoD) tours and or PST, including extensions. In addition to COT entitlements, OTEIP entitlements are earned for extensions of at least 12 months beyond the assigned tour.

5. **Criteria**. Criteria in the table below entitles a Service member to COT leave travel.

When...	and is ordered to...	then the Service member...
the Service member is stationed OCONUS,	PCS from one PDS OCONUS to another PDS OCONUS involving two standard tour lengths, Secretary of the Navy (SECNAV) tour lengths, or an IPCOT involving two standard tour lengths,	is authorized COT leave travel.

Note: If a Service member is transiting through CONUS from the old OCONUS PDS to the new OCONUS PDS, COT leave normally will be taken between the OCONUS tours, unless deferred.

6. **Execution**. Unless COT travel is deferred by NAVPERSCOM, Enlisted Distribution Division (PERS-40CC) (for enlisted) or NAVPERSCOM Distribution Management and Procedures Branch (PERS-451) (for officers), the following rules will apply to execution of COT leave travel:

If Service member's HOR is in the Continental United States (CONUS)...	then...
the Service member and or dependent is eligible for COT leave, and is executing a PCS between OCONUS PDSs,	the Service member and or dependent must take COT leave en route to the new PDS via an authorized destination.
the Service member and or dependent is eligible for COT leave, and is executing a PCS between OCONUS PDSs, with temporary duty in CONUS in connection with the PCS,	the Service member and or dependent must take COT leave en route to the new PDS via an authorized destination and (for Service member) temporary duty location in CONUS.
If Service member's HOR is OCONUS ...	**then ...**
	COT leave is taken in connection with PCS or Service member may elect to defer. NAVPERSCOM approval or authorization is not required.

7. **Deferment of COT Leave Travel**

a. Deferment of COT leave travel will only be authorized or approved by PERS-40CC (for enlisted) or PERS-451 (for officers) prior to a Service member's travel. Enlisted personnel must submit request for deferral to PERS-40CC via MyNavy Portal or via e-mail to MyNavy Career Center at: askmncc@navy.mil. Officers must submit their request for deferral to their cognizant detailer who will forward the request to PERS-451 for approval.

b. COT leave travel may be deferred for operational reasons, school aged children education (kindergarten through 12th grade), and medical issues that preclude a Service member or dependent from taking COT leave between the tours OCONUS and in connection with PCS travel (if any).

c. When the Service member is required to traverse CONUS in connection with PCS, requests for deferred leave travel must be forwarded to:

(1) PERS-40CC for enlisted personnel, and

(2) PERS-451 via cognizant detailer for officers.

d. Any disapproval for an officer or enlisted COT deferral request will be reviewed by PERS-451 for a final determination.

e. Service members are encouraged to work with their detailers and commands to coordinate detachment dates that match with their preferred COT travel to avoid deferment.

8. **Deferment When Not Traversing CONUS**

a. Service members must be approved by NAVPERSCOM for deferral when not traversing CONUS.

b. Deferred COT leave travel must be performed prior to the completion of the new tour, unless deferral was due to Service member's assignment to a contingency operation.

9. **IPCOT**. Completion of an initial overseas tour, including voluntary extension(s).

a. The full DoD area tour or PST must be completed before leave travel entitlement accrues.

b. Additionally, Service members must be assigned a full follow-on DoD area tour or PST.

c. IPCOT leave is automatically deferred, unless PCS travel is involved.

d. If PCS travel is involved, see subparagraph 6c above for deferral request.

e. Unless deferred due to duty in connection with a contingency operation, IPCOT leave travel must be performed prior to the end of the new tour, otherwise the entitlement expires.

10. **Dependent COT Leave Travel**. Requests for deferred COT leave in connection with delayed-dependent travel must be forwarded to OPNAV (N130C) for approval. Rules for COT leave travel are provided in the table below:

When ...	then ...
dependents are eligible for COT leave travel,	they may travel with Service member at the time Service member is granted COT leave travel, or travel independently. **Note**: When a Service member begins a consecutive tour of duty at the same PDS or reports to his or her new OCONUS PDS, COT leave must be taken prior to the end of the new tour.
COT leave travel is deferred,	dependent PCS travel is limited to direct travel between old and new PDSs.
dependents leave travel in connection with an IPCOT is deferred,	cost limit of COT leave (when taken) is described in reference (a).

11. **Cost Limits of COT Leave Travel**. Dependents may begin PCS travel after receipt of PCS orders by the Service member. Cost limits for dependent travel are specified in paragraph 10 (table) below:

When...	and...	then...	and...
dependents PCS travel has begun,	a COT leave travel is performed,	cost limit of travel entitlement is prescribed per reference (a).	
there is no PCS, but rather a new tour at the same PDS, (i.e., an IPCOT with or without a change of activity or unit identification code),		COT leave travel entitlement for dependents must not begin until the Service member completes first prescribed accompanied-by-dependents area tour,	must be performed prior to the end of the tour for which COT leave was earned. Cost to the Government is limited to round-trip transportation to and from the authorized destination.

12. **Travel Exceeding HOR Distance**

a. If transportation to the selected alternate place is more expensive than transportation to the HOR, Service members are financially responsible for the additional cost, unless that transportation is authorized by OPNAV (N130C). COT leave-travel requests to more expensive, alternate places than HOR must be submitted to OPNAV (N130C) by e-mail attachment to: NXAG N130C@navy.mil.

b. Authorization may be granted for unusual circumstances by OPNAV (N130C) (e.g., Service member's old and new PDS and HOR are in the same geographic location, travel to HOR in conjunction with PCS via a designated place in the same location, etc.).

c. Requests must be submitted and authorization received prior to Service member's travel.

d. Requests must include:

(1) Service member's request (including city, state, and country of HOR),

(2) Actual or acting commanding officer's endorsement,

(3) PCS orders,

(4) Signed, witnessed, and dated official NAVPERS 1070/602 Dependency Application, located in Navy Standard Integrated Personnel System (NSIPS), and DD 93 Record of Emergency Data; and

(5) DD 4 Enlistment/Reenlistment Document Armed Forces of the United States for enlisted personnel or NAVPERS 1070/74 Report of Home of Record and Place from Which Ordered to Active Duty, for officers.

13. **Common COT and IPCOT Disqualifiers**

a. Service members on a 12-month unaccompanied tour to a funded environmental and morale leave (FEML) location who extend for a second consecutive 12-month tour are only eligible for one funded-leave transportation program. The Service member may take either COT leave or FEML, but not both.

b. Service member's dependents are not in a command-sponsored status at both the Service member's current and new PDS.

c. Service member does not have sufficient obligated service for the new tour length.

d. Service member did not serve the required tour length, unless waived by PERS-4 or Secretary of the Navy (SECNAV).

e. Service member did not complete initial tour, to include any voluntary extensions, while serving an IPCOT (i.e., Service member transferred more than 60 days prior to the end of prescribed overseas tour, as extended).

f. Service member did not serve a COT or IPCOT (i.e., Service member's ship or unit conducted a homeport or PDS change from OCONUS to CONUS), then was ordered PCS to OCONUS. Therefore, Service member was not authorized COT leave as the previous PDS was CONUS due to the homeport change.

g. Service member and dependents did not receive prior authorization to defer COT while traversing CONUS.

MILPERSMAN 1050-415

PARENTAL LEAVE PROGRAM

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	604-5477 (703) 604-5477 (703) 604-3916

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) CNO WASHINGTON DC 211800Z JUN 18 (NAVADMIN 151/18) (b) 10 U.S.C, §701 (c) DoD Instruction 1327.06 of 16 June 2009 (d) 10 U.S.C., §1052 (e) DoD Instruction 1341.09 5 July 2016 (f) 8 U.S.C. §1431 (g) 8 U.S.C. §1433 (h) OPNAVINST 1754.4A (i) 2017 Navy Physical Readiness Program, Managing Physical Fitness Assessment Records for Pregnant Servicewomen

1. **General Policy**. This article consolidates and establishes policies per references (a) through (i) for non-chargeable leave entitlements for Service members in connection with a birth or adoption of child dependent(s). Ordinary regular leave requests may be granted in conjunction or sequence with leave authorized herein at the discretion of the Service member's commanding officer (CO) and Service member's available leave balance.

2. **Cancellation**. NAVADMIN 151/18 cancelled MILPERSMAN 1050-420 Adoption Leave, 1050-430 Paternity Leave, and 1050-435 Maternity Leave. This article covers the policies and guidelines of that NAVADMIN in full. For Board for Correction of Naval Records requests related to events that occurred on or before 22 December 2016, historical records of MILPERSMAN articles may be found at Bureau of Naval Personnel (BUPERS) Directives, Printing, and Publications Branch (BUPERS-01).

3. **Covered Service Members**. All Active Component (AC) members, and Reserve Component (RC) members performing active duties or those mobilized for more than 12 consecutive months who are parties to a qualifying event outlined herein.

4. **Definitions**

a. Birthparent. The parent who physically gives birth.

b. Qualifying Birth Event (QBE). Any live birth to a Service member or member's spouse or partner. Multiple births occurring within the same 72-hour period will be treated as a single QBE.

c. Qualifying Adoption (QA). An adoption arranged by a qualified adoption agency per reference (d) for which a Service member is eligible for reimbursement of qualified adoption expenses per reference (h). This event may also include a child who is birthed by another person and legally surrendered to a Service member, member's spouse, or partner (e.g., surrogate; see paragraph 9 of this article for surrogacy guidance).

d. Maternity Convalescent Leave (MCL). A 6-week, non-chargeable leave period for birthparent Service members commencing the first full day following discharge or release from the hospital (or similar facility) following the QBE. The intent of MCL is for the physical recovery of the member birthparent. During this time the Service member is not subject to command recall. MCL is not authorized for QAs.

e. Primary Caregiver (PC). Parent designated with the primary responsibility of caring for a child, normally the birthparent.

f. Primary Caregiver Leave (PCL). A 6-week (42-day), non-chargeable leave period for the designated PC following a QBE or QA.

g. Secondary Caregiver (SC). The parent not designated as the PC.

h. Secondary Caregiver Leave (SCL). A 2-week (14-day), non-chargeable leave period for the designated SC following a QBE or QA.

5. **Effective Date**. This article applies to QBEs and QAs occurring on or after 23 December 2016. Paragraph 16 of this article provides amplifying policies for QBEs and QAs that occurred from 23 December 2016 through 22 March 2018.

6. **Designation of PC and SC**

a. Designations of PC and SC, under normal circumstances, should occur 60 days in advance of the expected QBE or QA and must be documented on a permanent NAVPERS 1070/613 Administrative Remarks (commonly known as a page 13). Command administrative offices will maintain a copy and send a copy to Navy Personnel Command (NAVPERSCOM) Records Management Policy Branch (PERS-313) for inclusion into the Service member's official military personnel file.

(1) When generating the page 13, ensure selection of the "Permanent" check box.

(2) The following is a basic template for designating Service members: "I, [Service member], am being designated as [primary/secondary] caregiver for the qualifying [birth event/ adoption] that [occurred/is expected] on [date] and will be entitled to [42 days of primary/14 days of secondary] caregiver leave. I understand that this leave is to be executed in a single increment. I understand that I am not to violate leave combination rules as outlined in MILPERSMAN 1050-010 and other leave policies. I further understand that if I fail to commence [primary/secondary] caregiver leave by the expiration date of [Date + 1 year] the leave will be forfeited." A command may add amplifying information as appropriate (e.g. for deferment of leave due to operational requirements as outlined in paragraph 7 of this article).

b. Only one PC and SC will be authorized per QBE and QA.

c. Service members will not be authorized designation as both PC and SC for any single QBE or QA.

d. If dual military, then one Service member will be designated as the PC and the other will be designated as the SC. PC designations will normally be the birthparent for QBEs or the Service member with the least operational assignment for QAs.

e. COs must not deny a birthparent Service member from electing the PC designation.

f. For a non-birthparent Service member to be designated as the PC, the non-military birthparent must be unavailable through circumstances such as, but not limited to: death, ruled medically incapacitated by a competent medical authority, ruled by court as unfit and physical custody given to the military parent, or incarceration. Circumstances outside these must be evaluated and approved by the Service member's CO before PC status is bestowed upon a non-birthparent Service member.

g. A Service member designated as the SC may be redesignated as the PC under the same policies outlined in subparagraph 6f of this article.

h. For children born outside of marriage, the non-birthparent Service member's parentage must be established. Proof of parentage may include, but is not limited to

(1) being listed with consent as a parent on the child's birth certificate or other government issued document,

(2) acknowledgement in writing of an obligation to support the child by court order, or

(3) registration or pending registration in the Defense Enrollment Eligibility Reporting System (DEERS) (normally within 30 days of the birth).

Note: Birthparents are not required to establish proof of parentage.

i. For QAs, the Service member is normally the SC. The Service member may be redesignated as the PC under similar policies outlined in subparagraph 6f of this article.

7. **Deployments**. Designation as a PC or SC is authorized at any time. The following are effects that deployments may have on the execution of PCL or SCL:

a. Currently deployed Service members normally should defer PCL or SCL until completion of the deployment. Execution of PCL or SCL for Service members on a deployment may occur at COs approval based on operational requirements.

b. Service members within 3 months of deploying may:

(1) defer PCL or SCL until completion of deployment; or

(2) upon approval by the CO, and only after being designated as SC, utilize that leave.

c. Deferred PCL and SCL will not count towards the expiration date from the QBE or QA as defined in subparagraphs 14c and 16a of this article.

8. **QBE Limitations**. As briefly defined in subparagraph 4d of this article, MCL is a 6-week non-chargeable leave period for birthparent Service members commencing the first full day following discharge or release from the hospital (or similar facility) following a QBE. It is emphasized that no leave in this article is authorized in cases of stillborn, miscarriage, or where live children are given for adoption, or there is intent for adoption following the birth. These cases fall under regular convalescent leave as prescribed by the primary care physician or medical provider per reference (c).

9. **Surrogacy**

a. Service members are not authorized to be a surrogate.

b. In cases where the Service member's non-member spouse or partner is a surrogate, the Service member will not be authorized PCL or SCL.

c. In cases where the Service member or member's spouse or partner uses a surrogate to acquire children this will be treated as a QA. See paragraph 10 of this article for QA guidance.

10. **QA Guidance**

a. Per references (d), (e), and (h), adoption of a child under 18 years of age may qualify as a QA when arranged by

(1) a State or local Government agency which has responsibility under State or local law for a child placement through adoption;

(2) a nonprofit, voluntary adoption agency which is authorized by State or local law for a child placement through adoption;

(3) any other source authorized by a State to provide adoption placement if the adoption is supervised by a court under State or local law; or

(4) a foreign government or agency authorized by a foreign government for a child placement through adoption in cases which

(a) the adopted children are entitled to automatic citizenship per reference (f); or

(b) a certificate of citizenship has been issued for such children as defined in reference (g).

b. When children are added to a Service member's family via adoption, PC or SC designation may be authorized with corresponding entitlement to PCL or SCL. MCL is not authorized for QAs.

11. **MCL Guidance**. MCL is only authorized for QBEs as defined in paragraphs 4b and 8 of this article.

a. MCL must not be disapproved by a CO.

b. MCL will commence the first full day following the date of the birthparent Service member's discharge or release from the hospital (or similar facility) where the QBE occurred.

c. MCL must be completed before commencing PCL or SCL.

d. MCL is limited to 6 weeks unless additional days are recommended due to a diagnosed condition stated in writing by the medical provider and approved by the Service member's CO. PCL or SCL for birthparent Service members will be reduced day-for-day for any extensions to MCL under this subparagraph.

e. Birthparent Service members executing MCL as defined in this article may, with their physician's concurrence, terminate their MCL status before using all 42 days. Any remaining MCL after this election is forfeited. PCL or SCL is not authorized to be extended if MCL is terminated early. PCL or SCL may commence the first day after the early termination.

12. **PCL Guidance**. A 6-week (42-day), non-chargeable leave period for the designated PC following a QBE or QA.

a. If the birthparent is designated as PC, then the birthparent must complete MCL before commencing PCL.

b. If dual military and the non-birthparent is designated as PC, then both may commence in tandem with birthparent MCL.

c. If a Service member is redesignated to PC from SC under the authority of subparagraph 6g or 6i of this article, then any SCL used at the time of redesignation will be reduced day-for-day from PCL (e.g., Service member used all 14 days of SCL and was redesignated PC due to a COs approved justification in per paragraph 6g or 6i. The Service member can only receive 28 additional days).

(1) This authority is to be used only in deserving cases. It must not be used to alleviate mismanagement of leave balances, as a reward for performance, to authorize leave that would normally be regularly charged leave, or as any other kind of benefit not related to the deserving case of being redesignated from SC to PC to care for children.

(2) The Service member must receive authorization for this election and commence remaining PCL within the time limits detailed in paragraph 14 of this article.

(3) In dual military couple situations where the SC is redesignated to PC due to the other Service member losing PC status under similar conditions outlined in paragraph 6f, 6g, or 6i, PCL is reduced day-for-day for any executed PCL from the originally designated PC Service member. The originally designated PC is not entitled to any additional leave authorized in this article.

13. **SCL Guidance**. A 2-week (14-day), non-chargeable leave period for the SC following a QBE or QA.

a. A birthparent who elects designation as SC must complete MCL before commencing SCL.

b. The non-birthparent designated as SC, then they may commence in tandem with birthparent MCL.

14. **Limitations**

a. Dual military Service members are not authorized to transfer or share MCL, PCL, or SCL days.

b. Each leave period (MCL, PCL, or SCL) must be taken in one increment, i.e., once MCL commences, the Service member must take all 6 weeks consecutively.

c. PCL or SCL that has not started will expire 1 year following a QBE or QA.

d. Unused MCL, PCL, and SCL will be forfeited upon separation from active service.

e. Eligible RC Service members will not be authorized to extend on active duty or active duty orders for the purpose of using MCL, PCL, or SCL. AC Service members may be extended on active duty following a QBE when determined medically necessary by a competent medical authority and if approved for Career Waypoint-Reenlistment pursuant to MILPERSMAN 1160-140 and associated references of that article.

f. Navy-Wide Advancement Examination (NWAE)

(1) MCL is an authorized reason for ordering a substitute exam when the leave does not permit administration on the regularly scheduled NWAE date.

(2) PCL and SCL may be authorized justifications for a late NWAE under and within the guidelines, limitations, and timelines outlined in published exam cycle messages.

g. Physical Fitness Assessment (PFA).

(1) The authorized deferment period from participating in the PFA as listed in reference (i), or any future PFA update begins the first day immediately following completion of MCL.

(2) Utilization of PCL and SCL are not justifications for non-participation in PFAs.

15. **Leave Accrual**. Exceptions to the 60-day maximum carryover of regularly accrued leave, per reference (c) and MILPERSMAN 1050-070, will not be authorized because the use of MCL, PCL, or SCL precluded full use of regular leave. Service members are encouraged to monitor their leave balances and request regular leave prior to using non-chargeable leave days.

16. **Retroactive Period Exceptions**. Service members who experienced a QBE or QA on or after 23 December 2016 to 22 March 2018 are subject to retroactive period exceptions. These eligible Service members are entitled as above with the following authorized exceptions:

a. Remaining PCL or SCL not started will expire 18 months after the QBE or QA. A Service member who cannot commence PCL or SCL by the expiration date must contact OPNAV N130C for guidance.

b. Service members who executed or are executing the 12 weeks of maternity leave under MILPERSMAN 1050-435 must be designated only as PC and will not be authorized additional MCL or PCL days.

c. Service members that are part of a dual military couple may be retroactively designated as a PC or SC per paragraph 6 of this article.

d. Eligible Service members who executed 10 days of paternity leave or 21 days of adoption leave as authorized in previous policies of MILPERSMAN 1050-420 and 1050-430 may be retroactively designated as PC or SC per paragraph 6 of this article. These Service members may be authorized a total of 42 days of PCL or 14 days of SCL, respectively. Such totals may include regular leave executed in conjunction with the paternity or adoption leave. These Service members may request to either execute remaining PCL or SCL or be reimbursed regular leave used in connection with the QBE or QA in an amount not to exceed PCL or SCL limits. Any executed paternity or adoption leave days will count towards the PCL and SCL limits.

(1) Example reimbursement: Service member executed 14 days of leave following a QBE that occurred on or after 23 December 2016 to 22 March 2018 as follows: 10 days of paternity leave; and 4 regular leave days in connection with paternity leave. The Service member is now designated as SC per paragraph 6 of this article. The Service member may request that the 4 days of regular leave be reimbursed to the Service member's leave balance. Upon approval, these charged 4 days of regular leave are reimbursed to the Service member and then the days will be considered part of the 14 days of SCL. Reimbursement is not authorized for days not taken in connection with the QBE or QA.

(2) Example execution: Service member executed 21 days of adoption leave following a QBE that occurred on or after 23 December 2016 to 22 March 2018. The Service member is now designated as PC per paragraph 6 of this article. The Service member may request to execute PCL. Upon approval, the member may execute the remaining 21 days of PCL. The Service member must start any remaining leave before the 18-month expiration or forfeit the remaining leave under the same guidance of subparagraph 16a.

e. Service members no longer on active duty as of 22 March 2018 will remain subject to MILPERSMAN 1050-420, 1050-430, and 1050-435. Leave recalculations are not authorized.

f. No waivers or exceptions to policy to the provisions of this section will be accepted or authorized for QBEs or QAs in or after March 2017.

17. **Processing MCL, PCL, and SCL Requests**. MCL, PCL, and SCL must be requested through e-Leave in Navy Standard Integrated Personnel System (NSIPS). Until NSIPS is fully updated to include the MCL, PCL, and SCL options, requests should be selected as "Convalescent" with full annotation in the "comment" section clarifying purpose for leave either MCL, PCL, or SCL. Leave approvers will be responsible for ensuring proper authorized days of MCL, PCL, and SCL outlined in this article are not exceeded. Commands not on e-Leave with NSIPS will manually track MCL, PCL, and SCL until the command begins utilizing e-Leave.

MILPERSMAN 1050-440

ADMINISTRATIVE ABSENCE TO OBTAIN A LEGAL MARRIAGE

Responsible Office	OPNAV (N130C)	Phone: DSN COM Email	664-5477 (703) 604-5477 NXAG N130C2@NAVY.MIL
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC

References:	(a) 10 U.S.C. 701 (b) DoD Instruction 1327.06 of 16 Jun 09 (c) USD(P&R) memo of 4 Sep 13 (NOTAL)

1. **General Policy**. Per reference (a) and policies governing authority to grant administrative absences in reference (b), as clarified in reference (c), commanding officers may grant up to 10 days of administrative absence to obtain a legal marriage to Service Members who are part of a couple that desires to get married, but are assigned to duty stations located more than 100 miles from a U.S. state, the District of Columbia, or any other jurisdiction that allows the couple to be married.

a. Eligible Service Members assigned within the Continental United States (INCONUS) may be granted a maximum of 7 days of administrative absence.

b. Eligible Service Members assigned outside CONUS (OCONUS) may be granted a maximum of 10 days of administrative absence.

c. When both members of a couple are Service Members, each member may be granted the applicable number of days based on his or her individual assignment location.

d. Extension requests of this administrative absence period shall be considered by commands on a case-by-case basis. Absence taken beyond the authorized benefit will be charged to the member's leave account.

e. Administrative absence for marriage may be granted in conjunction with ordinary leave.

2. **Granting Administrative Absence for Marriage.** Commanding officers will determine the appropriate number of days to grant for administrative absence based on travel days, the waiting period associated with state marriage requirements, and command operational requirements.

a. **Travel**

(1) Two travel days will be authorized to members stationed INCONUS and will count towards the 7-day maximum.

(a) Members are authorized to travel to a location of their choice. The number of administrative days authorized will be based on travel and the waiting period for the closest state or jurisdiction that allows the member to be legally married.

(b) Members who live in or within 100 miles of a state or jurisdiction that allows the member to legally marry are not authorized administrative absence under this policy.

(2) Up to 5 travel days will be authorized to members stationed OCONUS and will count towards the 10-day maximum.

(a) For members OCONUS, the number of days authorized, to include travel days, will be at the commanding officer's discretion and based on the member's marriage plans, vicinity to a jurisdiction or country that allows the member to legally marry, and the administrative and legal marriage requirements of that jurisdiction or country.

(b) Commanding officers should use their best judgment to limit the number of travel days where possible (e.g., members stationed in a country that borders a country that allows the member to legally marry, may only need 2 travel days).

(c) Members stationed overseas in a location that allows the member to legally marry, or within 100 miles of such a location, will not be authorized administrative absence under this policy.

b. **State-Mandated Waiting Period**

(1) The waiting period refers to the legally required wait time to obtain a marriage license and or the required wait

time after the marriage license is obtained, but before the marriage may be performed.

(2) The appropriate number of administrative absence days will be granted to meet state- or jurisdiction-mandated waiting period requirements, capping at the 7-day INCONUS or 10-day OCONUS limitation.

(3) Eligible members will complete the state administrative requirements for marriage online or by mail, (where possible) in advance of the administrative absence travel to avoid and or accomplish the state-mandated waiting periods that occur when applying in person.

(4) Commanding officers have the authority to authorize only the appropriate number of days for which the member is required to be present in the state or jurisdiction in which the member is marrying.

(5) Commanding officers will consider unit mission, specific operational circumstances, and Service Member's duties.

3. **Program Administration**. Administrative absence for marriage may be granted only once during the career of a Service Member, regardless of the number of administrative absence days used.

a. Service Members must submit a special request chit (NAVPERS 1336/3 Special Request Authorization) until such time as Navy Standard Integrated Personnel System (NSIPS) e-Leave is updated to facilitate this type of administrative absence. Accompanying the special request chit, members will submit the administrative requirements for the state or jurisdiction in which they are authorized and intending to marry.

b. Administrative absence will be documented in an eligible Service Member's record with a permanent NAVPERS 1070/613 Administrative Remarks (page 13) entry. The signed NAVPERS 1070/613 must be entered into the member's official military personnel file (OMPF). The required language for NAVPERS 1070/613 can be found on the Don't Ask Don't Tell (DADT) Post Repeal Navy Personnel Command Web page at: http://www.public.navy.mil/bupers-npc/support/21st Century Sailor/dadt/Pages/default.aspx

c. Upon return from administrative absence, members are required to provide proof of the new marriage to their command, or the period of absence will be charged as annual leave.

d. If an eligible member elects to go to a state other than the closest state, the member will be authorized the appropriate number of administrative absence days to the closest state, and must take ordinary leave in conjunction to make up the difference in requested days.

e. Eligible members who wish to marry during a permanent change of station (PCS) must request administrative absence from their gaining command prior to executing their orders.

(1) Members executing a PCS to a duty station that allows the member to legally marry, are not eligible for administrative absence under this policy.

(2) Members executing a PCS from a duty station in a state, country, or jurisdiction that does not allow the member to legally marry to a new duty station in a state, country, or jurisdiction that also does not allow the member to legally marry, can be authorized administrative absence enroute. The number of days authorized shall be calculated by the gaining command as if the member was already stationed in the location of the gaining command. For members executing a PCS from an INCONUS duty station that does not allow the member to legally marry to an OCONUS duty station that also does not allow the member to legally marry, or vice versa, the 7-day INCONUS limitation will apply.

MILPERSMAN 1070-020

OFFICER OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Responsible Office	NAVPERSCOM (PERS-313)	Phone: DSN COM	882-3418 (901) 874-3418
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1336.08 of 13 November 2009 (b) BUPERSINST 1070.27E (c) SECNAVINST 5211.5F (d) SECNAVINST 5720.42G

1. **Policy**. The officer Official Military Personnel File (OMPF) is maintained per references (a) and (b) and contain documents which reflect on the character, performance, professional qualifications and fitness of Service members. For Service members who are serving or have served in a dual-officer enlisted status, the officers' OMPF may contain both officer and enlisted documents as deemed necessary by Commander, Navy Personnel Command (COMNAVPERSCOM). The OMPF is maintained in the Electronic Military Personnel Records System (EMPERS) at Navy Personnel Command (NAVPERSCOM).

2. **Security of Personnel Records**

a. Personnel records are designated "Controlled Unclassified Information" and information will be divulged from these official personnel records only under references (c) and (d). In any area where these directives conflict, reference (c) will apply. Personnel records must be safeguarded against loss and access by unauthorized persons.

b. Personnel records are the property of the United States Government and not of the Service member concerned. Entries are made per current directives and only by personnel with proper authorization.

3. **Record Categories**. Documents filed in the officers' OMPF are placed in 1 of 21 categories based on the type of

information in the document. Each category is assigned a unique field code which allows NAVPERSCOM to group or control access to documents by type. Paragraph 3 table outlines the categories of documents filed in the officers' OMPF, refer to reference (b) for specific documents.

Field Code	**Categories**
01	Assignment officer code (currently not used)
02	Photograph (most recent)
03	Fitness reports (including supplementary materials, letters of explanation, and officer statements)
04	Decorations, medals, and awards (e.g., award citations, unit awards, campaign medals, service medals, and marksmanship qualifications)
05	Training and education (e.g., tuition assistance forms, college transcripts, diplomas, language proficiency, Military Service schools, and correspondence course completion certificates)
06	Qualifications (e.g., initial designator or designator change, licenses and or certifications, and Navy Reserve qualification questionnaires)
07	Appointments and promotions (e.g., appointment acceptance and Oath of Office, appointment to the United States Navy (USN) or Navy Reserve, delivery of temporary or permanent appointment, and correction of appointment)
08	Reserve status (e.g., key employee determination, transfer to Standby Reserve, United States Navy Reserve (USNR) termination letters, and miscellaneous USNR correspondence)
09	Service determinations, separation, and retirement (e.g., statements of service, procurement waivers, separation documents, Reserve retirement credit reports, notification of eligibility letter, record of service, and request for conditional release)
10	Miscellaneous professional history (e.g., service agreements, Navy Reserve Officers Training Corps disenrollment and or termination, history of assignments, and administrative remarks)
11	Security (e.g., clearances, classified information nondisclosure agreements, personnel reliability screening, and security termination statements)
12	Emergency data (e.g., record of emergency data, Service members' Group Life Insurance (SGLI) election, SGLI family coverage election, and Reserve Component Survivor Benefit Plan election certificates)

13	Record changes
14	Personal information (e.g., birth certificates, dependency determination letters, evidence of citizenship, casualty reports, home of record, Thrift Savings Plan election, and USN illicit behavior screening
15	Medical boards (e.g., physical evaluation boards, Physical Disabilities Board of Review, Permanent Disabilities Retired List, and medical board hearings). Information must be in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (e.g., must not contain information pertaining to the Service member's health such as prescriptions, test results, diagnoses, and treatment plans)
16	Orders (e.g., orders to Officer Candidate School, active duty, first duty station, inactive duty, active duty for training, recall to active duty, and separation)
17	Adverse and privileged information (e.g., correspondence which is adverse or derogatory in nature, non-judicial punishment, unauthorized absence, court memorandum, punitive letters, Drug and Alcohol Report [formerly known as the Drug and Alcohol Abuse Report], adverse case files (civil conviction/probation report, Family Advocacy Program documents, various board decisions [field boards], detachment for cause or administrative, and in-hands of civil authorities), and prisoner of war data
18	Enlisted record for officer with prior enlisted service
19	Record requests and or disclosures
91	Sexual offense accountability documents
99	Miscellaneous correspondence

4. **Updating the OMPF**

a. Personnel offices and or transaction service centers must prepare and forward documents to update the officer OMPF per the document's governing directive and reference (b).

b. Unless otherwise provided in a document's governing directive or the MILPERSMAN, submit documents on a daily basis or as soon as possible thereafter using the "eSubmission" application on Bureau of Naval Personnel (BUPERS) Online (BOL)). For documents that cannot be submitted via the "eSubmission" application or if the "eSubmission" application is not available for an extended period, documents may be mailed per reference (b). Do not include letters of transmittal or explanation.

c. Documents must contain only personal information pertaining to the Service member of record. Third-party personal information (e.g., Social Security number (SSN), home address, phone number, date of birth or place of birth) must be redacted (blacked-out) from all documents prior to forwarding to NAVPERSCOM, unless required by the document's governing directive or otherwise considered essential by the office of primary responsibility.

d. Do not submit "nice to have" or "nonessential supporting documentation." Documents submitted that do not meet retention guidelines per reference (b) will be destroyed.

5. **Record Corrections and or Changes**

a. An official document submitted to NAVPERSCOM to be filed in the OMPF becomes property of the Department of Navy (DON). Documents filed in a permanent personnel record may not be removed or changed, except for administrative or clerical errors, unless authorized by the Secretary of Navy.

b. Submit OMPF change requests directly to NAVPERSCOM Records Management Policy Branch (PERS-313) if the request meets one of the following scenarios:

(1) The document was filed erroneously (e.g., a document is filed in the wrong record, the document was not signed, or a regulation precludes the document from being filed in the OMPF);

(2) The correction is mandated by regulation;

(3) It is apparent that a clerical error was made within the document (e.g., the officer's branch of Service on the Oath of Office is checked "USN" and their type of duty is checked "Inactive" - this would be an obvious clerical error as one cannot be in an inactive status while serving in the Active Component); or

(4) If a document found in the OMPF is not legible, it may be replaced by attaching a clean readable document to the OMPF change request. This document must be an exact duplicate of the document that it will replace.

c. OMPF change requests submitted to PERS-313 must:

(1) Contain the following documents:

(a) Last name, first name, and SSN of the Service member's record to be corrected;

(b) Identifying information about the document to be corrected to include: form name, form number and digital document identification number for the specific document(s) in question obtained through OMPF "Command View;"

(c) Detailed summary of the requested correction;

(d) Justification for the correction; and

(e) Copies of available documentary evidence that supports the request.

(2) Demonstrate the existence of specific evidence establishing the factual or historical inaccuracy. The burden of proof rests with the submitter. General allegations of error are inadequate.

d. Other requests for correction or removal of documents must be submitted to the Board for Correction of Naval Records per MILPERSMAN 1000-150.

e. A document may be amended or supplemented by correspondence forwarded via official channels.

6. **Record Access and or Review**

a. Access to a record is normally limited to:

(1) The officer concerned,

(2) An agent or representative authorized, in writing, by the officer,

(3) Chief of Naval Personnel (CHNAVPERS),

(4) NAVPERSCOM,

(5) Personnel who are required to review military service records in performance of their official duties,

(6) Duly convened boards of DON,

(7) Courts-martial and or,

(8) Directed by a court order signed by a judge.

b. The detailing function is strictly the responsibility of NAVPERSCOM. Offices or activities must not review records of those officers nominated for assignments or in connection with the detailing process, unless specifically approved by CHNAVPERS, COMNAVPERSCOM, or Assistant COMNAVPERSCOM for Career Management (PERS-4).

7. **Documents for Selection Board Review. Documents in the following categories may be provided to selection boards:**

a. Active duty officers (field codes 03 through 10 and [if it exists] 17); or

b. USNR inactive duty and Training and Administration of the Reserve officers (field codes 03 through 10, 16, and [if it exists] 17).

Note: Secretary of Defense memorandum, "Immediate Actions to Address Diversity, Inclusion, and Equal Opportunity in the Military Services," of 14 July 2020, directed the removal of photographs from consideration by selection boards and other selection processes.

MILPERSMAN 1070-030

CREATING THE OFFICER PERMANENT PERSONNEL RECORD

Responsible Office	NAVPERSCOM (PERS-313)	Phone: DSN COM	882-3418 901-874-3418

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

1. **Policy**. The activity that delivers the officer appointment will forward documents listed below to Navy Personnel Command (NAVPERSCOM) Officer Accessions and Promotions Branch (PERS-806) for active duty officers or NAVPERSCOM Reserve Officer Status Branch (PERS-911) for reserve officers with the "original" NAVPERS 1000/4 Officer Appointment Acceptance and Oath of Office after it is signed and witnessed. After receiving and validating NAVPERS 1000/4, PERS-806 will forward the document to NAVPERSCOM Records Management and Policy Branch (PERS-313) to create the officer official military personnel record (OMPF).

a. A copy of each document will be provided to newly active duty or reserve commissioned officers, including Active Component (AC) to Selective Reserve (SELRES) or Training and Administration of the Reserve (TAR) to SELRES. They will be advised to maintain copies of OMPF documents in their personal files and hand-carry those to their first duty station or Navy Reserve activity in case there are problems establishing new accounts.

b. An officer record will not be created for an officer candidate or Naval Academy or Navy Reserve Officer Training Corps (NROTC) midshipman who is disenrolled from training and not commissioned. Refer to MILPERSMAN 1070-090 for information on creating and or disposition of enlisted records.

2. **Documents Used to Create Record**. The following original or first-copy documents, as applicable, are used to create the permanent personnel record:

Title	Form Number
Officer Appointment Acceptance and Oath of Office (Original)	NAVPERS 1000/4
College transcripts	No Form No.
Program Service Agreements (Officer Candidate School, Aviation Officer Candidate, Nuclear Propulsion Officer Candidate, Naval Flight Officer Candidate, Officer Sea and Air Mariner, Judge Advocate General Corps, Nurse Corps, etc.) (Original)	Various Form No.
Enlistment/Reenlistment Document - Armed Forces of the United States (Original)	DD 4
Administrative Remarks (Originals)	NAVPERS 1070/613
Certificate of Release or Discharge from Active Duty (Copy No. 2)	DD 214
Montgomery GI Bill Act of 1984 (MGIB) (Original)	DD 2366
Notice of Basic Eligibility (NOBE) (Original)	DD 2384-1
Drug and Alcohol Abuse Statement of Understanding (Original)	OPNAV 5350/1 or equivalent NAVCRUIT form
Record of Emergency Data (Original)	DD 93
Dependency Application/Record of Emergency Data (Part II) (Original)	NAVPERS 1070/602 (downloaded from NSIPS)
Department of the Navy Central Adjudication Facility (DON CAF) Security Determinations	No Form No.
Classified Information Nondisclosure Agreement (Original)	SF 312
Officer's Report of Home of Record and Place from Which Ordered to a Tour of Active Duty (Original)	NAVPERS 1070/74

NOTE: All documents listed may not apply to all officers. For officers receiving permanent appointments, ensure the enlisted record is closed-out.

3. **Where to Send Documents**

a. Active duty and TAR officers mail documents to:

NAVY PERSONNEL COMMAND (PERS-806)
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-8060

b. Reserve officers mail documents to:

NAVY PERSONNEL COMMAND (PERS-911)
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-9110

c. For former and direct commissioning officer accessions via Navy Recruiting Command, documents will be submitted within Personalized Recruiting for Immediate and Delayed Enlistment Modernization II (PRIDE MOD) via a Navy Reserve officer recruiter.

d. For all active duty or TAR officers transitioning into the SELRES or Individual Ready Reserve, documents will be submitted to NAVPERSCOM Reserve Processing and Affiliation Center Division (PERS-97).

4. **How to Send Documents**

a. Securely fasten documents in a single complete group for each officer with NAVPERS 1000/4 on top. Documents for several officers may be sent in a single mailing envelope or container.

b. When mailing documents containing personally identifiable information, attach the SF 901 Controlled Unclassified Information Cover Sheet to the inside container or envelope. Double-packaged documents and tracked shipping are both highly recommended.

c. Mark the mailing envelope "OFFICER APPOINTMENT - DO NOT OPEN IN MAIL ROOM."

5. **Inter-Service Transfer**. In the case of inter-Service transfers, Assistant Commander, NAVPERSCOM Career Progression Department (PERS-8) and PERS-911 may provide additional documents from the losing Service's officer record. These documents include performance, awards, education, special qualifications, and military service information for inclusion in the officer permanent personnel record.

MILPERSMAN 1070-080

ENLISTED OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Responsible Office	NAVPERSCOM (PERS-313)	Phone: DSN COM	882-3418 (901) 874-3418

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1336.08 of 13 November 2009 (b) BUPERSINST 1070.27E (c) SECNAVINST 5211.5F (d) SECNAVINST 5720.42G

1. **Policy**. The enlisted official military personnel file (OMPF) is maintained per references (a) and (b). The OMPF contains military human resource records (MHRR) which reflect on the character, performance, professional qualifications, and fitness of the member. For members who are serving, or have served, in a dual status, officer and enlisted, the enlisted OMPF may contain enlisted and officer MHRR, as deemed necessary by Commander, Navy Personnel Command (COMNAVPERSCOM). The OMPF is maintained in the Electronic Military Personnel Records System (EMPRS) at Navy Personnel Command (NAVPERSCOM).

2. **Security of Personnel Records**

a. Personnel records are designated "Controlled Unclassified Information (CUI)," and information will be disclosed from these official MHRR only as authorized by references (c) and (d). MHRR must be safeguarded against loss and access by unauthorized persons.

b. MHRR are the property of the United States Government and not of the member concerned. Entries are made per current directives and only by personnel with proper authorization.

3. **Record Categories**. MHRR filed in the enlisted OMPF are placed in one of 18 categories, based on the type of information in the document. Each category is assigned a unique field code, which allows NAVPERSCOM to group and control access to documents

by type. Paragraph 3 table outlines the MHRR categories in the enlisted OMPF.

Field Codes	Categories
30	Procurement - contracts, enlistment, and reenlistment documents (e.g., service agreements and statements of understanding)
31	Classification and assignment – history of assignments (miscellaneous correspondence on classification and assignment)
32	Administrative remarks (entries required for permanent retention)
33	Separation and retirement (e.g., DD 214 Certificate of Uniformed Service, DD215 Correction to DD Form 214/214-1, Certificate of Uniformed Service, statements of service, separation orders, Reserve retirement point credit reports, Reserve Component Survivor Benefit Plan election, casualty reports, miscellaneous separation, and retirement correspondence)
34	Miscellaneous professional service history - (e.g., DD 1966 Record of Military Processing – Armed Forces of the United States, OPNAV 5350/1 Drug and Alcohol Misuse Statement of Understanding, key employee determination, miscellaneous correspondence concerning professional service history)
35	Enlisted performance documents – performance evaluations (e.g., fitness reports, Service member rebuttal, letters of explanation, performance evaluation correspondence)
36	Training and education ((e.g., NAVPERS 1070/881 Training, Education, and Qualification History (generated through Navy Standard Integrated Personnel System (NSIPS)), language proficiency test, college transcript, completion certificates for Military Service schools, and correspondence courses not documented on NAVPERS 1070/881)
37	Decorations, medals, and awards – personal award citations (e.g., NAVPERS 1070/880 Awards Record (generated through NSIPS), entitlement letters, weapon qualification letters)
38	Adverse information (e.g., unauthorized absence, in-hands of civil authorities, court memorandum, punitive letters, Drug and Alcohol Report [formerly known as the Drug and Alcohol Abuse Report], civil conviction/probation report, and adverse case files)
39	Emergency data and beneficiary slips (e.g., Servicemembers' Group Life Insurance documents)

Field Codes	Categories
40	Record changes
41	Security clearances, termination statement, revocations, and classified information nondisclosure agreement
42	Security miscellaneous
43	Medical documents (e.g., physical evaluation boards, Physical Disabilities Board of Review, Permanent Disabilities Retired List, and medical board hearings). Information must be in compliance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (e.g., must not contain information pertaining to the Service member's health such as prescriptions, test results, diagnoses, and treatment plans)
44	Record requests, disclosures, and responses
45	Personal information (e.g., Thrift Savings Plan election and U.S. Navy illicit behavior screening)
91	Sexual offense accountability documents
99	Miscellaneous and temporary information

4. **Updating the OMPF**

a. Commands, personnel offices, transaction service centers, and the MyNavy Career Center Human Resources Service Center (MNCC 30) must prepare and forward MHRR to update the enlisted OMPF per the MHRR governing directive and reference (b).

b. Unless otherwise provided in an MHRR governing directive or the MILPERSMAN, MHRR will be submitted on a daily basis, or as soon as possible thereafter, using the "eSubmission" application on Bureau of Naval Personnel (BUPERS) Online (BOL). For MHRR that cannot be submitted via the "eSubmission" application or if the "eSubmission" application is not available for an extended period, MHRR may be mailed per reference (b). Do

not include letters of transmittal or explanation.

c. If directed by COMNAVPERSCOM, for dual-status members, officer MHRR submitted to NAVPERSCOM per MILPERSMAN 1611-010 or 1611-020 must be filed in the enlisted OMPF. These MHRRs must be filed in the OMPF by the NAVPERSCOM office of primary responsibility (OPR). To ensure the MHRR are entered into the appropriate field code, the OPR must stamp the MHRR "Finish File," and annotated "in officer OMPF" or "in enlisted OMPF."

d. MHRR should only contain personal information pertaining to the Service member of record. Unless required by the MHRR governing directive or otherwise considered essential by the OPR, third-party personal information (e.g., Social Security number (SSN), home address, phone number, and date and place of birth) must be redacted from MHRR prior to forwarding to NAVPERSCOM.

e. Nonessential supporting documentation should not be submitted or filed in the OMPF. MHRR submissions will be destroyed when they do not meet retention guidelines per reference (b).

5. **Military Human Resource Record Corrections and or Changes**

a. An official MHRR submitted to NAVPERSCOM to be filed in the OMPF becomes a permanent part of the record. Except for administrative or clerical errors, MHRR filed in the OMPF may not be removed or changed, unless authorized by the Secretary of the Navy.

b. Submit OMPF change requests directly to NAVPERSCOM Records Management Policy Branch (PERS-313) when the request meets one of the following scenarios:

(1) The MHRR was filed erroneously (e.g., an MHRR is filed in the wrong record, the MHRR was not signed, or a regulation precludes the MHRR from being filed in the OMPF);

(2) The correction is mandated by regulation;

(3) It is apparent that a clerical error was made (e.g., Service member received authority to reenlist for 6 years, the reenlistment contract indicates 6 years, but dates provided indicate only a 5-year reenlistment); or

(4) If an MHRR found in the OMPF is not legible, it may be replaced by attaching a clean readable MHRR to the OMPF change request. This MHRR must be an exact duplicate of the MHRR that it will replace.

c. OMPF change request submitted to PERS-313 must contain the following information:

(1) Last name, first name, and SSN of the Service member's record to be corrected;

(2) MHRR to be corrected (to include the digital document identification number for the specific MHRR in question (obtained through OMPF Command View or OMPF My Record));

(3) Detailed summary of the requested correction; and

(4) Justification for the correction and copies of available documentary evidence that supports the request.

Note: The burden of proof rests with the submitter. The request must demonstrate the existence of specific evidence establishing the "factual" or "historical inaccuracy." General allegations of error are inadequate.

d. When an initiating command submits a request for correction to a document in the OMPF, the document and corresponding data must be verified as accurate by the submitting command before changes will be made to the OMPF. The submitting command will verify with BUPERS Data and Information Management Division (BUPERS-072) and NSIPS to ensure the requested correction is accurate and valid. Upon completion of verification, BUPERS-072 will forward the change to PERS-313 for document correction in the OMPF.

e. Document corrections forwarded to PERS-313 will be annotated with the following statement placed on the top of the document: "****Corrected by NAVPERSCOM per _____****" (insert the authority directing the change in place of the underlined space).

f. Other requests for correction or removal of MHRRs must be submitted to the Board for Correction of Naval Records per MILPERSMAN 1000-150.

g. An MHRR may be amended or supplemented by correspondence forwarded via official channels.

6. **Record Review and or Access**

a. Access to the record is normally limited to the following personnel and or situations:

(1) The Service member concerned,

(2) An agent or representative authorized, in writing, by the Service member,

(3) Chief of Naval Personnel (CHNAVPERS),

(4) COMNAVPERSCOM,

(5) Personnel who are required to review military service records in the performance of their official duties,

(6) Duly convened boards of the Department of the Navy,

(7) Courts-martial, and or

(8) Directed by a court order signed by a judge.

b. The detailing function is strictly the responsibility of NAVPERSCOM. Offices or activities must not review records of those Service members nominated for assignments or in connection with the detailing process, unless specifically approved by CHNAVPERS, COMNAVPERSCOM, or Assistant COMNAVPERSCOM for Career Management (PERS-4).

7. **Military Human Resource Records for Selection Board Review**. MHRRs in field codes 30 through 38 are provided to selection boards.

MILPERSMAN 1070-090

CREATING THE ENLISTED PERMANENT PERSONNEL RECORD

Responsible Office	NAVPERSCOM (PERS-313)	PHONE: DSN COM	882-3418 (901) 874-3418

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference:	COMNAVCRUITCOMINST 1130.8N

1. **Records Creation**. The service record custodians will send the required documents described in the tables below to Navy Personnel Command Records Management Policy Branch (PERS-313) to create or reinstate the permanent personnel record when:

Type of Personnel	Condition	Document Submission Table
Service member	• Initial entry (recruiting);	Table 1
	• Completes Navy veteran/other Service veteran (NAVET/OSVET) indoctrination;	Table 1
	• Enters the Naval Academy Preparatory School (except for fleet personnel); or	Table 1 & Table 3
	• Enters or returns to duty in the Navy or Navy Reserve.	Table 1
Recruit or NAVET/OSVET, before completing training or indoctrination	• Entry-level separation;	Table 1 & Table 2
	• Is declared a deserter; or	Table 1 & Table 2
	• Dies.	Table 1
Officer candidate or Naval Academy midshipman	• Is disenrolled from training and retained in naval service as an enlisted member;	Table 1
	• Is discharged with an entry-level separation; or	Table 1
	• Dies.	Table 1

Table 1:

Form	Title	Notes
DD 4	Enlistment/Reenlistment Document - Armed Forces of the United States	Original
Annex(es)	Various NAVCRUIT forms	If applicable
DD 1966	Record of Military Processing - Armed Forces of the United States	Original
DD 2366	Montgomery GI Bill Act of 1984 (MGIB)(Chapter 30, Title 38 U.S. Code) Basic Enrollment	Original, if applicable
DD 2384-1	Notice of Basic Eligibility (NOBE)	Original
DD 93	Record of Emergency Data	First page, second copy, if applicable
NAVPERS 1070/602 (downloaded from NSIPS)	Dependency Application/ Record of Emergency Data	Original, if applicable
NAVPERS 1070/613	Administrative Remarks	Permanent entries only, when applicable
NAVPERS 1070/621	Agreement to Extend Enlistment	Original, if applicable
NAVCRUIT 1110/112	New Accession Training Statement of Understanding	Original, if applicable
NAVCRUIT 1130/120	U.S. Navy Aberrant Behavior Screening Certificate	Original, if applicable
OPNAV 5350/1	Drug and Alcohol Misuse Statement of Understanding	Original
Various Documents	College degree transcripts and high school transcripts	If applicable

Table 2:

Form	Title	Notes
DD 214	Certificate of Release or Discharge from Active Duty	Copy No. 2
NAVPERS 1070/606 (downloaded from NSIPS)	Record of Unauthorized Absence	Original, if applicable
NAVPERS 1070/613	Administrative Remarks	Declaration of desertion message entry

Table 3:

Form	Title	Notes
NAVPERS 1070/613	Administrative Remarks	Original Only for entries provided with Naval Academy letter of selection

2. **How to Send the Documents**

a. When mailing documents containing personally identifiable information, attach the SF 901 Controlled Unclassified Information Cover Sheet to the inside container or envelope. Double-packaged documents and tracked shipping are both highly recommended. Mail to one of the following addresses:

(1) For **regular mail** to:

NAVY PERSONNEL COMMAND (PERS-313)
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-3130

(2) For **tracking mail** to:

NAVY PERSONNEL COMMAND (PERS-313)
5751 HONOR DRIVE
BUILDING 769 ROOM 175
MILLINGTON, TN 38055-3130

b. Mark the mailing envelope "**DO NOT OPEN IN MAIL ROOM.**"

MILPERSMAN 1070-111

SUBMISSION OF NAVY STANDARD INTEGRATED PERSONNEL SYSTEM (NSIPS) AND ELECTRONIC SERVICE RECORD (ESR) DOCUMENTS TO THE OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Responsible Office	NAVPERSCOM (PERS-313)	Phone: DSN COM FAX	882-3406/4307 (901) 874-3406/4307 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) CNO Washington DC 051859Z FEB 09 (NAVADMIN 043/09)

1. **Background**. Navy Standard Integrated Personnel System (NSIPS) is the Navy's primary point of entry for pay and personnel transactions at the field level, and the Navy's single field level data entry point for military service record maintenance. The electronic service record (ESR) was implemented within NSIPS to automate service record documents not already created by NSIPS, providing flexible and expandable capabilities for service record maintenance which made it possible for the Navy to eliminate the paper-based field service records maintained by servicing personnel offices. NSIPS/ESR provides servicing personnel offices and customer commands the ability to electronically update and or view human resource data on all members assigned to their unit identification codes, captures military human resource data from other corporate data systems, creates electronic service record documents to be submitted to the official military personnel file (OMPF), and provides individual sailors (officer and enlisted) the ability to view their own military human resource data and perform various self service functions.

2. **Policy**

a. Service record entries are event driven, and individual governing regulations must be reviewed to determine the specific requirements for the event.

b. The reference requires commands to use all available ESR functionality. To achieve this, commands and or activities responsible for service record entries are required to submit these transactions to the servicing personnel office for input into NSIPS/ESR and subsequent submission to the OMPF. To ensure compliance, required service record documents listed in paragraph 3 below will no longer be accepted to the OMPF except as indicated below.

(1) The document was generated and printed within NSIPS/ESR (use of the NSIPS/ESR generated document provides assurance that the information was entered into corporate systems and contains verified data).

(a) The servicing personnel office will produce the appropriate NSIPS/ESR document, obtain required signatures, and submit the document to the OMPF using the e-Submission application.

(b) Commands and or activities responsible for verifying NSIPS/ESR transactions shall ensure all transactions are verified prior to creating documents for submission to the OMPF.

(2) When the issuing command does not have NSIPS/ESR access and the transaction must be completed outside of the system, approved NAVPERS forms may be downloaded from the Navy Personnel Command Web site at http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx and completed manually. If created manually, the signed NAVPERS form must be submitted to the servicing personnel office in order for the transaction to be transcribed into the ESR and verified prior to submission to the OMPF. Each manually created document must contain the following statement or stamp: **"ENTERED AND VERIFIED IN ESR" followed by the "rank or grade, title, date signed, and signature of the ESR verifying official."**

3. **NSIPS/ESR Documents**

a. The following NSIPS/ESR documents shall be printed, signed, and e-submitted to the OMPF immediately upon completion of the event:

(1) NAVPERS 1070/601 Immediate Reenlistment Contract

(2) NAVPERS 1070/621 Agreement to Extend Enlistment

(3) NAVPERS 1070/622 Agreement to Recall or Extend Active Duty

(4) NAVPERS 1070/602 Dependency Application/Record of Emergency Data (See note below)

(5) DD 93 Record of Emergency Data (See note below)

(6) NAVPERS 1070/606 Record of Unauthorized Absence

(7) NAVPERS 1070/607 Court Memorandum

(8) NAVPERS 1070/613 Administrative Remarks, permanent remarks only

Note: The requirement to print, sign, and submit these documents manually only applies to activities that cannot use the record of emergency data/dependency application (RED/DA) self-service function within NSIPS.

b. The following is a list of NSIPS/ESR documents that shall be printed and e-submitted to the OMPF upon reenlistment or separation:

(1) NAVPERS 1070/605 History of Assignments

(2) NAVPERS 1070/880 Awards Record (generated using the NSIPS/ESR close-out process)

(3) NAVPERS 1070/881 Training, Education and Qualification History (generated using the NSIPS/ESR close-out process)

(4) NAVPERS 1070/886 Member Data Summary

(5) NAVPERS 1070/613 Administrative Remarks (various permanent transactions created at time of reenlistment)

4. **Best Practice**

a. To ensure NSIPS/ESR data is accurate and up-to-date when generating documents for submission to OMPF, the following information should be verified by commands and or activities

responsible for service record entries before members detach from the old duty station and upon reporting to the new duty station:

(1) Training

(2) Personnel Qualification Standards (PQS)

(3) Education

(4) Certificates and Qualifications

(5) Honors and Awards

(6) History of Assignments

(7) TAD/AT History of Assignments

(8) Promotion History

(9) Administrative Remarks (NAVPERS 1070/613)

b. When NSIPS/ESR data is missing or in error, commands and servicing personnel support offices shall assist the individual member’s effort to resolve the issue as soon as possible.

MILPERSMAN 1070-150

REQUESTS FOR RECORDS INCLUDED IN THE OFFICIAL MILITARY PERSONNEL FILE (OMPF)

Responsible Office	NAVPERSCOM (PERS-313)	Phone: DSN COM	882-3418 (901)874-3418

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) SECNAVINST 5211.5F (b) 5 U.S.C. (c) Public Law 105-277 (d) SECNAV M-5216.5, Department of the Navy Correspondence Manual

1. **Policy**

a. This article and references (a) and (b), section 552a, govern access to and dissemination of record documents contained in the official military personnel file (OMPF).

b. The "OMPF Command View" or "OMPF My Record" application on BUPERS Online (BOL) provides the primary means for user activities and Service members to view or obtain OMPF documents per reference (c).

c. Activities and Service members having no access to BOL may obtain copies of the OMPF, per this article, during the period the OMPF is maintained at Navy Personnel Command (NAVPERSCOM). Copies are printed on compact disc (CD), except as specified in subsequent paragraphs of this article.

2. **Seal and Signature Requests**

a. A commanding officer (CO) of a region legal service office or a commander or CO with an assigned staff judge advocate may request a seal and signature copy of a complete OMPF for litigation or prospective litigation purposes. The record will be bound with a NAVPERSCOM 5813/1 Certificate (For Use in Official Proceedings) attesting that it is a true copy.

b. The request must be made via official naval letter or digitally signed and encrypted e-mail, using the standard DON correspondence format in line with reference (d), paragraph 4-2.2. The request must:

(1) State full name and Social Security number (SSN) of the Service member whose record is required (SSN is necessary for the purpose of identifying the correct OMPF when multiple records bear identical names);

(2) State reason for the request;

(3) Provide a point of contact, mailing address, and e-mail address; and

(4) Be signed by the activity head or individual delegated signature authority for such matters by the activity head.

c. Send requests via digitally signed and encrypted e-mail to: MILL_PERS-313REQ@navy.mil. When e-mail encryption cannot be validated, mail requests per paragraph 5. Mailed requests must bear a "wet signature."

d. The MILL_PERS-313REQ@navy.mil mailbox account can receive encrypted correspondence per Department of Defense (DoD) policy. If sending a request from a non-NMCI network (BUMED.mil, EU.NAVY.mil, etc.), public key certificates can be downloaded from the DoD Global Directory Service Web site through the following steps:

Step	Action
1	Go to https://dod411.gds.disa.mil
2	Type MILL_PERS-313REQ@navy.mil in the "e-mail address" field, then click "Search"
3	Click the "MILL" link under "Last Name"
4	Click on the link "Download Certificate(s) as vCard"
5	Click "the certificate for the e-mail address"
6	Click the "Open" button for the "File Download" pop-up. The certificate will then open
7	Click "Save and Close," the certificate is saved and can be used to send encrypted e-mail

Note: To download the public key certificate, you must use MS Outlook with a common access card (CAC) reader, including

ActivClient software, and have Internet Explorer or Netscape 7.X.

3. **Command Requests**

a. Commands without access to "OMPF Command View" may request complete OMPFs or OMPF documents (as necessary) in the course of official duties. **Officer fitness reports and privileged information are not provided, and specific justification is required for access to controlled records.**

b. The request must be made via official naval letter. The letter must:

(1) State full name and SSN of Service member(s) whose record is required,

(2) State the reason for the request,

(3) Specify whether the entire record or specific documents are needed, and

(4) Be signed by the activity head or individual delegated signature authority for such matters by the activity head.

c. See paragraph 5 for sending requests.

4. **Service Members' Requests**

a. Active Component and Reserve Component Service members with CACs may download a copy of their OMPF from BOL by clicking on "OMPF My Record," then "Download OMPF." A ".zip" file is created on the Service member's computer, which may be copied to a CD, printed, stored, or arranged for another mode of distribution.

b. Inactive Ready Reserve members and veterans may request a copy of their OMPF by filling out and submitting SF 180 Request Pertaining to Military Records to the appropriate address listed on the form. Alternatively, Service members separated from the Navy after 1995 are encouraged to obtain an e-Benefits account through the Department of Veterans Affairs Web site: https://www.va.gov to verify, review, and print documents from their OMPF electronically.

5. **Mailing Instructions**. Requests for express mail and or special handling (e.g., FedEx, overnight service) are not accommodated.

a. Requests are mailed to the following address:

Navy Personnel Command
PERS-313
5720 Integrity Drive
Millington, TN 38055

b. Helpful mailing information:

(1) When mailing documents containing personally identifiable information, attach an SF 901 Controlled Unclassified Information (CUI) Coversheet to the inside container or envelope.

(2) Double packaging the documents and using a mailing service that provides tracking capability is highly recommended.

6. **Mail-Out Request Processing**. Requests are accommodated on a first-come, first-served basis. Turn-around time averages 20-30 days, which may vary based on the number of requests received at any given time. Urgent requests based on stated valid reasons for priority handling are given due consideration.

7. **Other Requests**. Direct all other requests for OMPFs to NAVPERSCOM Records Management Policy Branch (PERS-313), or call MyNavy Career Center Human Resources Service Center at 1-833-330-MNCC (6622) for further information.

MILPERSMAN 1070-181

OFFICER PHOTOGRAPHS

Responsible Office	NAVPERSCOM (PERS-313)	Phone: DSN COM	882-3418 (901) 874-3418

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) SECNAVINST 5211.5F (b) SECNAVINST 5720.42G (c) NAVPERS 15665J, U.S. Navy Uniform Regulations (d) BUPERSINST 1070.27E

1. **Policy**. Photographs are required for all officers of the Navy and the Navy Reserve, regardless of status, within 12 months after acceptance of each promotion. Department of Defense (DoD) and Navy policy prohibit the use of officer photographs during the selection board process.

2. **Ownership of Photographs**. Submitted photographs become the property of the United States Navy and are generally releasable under references (a) and (b).

3. **Uniform Requirements**. Per reference (c), the preferred uniform will be service khaki, uncovered. When service khaki is unavailable, any regulation uniform is acceptable.

4. **Photograph Requirements**. Photographs will:

a. Be in color;

b. Display a full-length, three-quarter view of the member, left shoulder forward;

c. Have a plain, flat background to provide sufficient contrast to highlight details of the uniform; and

d. Be 4 inches in width and 6 inches in height.

5. **Photograph Services**. Naval activities with an established photographic facility are authorized to produce photographs for this purpose. Commercial sources are authorized. When Navy or DoD photographic facilities, or suitable commercial sources are unavailable, any photograph which complies with the requirements will be accepted.

6. **Command Reimbursement**. Commands are authorized to reimburse officers who use commercial sources to produce photographs. Officers will complete an OF 1164 Claim for Reimbursement for Expenditures on Official Business or similar reimbursement document and submit the form with official documentary evidence (e.g., receipts, affidavits, or other statement as to the unavailability of government photo facilities) to their commanding officer (or designated representative) for approval and reimbursement.

7. **Submission**

a. The preferred method for officer photo submission is using the electronic self-service feature within the BUPERS Online (BOL) tab labeled "Officer Photo." This application may also be accessed by selecting the "Command Document Services" link within BOL, then selecting the "NAVPERS 1070/884 Officer Photograph" form. The electronic submission process provides the most accurate and timely method for submitting the officer photo for filing into the member's official record. A tutorial for navigating the application may be found on the "Details tab." Questions should be directed to the MyNavy Career Center Human Resources Service Center at 1-833-330-6622 or the BOL Helpdesk at BUPERS07 IT EOC.fct@navy.mil or (901) 874-4700. Personnel unable to access BOL should complete a hard-copy NAVPERS 1070/884 Officer Photograph, attach the photograph, wet-sign the document, and mail documentation to:

NAVY PERSONNEL COMMAND ATTN PERS 313
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055

b. Helpful mailing information:

(1) Double packaging the documents is highly recommended.

(2) The inner package should be marked "CONTROLLED UNCLASSIFIED INFORMATION (CUI)".

(3) SF 901 Controlled Unclassified Information (CUI) Coversheet should be used to cover the documents containing personally identifiable information.

(4) The use of a mailing service that provides tracking capability is recommended.

c. Per reference (d), photographs that do not meet the requirements of this article will not be processed for inclusion into the official military personnel file and will be destroyed without notification.

MILPERSMAN 1070-210

CORRECTION OF THE FIELD SERVICE RECORD

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	BUPERSINST 1610.10 NAVSO – 3069, Source Data Systems Procedures Manual (SDSPROMAN) DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II BUPERSINST 1900.8

1. **Policy**

a. NAVPERS 1070/600 (Rev. 5-81), U.S. Navy Enlisted (Field) Service Record (FSR). Once information is entered on a service record page it may be corrected at the command level only under this article.

b. The use of interlineation, ditto marks, or the entry of unauthorized abbreviations, symbols, or codes is prohibited in the FSR.

2. **Corrections/Changes to Name, Social Security Number (SSN), or Citizenship**. For changes to name, SSN, or citizenship to the FSR see table:

Topic	MILPERSMAN
Name Change	1000-130
SSN Change	1000-060
Citizenship Change	1070-220

3. **Enlisted Evaluation Reports**. Removal or revision of enlisted evaluation report and counseling record will be made only under BUPERSINST 1610.10.

4. **OCR Documents**. Corrections to Optical Character Recognition (OCR) documents listed below are authorized only by sending new documents cross-referenced to the original documents following NAVSO P-3069 or DFAS-CL (NAVSO P) 3030-2.

NAVPERS 1070/602	Dependency Application/Record of Emergency Data, Part I (Rev. 7-72)
NAVPERS 1070/606	Record of Unauthorized Absence (Rev. 1-77)
NAVPERS 1070/607	Court Memorandum (Rev. 12-75)
NAVPERS 1070/621	Agreement to Extend Enlistment (Rev. 9-87)
NAVPERS 1070/622	Agreement to Recall or Extend Active Duty (Rev. 9-87)

5. **Trial by Civil Authorities**

a. The FSR will not contain any information concerning a trial by civil authorities which resulted in acquittal either at the trial or appellate level. Upon notification of acquittal, service record pages and correspondence concerning the trial will be removed from the FSR and destroyed.

b. If the service record pages contain other retainable information, new pages will be prepared with the retainable information only.

c. If copies of the service record pages or correspondence had been forwarded to Navy Personnel Command (NAVPERSCOM), notification of this action shall be sent to NAVPERSCOM (PERS-83) by official naval letter with copies of supporting documentation.

6. **DD 214, Certificate of Release or Discharge from Active Duty (Rev. 11-88)**. After DD 214 has been issued and distributed, correction of erroneous entries are made following BUPERSINST 1900.8.

7. **Other Errors**

a. When an error **is discovered at the command where it was made and copies of the service record page have not been distributed, or the error is on a service record page (a copy) which is not immediately sent to NAVPERSCOM** (i.e., NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History and NAVPERS 1070/605 (Rev. 10-89), History of Assignments):

(1)	Draw a line in black or blue-black ink through the erroneous entry.
(2)	Authorized individual, per MILPERSMAN 1070-190, initial alongside the lined-out error.
(3)	Make correct entry.
(4)	Authorized individual, initial or sign correct entry.

b. When the error **is discovered at the command where it was made and the service record page has been distributed** (i.e., NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks):

(1)	Remove the erroneous service record entry from the service record and destroy it.
(2)	Make a corrected service record page and conspicuously label it “Corrected Copy.”
(3)	File corrected copy in FSR.
(4)	Forward a corrected copy to NAVPERSCOM (PERS-313D2) by official naval letter which explains briefly the reason for the correction.

c. For corrections to NAVPERS 1070/609 (canceled) **directed by Secretary of the Navy as a result of a Board of Correction of Naval Records decision only**:

(1)	Tape out the entry being corrected.
(2)	Date and type in the authority for making the correction, “Authority for Correction - MILPERSMAN 1070-210.”
(3)	Make a copy of the corrected NAVPERS 1070/609.
(4)	Certify the copy by an entry on the next line and file it in the service record.
(5)	Send the original NAVPERS 1070/609 to NAVPERSCOM (PERS-322).

NOTE: All other corrections to NAVPERS 1070/609 will be made as outlined above for errors discovered at the command where made.

d. When the error is discovered **at a command other than where the error was made and the error is not correctable under the instructions contained above**, the discrepancy will be reported by official naval letter to NAVPERSCOM (PERS-313) via the command at which the error occurred. The command at which the error occurred will endorse the letter to NAVPERSCOM giving full details, recommend corrective action, and attach substantiating documents as appropriate.

MILPERSMAN 1070-230

DD 4 Enlistment/Reenlistment Document - Armed Forces of the United States

Responsible Office	NAVCRUITCOM (N35)	Phone: DSN COM	882-9284 (901) 874-9284

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) NAVCRUITCOMINST 1130.8M

1. **Policy**. DD 4 Enlistment/Reenlistment Document Armed Forces of the United States is the basic document that establishes a legal relationship between the U.S. Government and an enlisted member. DD 4 is designed to provide a complete and comprehensive document that clearly specifies the terms of the agreement between the enlistee and the U.S. Government/Military Services to avoid recruit and or parent misunderstanding.

2. **Preparation and Distribution**

a. Preparation and distribution will be made by the enlisting activity per reference (a).

b. All signatures of enlisting officers and the member enlisting or reenlisting will be made per MILPERSMAN 1070-190.

MILPERSMAN 1070-240

NAVPERS 1070/601, IMMEDIATE REENLISTMENT CONTRACT

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) Diary Message Reporting System User's Manual (DMRSMAN) DFAS-CL (NAVSO-P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II

1. **Policy**. NAVPERS 1070/601 (Rev. 01-00), Immediate Reenlistment Contract is an agreement between the U.S. Government and enlisted member who immediately reenlist or enlists in the Navy or Naval Reserve at the same activity following discharge.

2. **Preparation**

a. NAVPERS 1070/601 is a 1-page form. Activities supported by Source Data System (SDS) use a machine-produced document instead of preprinted non-SDS forms.

b. Prepare NAVPERS 1070/601 per NAVSO P-3069 or DFAS-CL (NAVSO-P) 3050-2 and MILPERSMAN 1160-030.

c. Enter signatures on original document per MILPERSMAN 1070-190.

3. **Distribution**

a. Send signed original contract to Navy Personnel Command (PERS-313C1) with other documents for the permanent personnel record per MILPERSMAN 1070-140.

b. File a copy in the enlisted field service record per MILPERSMAN 1070–100.

4. **Reporting Requirements**. Submit data entries per SDSPROMAN, DMRSMAN, or Reserve Standard Training Administration Readiness Support System.

MILPERSMAN 1070-250

NAVPERS 1070/621, AGREEMENT TO EXTEND ENLISTMENT

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) (b) DFAS-CL (NAVSO P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II (c) Diary Message Reporting System User's Manual (DMRSMAN)

1. **Policy**. NAVPERS 1070/621 (Rev. 01-00), Agreement to Extend Enlistment is an agreement between the U.S. Government and the enlisted member to extend the current enlistment in the Navy or Naval Reserve.

2. **Preparation**

a. NAVPERS 1070/621 is a one-page paper form. Activities supported by the Source Data System (SDS) use a machine-produced document instead of the preprinted non-SDS form.

b. Prepare NAVPERS 1070/621 per reference (a) or reference (b), and MILPERSMAN 1160-040, 1001-060, and 1160-070.

c. Enter signatures on the original document per MILPERSMAN 1070-190.

3. **Distribution**

a. Send the signed original contract to Navy Personnel Command (PERS-313C1).

b. File a copy in the enlisted field service record per MILPERSMAN 1070-100.

4. **Reporting Requirements**. Submit data entries per references (a) and (c) or Reserve Standard Training Administration Readiness Support (RSTARS) System.

MILPERSMAN 1070-260

NAVPERS 1070/622, AGREEMENT TO RECALL OR EXTEND ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-313C)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVSO P-3069, Source Data System Procedures Manual (SDSPROMAN) (b) DFAS-CL (NAVSO P) 3050-2, DFAS Pay/Personnel Procedures Manual (Navy), Volume II (c) Diary Message Reporting System Users' Manual (DMRSMAN)

1. **Policy**

a. NAVPERS 1070/622 (Rev. 01-00), Agreement to Recall or Extend Enlistment is a 1-page paper form. Activities supported by the Source Data System (SDS) use a machine-produced document instead of the preprinted non-SDS form.

b. Prepare NAVPERS 1070/622 per references (a) and (b), and MILPERSMAN 1160-040, 1001-060, and 1160-070.

c. Enter signatures on the original document per MILPERSMAN 1070-190.

2. **Distribution**

a. Send the signed original contract to the Navy Personnel Command (PERS-313C1).

b. File a copy in the enlisted field service record per MILPERSMAN 1070–100.

3. **Reporting Requirements**. Submit data entries per references (a) and (c) or Reserve Standard Training Administration Readiness Support System.

MILPERSMAN 1070-270

DEPENDENCY APPLICATION

Responsible Office	NAVPERSCOM (PERS-222)	Phone: DSN COM	882-2231 (901)874-2231

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1300.18 of 8 Jan 2008 (b) DoD 7000.14R Financial Management Regulation (DoD FMR) (c) NAVSO P-6034 Joint Travel Regulations (JTR) (d) Navy Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG) (e) BUPERSINST 1750.10D

1. **Policy**

a. NAVPERS 1070/602 Dependency Application (DA) (Navy Standard Integrated Personnel System (NSIPS) form) is used for both officer and enlisted Service members and serves as a form for documenting dependency of their family member(s) for associated allowances and travel entitlements (if applicable). Previously, NAVPERS 1070/602 contained information for DA data and record of emergency data (RED). RED information from hereon will be captured and reported via DD 93 Record of Emergency Data (RED) and documented per MILPERSMAN 1070-271 and reference (a).

b. When electronically signed by the Service member and approved by the authorizing official, NAVPERS 1070/602 is the official record of dependency the Navy will use to

(1) determine the relationship and dependency of individual(s) for entitlement of the following authorized allowances:

(a) person(s) approved as dependents to receive dependency entitlements per volume 7A of reference (b) and chapter 10 of reference (c); and

(b) person(s) approved as dependents to receive

travel entitlements per chapter 10 of reference (c).

(2) provide authoritative data to Navy Personnel Command (NAVPERSCOM), Navy Casualty Office (PERS-00C) in providing funeral and or memorial service travel to the next-of-kin, as authorized per MILPERSMAN 1770-270 and 1770-271.

2. **When to Prepare**. Prepare NAVPERS 1070/602 when

a. Service member enters or re-enters the Navy or Navy Reserve following a break in service or

b. there is a change in

(1) dependent status or number of dependents

(2) name or address of a dependent

(3) next of kin other than a dependent

(4) permanent duty station

(5) deployment or individual augmentee status

(6) citizenship of spouse

(7) secondary dependency status

(8) any required entries in the Remarks section

c. one of the following re-certifications is required:

(1) annually for all secondary dependents (parent(s), stepparent(s), parent(s)-in-law, loco-parentis, adoptive parents, and ward)

(2) annually for dependent child(ren) (full-time students) 21 and 22 years of age

(3) incapacitated children over 21 years of age; or when directed by system notification 90 days out from recertification date

(4) every 3 years for all Reserve members

3. **Preparation and Distribution**

a. Service members may view or print their current approved NAVPERS 1070/602 via

(1) their electronic service record (ESR) in NSIPS by clicking on "RED/DA Inquire" link; or

(2) their official military personnel file (OMPF) on the Bureau of Naval Personnel (BUPERS) Online (BOL) Web site.

b. NAVPERS 1070/602 will be initiated via Service member's NSIPS self-service. Once NAVPERS 1070/602 "DA" is digitally signed by the Service member and authorizing official in the "RED/DA" application, NAVPERS 1070/602 "DA" is distributed as follows:

(1) The servicing personnel support detachment (PSD) or MyNavy Career Center (MNCC) will maintain a file copy when there is a pay entitlement change.

Note: Per volume 5, chapter 15, paragraph 150802 of reference (b), a personnel clerk allowance checklist should also be maintained with this file copy when there is pay entitlement change.

(2) The Service member and customer command will have access to the most recent approved NAVPERS 1070/602 "DA" in NSIPS via "RED/DA Inquire" link. Maintaining the paper copy will not be required when a Service member completes a digitally signed NAVPERS 1070/602 "DA" in NSIPS "RED/DA" application.

Note: Command that will be on deployment with a potential limited or no access to NSIPS Web should consider maintaining a printed copy of the most current NAVPERS 1070/602 from "RED/DA Inquire" link before departure.

c. If a new NAVPERS 1070/602 "DA" must be executed expeditiously and NSIPS Web is not available, a paper copy must be generated and signed by the Service member and the authorizing official. This copy will be maintained in a secure location within the administration or personnel office until "RED/DA" application becomes available. When NAVPERS 1070/602 "DA" is completed with wet signature by the Service member and the authorizing official, distribute as follows:

(1) The supporting PSD, MNCC, or personnel office (PERSOFF) will submit the original NAVPERS 1070/602 "DA" to NAVPERSCOM for inclusion in the OMPF using the e-submission application on BOL.

(2) The supporting PSD, MNCC, or PERSOFF will

(a) maintain a copy until e-submission receipt and acceptance by NAVPERSCOM is verified;

(b) provide one copy to the Service member; and

(c) provide one copy to the supported customer command.

d. Afloat ships of DDG-class size and larger will continue to process NAVPERS 1070/602 "DA" via the wet signature process in NSIPS Dependency Application until RED/DA software is implemented in NSIPS Web Afloat. E-Submission of the NAVPERS 1070/602 Dependency Application/Record of Emergency Data form to Navy Personnel Command (NAVPERSCOM), Records Management Policy Branch (PERS-313) is still required. Completed signed copy must be maintained in the administrative or personnel office files.

4. **Verification**

a. **Service Member**. The Service member is solely responsible for the accuracy of the information recorded on his or her NAVPERS 1070/602.

(1) Service member must verify the accuracy of RED/DA data via NSIPS "RED/DA Inquire" link, which will display the latest NAVPERS 1070/602 from their OMPF, and information contained on both the emergency contact and dependency data panels within their ESR.

(a) If correct with no changes required, Service member will acknowledge this verification by selecting the "Verify my RED/DA" link in NSIPS self-service, select "Next" and review the information, then select "Verify" at the bottom of the page.

(b) If changes or updates are required, Service member selects the "Update" link and updates their RED/DA application via self-service. Service members may contact their command pay and personnel administrator (CPPA) for assistance as

needed, in completing RED/DA application. If unable to assist, the CPPA will contact the supporting PSD, MNCC, or PERSOFF for guidance on how to assist the Service member.

(c) If DD 93 "RED" or NAVPERS 1070/602 has a failed transaction; the Service member will get an NSIPS e-mail notification stating that a failure has occurred, and that the form was not accepted in their OMPF. The Service member is responsible for contacting the NSIPS helpdesk at 1-877-589-5991, DSN: (312) 647-5442, or via e-mail at: NSIPSHelpDesk@navy.mil for assistance with the resubmission of the RED/DA application. Service members may also seek assistance from their assigned CPPA.

(2) If no electronic means is available and there is an urgent need to update a previously submitted NAVPERS 1070/602 "DA," the Service member may make pen and ink and initial changes. The appropriate local command PSD, MNCC, or PERSOFF authority will pen-and-ink and initial any necessary changes and return to Service member for wet signature. After the Service member signs, the appropriate authority will wet sign as the authorizing official. The Service member and authorizing official's activity will retain a copy until NAVPERS 1070/602 "DA" is updated in NSIPS at earliest opportunity when electronic means become available.

(3) At a minimum, commands must ensure Service members perform this verification annually in NSIPS RED/DA application via self-service; however, additional verifications are also required under the following conditions:

(a) Upon reporting to a new duty station under permanent change of station (PCS) orders;

(b) Prior to departure on PCS orders;

(c) Prior to deployment, regardless of length;

(d) When ordered to periods of temporary duty or temporary additional duty away from permanent duty station in excess of 30 days;

(e) On each occasion when an inactive duty Service member comes on active duty, including active duty training;

(f) When a Service member applies for and upon assignment of Government housing;

(g) Upon recertification for secondary dependents; or

(h) At least 30 days prior to requesting dependent-related travel, transportation, pay, benefits, or allowances (e.g., advanced or delayed dependent travel, dependent travel advances, early return of dependents, etc.).

(4) Selected Reserve members must verify this information within the 365-day period immediately prior to reporting for annual training or active duty training.

b. **CPPAs**. CPPAs are responsible for daily monitoring of RED/DA individual command transaction metrics. Access to the feedback metrics report is available via the NSIPS RED/DA command user role which provides feedback on all RED/DA transactions submitted the previous day.

c. **Personnel Support**. MNCC, PSDs, Navy operational support centers, and personnel/administrative offices will be overall responsible for daily monitoring of the feedback metrics report and ensuring the Service member takes immediate action (if required) on NSIPS RED/DA application. Failed NAVPERS 1070/602 "DA" transactions should be acted upon promptly.

5. **Other Change Reporting Requirements**

a. MNCC, or the supporting CPPA, PSD, or personnel office will direct Service member to update Defense Enrollment Eligibility Reporting System (DEERS) whenever there is a change of dependent status, addition of new dependent, military-to-military (MIL-to-MIL) marriage, or change of address of a dependent. The Service member will print a copy of the NAVPERS 1070/602 "DA" from "RED/DA Inquire" link and provide the copy with supporting documents to a DEERS/Real-Time Automated Personnel Identification System office (ID Card Lab) within 30 days of updating their RED/DA application. This will ensure that the ID card issuance, base access, commissary and exchange privileges, medical benefits, and MIL-to-MIL (if applicable) reflects the updated dependent(s) information in DEERS. Rules for determining relationship and dependency as well as amplifying guidance are provided in part 3, chapter 2 of reference (d), in addition to reference (e).

b. Per reference (e), MNCC, the supporting CPPA, PSD, or personnel office will counsel Service members with a dependent spouse or military spouse on their obligation to enroll their spouse in DEERS and to make an appropriate Servicemembers' Group Life Insurance (SGLI) and Family Servicemembers' Group Life Insurance (FSGLI) election for their spouse in SGLI Online Enrollment System (SOES). Service members may access SOES by navigating to My Navy Portal and selecting the milConnect tab. Once logged into milConnect, select the "SOES" option under the "Benefits" tab. Access requires a common access card, DFAS myPay account, or DS LOGON account. Failure by the Service member to comply will result in automatic FSGLI coverage and a potential indebtedness to the Government for premiums due since the date of the marriage.

c. RED/DA self-service handbook is available on the Pay and Personnel Web page on the Navy Personnel Command Web site.

MILPERSMAN 1070-271

RECORD OF EMERGENCY DATA

Responsible Office	PERS-00C	Phone: DSN Toll Free COM FAX	882-2501 (800)368-3202 (901)874-2501 882-6654

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) DoD Instruction 1300.18, Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures

1. **Purpose**. This article supplements reference (a) and outlines procedures for initial entry, periodic review, and updating procedures for DD 93 Record of Emergency Data. The Service member is solely responsible for the accuracy of the information recorded on DD 93. Emergency data information is no longer recorded on NAVPERS 1070/602 Dependency Application.

2. **Policy**

a. DD 93 is used for both officer and enlisted Service members to provide information on family members and elect various beneficiaries. DD 93 is updated or verified using the Record of Emergency Data/Dependency Application ("RED/DA") application through the Navy Standard Integrated Personnel System (NSIPS) electronic service record (ESR). When updated and electronically signed, DD 93 will be automatically uploaded to the Service member's official military personnel file (OMPF). When access to the NSIPS ESR is not available, a manually signed DD 93 may be used and submitted through the command pay and personnel administrator (CPPA) or servicing personnel office to the Service member's OMPF.

b. When signed and filed in the OMPF, DD 93 is the official document used to determine:

(1) person(s) to be notified in the event of emergency or death,

(2) beneficiary(ies) to receive the death gratuity,

(3) person(s) to receive unpaid pay and allowances (UPPA) or arrears of pay, including money accrued during a missing or captured status, unused leave, travel, or per diem,

(4) person(s) authorized to direct disposition (PADD) of remains,

(5) person(s) eligible for transportation to the bedside of Service members with a qualifying illness or injury, and

(6) persons eligible for transportation to the funeral, memorial service, or dignified transfer of remains of a deceased Service member (as applicable).

Note: The "Continuation/Remarks" block on DD 93 offers the greatest amount of flexibility for the Service member to record other pertinent information not normally required, but considered particularly useful in the casualty notification and assistance process. In addition to continuing information from other blocks on the form, the Service member may desire to include additional information such as next-of-kin/dependent language barriers, location or existence of a will, additional private insurance information, or other family member(s) contact numbers.

3. **Completion, Update, and Verification**

a. The following methods must be used to complete and file an updated DD 93:

(1) RED/DA through NSIPS ESR. Service members must login, verify or update RED/DA information, and electronically sign per paragraph 3b below. NSIPS will automatically submit the electronically signed document to the Service member's OMPF. Data may be updated and saved within NSIPS, without submission. In the event of a personnel casualty, the most recent signed copy submitted to the OMPF will be used for benefits and entitlements determination.

Note: Service members should confirm delivery to the OMPF 48 hours after submission. Changes to Adobe programming may result in errors upon electronic signature and submission.

(2) If access to the RED/DA application is unavailable, a paper copy must be signed and electronically submitted to the OMPF via CPPA or servicing personnel office through the e-Submission application on BUPERS Online. Detailed instructions on the manual preparation of the paper version of DD 93 are contained on the reverse of the form (see enclosure (8) of reference (a)). Manual signature will be in black or blue ink.

(3) If no electronic means are readily available and there is an urgent need for a temporary DD 93, the command should retain the signed paper copy and communicate its existence to Navy Personnel Command (NAVPERSCOM), Navy Casualty Division (PERS-00C) (if and when required). At the earliest time possible, prepare and submit an official DD 93 per guidance discussed in paragraph 3a(1) of this article.

Note: An **unsigned** and or **undated** DD 93 will be considered an invalid, unofficial document. Only the most current version submitted through one of the three methods described above will be used to determine beneficiaries.

b. DD 93 must be updated when change(s) are made:

(1) in dependent status (marriage, divorce, or birth or death of a child),

(2) to the address of a spouse, parent, or other beneficiary,

(3) in Service member's status,

(4) in Service member's rate or grade, and

(5) to designees or beneficiaries of the following:

(a) Death Gratuity. This payment of $100,000 is intended to provide immediate financial assistance, which may be split up to 10 beneficiaries.

Note: If Service member has a spouse, the spouse will be notified. If a Service member names any other beneficiary other than the spouse, see MILPERSMAN 1770-280.

(b) UPPA. This is a final payment of pay and allowances due, but not paid to the Service member (unpaid basic pay, accrued leave, unpaid reenlistment bonus installments, etc.).

(c) PADD. This is the sole point of contact for NAVPERSCOM, Navy Mortuary Affairs Branch (PERS-00C2) regarding preparation, transportation, and final disposition (burial or cremation) of the Service member remains.

(d) Additional personnel to be notified in the event of death.

(e) Additional persons authorized to travel to bedside if seriously ill or injured, funeral, or memorial service.

c. Any change in beneficiary designation or amount of Servicemembers' Group Life Insurance does not require an update to DD 93.

d. Service member verifies the accuracy of the data on DD 93 (at a minimum)

(1) upon reporting to a new duty station,

(2) when ordered to temporary additional duty in excess of 30 days,

(3) prior to deployment,

(4) prior to departure on permanent change of station (PCS) orders, and

(5) annually.

4. **Command Actions**

a. The RED/DA application within NSIPS allows the Service member to complete and electronically sign the DD 93. When electronically signed, a witness signature (block 16), normally by the command-designated representative, is not required. Unless a Service member completes a hard copy form, per

paragraph 3a(2), there is no requirement for the command to maintain a copy of the signed DD 93.

b. NSIPS allows for a command user role, and commands are required to have at least one designated administrator in the RED/DA application. Commands must run reports to ensure Service members review and update their information upon reporting and transfer, annually, and prior to deployment.

c. Unforeseen changes may result in a completed record of emergency data submission failure to the Service member's OMPF. CPPA will:

(1) login via the command user role, and

(2) run the "Feedback Metrics Report" daily to identify failed transactions. Failed record of emergency data transactions should be resubmitted per standard operating procedure found on the NAVPERSCOM (PERS-2) Web page.

MILPERSMAN 1070-300

NAVPERS 1070/606, RECORD OF UNAUTHORIZED ABSENCE

Responsible Office	NAVPERSCOM (PERS-312E)	Phone: DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Defense Joint Military Pay Systems (DJMS) Procedures Training Guide (PTG)

1. **Policy**. NAVPERS 1070/606 (01-77), Unauthorized Absence Record of OCR is used to record periods of unauthorized absence in excess of 24 hours and lost time due to confinement by civil authorities or sickness due to misconduct. Unauthorized absences of 24 hours or less are recorded on NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks.

2. **Preparation and Distribution**

a. Prepare and distribute the NAVPERS 1070/606 per DJMS PTG.

b. The original NAVPERS 1070/606 provides data for the Manpower Personnel and Training Information System (MAPTIS). After MAPTIS is updated, NAVPERS 1070/606 is filed in the member's permanent personnel record at Navy Personnel Command.

MILPERSMAN 1070-310

NAVPERS 1070/607 COURT MEMORANDUM

Responsible Office	NAVPERSCOM (PERS-313)	Phone: Toll Free	1-833-330-MNCC (6622)
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DFAS-DJMS Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG)

1. **Policy**. Enlisted courts-martial that result in a guilty verdict and enlisted nonjudicial punishment (NJP) that affect pay will be documented on NAVPERS 1070/607 Court Memorandum. NJP that does not affect pay will be processed per MILPERSMAN 1626-020.

2. **Preparation and Distribution**. Prepare and distribute NAVPERS 1070/607 per reference (a). Include in block 38 the date, location, and nature of each offense, as well as the punishment awarded. Block 38 must include sufficient detail, per below example, to describe the seriousness of each specification. The statement, "violation of UCMJ, article 86" is not sufficient.

Example:

"Special Courts-Martial held 3MAR2018"

"Chg I-Viol Art 134 UCMJ. SPEC 1. Drunk and disorderly on 16FEB2018 in Bremerton, WA. SPEC 2. Discharged M16 rifle in bks; MB, NSB, Bangor, Bremerton, WA, on 16FEB2018. Findings: Chg: Guilty; Spec 1, Chg I: Guilty; Spec 2, Chg I: Not Guilty."

"Chg II-Viol Art 86 UCMJ. SPEC 1. UA (AWOL) from 18FEB2018 – 22FEB2018. Findings: Chg: Guilty; SPEC: Guilty."

"Chg III-Viol Art 85 UCMJ. SPEC 1. etc."

"Punishment Awarded: RIR to E-3; FORF $300.00 ppm x2; and 45 days restriction and extra duty."

Note: Number charges and specifications as they are numbered on the charge sheet.

MILPERSMAN 1070-320

ADMINISTRATIVE REMARKS

Responsible Office	NAVPERSCOM (PERS-313)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. The electronic service record (ESR) administrative remarks section and the NAVPERS 1070/613 Administrative Remarks filed in the official military personnel file (OMPF) are used to provide a chronological record of significant miscellaneous entries, which are not provided elsewhere, or to provide more detailed information required to clarify entries in other military human resource documents.

b. Adverse entries must not be made unless the Service member concerned is first afforded an opportunity to submit a written statement regarding the adverse material. Should the Service member desire not to make a statement, he or she must document this decision in writing. Should the Service member refuse to acknowledge this right or to make a written statement documenting the decision, the commanding officer must document the refusal in writing.

c. Administrative remarks entries are classified as either "temporary" or "permanent," which determines the disposition and retention of an individual entry.

d. Administrative remarks entries must be made in the ESR and verified. If the issuing command does not have ESR access, NAVPERS 1070/613 may be created manually and submitted to the servicing personnel office in order for the remarks to be transcribed into the ESR, verified, and distributed. An administrative remarks entry is not considered valid in the ESR until verified.

Note: Administrative remarks entries created by a Navy recruiting activity, as part of the accession process for Navy applicants, are not required to be entered into the ESR.

2. **Creating Administrative Remarks**

a. Using NAVPERS 1070/613 to Document Administrative Remarks Entries Outside the ESR (manually):

Block	**Entry**
Ship or Station	Enter the complete name and designation of the ship or station at which the Service member is serving.
Subject	Enter a subject that best describes the purpose of this entry (e.g., code of conduct counseling).
Permanent or Temporary	Enter an "X" in the appropriate box to identify the required retention period for this remark. If "permanent" is selected, enter the regulation or policy that requires the remark to be retained permanently (e.g., MILPERSMAN 1070-310, CNPC 301822Z DEC 10, etc). See subparagraph 2c below for additional information.

Remarks	Enter the date of the transaction, followed by the entry. Below the transaction, enter the following information for required signatures: For Service member's signature (when required) enter "Service Member's Signature" followed by a solid line for the signature and date signed. For approving official and or witness signature (when required) enter name and title of the person authorized to sign this remark and date signed. One entry per page except for entries that require an acknowledgment or additional statement required by regulation. Use single spacing.
"Entered and Verified in ESR"	For NAVPERS 1070/613 entries created manually, the rank or grade, title, date signed, and signature of the ESR verifying official must be entered, certifying the transaction has been entered in the ESR.
Name, Social Security Number (SSN), Branch, and Class	Enter the Service member's full name, SSN, and branch and class of Service.

b. Documenting Administrative Remarks Using the ESR to Create NAVPERS 1070/613:

(1) Data will be entered into the ESR following the procedures outlined in the Navy Standard Integrated Personnel System (NSIPS) ESR Quick Reference Guide for Personnel Specialists.

(2) In addition to the fields listed in subparagraph 2a, the following fields are required in the ESR:

Field	**Entry**
Permanent and Authority (if permanent)	Enter an "X" in the "permanent" box to identify the remarks that require permanent retention. If "permanent" is selected, enter the authority, regulation, or policy that requires the remark to be retained permanently (e.g., MILPERSMAN 1070-310, CNPC 301822Z DEC 10, etc.). See subparagraph 2c below for additional information. **Note:** Leave blank for temporary administrative remarks entries.
Removal Date	For "temporary" administrative remarks entries, this date is the date the document should be purged from the ESR (normally corresponds with transfer or expiration of active service).
Removal Reason	Select the reason the "temporary" administrative remarks entry will be purged from ESR.
Subject Code	Selecting a predefined subject code shortens the pick list of actual subjects.
Remarks	ESR allows you to make the administrative remarks entry or select a preformatted remark by selecting the "Select Remarks Template."
Approving Officer's Signature/Witness Signature	Enter the name and title of the person authorized to sign this entry and the date signed. This same information is required for a witness, if the remark requires a person to witness the Service member's signature.

Service Member’s Signature	If this entry requires the Service member to sign or acknowledge, the system automatically adds the Service member's name to printed documents when the date is selected in the "Service Member's Signature" block.
Acknowledgement	Enter any acknowledgement or statement the Service member is required to sign in this section.

c. Making Entries

(1) Temporary Administrative Remarks Entries. This designation is used for entries that only apply at the current command, acknowledgements that only apply to the current enlistment or reenlistment, or those that have a defined expiration date. Examples of these entries:

(a) Volunteered for special duty,

(b) Service member has read and understands regulations,

(c) Service member has attended or been briefed on Navy's policies (e.g., sexual harassment, security, hazing, indoctrination, liberty, etc.), and

(d) Other temporary entries routinely entered by a personnel office (e.g., basic allowance for housing, selective reenlistment bonus payments, special duty assignment pay, responsibilities while on limited duty, permanent change of station (PCS) screenings, etc.).

(2) Permanent Administrative Remarks Entries. This designation applies to entries authorized or mandated by regulation or correspondence from higher headquarters to be filed in the OMPF (older regulations may still use the term “permanent service record”). These entries include, but are not limited to, the following:

(a) Administrative remarks required by Navy Recruiting Command for new accessions,

(b) Entries required because of adverse performance evaluation reports, and for Service members that refuse to sign performance evaluation reports,

(c) Enlisted physical fitness assessment failures,

(d) Retain in Service,

(e) Performance or conduct deficiencies,

(f) Sea duty counter or credit, and

(g) Time-in-rate date change.

(3) All entries in the ESR must be verified by a personnel supervisor authorized in writing to sign service record documents.

(4) Entries requiring a Service member's signature must be dated and signed by the Service member. Should the Service member refuse, the commanding officer must document the refusal in writing. All signatures must be in black or blue-black ink.

3. **Disposition**

a. Temporary administrative remarks entries are retained in the ESR until purged from the system on the removal date that was entered at the time the entry was made. Paper copies maintained by the command will be destroyed after the Service member transfers or separates.

b. Permanent administrative remarks entries must be printed, signed, and submitted to Navy Personnel Command (NAVPERSCOM) Records Management Policy Branch (PERS-313) for filing in the OMPF at the time they are created.

(1) The supporting personnel office will submit documents to the OMPF using the e-submission application on BUPERS Online (BOL). The supporting personnel office will provide a copy to the Service member and maintain a copy on file until OMPF receipt and acceptance is verified.

(2) Electronically signed documents will not be accepted until the OMPF is capable of accepting them and specific approval has been provided regarding submission procedures.

4. **Corrections**

a. Unverified ESR transactions are considered “pending” and may be corrected or deleted by the servicing personnel office at any time prior to verification.

b. Temporary administrative remarks entries may be deleted or corrected by the servicing personnel office, if created in error or if it is readily apparent on the face of the document that a clerical error was made.

c. Permanent administrative remarks entries must not be corrected without approval from PERS-313 or the Board of Corrections for Naval Records (as applicable).

(1) For obvious clerical errors, create a new corrected remark in the ESR, with the words "CORRECTED COPY" typed at the end of the subject line. Save, print, and sign the corrected document, but do not verify the document in ESR. Submit the corrected copy along with a copy of the original to PERS-313 under cover letter explaining the error and requesting the original entry be replaced by the corrected entry. PERS-313 approval will be the authority for the NSIPS help desk to delete the original entry and to verify the corrected copy.

(2) If the change requested creates a retroactive entitlement to pay and allowances, is a material change, or involves a matter of opinion or judgement or the exercise of discretion, the Service member must submit the request to the Board for Correction of Naval Records per MILPERSMAN 1000-150.

MILPERSMAN 1070-330

NAVPERS 1070/615, RECORD OF DISCHARGE FROM THE U.S. NAVY RESERVE (INACTIVE)

Responsible Office	NAVPERSCOM (PERS-913)	Phone: DSN COM	882-4723 (901) 874-4723

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. NAVPERS 1070/615 Honorable Discharge from the U.S. Navy Reserve is prepared for the honorable discharge of an enlisted member on inactive duty by reason of expiration of enlistment or expiration of obligated service. NAVPERS 1070/615 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

b. Discharge of an enlisted member on inactive duty for any other reason is recorded on NAVPERS 1070/613 Administrative Remarks. NAVPERS 1070/613 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/ Pages/default.aspx.

2. **Distribution of NAVPERS 1070/615**. Distribute NAVPERS 1070/615 as follows:

a. Part 1 - Deliver or forward to the member.

b. Part 2 - File in the member's official military personnel file (OMPF).

c. Part 3 - Retain for recruiting or other local use.

3. **NAVPERS 1070/613 Entry**. NAVPERS 1070/613 entry must be made as follows:

(date): Discharged this date.

Reason for discharge: (e.g., misconduct due to drug abuse)

Characterization of service: (e.g., Under Other Than Honorable Conditions)

Reentry code: (e.g., RE-4)

Discharge authority: (i.e., MILPERSMAN _____ and BUPERS 111111ZFEB94)

Home address:

_____
Signature of person with delegated
signature authority
By direction

4. **Where to File NAVPERS 1070/613**. File in the member's OMPF.

MILPERSMAN 1070-340

DD 214 Certificate of Release or Discharge From Active Duty

Responsible Office	NAVPERSCOM (PERS-312E)	Phone:	DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC askmncc@navy.mil https://my.navy/mil/

References	(a) BUPERSINST 1900.8E

1. **Policy**. The DD 214 Certificate of Release or Discharge From Active Duty is prescribed by Department of Defense for use by all Military Services. DD 214 is a brief, clear-cut record of a period or term of active military service which provides:

a. Military Services with information necessary for administrative processing and for enlistment or reenlistment determination.

b. the Service member with a brief record of active service.

c. appropriate governmental agencies with an authoritative source of information which they require in the administration of Federal and State laws.

2. **Preparation and Distribution**. DD 214 will be prepared and distributed per this manual and reference (a).

MILPERSMAN 1070-360

NAVPERS 1070/887 SEX OFFENSE ACCOUNTABILITY RECORD

Responsible Office	OPNAV (N172) Sexual Assault Prevention and Response	Phone: DSN COM FAX	664-6989 (703) 604-6989 (703) 604-3469

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Public Law 113-66, National Defense Authorization Act Fiscal Year 2014, §1745 (b) 10 U.S.C. Chapter 47, Uniform Code of Military Justice (UCMJ) (c) Department Of Defense Instruction 6495.02, Sexual Assault Prevention and Response (SAPR) Program Procedures (d) OPNAVINST 1752.1C (e) OPNAVINST F3100.6J, Special Incident Reporting (OPREP-3 Pinnacle, OPREP-3 Navy Blue, and OPREP-3 Navy Unit SITREP) Procedures

1. **Purpose**

a. NAVPERS 1070/887 Sex Offense Accountability Record is a form to be used to document sex-related offenses in a Service member's official military personnel file (OMPF) per reference (a). The purpose of including disposition information in the OMPF is to alert commanders, commanding officers (COs), and officers in charge (OICs) of members in their command who received a court-martial conviction or nonjudicial punishment (NJP) for these offenses to reduce the likelihood that repeat offenses will escape the notice of commanders, COs, and OICs.

b. Sex-related offenses include reference (b), articles 120 (rape, sexual assault, aggravated sexual contact, and abusive sexual contact), 120a (stalking), 120b (rape of a child, sexual assault of a child, and sexual abuse of a child), 120c (indecent

viewing, visual recording/broadcasting, forcible pandering and indecent exposure), 125 (forcible sodomy and bestiality), and 80 (attempt to commit one of the offenses listed above).

2. **Procedures**

a. NAVPERS 1070/887 will be used to annotate the OMPF of any Service member who is convicted at court-martial or awarded NJP for sex-related offense(s), as listed in paragraph 1b above, regardless of recommendation for retention or separation from naval service.

b. The NAVPERS 1070/887 will be submitted within 5 business days of

(1) action being determined/adjudication of NJP, or when the appeal process has been completed; or

(2) adjudication of court-martial. Commands will use the e-Submission (e-Sub) application on BUPERS Online (BOL) for form submission. Commands without e-sub access will mail NAVPERS 1070/887 to:

Navy Personnel Command PERS-313 5720 Integrity Drive Millington, TN 38055-3130

c. NAVPERS 1070/887 will be uploaded to the Service member's OMPF and assigned field code 91 (FC 91). Once the OMPF is updated, the NAVPERS 1070/887 will be available for commanders, COs, and OICs to review using the OMPF command view application on BOL.

d. Commanders, COs, and OICs are required to review all documents in FC 91 for all newly reporting personnel within 30 days of reporting onboard. In order to identify these documents in a member's record, the OMPF can be sorted by NAVPERS 1070/887 or by FC 91. Commanders, COs, and OICs may delegate the record review to trusted agents (i.e., executive officer, administrative officer, administrative clerks); however, it is recommended that the number of trusted agents be kept to a minimum considering the sensitive nature of the subject.

e. NAVPERS 1070/887 requirements do not supersede any requirements for reporting or processing NJP or court-martial actions, or requirements for reporting incidents of sexual assault stipulated in references (c) through (e).

f. NAVPERS 1070/887 is a fillable form and available online at the following Web address located on the Navy Personnel Command Web site: www.public.navy.mil/bupers-npc/reference/forms/Pages/default.aspx.

3. **Record Corrections**

a. An official document submitted to NAVPERSCOM for filing in the OMPF becomes the property of the Department of Navy. Documents filed in the OMPF may not be removed or changed, except as listed below.

(1) Request for correction of obvious clerical errors must be submitted to Navy Personnel Command (NAVPERSCOM), Records Policy Management Branch (PERS-313). A detailed summary of the requested correction and justification for the correction, to include all supporting documents to substantiate the request, is required. Obvious clerical errors are those that are readily apparent on the face of the document to include, but not limited to, misspelled name, incorrect social security number, or a document misfiled to a member's record.

(2) When a court-martial conviction is overturned as a result of the appeal process or NJP is set aside per reference (f), a member's CO must submit a letter to NAVPERSCOM, Personnel Information Management Department (PERS-3) with the supporting documents (i.e., Memorandum for Appealing Authority) requesting the removal of the NAVPERS 1070/887 from the member's record.

(3) All other requests for correction or removal of documents should be submitted to the Board for Correction of Naval Records per MILPERSMAN 1000-150.

b. A document may be amended or supplemented by correspondence forwarded via official channels.

MILPERSMAN 1080-010

NAVPERS 18068F, MANUAL OF NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL STANDARDS

Responsible Office	NAVMAC (Code 10)	Phone: DSN COM FAX	882-6220 (901) 874-6220 882-6475

References	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupations Standards, Volume 1, Navy Enlisted Occupational Standards (b) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupations Standards, Volume II, Navy Enlisted Classifications (NECs)

1. **Contents - Volume I**

a. Reference (a) contains the occupational standards which express the Navy's requirements for enlisted skills as determined by manpower management. They form the basis upon which personnel are trained, advanced, and distributed. Thus, these requirements are a fundamental underpinning of the Navy Enlisted Occupational Classification System (NEOCS). These requirements are categorized as follows:

(1) **Naval Standards** - express the minimum skills required of enlisted personnel which are not specifically rating-oriented. They include areas and subjects which personnel should have knowledge of, in addition to, required rating skills. They are universal to all rates and ratings except as noted.

(2) **Occupational Standards** - define the enlisted tasks required of specified occupational entities (rates and ratings). They are minimum standards which represent the lowest level of skill required to fulfill Navy needs at a given level of responsibility.

b. Reference (a) also provides

- special physical requirements for specified ratings;
- the normal path of progression to Warrant Officer (WO) and Limited Duty Officer (LDO), and to Senior Chief Petty Officer (SCPO) and Master Chief Petty Officer (MCPO);
- performance test instructions;
- a description of the Navy Occupational Classification System;
- a list of the Primary and Technical Advisors for each rating; and
- guidance for proposing changes to the Navy Enlisted Rating Structure and the Occupational Standards.

2. **Contents - Volume II**. Reference (b) contains each authorized Navy Enlisted Classification (NEC) code. The NEC structure supplements the enlisted rating structure by identifying a non-rating-wide skill, knowledge, aptitude, qualification that must be documented to identify both people and billets for management purposes. Navy Personnel Command (NAVPERSCOM) formulates and implements the NEC Coding System and controls the use of NECs in identifying personnel and billets, and in distribution and detailing.

MILPERSMAN 1080-020

NAVPERS 15839I, MANUAL OF NAVY OFFICER MANPOWER AND PERSONNEL CLASSIFICATIONS

Responsible Office	NAVMAC (Code 10)	Phone:	DSN COM FAX	882-6220 (901) 874-6220 882-6475

Reference	(a) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures, Volume II, The Officer Data Card

1. **Definition**

a. Reference (a) provides a single source document which contains officer occupational classification codes, other structures, and abbreviations required for interpreting the coded entries in such personnel reports and manpower documents as the following:

- OPNAV 1000/2 (Rev. 9-82), Manpower Authorization
- Officer Distribution Control Report (ODCR)
- NMPC Report 4080-1020-3, Reserve Unit Assignment Document (RUAD)

b. Navy Personnel Command (NAVPERSCOM) maintains an automated record of essential information for each naval officer. This record constitutes a central data bank from which management extracts information for use in personnel procurement, training, distribution, planning, career management, and mobilization. Chief of Naval Operations (CNO) identifies qualitative requirements of billets in manpower authorizations by officer occupational classification codes and other codes. Secretary of Defense (SECDEF) utilizes these officer occupational classification codes for manpower management and policy studies and for relating manpower resources in the Armed Forces.

MILPERSMAN 1100-011

FIRST ENLISTMENTS AND THE MILITARY SERVICE OBLIGATION

Responsible Office	OPNAV (N131) Officer Policy	Phone: DSN COM FAX	664-5037 (703) 604-5037 604-3716
	OPNAV (N132) Enlisted Policy	Phone: DSN COM FAX	664-5089 (703) 604-5089 604-3716

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) DoD Instruction 1304.25 of 31 Oct 2013 Fulfilling the Military Service Obligation (MSO) (c) SECNAVINST 1920.6C

1. **Authority**

a. Chief of Naval Personnel (CHNAVPERS) issues instructions to the Navy Recruiting Command that set forth the terms of enlistment in the Active Component (AC) and Reserve Component (RC) for which applicants are to be accepted, the rates and ratings in which first enlistments may be made, and other specific qualifications applicable to first enlistments.

b. Assistant Commander, Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9) must maintain adequate and current information on Service members of the Individual Ready Reserve active status pool who have a remaining obligation, including accurate mailing addresses, military qualifications, physical qualifications, and such other information as deemed appropriate under section 10204 of reference (a). Per section 10205 of reference (a), each Service member of the Ready Reserve must notify NAVPERSCOM (PERS-9) of any change of address, military qualifications,

physical qualifications, and such other information deemed appropriate under section 10204 of reference (a).

2. **Enlistment Location**

a. Unless modified by other instructions for CHNAVPERS, first enlistments in the AC or RC are authorized to be made only by Navy Recruiting Command.

b. Commands and activities involved in accession of individuals into the Navy must ensure individuals understand their military service obligation (MSO) per references (a) and (b).

3. **Enlisted Age Requirements**

a. The minimum age at which men and women are accepted for enlistment in the Navy (AC and RC) is 17 years with written parental consent or 18 years without parental consent. The maximum age for enlistment in the Navy (AC and RC) is 39 years. AC accessions must report to recruit training prior to their 40th birthday; RC accessions must be gained and or report to recruit training prior to age 40.

b. The maximum computed age for enlistment of individuals with prior service is less than 40 years old. For RC, determine by subtracting the Service member's prior years of qualifying service for retirement purposes from his or her calendar age.

c. All enlisted Service members (AC and RC) must be able to complete 20 years of qualifying service for retirement by their 60th birthday.

4. **MSO**. Per section 651 of reference (a), MSO is the total required service that each person, who initially becomes a Service member of a Military Service, must serve in a Military Service for a total initial period of not less than 6 years nor more than 8 years, unless discharged under regulations prescribed by the Secretary of Defense or (for Navy personnel) the Secretary of the Navy (SECNAV).

a. Personnel incur an MSO upon initial entry into the AC or RC of any of the Armed Forces. Service performed on active duty, inactive duty, or a combination of both is used to satisfy this obligation.

b. The MSO for any person whose initial entry into a Military Service is on or after 1 June 1984 must be for a period of 8 years from the date of enlistment, appointment, or (when authorized by law) induction. Any portion of the MSO that is not active duty or active duty for training must be performed in a RC as defined per sections 10101, 10142, 10143, 10145, and 10146 of reference (a). Any combination of active duty for RC as prescribed in the applicable Department of Defense and or Navy regulation may be used to fulfill the MSO.

5. **Procedures for Discharge or Separation**. The MSO is considered terminated when a Service member is discharged, except when the discharge or other type of separation is for the purpose of immediate entry or reentry in the same or any other component of the Military Services, or for the purpose of entering into an officer training program in which the person remains a Service member of a Military Service. Service performed before and after such a discharge or other type of separation must be counted toward fulfillment of such obligation.

6. **Procedures for Discharge Prior to Completion of MSO**. Generally, discharge of a Service member prior to fulfilling an MSO must be permitted only when it has been determined that the Service member has no potential for service as prescribed in section 12301 of reference (a).

7. **Delayed Entry**. Service members in a Delayed Entry Program (DEP) incur an MSO. The period served in such status counts towards fulfillment of the MSO. DEP is an enlistment in which a Service member's entry on active duty or initial active duty for training is postponed under regulations prescribed by SECNAV.

a. Persons who enlist in the Ready Reserve under section 12103 of reference (a) for the express purpose of agreeing to a subsequent enlistment in an Active Component of the Military Services are in the AC DEP. DEP Service members who fail to enlist in an AC of the Armed Forces may be ordered to involuntary initial active duty for training and to complete the remainder of the MSO in an RC.

b. Clarification of the relationship of DEP, MSO, and the pay entry base date (PEBD) for Service members sworn in **on or after 1 January 1985** is that DEP applies only towards completion of the MSO, but does not apply to the PEBD.

c. Service members who enlisted in the Ready Reserve under section 12103 of reference (a) for service in an RC, and whose initial active duty for training or active duty is delayed are in the RC Delayed Entry into Training (DET). DET Service members who fail to report for initial active duty for training or active duty may be ordered to involuntary initial active duty for training or to active duty to complete the remainder of the MSO in an RC.

d. DEP and DET Service members may also be discharged for any of the reasons specified in the discharge regulations. Individuals discharged from the DEP or DET will not be credited for service in fulfillment of the MSO incurred, and any future enlistment or appointment of such persons must be treated as an original entry into Military Service.

8. **Discharge for Underage Entry**. A Service member whose enlistment or appointment is declared void because the Service member is underage and who is released as the result of such action may not be considered to have acquired an MSO; however, service rendered under a void underage enlistment, when characterized as "honorable," must be creditable toward fulfilling any subsequent MSO acquired by the Service member. Such credit would not alter the terms of any subsequent enlistment for specific periods of AC or RC service. If such service was performed only in a delayed entry status, it will not be credited to fulfillment of the MSO.

9. **Discharge for Clergy Service Members**. Upon written application and as per guidance set forth in MILPERSMAN 1910-118, Service members may be discharged from an RC of a Military Service after becoming members of the clergy and satisfactorily establishing that

a. their ministry is their main and primary vocation.

b. their religion faith group is organized exclusively or substantially for religious purposes.

c. their standing in the faith group is recognized as that of a minister or leader.

d. they are certified by an appropriate official of the faith group to be a fully qualified member of the clergy in good standing.

10. **Service Academy and Reserve Officer Training Corps (ROTC).** An enlisted Service member who accepts appointment to a Service Academy as a cadet or midshipman under sections 403, 603, or 903 of reference (a) or as an ROTC cadet or midshipman under section 2107 of reference (a) retains enlisted status despite appointment. If an appointment is terminated before graduation or if a cadet or midshipman refuses to accept a commission offered following graduation, the period of concurrent enlisted service must be counted toward fulfillment of the MSO, resulting from the enlistment being served at the time of the appointment. Credit described above does not alter the authority for ordering disenrolled cadets or midshipman to active duty.

11. **Credit for Direct Appointments as a Cadet or Midshipman**. Enlisted service performed concurrently while serving as a cadet or midshipman does not count toward fulfillment of the MSO incurred as a result of commissioning.

12. **Unsatisfactory Participation in the Ready Reserve**. A person who incurs an MSO and who subsequently fails to perform satisfactorily during any required Reserve training may not be discharged, except as outlined in paragraph 6 "Procedures for Discharge Prior to Completion of MSO," above.

13. **Interservice and Intercomponent Transfers**. Transfer of Service members who have a remaining MSO between Military Services or components of a Military Service must be accomplished under MILPERSMAN 1910-102 for enlisted personnel and reference (c) for officers. Obligated military service performed before and after an authorized transfer must be counted toward fulfillment of the MSO.

14. **Induction**. In time of war, national emergency, or when otherwise authorized by law, a person who is inducted under reference (a) and who completes the required period of active training and service must continue to hold their appointment or enlistment contract to serve in the Navy Reserve and must be required to fulfill the term of obligation, unless discharged by SECNAV.

MILPERSMAN 1100-020

APPOINTMENT IN THE NURSE CORPS OF THE NAVY ON ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-4415)	Phone: DSN COM FAX	882-2818 (901) 874-2818 882-2682

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1120.7 (b) NAVMED P-117, Manual of the Medical Department (MANMED), Chapter 15

1. **Eligibility**. Eligibility criteria for appointment of officer and enlisted members in the Nurse Corps, United States (U.S.) Navy on active duty are set forth in detail in reference (a). General criteria include the following:

a. Citizen of the U.S.

b. Physically qualified per reference (b).

c. Able to complete 20 years of active service prior to reaching age 62.

2. **Professional Requirements**. Minimum professional requirements for appointments are as follows:

a. Graduate of a nursing education program that conferred a baccalaureate or an advanced degree in nursing. Program must have been accredited by the National League for Nursing Accrediting Commission (NLNAC) or Collegiate Commission on Nursing Education (CCNE) at the time of graduation.

b. Licensed and in good standing as a registered professional nurse in a state, territory, or commonwealth of the U.S., or the District of Columbia (DC), based upon a licensing examination provided by the National Council of State Boards of Nursing and administered by one of its member boards of nursing.

3. **Application**. Applications must contain the following:

Item	Documentation
a.	DD 2808 (10-05), Report of Medical Examination.
b.	DD 2807/1 (3-07), Report of Medical History.
c.	Educational transcripts. Must be sent with seal from each institution attended with evidence of degree awarded.
d.	Evidence of licensure as a registered professional nurse.
e.	Verification of licensure from each State Board of Nursing which the applicant is, or has been, licensed as a registered professional nurse within the last 10 years.
f.	Statement of understanding that Nurse Corps officers must maintain licensure as a registered professional nurse. Failure to maintain a license may result in separation for cause under the guidance of reference (a). The expense of obtaining and maintaining a license to practice as a professional registered nurse is the responsibility of the individual.
g.	NAVCRUIT 1131/1 (Rev. 11-06), Application for Commission in the U.S. Navy/U.S. Navy Reserve.
h.	SF 86 (Rev. 9-95), Questionnaire for National Security Positions.
i.	FD 258 (Rev. 12-82), Fingerprint Card.
j.	NAVCRUIT 1100/13 (Rev. 3-81), Interviewer's Appraisal Sheet by two officers in the grade of lieutenant or above, with one being a Nurse Corps officer.
k.	Supporting documents or letters of recommendations from • college or nursing instructor or professor, and • from supervisor of nursing related work experience if within the past 5 years.
l.	Officer applicants must include a letter or statement resigning their current commission contingent upon appointment in the Nurse Corps, U.S. Navy Reserve.

4. **Application Address**. Commanding officers (COs) forward completed applications with an endorsement with brief specific reasons for recommendation to:

Commander, Navy Recruiting Command (N3)

5. **Terms and Obligation**

a. Applicants selected shall be tendered an original appointment in the grade of ensign, lieutenant (junior grade), or lieutenant depending upon the years of education and professional experience specified in reference (a) and ordered to active duty as a Nurse Corps officer.

b. Total obligation is 8 years, 3 of which must be active duty. Time not spent on active duty will be spent in the Inactive Reserve.

MILPERSMAN 1100-030

PROCEDURES FOR EFFECTING APPOINTMENTS AND DELIVERING ORIGINAL COMMISSIONS

Responsible Office	NAVCRUITCOM (N31)	Phone: DSN COM FAX	226-4085 (703) 696-4085 226-6938

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

1. **Introduction**. Commanding officers (CO), officers in charge, and other designated "appointing officers" will be governed by the policies and procedures of this article and MILPERSMAN 1070-030 when delivering original appointments (permanent or temporary) in the U.S. Navy (USN) or U.S. Navy Reserve (USNR).

2. **Restrictions on the Appointment Documents**

a. The official administering the oath of office must ensure all restrictions appended to the appointment documents are met prior to the time a candidate is administered the oath of office. If there are any questions regarding the restrictions involved, the administration of the oath will be delayed until all questions have been resolved.

b. Alterations of names, designators, grades, or dates of rank will not be made on appointment papers before or after execution. If there is an error with the name, designator, grade or date of rank on the NAVPERS 1000/4 Officer Appointment Acceptance and Oath of Office, the appointment will not be tendered or executed. Pen and ink changes of birth dates and Social Security numbers may be made upon receipt of authority from Commander, Navy Recruiting Command (COMNAVCRUITCOM). Appointment papers will be reissued by Navy Recruiting Command (NAVCRUITCOM) Officer Programs Division (N31) upon notification of an error.

3. **Appointees on Active Duty Concurrently with Appointment**

a. Appointees who are on an active duty status or are issued orders to active duty concurrently with appointment must be reexamined by a naval medical officer if:

(1) More than 18 months have elapsed since the examination given at the time of application for appointment to commissioned grade;

(2) The appointee's physical condition appears to have changed significantly since the examination given at the time of application for appointment, or information is available to indicate that such a change might have occurred; or

(3) The appointee states that their physical condition has changed significantly since the examination.

b. When such a reexamination is conducted for conditions of subparagraphs 3a(1) through 3a(3), the following documentation will be forwarded to Chief, Bureau of Medicine and Surgery (BUMED). Appointees who remain on active duty are not required to be reexamined prior to issuance of appointment, unless one of the conditions described in subparagraphs 3a(1) through 3a(3) exists.

(1) DD 2808 Report of Medical Examination; and

(2) DD 2807-1 Report of Medical History

4. **Restrictions on Delivery of Original Commissions**. Original commissions will not be delivered if:

a. The appointee is under disciplinary action or awaiting such action;

b. The appointee is:

(1) on the sick list,

(2) on sick leave,

(3) assigned limited duty (LIMDU) following the approved recommendation of a board of medical survey, or

(4) awaiting action upon a report of a board of medical survey or physical evaluation board; or

c. The appointee's physical condition, upon reexamination, has materially deteriorated since he or she was examined for appointment. In questionable cases where a definite finding may not be made at the time of physical examination, the report of the naval medical officer should be sent to Chief, BUMED. In such cases, the appointment will be withheld pending receipt of further instructions from COMNAVCRUITCOM.

5. **Withholding of Appointment for Other Reasons**

a. If the appointment is withheld for any reason other than those enumerated in paragraph 4, NAVCRUITCOM N31 must be advised immediately. Justification for such action should be submitted at that time.

b. The appointment will be retained pending further instructions from Commander, Navy Personnel Command (COMNAVPERSCOM)or COMNAVCRUITCOM.

6. **Acceptance of Appointment**

a. An appointee who is found physically qualified must execute the acceptance and oath of office for appointment. Unless otherwise stated, the appointment is effective from the date of acceptance.

b. The commission, which is enclosed with the appointing documents, is evidence of the appointment.

(1) Present commissions of Navy Reserve and temporary commissioned Navy officers, as well as appointments as warrant officers, will be considered as terminated on the date preceding the acceptance of permanent appointment into the Navy.

(2) For other than appointees noted in subparagraph 6b(3), COs will report to COMNAVCRUITCOM the circumstances and name of any appointee under their command whose appointment is not effected.

(3) Any appointee who does not desire to accept the appointment tendered must submit a statement to that effect to COMNAVCRUITCOM, via their CO, including return of the NAVPERS 1000/4 signed by the appointee as not accepted.

7. **Discharge from Enlisted Status**

a. Appointees serving in an enlisted status and appointees serving in a temporary commissioned or warrant grade, whose permanent status is enlisted, will be honorably discharged from their enlisted status by reason of selected changes in service obligation to accept permanent appointment to officer grade per MILPERSMAN 1910-102. The appointing officer will effect such discharges for selected changes in service obligation as of the day immediately preceding the date of acceptance of the permanent appointment as appropriate.

b. If the appointing officer is not the custodian of the electronic service record, he or she will notify the service record custodian regarding the type of appointment accepted and the date it was accepted, requesting that the member's enlisted status be terminated as of the day immediately preceding the date of acceptance of the permanent appointment.

c. DD 214 Certificate of Uniformed Service will be prepared, and the electronic service record closed for members discharged while on an active duty status. NAVPERS 1070/615 Honorable Discharge from the United States Navy Reserve will be prepared and issued, and the electronic service record closed for members discharged while on inactive duty status.

8. **Receipt of Orders**. Upon acceptance of appointment each officer on active duty will report to their CO for duty until such time as orders are received from NAVPERSCOM. If present orders are to duty in a flying status involving operational or training flights, such orders are automatically continued except in the case of warrant officers. Officers on active duty will receive further orders from NAVPERSCOM.

9. **Mileage/Travel Allowances**. Upon acceptance of appointment, members on active duty do not accrue entitlement to mileage allowance or any other travel allowance by reason of termination of their former officer or enlisted status.

MILPERSMAN 1100-050

ELIGIBILITY REQUIREMENTS FOR MEMBERSHIP IN THE READY RESERVE

Responsible Office	NAVPERSCOM (PERS-491)	Phone: DSN COM FAX	882-4482 (901) 874-4482 882-2753

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1001.39E

1. **Policy**. Eligibility requirements are defined in chapter 1 of reference (a).

MILPERSMAN 1100-060

SUBMISSION OF APPLICATION FOR VOLUNTARY TERMINATION OF TEMPORARY APPOINTMENT AND REVERSION OF LIMITED DUTY OFFICERS (LDOs)

Responsible Office	NAVPERSCOM (PERS-4822)	Phone: DSN COM FAX	882-4206 (901) 874-4206 882-2622

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 5596 (b) 10 U.S.C. 6330 (c) OPNAVINST 1420.1B

1. **Request Procedures**. An officer appointed for temporary service under reference (a), whose permanent status is **chief warrant officer (CWO) or enlisted** may request voluntary termination of their temporary officer appointment and reversion to their permanent grade. Requests for reversion are submitted to Navy Personnel Command (NAVPERSCOM), Officer Retirement Section (PERS-4822) via their commanding officer (CO) (or immediate superior in command (ISIC) as appropriate), and will normally receive favorable consideration provided the obligated service (OBLISERV) requirements described below have been fulfilled.

2. **Guidelines for Submission**. Applications for reversion may be submitted under the following guidelines:

a. If the requested reversion date coincides with the projected rotation date (PRD), then submit the request in time to reach NAVPERSCOM (PERS-4822) **6 to 9 months in advance** of the desired reversion date.

b. If the requested reversion date does not coincide with the PRD, then the request should reach (PERS-4822) **9 to 12 months in advance** to allow ample time to identify a relief.

c. COs may favorably endorse a reversion for **less than 6 months advance** notice if they are willing to accept a gap in the billet. The command endorsement should also indicate if a relief is required.

d. If the request is for reversion to the member's permanent CWO grade and the member will remain on active duty at the same command, then the request should reach NAVPERSCOM (PERS-4822) a **minimum of 3 months in advance**.

e. If the request is for reversion to the member's permanent enlisted grade and transfer to the Fleet Reserve, or discharge, then the requested **reversion date should reflect the first of the month** and **Fleet Reserve or discharge the end of the same month** (i.e., reversion 1 Aug and Fleet Reserve 31 Aug). This will allow time for the officer personnel and pay accounts to be closed out, create enlisted accounts, and affect the discharge or Fleet Reserve.

f. Unless in response to service needs, or Commander, Navy Personnel Command (COMNAVPERSCOM) directs otherwise, requests for reversion may be disapproved if an officer is notified by any means (E-mail, message, telephone, or personal visit) that permanent change of station (PCS) orders will be issued, and the officer is **within 6 months** of the normal PRD.

g. Requests for reasons of hardship will be considered from members who do not meet the criteria described in para. 7; however, documentation for the basis of the hardship must be provided.

3. **Sample Formats**

a. **Sample Format for Reversion and Transfer to the Fleet Reserve (use proper letter format)**:

From: RANK FIRST MI. LAST NAME, USN, SSN/DESIG
To: Commander, Navy Personnel Command (PERS-4822)
Via: Commanding Officer, (Member's Command)

Subj: REQUEST TO REVERT TO PERMANENT ENLISTED GRADE AND TRANSFER TO FLEET RESERVE

Ref: (a) MILPERSMAN 1100-060, 1830-040
(b) SECNAVINST 1920.6C
(c) BUPERSINST 1430.16E, Section 723
(d) 10 U.S.C. 5596

1. Per references (a) through (d), I hereby request to revert to my permanent enlisted status of _____ effective DD/MM/YR and transfer to the Fleet Reserve effective DD/MM/YR (members must revert on the first of the month and transfer to the Fleet Reserve the last day of the same month). I certify that my permanent enlisted time in rate date is _____.

2. (If applicable) I request a _____ month Time-in-Grade waiver. (This is required if your Time-in-Rrate is less than 24 months). (Provide NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, for enlisted promotion.)

3. Point of contact information (your E-Mail address and telephone number).

FI. MI. LAST NAME

b. **Sample Format for Reversion to CWO and Remain on Active Duty (use proper letter format)**:

From: RANK FIRST MI. LAST NAME, USN, SSN/DESIG
To: Commander, Navy Personnel Command (PERS-4822)
Via: Commanding Officer, (Member's Command)

Subj: REQUEST TO REVERT TO PERMANENT CHIEF WARRANT OFFICER GRADE AND CONTINUE ON ACTIVE DUTY

Ref: (a) MILPERSMAN 1100-060
(b) SECNAVINST 1920.6C
(c) 10 U.S.C. 5596

1. Per references (a) through (c), I hereby request to revert to my permanent chief warrant officer grade of _____ effective DD/MM/YR and continue on active duty. I certify that my permanent CWO_ appointment date is _____.

2. Point of contact information (your E-Mail address and telephone number).

FI. MI. LAST NAME

4. **Requests for Termination of Temporary Appointment, Reversion to Permanent CWO Grade, and Retention on Active Duty**. Temporary LDOs whose permanent status is CWO may request termination of temporary appointment and retention on active duty in their CWO status. Upon approval of the member's request by COMNAVPERSCOM, an administrative reversion letter will be issued by NAVPERSCOM (PERS-4822). The member should provide a copy to the supporting Personnel Support Activity Detachment (PERSUPP DET) to complete

DD 1173, Uniformed Services Identification and Privilege Card; and
DD 214, Certificate of Release or Discharge from Active Duty.

Adjustment to Officer Master Files, Promotion History Files, and pay record will be coordinated by NAVPERSCOM (PERS-4822) and NAVPERSCOM, Officer Career Progression Branch (PERS-480).

5. **Requests for Termination of Temporary Appointment, Reversion to Permanent Enlisted Status, and Transfer to Fleet Reserve**. Provided the member has completed **20 or more years of active service** per reference (b), temporary officers whose permanent status is enlisted may request reversion and transfer to Fleet Reserve. Upon approval of the member's request by COMNAVPERSCOM, reversion orders will be issued by NAVPERSCOM (PERS-4822) and include the date and paygrade authorized for transfer to the Fleet Reserve.

6. **Requests for Termination of Temporary Appointment and Discharge**. Temporary officers whose permanent status is enlisted may request termination of their temporary appointment and discharge by reason of expiration of enlistment. Upon approval of the member's request by COMNAVPERSCOM, reversion orders will be issued by NAVPERSCOM (PERS-4822). Separation will be effected in member's permanent enlisted grade, as described in MILPERSMAN 1910-104.

7. **Obligated Service Requirements**. A temporary officer shall satisfy the following requirements:

a. Retainability requirements incurred as the result of a cost PCS move as described in MILPERSMAN 1301-108.

b. The initial agreement to remain on active duty for a period of **4 years** subsequent to acceptance of the temporary appointment as described in reference (c).

8. **Requesting Withdrawal or Cancellation**. A request for withdrawal or cancellation along with the command's endorsement may be submitted to NAVPERSCOM (PERS-4822) using the same chain of command as the original request for termination of temporary appointment. Provide justification for requesting cancellation or withdrawal. Each request will be considered on a case-by-case basis.

9. **Expungement**. An officer whose request for withdrawal of **request for termination of temporary appointment** has been approved by COMNAVPERSCOM, may, upon written request to NAVPERSCOM (PERS-4822), have termination of temporary appointment related material expunged from their record. Fitness reports will not be expunged.

MILPERSMAN 1131-040

APPOINTMENT OF OFFICERS IN THE NAVY RESERVE, PRIOR SERVICE

Responsible Office	PERS-911	Phone: COM DSN	(901) 874-4753 882-4753

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal	1-833-330-MNCC(6622) askmncc.fct@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) DoD Instruction 1300.04 of 25 July 2017 (c) DoD Instruction 1310.02 of 26 March 2015 (d) SECNAVINST 1920.6D (e) NAVMED P-177, Manual of the Medical Department (f) SECNAVINST 1000.7G

1. **Policy**. This article provides guidance for Active Component (AC) to Reserve Component (RC)(AC2RC) and current or former officers seeking appointment or reappointment into the Navy Reserve. AC2RC, former officers, inter-Service transfers (IST), and other Service veterans (OSVET) who are considered qualified by Commander, Navy Personnel Command (COMNAVPERSCOM) may be appointed in the Navy Reserve as specified below.

2. **AC Officers Being Processed for Honorable Separation**

a. AC officers who request separation from the Navy and have satisfied their military service obligation (MSO) may request appointment in the Navy Reserve before separation. AC officers who submit a voluntary resignation and who have not satisfied their MSO will be automatically considered for appointment into the Navy Reserve. Per reference (a), chapter 1005, and references (b) and (c), signature of acceptance of a new Reserve oath is not a requirement, and officers will be placed into the Selected Reserve or Individual Ready Reserve, as appropriate, to complete their MSO.

b. All officers with approved resignations will be screened by NAVPERSCOM Post Selection Board Matters Branch (PERS-833) for adverse or reportable information prior to scrolling from the active duty list (ADL) to the Reserve active status list (RASL). If any adverse or reportable information is found, an Adverse Information Report will be forwarded to NAVPERSCOM Reserve Processing and Affiliation Center (RPAC) by PERS-833 for further review. A panel of officers will review the record in its entirety and provide a recommendation to Chief of Navy Personnel for approval or disapproval for scrolling to the RASL.

c. If approved for scrolling to the RASL, the appointment will be forwarded to the member by RPAC and will be effected the day after separation.

d. The Navy Reserve appointment must be in the same grade, with the same date of rank, and normally in the same designator category as that held in the AC, unless redesignation into a different community is approved by a Probationary Officer Continuation and Redesignation (POCR) Board or another authorized redesignation process. Requests for lateral transfer or change of designator (COD) prior to separation from active duty must be submitted to the officer's transition assistant and the Officer's prospective Reserve officer community manager. Refer to MILPERSMAN 1212-010 for requirements.

3. **POCR Board**. A probationary officer with fewer than 6 years of active commissioned service and who was unable to complete initial training, obtain required qualifications for designator, or complete initial operational assignments may be referred to a POCR board.

a. The POCR Board will approve or disapprove Reserve affiliation in a different designator than that held in the AC.

b. Probationary officers who voluntarily attrite from an initial course of instruction or duty and indicate a desire for separation from Service should not be referred to a POCR board.

c. Additional information and current guidance on the POCR board process can be found by e-mailing the POCR administrative team at bupers-3_pocr.fct@navy.mil or visiting https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/POCR/.

4. **Attrition From an Active Status Due to Failure of Selection or Years of Service**. Applications for appointment or reappointment will not be accepted from officers who have been discharged per reference (d), enclosure (5), for failure of selection for promotion on the RASL per the attrition provisions of law.

5. **Former Officers Requesting Reappointment Within 3 Years**

a. Former AC and Navy Reserve officers who were honorably separated and did not retain an appointment may request a Navy Reserve appointment from NAVPERSCOM Reserve Officer Status Branch (PERS-911) within 3 years following the date of their separation.

b. The Navy Reserve appointment will generally be in the same grade and designator category as previously held. PERS-911 will adjust the officer's pay entry base date to account for the break in service. If the period of separation is in excess of 6 months, NAVPERSCOM Career Progression Officer Promotions Branch (PERS-806) will adjust the officer's date of rank.

c. Officers must request Navy Reserve appointment in writing. Applicants must submit a reappointment package to PERS-911 within the Web service application, Personalized Recruiting for Immediate and Delayed Enlistment Modernization II (PRIDE Mod II), via a Navy Reserve officer recruiter. Requests must be endorsed by the recruiter and must include the following information and documents:

(1) Name, designator at time of separation, address, and phone number;

(2) Statement of the reason for not requesting, receiving, or retaining a Navy Reserve commission at the time of separation;

(3) Declaration of intent to affiliate with the Selected Reserve upon reappointment;

(4) Copy of the officer's DD 214 Certificate of Release or Discharge from Active Duty;

(5) Copy of the officer's separation orders (if separated from active duty);

(6) Copy of an updated SF 86 Questionnaire for National Security Positions, if period of separation is more than a year; and

(7) Copy of DD 2807-1 Report of Medical History and DD 2808 Report of Medical Examination completed within 3 years of discharge per reference (e), chapter 15-22.

6. **Former Officers Requesting Reappointment After 3 Years**

a. After 3 years from the date of separation, former Navy Staff Corps officers who held designators 210X, 220X, 230X, 290X, and 410X must request appointment into the Navy Reserve via an authorized direct commissioning program. Applicants must meet all eligibility requirements of the direct commissioning program.

b. Former officers who held designators other than those listed in subparagraph 6a may request to be waived from the 3-year policy. Each case will be evaluated based on the officer's service record and needs of the Navy at the time of application. PERS-911 will convene a professional review panel for final approval or disapproval of all reappointment requests requiring a waiver.

c. Applicants must submit a waiver request, in writing, to PERS-911 via a Navy Reserve officer recruiter. All reappointment requests from former Navy officers separated more than 3 years must contain the same enclosures as those in subparagraphs 5c through 5c(7), and include a current dated and signed resume.

7. **Officer Inter-Service Transfers (IST)**. Per reference (f), qualified officers may be given the opportunity to apply for an IST without an interruption in their Service careers. Transfers will be approved only within the authorized strength limitations of the gaining Service. Both the gaining and losing Service must concur with the IST request. Additional guidance is provided in MILPERSMAN 1300-082.

a. Applicants must request a Navy Reserve appointment via a Reserve officer recruiter. IST packages will be forwarded to PERS-911 in PRIDE Mod II via a Navy Reserve officer recruiter.

b. The Navy Reserve appointment must be in the same grade, with the same date of rank, and normally in the same designator category as that held in their current Service.

c. PERS-806 will add transferring officers, already on a promotion list to the next higher grade of the losing Service, to the promotion list of the Navy RASL.

d. An officer must agree to serve at least 3 years of obligated service.

e. All officers of the other Uniformed Services are eligible to transfer to the Navy except those who:

(1) Have been deferred from promotion or have failed to select for promotion in their present grade,

(2) Are in competitive categories that do not comport to the Navy's authorized strength limitations,

(3) Have already applied for an IST within the last year, or

(4) Have been notified of mandatory retirement for any reason.

8. **Other Service Veteran Appointments (OSVET)**. Former qualified aviators from other Services who were not discharged due to attrition provisions of law, who have completed their MSO and no longer hold a commission, may apply for direct commission as a 13X5 designated officer. These officers must have been selected by a Navy pilot selection board for affiliation with a Reserve Force squadron. Applicants must submit an OSVET package to PERS-911 in PRIDE Mod II via a Navy Reserve officer recruiter.

MILPERSMAN 1131-050

MEDICAL ENLISTED COMMISSIONING PROGRAM

Responsible Office	NAVPERSCOM (PERS-4415)	Phone: DSN COM FAX	882-2818 (901) 874-2818 882-2682

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1420.1A (b) OPNAVINST 1120.7 (c) SECNAVINST 1920.6C

1. **Purpose**. The Medical Enlisted Commissioning Program (MECP) gives active duty enlisted personnel, including Full-Time Support (FTS), an opportunity to complete the requirements for a baccalaureate degree in nursing and earn a commission as a Nurse Corps officer.

2. **Applications**. Due annually by 1 October. Eligibility criteria and application procedures for MECP are found in reference (a).

3. **Pay**. MECP selectees will receive full pay and allowances for their enlisted paygrades and will be eligible for advancement while attending college on a full-time basis. Tuition, fees, books, and other expenses must be paid by the MECP candidate.

4. **Obligation**

a. Upon graduation, candidates will be commissioned as **Ensign**, **Nurse Corps**, **United States Navy** and incur a commissioned obligation of 8 years, 4 of which must be served on active duty.

b. Candidates will be commissioned upon completion of MECP and must successfully complete Officer Indoctrination School.

5. **License Requirements**

a. Nurse Corps officers must obtain and maintain a license to practice as a registered professional nurse from a state,

territory, or the District of Columbia based on a licensing examination provided by the National Council of State Boards of Nursing and administered by one of its member boards of nursing.

b. Obtaining and maintaining a license to practice is the responsibility of the officer. Officers failing to become licensed may be appointed in a different category to complete any incurred active duty obligation, or separated for cause under the guidance of references (b) and (c).

MILPERSMAN 1133-020

NAVY RESERVE ENLISTMENT PROGRAMS - POLICY

Responsible Office	BUPERS (352)	Phone: DSN COM	882-4511 (901) 874-4511

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C §12104 (b) COMNAVCRUITCOMINST 1130.8, Enlisted Recruiting Manual

1. **Enlistment Programs**. Reference (a) authorizes enlistment or transfer to a Reserve Component of the Armed Forces. The following programs are available for enlistment in or affiliation with the Navy Reserve:

a. **Selected Reserve (SELRES) - Drilling Reservists (with pay)**. SELRES is an enlistment program in the Navy Reserve for inactive duty. Options include:

(1) New Accession Training (NAT) Program is a recruiting program for non-prior service personnel. NAT Program personnel incur a military service obligation (MSO) of 8 years, with the first 6 years served in the SELRES (calculated from the date the member reports to Recruit Training Command);

(2) Career-Waypoints-Reenlistment (C-WAY-REEN) is a career management module within C-WAY that applies to all rated Active Component (AC) and full time support (FTS) Sailors E-3 through E-6 with 14 years or less of service at their expiration of active obligated service (EAOS) as extended, also identified as soft EAOS(SEAOS). For those Sailors in the SEAOS window who desire to apply to the SELRES, C-WAY-REEN use is required to compete for SELRES quotas, which will allow transition to the SELRES;

(3) Navy Veteran (NAVET) Program is for enlistment or affiliation in the same rating previously held;

(4) Other Service Veteran (OSVET) Program is for enlistment in a rating that is equivalent to the military occupational specialty (MOS), Air Force specialty code (AFSC), or Coast Guard rating; and

(5) Prior Service Reenlistment Eligibility - Reserve Program is for enlistment or affiliation of a NAVET which requires a change of rating or enlistment of an OSVET in a rating not equivalent to the previous MOS, AFSC, or Coast Guard rating.

b. **FTS** – formerly known as the Training and Administration of Reserves program, FTS is an enlistment program that provides active duty service in the Navy Reserve. The primary accession method is for current members (referred to as Prior Service) of the AC or SELRES to transition to FTS via C-WAY. Per reference (b), on a limited basis, non-prior Service members may be accessed by Navy Recruiting Command to FTS for a first term enlistment. Individuals accessed for a first term enlistment incur an active duty obligation and a total MSO of 8 years, as governed by reference (b). The active duty obligation may be 5 or 6 years, depending on the specific details under which the member enlists. Options include:

(1) Prior Service – members currently serving in the AC or SELRES.

(a) Transition to FTS from AC, via C-WAY-REEN.

(b) Transition (Indefinite recall) to FTS from SELRES or the Individual Ready Reserve (IRR) voluntary training unit (VTU) via Career Waypoints-Transition.

(2) Non-prior Service – limited opportunity for Navy Recruiting Command to recruit individuals for a first term enlistment into the Navy Reserve as an FTS Sailor.

2. **Eligibility Requirements**. Reference (b) contains specific eligibility requirements for non-prior Service personnel enlisting in the Navy Reserve. MILPERSMAN 1001-125 and MILPERSMAN 1001-145 contain specific eligibility requirements for transfer from the SELRES/IRR-VTU or AC to the IRR-Active Status Pool, Standby Reserve-Active, and Standby Reserve-Inactive. MILPERSMAN 1306-1501 and MILPERSMAN 1306-1502 contain specific eligibility requirements for prior service personnel directly transitioning to the SELRES or converting to FTS.

MILPERSMAN 1133-060

PRIOR SERVICE (PRISE) III PROGRAM

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-5089 (703) 604-5089 664-5943

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) COMNAVCRUITCOMINST 1130.8K (b) OPNAVINST 1160.9 (c) BUPERSINST 1430.16F

1. **Background**. The Prior Service (PRISE) III Program offers reenlistment opportunities and rating conversion to Navy veterans (NAVETs) who reenlist after a 24-hour break in service and who are not eligible to reenlist in their previously held ratings. All PRISE III NAVETs require Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32) approval via Navy Recruiting Command (NAVCRUITCOM), Policy and Programs (N32).

2. **Eligibility Requirements**. Specific PRISE III eligibility requirements are set forth below:

a. Have been discharged in an undesignated status or designated in a rating that BUPERS-32 has designated "Not Open" to NAVETs.

b. Have at least 12 consecutive weeks of prior Navy service (active duty or active duty for training), but no more than 6 years prior Navy service.

c. Meet the basic enlistment eligibility requirements outlined in reference (a), including broken service and time-in-service eligibility requirements for NAVETs.

d. Have been recommended for reenlistment on date of discharge.

e. Must be able to obligate service for the 4, 5, or 6-year program they are being guaranteed without exceeding high year tenure for the pay grade in which they are reenlisting. Commander, NAVCRUITCOM approval must be obtained for obligated service (OBLISERV) of less than 4 years.

f. Meet physical, moral, and mental requirements for a PRISE III-eligible rating as specified in reference (a). Current (less than 2 years old) Armed Forces Vocational Aptitude Battery (ASVAB) line scores must be used to determine rating eligibility.

3. **Reenlistment Provisions**

a. When approved for conversion via "A" school, applicants will be reenlisted in the U.S. Navy for a period of 4 years. For ratings requiring 5 or 6 years of OBLISERV, Sailors will then execute one or two 12-month extension(s) based on the length of required OBLISERV. One 24-month extension is not authorized.

(1) The maximum pay grade for accessions, via the PRISE III Program, is E-5.

(2) NAVETs reenlisting, via PRISE III, for one of the programs under the Navy Warrior Challenge must meet all eligibility criteria outlined in MILPERSMAN 1220-010 (Aviation Rescue Swimmer (AIRR)), 1220-100 Navy Diver (ND), 1220-200 Explosive Ordnance Disposal (EOD), 1220-300 (SEAL), and 1220-400 (SWCC). They will be ordered to Student Recruit Training Command, Great Lakes (NAVET/OSVET) (UIC 42125). The following permanent NAVPERS 1070/613 Administrative Remarks must be completed and submitted to Navy Personnel Command (NAVPERSCOM), Records Management Policy Branch (PERS-313) to be filed in the official military personnel file (OMPF):

"Member is being ordered to NAVET/OSVET Division, Recruit Training Command, Great Lakes for in-processing. Upon reporting to NAVET/OSVET Division, Great Lakes, staff will ensure required screening is completed. Members must then check-in with the dive motivator LCPO at Recruit Training Command and (if fit for full duty) will receive physical training until transferred to gaining command."

(3) The PRISE III Program is not a reenlistment incentive program. If guaranteed a PRISE III "A" school that is

selective reenlistment bonus-eligible, they must sign the following remarks on NAVPERS 1070/613, which must be submitted to NAVPERSCOM (PERS-313) to be filed in the OMPF:

"I understand I have been approved to enlist in the _____ rating for 4 years for the sole purpose of conversion to the _____ rating after "A" school. I understand the rating to which I am converting is listed on the current selective reenlistment bonus (SRB) award level NAVADMIN. I understand I may only be eligible for the SRB award level in effect, if any, on the date of my next reenlistment after "A" school. No guarantees of SRB eligibility or SRB payment have been offered to me as an enlistment guarantee."

b. If the member has never previously received an enlistment bonus (EB) from any service, they qualify for EB if otherwise eligible per reference (b). Payment of EB for enlistment executed under this article is not guaranteed.

4. **Failure to Complete Pipeline Training**

a. NAVETs enlisting under the PRISE III Program who fail to complete "A" School for any reason:

(1) Will be reclassified by BUPERS, Production Management Office (BUPERS-6) into another rating for which they are qualified and a vacancy exists.

(2) If the member does not qualify for reclassification into another rating, where a vacancy exists, the member will be separated per MILPERSMAN 1910-133 based on the needs of the Navy, as determined by BUPERS-6, in coordination with BUPERS-32.

(3) NAVETs enlisting under the PRISE III Program who successfully complete "A" school, and fail to complete "C" School for academic reasons will be transferred to the fleet as a rated Sailor based on their "A" school.

(4) NAVETs who fail to complete "A" or "C" School for disciplinary reasons may be discharged from naval service if administrative separation is warranted per MILPERSMAN 1910-125.

5. **Effective Rating Conversion**. Rating conversion will be effected upon satisfactory completion of Class "A" school or

basic A-1 phase (of those schools having advanced phases) as per reference (c)

6. **Adjudication Authority**. The table below summarizes adjudication authorities:

Overall Policy	Office of the Chief of Naval Operations (OPNAV), Military Personnel, Plans, and Policy, OPNAV (N13)
Approval authority for all PRISE III applicants	BUPERS-32 VIA NAVCRUITCOM
Recruiting issues and enlistment contracts	NAVCRUITCOM
Approval authority for disenrollment requests and reversion to permanent rating requests	BUPERS-32
"A" school seat quota management	BUPERS-6
Reenlistment and Extension Policy Execution	Navy Personnel Command (NAVPERSCOM), Career Progression Department (PERS-8)/NAVPERSCOM, Career Administration Division (PERS-81)

MILPERSMAN 1133-061

PRIOR SERVICE RE-ENLISTMENT ELIGIBILITY – RESERVE (PRISE-R) PROGRAM

Responsible Office	OPNAV (N13)	Phone: DSN COM	664-5025 (703)604-5025

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) COMNAVCRUITCOMINST 1130.8N (b) SECNAVINST 1770.5 (c) RESPERS M-1001.5, Navy Reserve Military Personnel Manual (d) BUPERSINST 1430.16G

1. **Purpose**. This article, along with references (a) through (d), provides policy and guidance for the management of the Prior Service Re-enlistment Eligibility – Reserve (PRISE-R) Program.

2. **Background**

a. The PRISE-R Program is a Reserve accession program that allows Navy veterans (NAVET) and other Service veterans (OSVET) to enlist and affiliate with the Selected Reserve (SELRES) into available ratings as set forth by Naval Education and Training Command (NETC) fiscal year (FY) recruiting goals, policies, training guidance, and revisions (as applicable). The PRISE-R Program includes both direct rating conversions and those ratings that require "A" school, "C" school, or both. Bureau of Naval Personnel (BUPERS) Reserve Enlisted Community Management Branch (BUPERS-352) administers PRISE-R availability based on community and rating health and coordinates PRISE-R "A" and "C" school training with NETC Supply Chain Operations Department (N3).

b. Individuals will affiliate with the Navy Reserve via Navy Recruiting Command (NAVCRUITCOM), in coordination with BUPERS-352, and counted against Reserve Component end-strength.

This program is funded under the Reserve Personnel, Navy appropriations.

3. **Definitions**

a. NAVET. Per reference (a), NAVETs are applicants whose last tour of active or Reserve duty was in the U.S. Navy or Navy Reserve have been discharged or released for more than 24 hours, and who completed a minimum of 12 consecutive weeks of active duty or active duty for training (ADT).

b. OSVET. Per reference (a), OSVETs are prior service veterans whose last tour of active or reserve duty was in a military branch of Service other than the U.S. Navy or Navy Reserve, and who completed a minimum of 12 weeks of active duty or ADT.

c. Entry Rating. For the purpose of this instruction, the entry rating is defined as the rating and rate the NAVET previously held at discharge, as reflected in Navy personnel systems. OSVETs do not have an entry rating so they will enter as non-rated seamen (SN), regardless of military occupational specialty.

d. Temporary Rating. For the purpose of this article, the temporary rating is defined as the rating to which the NAVET or OSVET is requesting to convert upon accession.

e. Permanent Rating. For the purpose of this article, the temporary rating becomes the permanent rating when the NAVET or OSVET successfully completes all requirements for conversion.

4. **Program Requirements**. Applicants must meet basic enlistment eligibility, rating-specific requirements, and program requirements listed in reference (a), which include the following:

a. Must be in pay grades E3 through E6 and within the following time in service (TIS) criteria as calculated from their adjusted pay entry base date (PEBD) upon enlistment:

Pay Grade	TIS from PEBD
E3	Fewer than 8 years
E4	Fewer than 14 years
E5 & E6	Fewer than 16 years

Note 1: Waivers for E1-E2 Service members and TIS can be approved on a case-by-case basis as determined by NAVCRUITCOM via the National Prior Service Enlisted Reserve Program Manager (PSER PM).

Note 2: Direct convert applicants who have greater than 30 months of TIS will be brought in with the pay grade of E4. Applicants who require schooling to make the rate official and have greater than 30 months TIS will advance to the E4 pay grade upon completion of conversion requirements.

b. Have no previous non-judicial punishment or convictions in civilian or military courts within the previous 24 months. Waivers can be approved on a case-by-case basis based upon the needs of the Navy, as determined by BUPERS-352 and coordinated with NAVCRUITCOM via the PSER PM.

c. NAVETs and OSVETs may apply for any temporary rating with an available PRISE-R affiliation quota as determined by BUPERS-352 and coordinated with NAVCRUITCOM via the PSER PM.

d. NAVETs or OSVETs who previously enlisted under PRISE-R and failed to make their temporary rating their permanent rating will only be considered on a case-by-case basis based upon the needs of the Navy, as determined by BUPERS-352.

e. NAVETs who did not serve a minimum of 24 months in their permanent rating will only be considered on a case-by-case basis based upon the needs of the Navy, as determined by BUPERS-352.

5. **Program Obligation**. Service members affiliating in-rate and those who are direct-converting to a different rate that does not require an "A" school, "C" school, or both must obligate in the SELRES (drill pay status) for a minimum of 3 years (or up to their high year tenure, if less) from the date of enlistment or affiliation, unless waived by BUPERS-352, based upon the needs of the Navy. Service members affiliating in a different rating that requires an "A" school, "C" school, or both must obligate in the SELRES for a minimum of 4 years. Conversion to another rating will only be considered after a PRISE-R Service member has served a minimum of 24 months in his or her permanent rating, but will be considered on a case-by-case basis based upon the needs of the Navy.

6. **Training Requirements**. PRISE-R Program requirements will be outlined on a NAVPERS 1070/613 Administrative Remarks per enlistment contract annexes provided by NAVCRUITCOM. These remarks will be signed as "permanent" entries and submitted to the Service member's servicing transaction service center (TSC) or personnel office for entry into the Navy Standard Integrated Personnel System (NSIPS) electronic service record (ESR). The servicing TSC or personnel office will electronically submit (E-Submission) the document into the Service member's official military personnel file (OMPF). The authority block on the NAVPERS 1070/613 must list the instruction that directs the entry **and** that the entry is filed in the Service member's permanent record.

a. Service School Requirements

(1) For ratings that require Service school training, PRISE-R accessions will receive ADT orders for either "A" school, "C" school, or both per contract annexes.

(2) Service members guaranteed an "A" school, "C" school, or both must report to the required school within 18 months from the date of affiliation. Coordination is required by the Service member, Navy Reserve activity (NRA), and Navy Reserve Forces Command (NAVRESFORCOM) Training Department (N7) to ensure sufficient "A" school, "C" school, or both seats are available to meet the demand and to ensure the Service member is actively pursuing PRISE-R Program requirements.

(3) For any changes to course convene dates within 18 months:

(a) In cases where the Service member is unable to attend the scheduled convene date, he or she must initiate a convene date change request per NAVRESFORCOM guidance.

(b) Changes to course convene dates may be requested by the Service member and submitted for approval to NAVRESFORCOM N7 on a case-by-case basis. NAVRESFORCOM N7 will ensure changes to course convene dates are closely coordinated with NETC N3 and BUPERS-352 (as necessary). The NRA must submit Service members' requests for changes no less than 30 calendar days prior to the course convene date. Requests made less than 30 calendar days will only be considered under extenuating circumstances.

(c) In cases where a scheduled convene date is changed, other than when requested by the Service member, the NRA will inform the Service member of the convene date change.

(4) "A" school, "C" school, or both extensions beyond 18 months

(a) An extension may be granted by NAVRESFORCOM Career Information Programs Office (N00CC) on a case-by-case basis if a Service member is not able to report to the required "A" school, "C" school, or both within 18 months of affiliation. Requests from Service members must be submitted via the NRA to NAVRESFORCOM N00CC no later than 60 days prior to program expiration.

(b) Service members must initiate extension requests through their NRA to NAVRESFORCOM N00CC via the PRISE-R portal, accessible through the Navy Reserve Homeport Waiver Tracker: https://private.navyreserve.navy.mil/cnrfc/commandfunctions/N151/Lists/Waiver%20Tracker/Item/newifs.aspx?List=7eaa0af1%2D824e%2D4cd0%2D814b%2D11699f247870&RootFolder=&Web=113afc53%2D7185%2D4b11%2Daec2%2D7c127f6ae015.

(5) If accelerated advancement at "A" school or "C" school applies, see MILPERSMAN 1430-010.

(6) The following applies to Service members who fail to complete pipeline training:

(a) Service members in "A" school or "C" school who fail to attend within 18 months, fail to complete, or fail for academic or administrative reasons will either be force-converted or reverted to their entry rating based upon the needs of the Navy, as determined by BUPERS-352. NRAs will transfer Service members who are not force-converted or who do not continue service in the SELRES to the Individual Ready Reserve (IRR) "not recommended for re-affiliation" within 30 calendar days of failure. Service members will be reverted to their entry rating prior to transfer to the IRR. Refer to paragraph 7 for additional guidance.

(b) Service members who fail to complete "A" school or "C" school for disciplinary reasons will be processed for administrative separation per applicable MILPERSMAN 1910 series articles. Service members involved in incidents requiring

disciplinary actions while at "A" school, "C" school, or both will be adjudicated at the active duty training command.

(c) Service members failing to complete "A" school or "C" school due to an injury, illness, or disease will follow guidelines established in reference (b) for requesting medical hold (MEDHOLD) orders or line of duty (LOD) benefits. The NRA medical department representative (MDR) will be notified by the Service school of the Service member's medical status while on orders (as applicable); the MDR will follow-up on or initiate the LOD process upon the Service member's return from "A" school, "C" school, or both. MEDHOLD requests must come from the active duty command (Service school) while the Service member is still in an active status. If the Service member is returned to a SELRES status from the school and comes off orders, he or she is no longer eligible for MEDHOLD and must request an LOD through his or her NRA MDR. Navy Personnel Command (NAVPERSCOM) Reserve Medical Benefits Division (PERS-95) will determine whether the Service member will receive medical care while on active duty under MEDHOLD orders or be released from orders and receive care under the LOD Program. Future PRISE-R status will depend on final medical determination.

(d) PRISE-R Service members who successfully complete "A" school but **fail to complete a required follow-on "C" school** will lose their original bonus eligibility if at the time of affiliation, the bonus was contingent upon successful completion of "C" school.

(7) PRISE-R Service members requiring rating specific training at "A" school, "C" school, or both are not eligible for advancement until all PRISE-R Program requirements are complete.

b. Non-Service School Requirements. Service members accepted into a rating that does not require "A" school, "C" school, or both will have their rate made permanent upon reporting to their NRA. If no school requirement exists, Service members are considered "deployable assets" upon affiliation, less any mobilization deferments guaranteed.

Note: These Service members will not be assigned a manpower availability status (MAS) code of "TRP" and may compete for advancement, provided normal advancement eligibility criteria are met (e.g., time in rate (TIR), recommended for retention, etc.).

7. **Reversion Requests**

a. All reversion requests for PRISE-R Service members who desire to revert to their previous rating or fail to make their temporary rating permanent and desire to remain in a pay status must be submitted by the Service members via their NRA to BUPERS-352 for adjudication. In cases where a Service member failed to complete required training, the reversion request must be submitted within 30 calendar days of failure date. Service members may remain in a pay status pending BUPERS-352 adjudication of request.

b. At a minimum, requests must contain a NAVPERS 1306/7 Electronic Personnel Action Request, supporting documentation (including the original accession documentation), and NRA endorsement.

c. Requests disapproved by BUPERS-352 due to failure to complete training requirements will require Service members to be transferred to the IRR "not recommended for re-affiliation" within 30 calendar days of disapproval notification.

8. **SELRES Participation**. The NRA will annotate the drill obligation in NSIPS with the appropriate mandatory drill code and military obligation designator assigned by the NAVRESFORCOM Pay Help Desk. Per reference (c), article 1001-010, Service members who fail to comply with satisfactory participation requirements are subject to administrative separation processing and prorated recoupment of the PRISE-R bonus upon becoming an unsatisfactory participant. MILPERSMAN 1910-158 outlines administrative separation processing guidance for unsatisfactory participants.

9. **Incentives**

a. PRISE-R Service members may be eligible to receive an enlistment bonus if enlisting in eligible ratings. Bonus eligible ratings, amounts, service obligations, and payment types are announced by the current FY Navy Reserve bonus message.

b. Failure to complete the terms of the incentive obligation, service obligation, or both will result in termination of the bonus entitlement. Unless a waiver of recoupment is approved by the Secretary of the Navy (SECNAV), Service members whose bonus eligibility is terminated are

responsible to repay all or a portion of the bonus based on the amount of time served in the SELRES. Waivers of recoupment, in whole or in part, will be submitted to the SECNAV via the Office of the Chief of Navy Reserve and the Office of the Chief of Naval Operations Military Pay and Compensation Branch (OPNAV N130) for adjudication.

10. **Program Management**. NAVRESFORCOM N00CC will monitor PRISE-R Service members from initial SELRES gain date through completion of SELRES obligation. Minimum tracking requirements include the following:

a. All PRISE-R Service members categorized by assignment of appropriate mandatory drill code, appropriate military obligation designator, and MAS code "TRP" (if "A" school, "C" school, or both requirements exist);

b. Conversion Navy enlisted classification (NEC);

c. Temporary rating assignment (if "A" school, "C" school, or both requirements exist);

d. Date of affiliation;

e. Obligated service;

f. Eighteen-month window for beginning "A" school;

g. Date reservation made for "A" school;

h. "A" school, "C" school, or both class convening date(s);

i. "A" school, "C" school, or both completion date(s);

j. Retention data; and

k. Status of ability to attend training (i.e., Government travel charge card and uniforms issuance) including MAS code.

11. **Tracking and Reporting of PRISE-R with "A" School Enlistments**. "A" school seats are allocated in the training requirements module application by BUPERS-352 in coordination with NETC N3 and NAVRESFORCOM N7. Other vacancies are limited in quantity and availability. It is, therefore, critical that NAVCRUITCOM, NAVRESFORCOM N7, NETC N3, NRAs, and the individual Service member coordinate scheduling and reservation efforts to

ensure "A" school requirements are identified as early as possible and all available seats are scheduled and utilized. This ensures the Service member receives the required training and minimizes missed training opportunities and extension requests.

12. **Mobilization Assignments**. Once a rating has been made permanent, the MAS code "TRP" will be removed, and the Service members may be mobilized to a billet requiring their new permanent rating. Service members who have deferments for involuntary mobilization under other Navy policies will continue to be exempt under the guidelines of those policies.

13. **Roles and Responsibilities**

a. NAVCRUITCOM, via Navy Recruiting Reserve Command, will:

(1) Closely coordinate PRISE-R accession planning with NETC N3 and BUPERS-352, providing a monthly list of PRISE-R affiliations to BUPERS-352;

(2) Identify and process qualified applicants for accession into the PRISE-R Program per this article;

(3) Document the following requirements of the PRISE-R Program in reenlistment documents:

(a) Assignment of a temporary pay grade in the designated conversion rating (NAVET Service members with their entry rating and subsequent (temporary) rating (e.g., machinist mate (MM) third class (MM3) converting to information systems technician (IT) third class (IT3)). OSVET personnel will be assigned the non-rate of SN upon entry and a subsequent (temporary) rating (e.g., SN (IT3));

(b) Obligated service;

(c) Enlistment or affiliation bonus (if applicable);

(d) Conditions for payment and recoupment;

(e) Specification of PRISE-R as accession program;

(f) "A" school, "C" school, or both guarantee (if applicable);

(g) "A" school requirements or "A" school waiver provisions (if applicable); and

(h) PRISE-R applicants with guaranteed "A" school, "C" school, or both must be informed of their obligation to attend their "A" school, "C" school, or both by signing a NAVPERS 1070/613 stating their understanding of the requirement. These remarks will be signed as "permanent" entries and submitted to their servicing TSC or personnel office for entry into NSIPS ESR. The servicing TSC or personnel office will electronically submit (E-Submission) the document into the Service members' OMPF. The authority block on NAVPERS 1070/613 must list the instruction that directs the entry **and** that entry is filed to the Service member's permanent record.

(4) Document PRISE-R applicants' acquisition codes. NAVCRUITCOM will identify PRISE-R applicants in the Web-based NAVCRUITCOM Accession Management System using unique identifier fields and codes to differentiate PRISE-R applicants. For tracking purposes, the Web-based system will indicate the conditions of the enlistment contract as "A" school, "C" school, or both as guaranteed, not required, or waived by the enlisted community manager; and

(5) Ensure submission of a monthly report of all PRISE-R accessions to BUPERS-352, NAVRESFORCOM N00CC, and NETC N3 for program management.

b. BUPERS-352 will:

(1) Input PRISE-R "A" school, "C" school, or both requirements in training requirements module based on the projected accession goals through the future year defense plan. Closely coordinate PRISE-R accession planning with NAVCRUITCOM Operations Department (N3), NETC N3, and NAVRESFORCOM;

(2) Adjudicate conversion and reversion requests within 10 working days of receipt;

(3) Provide NETC N3 recommended FY PRISE-R quotas by available ratings; and

(3) Coordinate with NAVCRUITCOM available PRISE-R quotas by rating and update quota allocation as directed in NETC's FY

recruiting goals, policies, and training guidance and any subsequent revisions.

c. NETC N3 will:

(1) Spread the "A" school, "C" school, or both requirements for PRISE-R applicants based on the approved student input plan and (as necessary) assist in obtaining additional quotas from unused Active Component (AC) and Training and Administration of the Reserve (TAR) seats 30 calendar days prior to convening, providing this information to NAVRESFORCOM N7, BUPERS Enlisted Community Management Division (BUPERS-32), BUPERS-352 (TAR), and NAVCRUITCOM; and

(2) Provide a monthly update of available school seats with applicable convene dates to BUPERS-352 and NAVRESFORCOM N7.

d. COMNAVRESFORCOM will:

(1) Coordinate "A" school, "C" school, or both as required assignments for PRISE-R Service members guaranteed "A" school (NAVRESFORCOM N7);

(2) Coordinate course convene date change requests with NETC N3 and NETC Learning and Development Division (N7);

(3) Provide adjudication for program extension requests, as required, within 10 working days (NAVRESFORCOM N00CC);

(4) Approve billet assignment for PRISE-R Service members in their temporary rating (NAVRESFORCOM Manpower and Personnel Department (N1));

(5) Initiate bonus payment (if eligible) upon notification from the NRA (NAVRESFORCOM N1);

(6) Initiate bonus recoupment upon receipt of bonus termination letter from NRA (NAVRESFORCOM N1); and

(7) Track all Service members currently in the PRISE-R Program (NAVRESFORCOM N00CC).

e. Reserve region readiness and mobilization commands (REDCOM) will:

(1) Assign a regional PRISE-R manager as liaison between the NRAs and NAVRESFORCOM N00CC and NAVRESFORCOM N7;

(2) Track all PRISE-R Service members in their region and provide monthly updates to NAVRESFORCOM N00CC and NAVRESFORCOM N7;

(3) Review all documentation from the NRA providing endorsement and forward within 10 working days to NAVRESFORCOM N00CC;

(4) Ensure the NRA assigns the temporary rating, conversion NEC, and MAS code "TRP" where applicable;

(5) Ensure the NRA completes the PRISE-R Gain Checklist for each PRISE-R Service member; and

(6) Ensure all NRA PRISE-R coordinators have access to the NAVRESFORCOM N00CC PRISE-R SharePoint page.

f. Gaining NRA will:

(1) Appoint (in writing) an AC or TAR Service member to be the PRISE-R coordinator. The PRISE-R coordinator will use the PRISE-R Gain Checklist located on the NAVRESFORCOM N00CC homepage: https://private.navyreserve.navy.mil/cnrfc/commandfunctions/N151/Pages/PRISE-R.aspx, to track and monitor each PRISE-R Service member at the NRA until program completion. The PRISE-R coordinator will retain all completed PRISE-R Gain Checklists on file for 24 months. The PRISE-R coordinator will request and obtain access to the NAVRESFORCOM N00C PRISE-R SharePoint page to report status updates monthly;

(2) Ensure the NRA training department explains the process to the PRISE-R Service member for completing "A" school, "C" school, or both;

(3) Submit PRISE-R Gain Worksheets to NAVRESFORCOM Pay Help Desk for proper gain procedures. PRISE-R Service members must be gained in their entry rating or as non-rated, as is the case with OSVETs who are gained as an SN. Once gain is posted

to NSIPS, the entry rating or non-rate must be changed to the temporary rating;

(4) Ensure ESR entries for NAVET Service members are entered with their entry rating and subsequent (temporary) rating (e.g., MMFN (ITSN), MM3 (IT3)). OSVET Service members will be assigned the non-rate of SN upon entry, and a subsequent (temporary) rating (e.g., SN (IT3));

(5) Assign PRISE-R accessions requiring an "A" school, "C" school, or both MAS code "TRP;"

(6) Request a conversion NEC to BUPERS Community Management Support Branch (BUPERS-328) via a NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request. Refer to reference (c), article 1221-010, for additional guidance.

(7) Ensure a TIR re-computation is completed per reference (d). A TIR re-computation will be completed for all applicable NAVETS, IRR, and OSVETS who have a break in service;

(8) Submit a request for ADT orders for PRISE-R Service members with a guaranteed "A" school, "C" school, or both to attend the assigned school(s) to NAVRESFORCOM N7 within 30 calendar days following the Service members' first drill weekend. Refer to the Catalog of Navy Training Courses (CANTRAC) for required prerequisites and documentation. Request must be made per NAVRESFORCOM N7 guidance;

(9) Submit ADT orders to "A" school, "C" school, or both via the Navy Reserve Order Writing System;

(10) Ensure a career development board is conducted for PRISE-R Service members within 60 calendar days of accession:

(a) Address scheduling of guaranteed "A" school, "C" school, or both with individuals; and

(b) Six months after accession, the NRA will complete written counseling for Service members who have not attended "A" school, "C" school, or both.

(11) Track conversion NEC removal requests. Submit a NAVPERS 1221/6 with supporting documentation (including accession documentation); "A" school, "C" school, or both completion certificates; and enlisted qualifications history

entry to BUPERS-328. Request removal of conversion NECs upon successful conversion or failure to complete all requirements;

(12) Notify NAVRESFORCOM N00CC and BUPERS-352 via the Force Retention and Career Resources – PRISE-R Web site: https://private.navyreserve.navy.mil/cnrfc/commandfunctions/N151/Pages/PRISE-R.aspx, after successful completion of all PRISE-R requirements;

(13) Initiate inactive duty training orders in Reserve Force Manpower Tools, assigning the Service member to a local operation support unit with a projected rotation date no greater than 6 months from date of SELRES gain; and

(14) Ensure the Service member is applying for a billet within his or her temporary rating utilizing MyNavy Assignment at: https://mynavyassignment.dc3n.navy.mil/mna/Index.action.

14. **Adjudication Authority**. The following table summarizes adjudication authorities:

Topic	Adjudication Authority
Overall policy	OPNAV Military Personnel, Plans, and Policy (N13)
PRISE-R applicants	NAVCRUITCOM PSER PM
Recruiting issues and enlistment contracts, and accession waivers	NAVCRUITCOM PSER PM
Disenrollment requests, waivers, needs of the Navy assignment, conversion, and reversion rating requests	BUPERS-352
"A" school convene date assignments and changes	NAVRESFORCOM N7
SELRES Issues, procedures, personnel monitoring, and extensions	NAVRESFORCOM N00CC
"A" and "C" school seat quota management	NETC N3

MILPERSMAN 1133-062

ACTIVE COMPONENT AND FULL TIME SUPPORT (FTS) TO SELECTED RESERVE (SELRES) DELAYED AFFILIATION PROGRAM (DAP)

Responsible Office	BUPERS-32 Enlisted Community Manager	Phone: DSN COM FAX	882-3765 (901) 874-3765 882 2041

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

Reference(s)	(a) BUPERSINST 1001.39F (b) COMNAVCRUITCOMINST 1130.8J (c) NAVMED P-117, Manual of the Medical Department (d) OPNAVINST 6110.1J (e) NAVSO P-6034, Joint Federal Travel Regulations, Volume 1 (f) DoDINST 1215.13 (g) BUPERSINST 1900.8D (h) COMNAVRESFORINST 1001.6 (i) RESPERS M-1001.5, Navy Reserve Military Personnel Manual (RESPERSMAN) (j) BUPERSINST 1610.10C (k) 10 U.S.C §1145 (l) USD(P&R) memo dated 01 Dec 2009

1. **Purpose**. This article sets forth policy and implements guidance for management of the Active Component (AC) and Full Time Support (FTS) to Selected Reserve (SELRES) Delayed Affiliation Program (DAP).

2. **Background**

a. DAP allows AC and FTS enlisted Sailors to delay in-rate affiliation with the SELRES for up to 6 months after expiration of active obligated service (EAOS), as extended. Eligible Sailors who choose to delay their affiliation due to

transitional civilian obligations, or who cannot affiliate due to an absence of SELRES in-rate Career Waypoint-Reenlistment quotas effective at EAOS, may request future quotas via a reservation system managed by the SELRES enlisted community manager (ECM). In return for a quota reservation, Sailors must satisfactorily participate in a voluntary training unit (VTU) of the Individual Ready Reserve (IRR) until their SELRES affiliation. Upon completion of their affiliation delay, they will be accessed into the SELRES by their local Navy recruiter.

b. DAP enables the continuum of service by providing Navy veterans a flexible affiliation option, helps solidify SELRES affiliation decisions by providing Sailors with a predictable start date, and optimizes the Navy's return on investment by retaining trained and experienced Sailors.

3. **Policy**

a. AC and FTS Sailors who desire delayed SELRES affiliation may request a future SELRES quota from up to 90 days prior to EAOS. Sailors must request delayed SELRES affiliation from the Bureau of Naval Personnel (BUPERS), SELRES ECM (BUPERS-328) via their chain of command. Sailors may request DAP only in their current rating. Sailors must indicate their requested affiliation date, desired Navy Reserve Activity (NRA), and IRR service option in the request.

b. AC and FTS Sailors who desire active duty to SELRES transition with no affiliation delay must obtain a SELRES quota using Career Waypoint-Reenlistment.

c. DAP requests will be approved by the SELRES ECM on a case-by-case basis. If approved, the SELRES ECM will reserve a future quota and designate the Sailor's affiliation month. The maximum allowable delay between AC and FTS separation and SELRES affiliation is 6 months. The SELRES ECM will notify the Sailor; Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N1); Navy Recruiting Command (NAVCRUITCOM), National Enlisted Programs Officer (NEPO); and Navy Personnel Command (NAVPERSCOM), Career Transition Office (CTO) (PERS-97) of all DAP approvals.

d. The number and phasing of SELRES quotas available for DAP will be determined by the SELRES ECM in collaboration with NAVCRUITCOM NEPO.

e. CTO will provide transition assistance to members approved for DAP and coordinate with COMNAVRESFORCOM, Assignment Branch (N12) to ensure proper generation of IRR assignment orders to the member's NRA, and VTU.

f. DAP Sailors will report to their NRA and conduct their first drill or muster with their assigned VTU, per their IRR assignment orders, no later than 60 days following their EAOS, or their SELRES quota reservation will be canceled. During this 60-day period, the NRA will adjudicate any missed inactive duty for training (IDT) periods as authorized absences for personnel assigned to the VTU. Any missed IDT periods beyond 60 days following a Sailor's EAOS will be adjudicated as unexcused absences.

g. Failure to meet the satisfactory VTU participation requirements may result in transfer to the active status pool of the IRR, or other administrative action per reference (a).

h. Upon successful completion of their service in the IRR VTU, DAP members will be accessed into the SELRES by NAVCRUITCOM in coordination with the SELRES ECM, and counted against Reserve Component (RC) end strength.

i. The member's NRA shall provide the recruiter a Reserve unit identification code (RUIC), unit name, and billet for the best fit unit. After the member is affiliated with the SELRES, (not while in VTU) the NRA shall assist the member in applying for a billet via MyNavy Assignment (MNA), if a billet was not previously identified with the recruiter. Following their SELRES affiliation, Sailors will conduct their first drill as a SELRES during the next scheduled drill weekend.

j. Failure to comply with the requirements and timelines outlined in this article may result in revocation of a Sailor's SELRES quota. Unexecuted DAP quotas will be returned to the SELRES ECM for reallocation.

4. **Eligibility**

a. All separating AC and FTS enlisted Sailors are eligible for DAP, provided they have no restrictions disqualifying them from SELRES affiliation per references (a) and (b). Sailors may request delayed affiliation, provided they have not reached maximum age limit per reference (a), or 30 years of combined active and reserve military service.

b. Members who have reached SELRES high year tenure (HYT), per MILPERSMAN 1160-120, are not eligible for SELRES affiliation and may not request a DAP quota. Per reference (b), Sailors must be eligible to serve 2 years from date of actual SELRES affiliation, not AC and FTS separation, before reaching SELRES HYT.

c. Sailors must meet requirements as set forth in MILPERSMAN 1160-030 to establish reenlistment eligibility under continuous service conditions.

d. Sailors must meet physical qualifications for affiliation and retention in the RC as set forth in reference (c).

e. Sailors must comply with physical readiness standards, provided in reference (d), which are separate and distinct from physical qualifications.

5. **Application**

a. **Timeline and Sequence of Events**

(1) Sailor requests in-rate DAP affiliation from SELRES ECM 90 days prior to EAOS using NAVPERS 1306/7 Enlisted Personnel Action Request and NAVPERS 1306/97 Reserve Affiliation Screening Checklist and Contact Information sheet. Both forms must be fully completed and e-mailed to SELRES ECM@navy.mil for consideration. NAVPERS 1306/7 and NAVPERS 1306/97 may be accessed via the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

(2) Sailors receive approval or disapproval from SELRES ECM via e-mail reply.

(3) If approved, Sailors contact CTO, per paragraph 8 of this article, for further guidance.

b. Sailors must include their desired NRA and requested affiliation month on NAVPERS 1306/7. The following is an example of a NAVPERS 1306/7 reason for submission statement:

"Request DAP to VTU, and SELRES affiliation effective October 2013 (no later than 90 days prior to EAOS) with Navy Operational Support Center (NOSC) Green Bay, WI."

c. When selecting their desired NRA, Sailors must be familiar with authorized travel and transportation allowances, as well as unit assignment limitations, based on reasonable commuting distance. A member who separates from active duty is authorized travel and transportation allowances per reference (e) chapter 5, part B, section 8.

d. A SELRES member who permanently changes his or her residence may not be assigned to a unit beyond a reasonable commuting distance without the member's consent per reference (f). Reasonable commuting distance is the maximum distance an obligated member of a RC may be required to travel involuntarily between residence and IDT site. Commuting distances are defined in reference (f) as either 50 or 100 miles. Sailors requesting an NRA beyond a reasonable commuting distance shall sign a permanent NAVPERS 1070/613 Administrative Remarks waving their rights to reasonable commuting distance per reference (f). NAVPERS 1070/613 may be accessed via the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

e. Sailors with approved SELRES Career Waypoint-Reenlistment quotas may request delayed SELRES affiliation. If subsequently approved for DAP, the member's SELRES Career Waypoint-Reenlistment quota will be reallocated. Sailors approved for the Early Career Transition Program (ECTP) are not eligible for DAP. ECTP Sailors may request modification of transition date (if necessary).

6. **Approval**. The SELRES ECM will approve or disapprove DAP requests case-by-case, based on quota availability, demand signal, and shall determine the affiliation month for all approved Sailors.

7. **Notification**. The SELRES ECM will provide approval notification to the Sailor's command; COMNAVRESFORCOM, Manpower and Personnel (N1); NAVCRUITCOM; and CTO. The SELRES ECM will provide disapproval notification to the Sailor's command.

8. **AC and FTS to Individual Ready Reserve Processing**. Sailors involuntarily separated from active duty and subsequently

approved for DAP must comply with the requirements set forth in MILPERSMAN 1910-050 as a condition of eligibility for involuntary separation pay.

a. Sailors approved for DAP shall agree in writing to serve in the VTU until their SELRES affiliation by signing a permanent NAVPERS 1070/613 service record entry prior to separation from active duty. With their signature, Sailors acknowledge their understanding of an agreement to meet satisfactory participation requirements in the VTU in return for a SELRES quota reservation. A Sailor who enters into this written agreement and who is qualified for the Ready Reserve shall, upon such Sailor's separation from active duty, be enlisted as a reserve member.

b. DAP Sailors will be processed from the AC or FTS into the VTU via the CTO. Prior to a Sailor's discharge or release from active duty, the Sailor's command will forward the signed original NAVPERS 1070/613 (delayed affiliation agreement) to the supporting personnel office or personnel support detachment (PERSUPP DET) for completion of DD 214 Certificate of Release or Discharge from Active Duty and electronic submission of NAVPERS 1070/613 into the official military personnel file (OMPF).

c. The supporting personnel office or PERSUPP DET will forward the completed DD 214 to the Sailor's command for verification and accuracy by the member. Upon completion of the DD 214 verification, the Sailor's command will forward a signed copy of NAVPERS 1070/613 (delayed affiliation agreement) and DD 214 (verified worksheet) to CTO. If the Sailor is not qualified for the IRR VTU based on the verified DD 214, the command will resubmit NAVPERS 1306/97 to the CTO indicating final recommendation.

d. CTO will prepare an enlistment contract for the member's signature.

(1) **Member Present at Separating Command.** CTO will prepare an enlistment contract for the member's signature and forward to the Sailor's command. Once the enlistment contract has been signed by the member and the reenlisting officer, the Sailor's command will immediately forward the original signed copy to the personnel office or PERSUPP DET for electronic submission to the OMPF, and a signed copy to CTO.

(2) **Member not Present at Separating Command.** Special accommodations will be required for Sailors not present at their separating command (e.g., separation leave) to reenlist and sign the enlistment contract. CTO will prepare an enlistment contract under letter of explanation and forward to the member's NRA selected per paragraph 5 of this article. Once the enlistment contract has been signed by the Sailor and the reenlisting officer, the NRA will immediately submit the original signed contract to the OMPF and a signed copy to CTO.

e. Once DD 214 is complete, the supporting personnel office or PERSUPP DET will coordinate arrangement for Sailor's signature. If the Sailor is unavailable to sign, the supporting personnel office or PERSUPP DET will annotate "member not available for signature" and forward respective copies per reference (g).

f. Upon gaining the Sailor into the VTU, the CTO will assign a manpower availability status code of DAP in Navy Standard Integrated Personnel System (NSIPS), draft VTU orders in the IDT order writing system, and coordinate with COMNAVRESFORCOM (N12) for approval.

g. COMNAVRESFORCOM (N12) will forward approved VTU orders to the NRA and CTO, directing the Sailor (through CTO coordination) to report to the NRA within 60 days for duty with his or her VTU. These orders will also direct the Sailor to report to his or her local recruiter for SELRES affiliation processing no later than the 10th day of the month specified by the SELRES ECM in the DAP approval notification.

9. **IRR VTU Participation Requirements**

a. Unit assignment and participation requirements in the VTU are set forth in references (a), (h), and article 1300-030 of reference (i). Members participating in the VTU Program must maintain IDT participation requirements outlined in reference (a). Drill periods in the VTU are performed without pay; however, members receive retirement point credit and credit towards a qualifying retirement year for each drill period performed.

b. Members agreeing to serve in the VTU shall:

(1) Maintain assignment eligibility requirements per reference (a) to include medical, dental, and mobilization

readiness. NRA and VTU COs shall track individual readiness to ensure members maintain SELRES eligibility through their affiliation date.

(2) Maintain satisfactory participation per references (a), (h), and article 1300-030 of reference (i).

c. DAP members in the VTU may request ADT or active duty for special work (ADSW) orders, if funding and appropriate training and or operational support opportunities exist. If a member is approved for ADT or ADSW orders and projected to execute those orders beyond his or her SELRES affiliation month as specified by the SELRES ECM,

(1) the member must submit a complete recruiting package, per paragraph 11 of this article, to his or her local recruiter prior to execution of ADT and ADSW orders;

(2) the member's NRA will coordinate with COMNAVRESFORCOM (N12) to complete the SELRES gain in NSIPS during the specified affiliation month and update the member's manpower availability status code;

(3) COMNAVRESFORCOM (N12) will place the member in an "in assignment processing" (IAP) status and assign them to the local operational support unit; and

(4) upon the member's return from ADT or ADSW, the NRA shall assist the member in applying for a billet via MNA.

d. DAP personnel in the VTU are eligible to take an advancement exam and advance to the next higher pay grade, provided they are satisfactory participants and have not reached SELRES HYT.

e. **Performance Evaluations.** VTU COs shall complete evaluation reports for DAP participants per reference (j).

10. **IRR Benefits**

a. VTU members are eligible for IRR benefits and entitlements per reference (a), chapters 15-20. Examples of benefits include: Servicemembers' Group Life Insurance eligibility; access to the commissary, Navy Exchange, and Morale, Welfare, and Recreation (revenue generating) facilities; a common access card (CAC) and CAC reader; a Navy and Marine

Corps intranet account; access to the Navy Reserve Homeport Web site; and an annual medical assessment to include vaccinations.

b. **Montgomery GI Bill-Selected Reserve (MGIB-SR) and Bonuses.** VTU service time will not count toward MGIB-SR or SELRES bonus eligibility. Upon transitioning to SELRES, Sailors may be eligible for affiliation or enlistment bonuses, provided they meet all requirements published in the current bonus naval administrative message (NAVADMIN). Reference (i) provides minimum SELRES service obligation required for a prior service enlistment or affiliation bonus. Sailors in ratings or NECs who may be eligible for a bonus must have sufficient obligated service remaining at the time of their SELRES affiliation to qualify.

c. **Transitional Assistance Management Program (TAMP).** Per reference (k), TAMP provides 180 days of transitional healthcare benefits to help certain uniformed Service members and their families transition to civilian life. Defense Enrollment Eligibility Reporting System (DEERS) is the official system of record for benefits eligibility. Additional transitional healthcare benefits information can be found at www.tricare.mil/tamp.

(1) Per reference (k), paragraph (a)(2)(A), Sailors involuntarily separated from active duty may be eligible for transitional health care benefits.

(2) DAP Sailors who voluntarily separate do not meet transitional healthcare benefits eligibility criteria under reference (k), paragraph (a)(2)(F). Per reference (l), members who voluntarily separate from active duty must affiliate with SELRES the day after separation in order to qualify for transitional healthcare benefits, unless they are otherwise eligible under reference (k) paragraph (a)(2).

(3) Sailors who affiliate with SELRES without delay to qualify for transitional healthcare benefits after voluntary active duty separation, and who later experience a temporary work conflict or personal hardship that precludes satisfactory SELRES participation, may request up to 6 months of authorized absences from their SELRES unit CO per reference (i), article 1570-010.

11. **SELRES**

a. After satisfactory participation in the VTU, per this article, Sailors shall report to their local Navy recruiting office for SELRES accession processing no later than the 10th day of the month in which the member is approved to affiliate. Through regular communication, the Sailor's NRA and the local recruiter will maintain awareness of the member's affiliation month and ensure the Sailor reports to the recruiter on schedule with the required documentation. The Sailor is required to provide a complete recruiting package to the local recruiter upon arrival. A complete recruiting package is defined in reference (b).

b. It is highly recommended that Sailors obtain copies of the following additional documentation prior to separation and present to the local recruiter for accession processing, as these copies are difficult to obtain after separation:

(1) Training records from NSIPS electronic service record;

(2) Last three evaluation reports (ensure accurate performance mark average if advancement eligible); and

(3) Physical Readiness Information Management Systems record.

c. With local recruiter assistance, the member will update the Joint Personnel Adjudication System to verify security clearance level and status, and complete all affiliation paperwork.

d. Immediately after SELRES accession, the local recruiter shall mail the original accession package to NAVPERSCOM, Records Management Policy Branch (PERS-313) for inclusion in the member's OMPF.

e. The member's NRA shall provide the recruiter a reserve unit identification code, unit name, and billet for the best fit unit. The recruiter will return the completed draft SELRES orders to the NRA. After coordination with the RC command, the NRA will forward the draft SELRES orders to COMNAVRESFORCOM, (N12) for approval. Upon COMNAVRESFORCOM (N12) approval, the member's NRA will forward the approved orders to the member and to the local recruiter.

f. Following SELRES affiliation, Sailors will conduct their first drill during the next scheduled drill weekend. The NRA shall assist the Sailor in applying for a billet via MyNavy Assignment (MNA) after he or she have been gained, if a billet was not previously identified with the recruiter. The NRA shall update the Sailor's manpower availability status code as required.

g. Once affiliated, Sailors may be authorized to receive a temporary deferment from involuntary mobilization. Mobilization deferment policy is outlined in current NAVADMIN located on Navy Personnel Command (NPC) Web site.

12. **Adjudication Authority**. The table below summarizes adjudication authorities:

Overall policy	OPNAV ((N132)
DAP Program Manager	BUPERS-328 (SELRES ECM)
IRR order request	NAVPERSCOM (PERS 97)
IRR order approval	NAVRESFORCOM (N12)
Transition assistance	NAVPERSCOM (PERS 97)
SELRES accession	NAVCRUITCOM
SELRES, VTU procedures/personnel monitoring	NAVRESFORCOM (N1)
IDT order request	NAVCRUITCOM
IDT order approval	NAVRESFORCOM (N12)

MILPERSMAN 1133-070

FULFILLMENT OF THE 8-YEAR OBLIGATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM	882-2303 (901) 874-2303

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**

a. An 8-year obligor will be considered as having fulfilled their obligation when discharged

(1) administratively as authorized by Chief of Naval Personnel (CHNAVPERS) for the purpose of complete separation from military status;

(2) by sentence of a court-martial; or

(3) when obligor has served for a period of 8 years from the date of initial enlistment or induction as a member of the Armed Forces, Regular or Reserve, on active duty, or a combination of such duty.

b. In computing service for this purpose, all periods of lost time from active service due to unauthorized absence, confinement, nonperformance of duty (civil arrest), and sickness misconduct as defined in this article or in this manual relating to making up lost time shall be deducted. Upon completion of the period of service, the member shall, if otherwise eligible therefore, be discharged by reason of expiration of enlistment or fulfillment of service obligation, as appropriate.

2. **Exception**. The 8-year obligation is not considered terminated upon discharge or other type of separation for the purpose of immediate entry or re-entry in the same or any other component of the Armed Forces in the same or any status or for the purpose of entry into an officer training program in which the member has a military status. Additional service shall be counted toward fulfillment of the obligation.

3. **Further Exception**. Eight-year obligors shall not be discharged upon entry into an officer-training program in which they would not have military status.

MILPERSMAN 1133-090

NEW ACCESSION TRAINING (NAT) PROGRAM

Responsible Office	OPNAV (N13)	Phone: DSN COM	223-2305 (703) 693-2305

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVCRUITCOMINST 1130.8H (b) NAVADMIN 344/06 ASVAB Qualification Scores (c) BUPERSINST 1001.39F (d) BUPERSINST 1430.16F (e) BUPERSINST 1900.8C (f) DODFMR, Volume 7A, Chapter 1 (g) DODFMR, Volume 7A, Chapter 35 (h) COMNAVRESFORINST 1001.5E (i) 38 U.S.C., Chapter 33

Forms	(1) NAVCRUIT 1110/112 (Rev. 1-08), New Accession Training Program Statement of Understanding (2) NAVCRUIT 1133/52 (Rev. 5-08), New Accession Training (NAT) Program Enlistment Guarantee (3) NAVRES 1570/2 (Rev. 1-98), Satisfactory Participation Requirements/Record of Unexcused Absences (4) NAVRES Incentive Agreement 1-4 (6-06), New Accession Training (NAT) Enlistment Bonus Written Agreement for the Navy Reserve Incentives Program (5) DD 1966/1 (3-07), Record of Military Processing - Armed Forces of the United States (6) DD 2366 (Rev. 6-02), Montgomery GI Bill Act of 1984 (MGIB) (7) DD 368 (11-94), Request for Conditional Release

1. **Purpose**. This article provides policy and guidance for the management of the New Accession Training (NAT) Program, formerly known as Non-Prior Service Basic.

2. **Background**. The NAT Program is a Reserve accession program for non-prior service enlistees who are placed in an active duty

(ACDU) status in approved ratings to attend full recruit training, "A" School, and in some cases, follow-on "C" School before serving in the Reserve Component (RC). After completion of appropriate training levels, Sailors will be transferred to the Navy Reserve Activity (NRA) closest to their home of record for release from ACDU and assignment into a reserve unit.

3. **Policy**. NAT participants will be managed per:

a. this article

b. references (a) through (i)

c. MILPERSMAN 1430-010, 1510-030, 1900-808, and 1910-154

d. future NAVADMIN messages

This program is funded under Reserve Personnel, Navy. Candidates will be accessed as United States Navy Reserve (USNR) recruits (Branch and Class of Service Code 32), and count against RC strength.

4. **Eligibility**. In order to be eligible, recruits must meet the following criteria:

a. Must not have been a prior member of any component of the Armed Forces of the United States.

b. High School Diploma Graduates (Education Tier I) are desirable; however, High School Graduates (Education Tier II) and Non-High School Graduates (Education Tier III) who qualify per reference (a) are also eligible.

c. Meet minimum Armed Services Vocational Aptitude Battery Test (ASVAB) requirements for specific ratings of enlistment per reference (b).

5. **Service Obligation**. NAT Program enlistees incur an 8-year military service obligation (MSO). This MSO will consist of the following:

a. Initial Active Duty for Training (IADT) (Recruit Training, Apprenticeship Training, "A" School and "C" School if applicable), **followed by**:

b. Six years in the Selected Reserve (SELRES) (which begins when the Sailor reports for IADT), **followed by:**

c. Remainder of MSO in either the SELRES, the Individual Ready Reserve (IRR), or if approved, recall to ACDU.

6. **Enlistment Contract.** Navy Recruiting Command (NAVCRUITCOM) will identify and process qualified applicants for enlistment into the NAT Program and ensure the wording of the initial recruit contract reflects the unique requirements of the NAT Program.

a. **Initial Contract.** The initial recruit enlistment contract will be written with an adjustable 6-month end of active obligated service (EAOS). The Personnel Support Activity Detachment (PERSUPPDET) supporting the specific school to which the NAT Sailor is assigned will be the designated authority to adjust the EAOS to ensure the member has adequate time remaining on ACDU for completion of all required training, travel to the NRA, and out-processing.

(1) **ASVAB/Physical/Qualifications Review/Documentation/ System Entries.** Military Entrance Processing Stations (MEPS) will administer the ASVAB, conduct a physical examination, and ensure the applicant is qualified for enlistment. The Navy Recruiting District classifier will ensure the applicant is qualified for the NAT program and meets qualifications for the rating assigned. Reservations will be made utilizing the Personalized Recruiting for Immediate and Delayed Enlistment (PRIDE) system. Classifiers will also ensure all enlistment guarantees are documented and the applicant signs the most current version of the following:

(a) NAVCRUIT 1110/112 (Rev. 1-08), New Accession Training Program Statement of Understanding.

(b) NAVCRUIT 1133/52 (Rev. 5-08), New Accession Training (NAT) Program Enlistment Guarantee.

(c) NAVRES 1570/2 (Rev. 1-98), Satisfactory Participation Requirements/Record of Unexcused Absences.

(d) NAVRES Incentive Agreement 1-4 (6-06), New Accession Training (NAT) Enlistment Bonus Written Agreement for the Navy Reserve Incentives Program. (Current versions of the

NAVRES Incentive Agreement 1-4 can be found at **http://navyreserve.navy.mil** under "Enlisted Bonuses").

Classifiers will refer to reference (a), Volume III for information necessary to document the proper acquisition and program enlisted codes to be entered on page 1 of DD 1966/1 (3-07), Record of Military Processing – Armed Forces of the United States. MEPS personnel shall enter these codes into the Military Entry Processing Command Interactive Resource System (MIRS) which interfaces with the Navy Enlisted System (NES). This will create an Enlisted Master File, identifying NAT Sailors with a **Special Program Indicator (SPI) "3"** for tracking purposes in corporate Navy personnel information technology systems.

(2) **Delayed Entry**. Per reference (f), NAT personnel enlisting, but not reporting immediately for IADT are placed in a Delayed Entry Training (DET) Program status. NAT enlistees do not receive Pay Entry Base Date credit for time spent in DET.

(3) **Coordinator/Advisor**. The Navy Recruiter will make every effort to introduce NAT enlistees in the DET to the affiliating NRA NAT Coordinator and/or the Senior Enlisted Advisor (SEA). This process ensures a smooth transition to the NRA upon completion of IADT. Questions concerning the enlistee's RC status and obligations can be answered at this time.

(4) **Special Assignments**. NAT accessions are eligible for assignment to special recruit companies and may be assigned when circumstances permit. Assignment to a special company must not interfere with programmed training, future "A/C" School assignments, or mandatory release dates. IADT orders will not be extended to facilitate continued attendance in special companies unless such extensions are consistent with Navy Reserve training requirements.

(5) **Submit Gain/Establish Pay Record/Tracking Codes**. Upon reporting to Navy Recruit Training Command (NAVCRUITRACOM), Personnel Activity Support System (PASS) organizations will submit a Navy Standard Integrated Personnel System (NSIPS) strength gain establishing a pay record in the Defense Joint Military Pay System – Active (DJMS-AC). Unique personnel accounting codes assigned for tracking NAT personnel are as follows:

(a) SPI Code "3"

(b) Term of Enlistment "8"

(c) Branch/Class "32"

(d) Program Enlisted for "ARBXX (2 letter rating)"

(e) Acquisition Code "10" for males and "50" for females

b. **Accelerated Advancement.** NAT Sailors graduating recruit training may be eligible for accelerated advancement per MILPERSMAN 1430-010 and 1510-030. NAT Sailors in certain ratings may attend an advanced electronics or technical training pipeline. NAT Sailors that graduate from these pipelines (e.g., IS and CTN) are eligible for advancement to E-4 in the same manner as their Active Component (AC) counterparts.

c. **Volunteers for Special Programs.** Participants who volunteer and are accepted to one of the following programs will be disenrolled from the NAT program and reclassified to support the requirements of the new program:

(1) Special Operator (SO).

(2) Explosive Ordnance Disposal (EOD).

(3) Special Warfare Combatant Crewman (SWCC).

(4) Fleet Marine Force Reconnaissance Corpsman (HM L11A). Request for reclassification of NAT participants must have prior approval of Office of Chief of Naval Operations (OPNAV), Military Personnel Plans and Policy Division (N13). Bureau of Naval Personnel (BUPERS), Production Management Office (PMO) (BUPERS-00C2) will provide reclassification guidance.

d. Order Writing

ACTIVITY	ORDERS TO
NAVCRUITCOM	Orders to recruit training are issued by NAVCRUITCOM via the enlistment contract.
Navy Recruit Training Command (NAVCRUITRACOM)	NAVCRUITRACOM is responsible for issuing orders to "A" School via the servicing PERSUPPDET.

"A" School	Each "A" School shall submit an availability for orders to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40).
NAVPERSCOM (PERS-40)	NAVPERSCOM (PERS-40) will issue orders directing members to their ultimate duty activity (the NRA guaranteed on their enlistment contract).
NOTE: If unforeseen circumstances arise that require a change in ultimate duty activity, **NAVCRUITRACOM** or **"A/C" School support staff** shall coordinate with the NAT Regional Representative/ Assistant listed in paragraph 10.	

7. **Incentives**

a. NAT personnel may be entitled to an enlistment bonus as identified in their enlistment contract. NAT Sailors will receive their bonus after successful completion of IADT and affiliation at their designated NRA. If they are reclassified into another NAT rating, they may be eligible for the bonus associated with that NAT rating/NEC upon successful completion of that training pipeline and affiliation at their designated NRA.

b. NAT participants who **fail** to satisfactorily complete their 6-year drill obligation, or voluntarily recall to ACDU in a Regular Component prior to the completion of their 6-year drill obligation, shall refund to the United States Government a prorated amount of their total bonus, equal to the period of service not performed. Waivers of recoupment, in whole or in part, require Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N1C21) approval.

8. **Failure to Complete Pipeline Training**

a. Sailors who **fail to complete recruit training** will be processed for entry level separation (ELS) per MILPERSMAN 1910-154.

b. Sailors who **fail to complete "A/C" School for academic reasons** will be reclassified into another NAT rating for which they are qualified and a vacancy exists. Reclassification must be completed prior to transferring the NAT Sailor to the assigned NRA. If the member does not qualify for reclassification into another NAT rating, the member will be

transferred to the NRA listed on their orders as a non-designated seaman and will forfeit the NAT bonus.

c. Sailors who **fail to complete "A/C" School for disciplinary reasons** may be discharged from Naval Service if administrative separation is warranted per MILPERSMAN 1910 articles and not allowed to affiliate with the Navy Reserve without NAVPERSCOM, Reserve Personnel Management Department (PERS-9) approval.

d. For **medical failures**, medical separation procedures must be performed at the member's current activity.

e. NAT participants who successfully complete "A" School, but **fail to complete a required follow-on "C" School** will be ordered to the NRA as a rated Sailor (based on the completed "A" School), without the associated "C" School NEC and will lose their original bonus eligibility. Members may be eligible for an adjusted bonus dependent on the current incentive NAVADMIN.

9. **GI Bill Benefits**

a. **Montgomery GI Bill Selected Reserve (MGIB-SR) Program Eligibility**. NAT participants are eligible for the MGIB-SR Program and must be made eligible upon affiliation at their NRA.

b. **Active Component MGIB**. NAT participants are not eligible for the Active Component MGIB and will be automatically disenrolled from the program when accessed into IADT. NAVCRUITCOM shall include verbiage and a space for initials/ signature of the recruit in the initial enlistment contract to ensure members are aware of their ineligibility. NAVCRUITRACOM shall ensure members do **not** sign a DD 2366 (Rev. 6-02), Montgomery GI Bill Act of 1984 (MGIB).

c. **Post 9-11 GI Bill**. NAT Sailors are not initially eligible for the Post 9-11 GI Bill. They may become eligible after completion of IADT and upon meeting the aggregate qualifying period of ACDU service per reference (i).

10. **Transition from IADT to Drill Status**. NAVCRUITRACOM, "A/C" School support staff, NAT Regional Representatives/ Assistants, and NRA NAT Coordinators must be proactively involved to ensure transition is as seamless as possible for these Sailors.

a. **Assistance/Sponsorship.** NAT Regional Representatives/ Assistants have been assigned to the following locations to assist/sponsor NAT Sailors from the date of reporting to their assigned "A/C" school through reporting to their assigned NRA:

Location	Area of Responsibility
NAVOPSPTCEN BALTIMORE MD	MC
NAVOPSPTCEN CORPUS CHRISTI TX	MN
NAVOPSPTCEN FORT WORTH TX	CE, UT (SHEPPARD AFB)
NAVOPSPTCEN GULFPORT MS	BU, SW, AG (KEESLER AFB)
NAVOPSPTCEN MERIDIAN MS	AZ, PS, RP, SH, SK, YN
NAVOPSPTCEN NORFOLK VA	IS, MA
NAVOPSPTCEN PENSACOLA FL	AD, AME, AM, AO, AS, PRAC, AE, AT, AV, CTT, CTM, CTN, CTR, IT
NAVOPSPTCEN PORT HUENEME CA	CM
RTC GREAT LAKES IL	HM, AECF, BM, CS, DC, EM, EN, GM, GSE, GSM, HT, MM, MMS, QM
NAVOPSTCEN SAN ANTONIO TX	MA (LACKLAND AFB)
NAVOPSTCEN SAN DIEGO CA	L03A (CAMP PENDELTON)
NAVOPSTCEN SPRINGFIELD MA	EA, EO (FORT LEONARDWOOD MO)
NAVOPSTCEN WILMINGTON NC	L03A (CAMP LEJEUNE NC)

b. **Transition Actions.** The following actions will be used to transition Sailors to the Drilling Reserve:

(1) **Liaison on Issues/Status.** NAT Regional Representatives/assistants will liaison with the

"A/C" School;
NRA;
NAVPERSCOM, Full Time Support Division (PERS-4012); and
Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) (N11);

concerning issues that may arise with the Sailor's current status. They will also work closely with the "A/C" Schools coordinating the care of those Sailors who have been dropped from school due to academic, medical, or disciplinary reasons.

(2) **Designation/NEC System Entries.** NAT Regional Representatives/Assistants will coordinate with the "A/C" School and respective PERSUPPDET to ensure NAT Sailors that have graduated from "A/C" school have their rate designations/NECs entered into NSIPS/Standard Training Activity Support System (STASS) prior to departing for their assigned NRA.

(3) **Medical.** Provided the NAT enlistee has a valid physical examination and the accumulated IADT does not exceed 24 months from date of enlistment, no additional medical screening or physical examination for the purposes of release from ACDU and subsequent affiliation is required for transfer to the NRA. If total IADT time exceeds 24 months, or the Sailor is discharged prior to transfer to the NRA, the separating command shall ensure the member completes a physical screening prior to transfer/separation per MILPERSMAN 1900-808.

(4) **Travel and Leave.** Upon receipt of orders, members are authorized travel and leave entitlements per references (f) and (g). **Leave is not authorized en route to the NRA.** Sailors will report directly to their designated NRA for release from ACDU and affiliation processing. Upon completion of NRA processing, member shall be placed on separation leave. If the member does not have enough leave to cover the entire processing period, the NRA has the authority to muster the member physically or via telephone until the active component loss transaction posts. Unused leave shall be sold back upon release from ACDU.

(5) **Welcome Aboard/Sponsorship.** Upon notification of the NAT Sailor's arrival, the NRA Sponsor Coordinator will provide the inbound Sailor with a welcome aboard package and sponsorship information.

(6) **Documentation and Processing Requirements.** The NRA shall submit all documentation required for release from ACDU to the servicing PERSUPPDET within 2 working days of the Sailor's arrival at the NRA. The member's service record shall **not** be forwarded to the PERSUPPDET. All required documentation shall be submitted via e-mail; or via TOPS (Transaction on-line Processing System), if available, to PERSUPPDET. NRAs are authorized to **provide contract berthing for up to 2 days** for members living outside the local geographic area to complete separation processing.

(7) **ACDU Release/Gain Processing.** Within 10 working days of receipt of required documentation from the NRA, PERSUPPDET must process the Sailor's ACDU gain to the NRA (ACC 380) and the release from ACDU, even if the EAOS is beyond that time frame.

(8) **NSIPS-RC Entries.** The NRA will enter the 6-year SELRES drill obligation in NSIPS-RC with the **Mandatory Drill Code (MDC) 1** and **Military Obligation Designator (MOD) 4.**

11. **SELRES Participation.** Per reference (c), failure to meet satisfactory SELRES participation requirements will result in Administrative Separation processing. Sailors who fail to maintain satisfactory participation are subject to

a. prorated recoupment of NAT incentive.

b. punishment under the Uniform Code of Military Justice (UCMJ).

c. administrative separation.

d. involuntary recall.

Administrative separation requests shall be forwarded to NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913) for adjudication.

12. **ACDU Assignments.** Per reference (c), NAT enlistees may request voluntary recall to Navy Active Component after affiliation with a drilling unit. Requests will be considered subject to the needs of the Navy. All DD 368 (11-94), Request for Conditional Release, shall be submitted to NAVPERSCOM (PERS-913) for adjudication. If approved, NAT incentive eligibility will be terminated and any unearned portion of the incentive will be subject to recoupment.

13. **Tracking and Reporting of NAT Enlistments.** COMNAVRESFORCOM (N11) shall track NAT program personnel ensuring accountability by individual from IADT through completion of SELRES obligation. Tracking shall include training pipeline completion, affiliation, and retention.

14. **Adjudication Authority.** This article provides policy, defines process, and assigns accountability for the implementation of the Navy's NAT Program. The table below assigns adjudication authority to make determinations on matters as follows:

ACTION	AUTHORITY
Overall policy.	OPNAV (N13)

Recruiting issues, enlistment contracts, and initial orders to training pipeline.	NAVCRUITCOM
Order writing from "A/C" School to the NRA	NAVPERSCOM, Career Management Department (PERS-4)
SELRES policy/procedures.	Office of Chief of Navy Reserve (OCNR) N095/COMNAVRESFORCOM (N1C2)
Change in enlistment programs.	OPNAV (N13)/NAVCRUITCOM
Post accession reclassification.	BUPERS PMO (BUPERS 00C2)
Incentives/Tracking.	COMNAVRESFORCOM (N11)

MILPERSMAN 1160-010

AGE LIMITATION OF ENLISTED PERSONNEL FOR CONTINUATION ON ACTIVE DUTY

Responsible Office	BUPERS-32	Phone: DSN COM	882-2533 (901) 874-2533

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) NAVMED P-117, Manual of the Medical Department

1. **Policy**. Enlisted personnel on active duty or inactive duty being considered for indefinite recall

a. who will not complete sufficient service creditable for transfer to the Fleet Reserve prior to their 60th birthday or

b. who will not complete sufficient service for a 30-year retirement on or prior to their 65th birthday

may not acquire active obligated service without specific authorization from Bureau of Naval Personnel (BUPERS), Enlisted Community Management Division (BUPERS-32), except as indicated in this article.

2. **Service Members with Insufficient Service Prior to 60th Birthday**. Service members who will not complete sufficient service creditable for transfer to the Fleet Reserve prior to reaching their 60th birthday may not enlist, reenlist, extend, and or agree to remain on active duty without prior approval of BUPERS-32, except for the following:

a. Service members approaching, attaining, or exceeding 60 years of age who have 16 years or more of active service creditable for transfer to the Fleet Reserve upon the expiration of present enlistment, as extended, may reenlist, extend, and or agree to remain on active duty under appropriate articles in this manual.

b. Service members that are not eligible for transfer to the Fleet Reserve until after their 60th birthday are able to

acquire active obligated service beyond their 60th birthday. Commanding officers (CO) will limit Service members' terms of active obligated service so that they expire upon completion of sufficient service for transfer to the Fleet Reserve, and will advise such Service members to submit their Fleet Reserve requests per MILPERSMAN 1830-040.

3. **Service Members with Insufficient Service for 30-Year Retirement Prior to 65th Birthday**

a. Service members who have not attained 65 years of age, and who require active obligated service beyond that age to qualify for retirement at 30 years of active service, may not reenlist, extend, and or agree to remain on active duty without prior approval of BUPERS-32.

b. Exceptions may be granted for Service members approaching, attaining, or exceeding 65 years of age who have 28 years of active service for retirement upon the expiration of their present enlistment, as extended. If approved, Service members may reenlist, extend, and or agree to remain on active duty for that period required to complete 30 years of service.

c. Requests for continuation on active duty beyond 30 years will not be entertained. Such Service members will be advised of the provisions of MILPERSMAN 1300-600 regarding reassignment to duty of choice for the last 2 years prior to completing 30 years of active service, and to submit their request for retirement per MILPERSMAN 1800-020.

4. **CO's Responsibility for Requests for Continuation on Active Duty**

a. Requests for continuation on active duty from personnel in the above categories will be submitted to BUPERS-32 using NAVPERS 1306/7 Electronic Personnel Action Request, specifying the term of service desired. COs will:

(1) Order the Service member to be examined, per reference (a), to determine physical fitness for assignment to sea duty,

(2) Complete individual's official data section of NAVPERS 1306/7 and include a recommendation concerning reenlistment in the CO's comments and recommendations section, and

(3) Report the results of the physical examination, making appropriate recommendations with regard to any defect that would become aggravated by assignment to sea duty.

b. COs are cautioned to carefully evaluate the Service member's performance and ability to continue to perform during the period of continuation on active duty. Those cases wherein the CO feels that the Service member should not be continued on active duty may be referred to BUPERS-32 for final determination.

5. **Processing Requests**. Service members in the above categories who request continuation on active duty will have their requests reviewed by BUPERS-32. The Service member's performance, qualifications, and the needs and best interests of the Navy will determine continuation approval. Service members will be notified of the final determination made on their requests.

MILPERSMAN 1160-020

REENLISTMENT CEREMONY

Responsible Office	BUPERS-328	Phone: DSN COM	882-3205 (901) 874-3205

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) OASN(FM&C) memo of 14 Dec 06 (NOTAL)

1. **Background**. For centuries, Service members have answered the call of duty in national defense. Nothing so solemnly affirms one's commitment to that duty better than the enlistment oath of office. Raising one's right hand, swearing and affirming personal devotion to defending the Constitution of the United States, pledging faith and allegiance to that same document, taking on this incredible burden by sacrificing one's livelihood and potentially one's life freely, without mental reservation or purpose of evasion, and promising to perform one's duties to the best of one's abilities with one's moral conscience as a guide while under the watchful eye of the deity, means much more than just signing a job employment application. During a reenlistment ceremony, the reenlisting Sailor makes a personal commitment, in a public forum, to wear the cloth of the nation with honor, courage, and commitment.

2. **Policy**

a. Reenlistment is a significant event in the career of an enlisted member. As such, it should be accorded a meaningful ceremony to recognize the member's high-quality performance, as indicated by the recommendation for reenlistment. Therefore, reenlistment ceremonies are to be conducted in a dignified manner that appropriately reflects the importance of the oath the Sailor is taking. This includes the participants wearing the proper uniform and conducting themselves in an appropriate manner.

b. The commanding officer (CO) or, in his or her absence, the executive officer should preside.

c. Per reference (a), section 502, the President, the Vice-President, the Secretary of Defense, any commissioned officer, or any other person designated under regulations prescribed by the Secretary of Defense may administer the reenlistment oath.

d. Per reference (a), section 2261, and reference (b), commands may use appropriated funds to purchase recognition items of nominal or modest value (less than $50 per item). Such items will be awarded solely to recognize retention of members of the Military Services and is intended to express appreciation for their service. Items should be of sustainable form (i.e., non-perishable). Eligibility includes the reenlistment of a Service member to continue service in the Armed Forces.

3. **Responsibility**. All hands, superiors and subordinates, should ensure reenlistment ceremonies are conducted in a meaningful and professionally appropriate manner. Each reenlistment will be performed in uniform and should be memorable with the right tone and venue to reflect pride, professionalism, respect, and dignity for the oath and the United States Navy. The CO should follow the procedures listed below, as appropriate.

Step	Action
1	Consider the Service member's desires concerning the time and location of the ceremony, and the family members, special guests, and shipmates to be invited
2	Arrange for photographic coverage of the ceremony, with copies of the prints to be presented to the Service member. Forward press releases to the Service member's ship or station, hometown, and local newspapers
3	Organize a brief social gathering for Service members and their guests, to follow the ceremony
4	Provide transportation within the naval installation to and from the ceremony for the Service member's guests
5	Grant special liberty and or reenlistment leave (see MILPERSMAN 1050-010 and 1050-290) as soon as possible following the reenlistment
6	Personalize the occasion with other recognition, as appropriate

Step	Action
7	Since all payments are processed electronically, present, if desired, a ceremonial reenlistment bonus (imitation) check, if one is due

MILPERSMAN 1160-030

ENLISTMENTS AND REENLISTMENTS UNDER CONTINUOUS SERVICE CONDITIONS

Responsible Office	BUPERS-328	Phone: DSN COM	882-3048/3205 (901) 874-3048/3205

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1160.8B (b) DoD Instruction 1215.07 of 30 July 2019 (c) NAVMED P-117, Manual of the Medical Department (d) BUPERSINST 1610.10F (e) 50 U.S.C. (f) OPNAVINST 6110.1K (g) Public Law 112-81 (h) 10 U.S.C. (i) COMNAVCRUITCOMINST 1130.8N (j) CNO memo 1040 Ser N13/045 of 18 May 22 (k) DoD Instruction 1304.31 of 5 November 2020 (l) OPNAVINST 1160.9A (m) DoD Instruction 1341.13 of 25 October 2022 (n) BUPERSINST 1900.8E (o) JAGINST 5800.7G

1. **Purpose**. This article contains the general provisions governing certain enlistments and reenlistments in the Active Component (AC) or Reserve Component (RC) under continuous service conditions.

2. **Definitions**

a. **Continuous Service** - Service in the AC or RC that is continued by **reenlistment** under the following conditions:

(1) Reenlistment. If a member has previously served an enlistment in the AC (not including service as an inductee) or RC, the member's enlistment therein will be termed as a "reenlistment."

(2) Reenlistment Within 3 Months Following Discharge or Release From AC or RC. A member who is reenlisted on the same

day of the month, 3 calendar-months from date of discharge or release from the AC or RC, is considered to have reenlisted "within 3 months." Members reenlisting 3 months or less, prior to the expiration of enlistment or expiration of enlistment as extended, will be considered as having completed their current contract.

Example: A member discharged or released from the AC or RC on 7 December may be reenlisted on any day up to, and including, 7 March and retain continuous service.

(3) Reenlistment Within 6 Months Following Discharge or Release From the AC or RC. Provided a member has a reentry code of "RE-R1" (recommended for preferred reenlistment) in block 27 of the latest DD-214 Certificate of Uniformed Service, and is reenlisted on the same day of the month, 6 calendar-months from date of discharge or release from the AC or RC, he or she is considered to have reenlisted "within 6 months." For conditions and entitlement to bonuses refer to reference (a).

(4) Enlistment (Under Continuous Service Conditions). Applicable to the enlistment of a member of the AC who enlists in the RC, or a member of the RC who enlists in the AC within the time frames defined in subparagraphs 2a through 2a(3) for "continuous service" after expiration of obligated service (EOS) or at any time prior to the EOS.

Note: Enlistment or reenlistment in the RC following discharge from the AC does not prejudice a member's right to reenlist under continuous service conditions in the RC, providing the member meets all eligibility requirements.

b. **Improper Reenlistments** - Reenlistments that occur without documented authorization from a commanding officer (CO) or an officer in charge (OIC). Refer to paragraph 18 for additional guidance.

c. **Creditable Service** - Years of service in the Military Services used in the computation of retirement eligibility.

(1) Creditable service for a regular retirement (active duty retirement) is calculated based on day-for-day of active duty served minus lost time. Any break in service, even under continuous service conditions, as described in subparagraphs 2a through 2a(4), is not considered to be creditable for active duty retirement computation.

(2) Creditable service for a non-regular retirement (Reserve retirement) is calculated by the number of qualifying years achieved. Any break in service, even under continuous service conditions as described in subparagraphs 2a through 2a(4), is not considered to be creditable for non-regular service retirement computation. Refer to reference (b) to determine what qualifies as a qualifying year.

3. **Eligibility Requirements**

a. Members reenlisting in the AC or RC must be:

(1) U.S. citizens;

(2) Noncitizen nationals; or

(3) Immigrant alien members who have been lawfully admitted into the U.S. under an immigrant alien visa for permanent residence.

(a) An immigrant alien who is presently serving satisfactorily in the AC or RC is eligible to reenlist in the Navy without being required to apply for U.S. citizenship.

(b) An immigrant alien who has been in the U.S. for 4 years beyond the age of majority, who has been lawfully admitted, and who holds an USCIS I-551 Permanent Resident Card is eligible for enlistment or reenlistment in the Navy without being required to apply for U.S. citizenship.

b. To be eligible for reenlistment in the AC or RC, members must have been separated from the AC or RC by reason of expiration of enlistment or active obligated service (OBLISERV), fulfillment of military service obligation (MSO), or convenience of the Government. Additionally, the member must:

(1) Be medically qualified per reference (c);

(2) Meet the eligibility standards prescribed, including high year tenure (HYT), as set forth in MILPERSMAN 1160-120 for AC and Training and Administration of the Reserve (TAR) members, and MILPERSMAN 1160-135 for all other RC members;

(3) Have been recommended by his or her CO for reenlistment, as shown on the member's retention recommendation on the last evaluation per reference (d); and

(4) Meet **professional growth criteria** as follows:

(a) Serving as a petty officer (pay grades E-4 through E-9); or

(b) Serving in pay grade E-3 and approved for a selective reenlistment bonus (SRB) or a change of branch class code (BRCL) from TAR (BRCL-32) to a qualified rating or Navy enlisted classification (NEC) code in the AC (BRCL-11); and

(c) At minimum, receive a "promotable" advancement recommendation and be recommended for retention per reference (d). "Not observed" evaluations are not considered graded.

c. Service performed under a reenlistment that immediately follows discharge is counted toward fulfillment of statutory MSO in cases of members who incurred such per reference (e), chapter 49 (Military Selective Service Act), as amended.

d. Be in compliance with physical fitness assessment (PFA) standards, reference (f).

e. Qualification for continued service should be based on the ability of a member to perform the functions of his or her rating, rate, or occupational specialty without physical or medical limitations at sea, shore, or isolated duty.

(1) The CO of a Navy medicine readiness and training command (NMRTC) is authorized to reenlist a member who is eligible and otherwise qualified, who so desires, and whose enlistment expires while in a patient status, provided it is anticipated that the member will be physically and otherwise qualified for full duty immediately upon discharge from hospitalization.

(2) Per reference (g), a member who has been found fit for continued naval service by a physical evaluation board (PEB) may not be denied reenlistment for the physical condition for which the member was reviewed and found fit by the PEB. Members must remain compliant with all other eligibility criteria identified in this article.

4. **Term of Reenlistment**

a. The term of reenlistment in the AC or RC will be for **at least 2 years, but no more than 6 years** (reference (h), chapter 31). The term of the reenlistment contract must equal or exceed the period of service for which already obligated. **In all cases,** members reenlisting 3 months or less, prior to the normal expiration of enlistment or enlistment as extended, will be considered as having completed their current contract.

b. Members are precluded from serving beyond their HYT per MILPERSMAN 1160-120 (for AC and RC members), MILPERSMAN 1160-135 (for all other RC members), or other management control directives and will be authorized to reenlist for terms as reflected in the appropriate directive. The term of reenlistment will be dependent upon the member's length of service and HYT.

c. TAR personnel must have a 24-month minimum Reserve active duty obligation (RADO) for reenlistment. TAR personnel who reenlist will require the RADO to be the same as the term of reenlistment. A RADO of less than 24 months must meet conditional extension criteria per MILPERSMAN 1160-040.

d. Members initially enlisted in the AC and completing their statutory MSO in an RC capacity may reenlist, provided such enlistment is effected under continuous service conditions and the member meets all eligibility requirements previously discussed in this article.

5. **Time Frames for Reenlistment**

a. AC and RC members who meet all eligibility requirements and who are physically qualified may be discharged and reenlisted at any time. RC personnel may be discharged at any time for the purpose of enlisting in the AC with a DD 368 Request for Conditional Release approved by Navy Personnel Command (NAVPERSCOM) Reserve Enlisted Status Branch (PERS-913).

b. RC members accepted for voluntary recall to active duty, including the TAR Program, who require one of the following actions may be discharged and reenlisted in the RC on the same date of recall to active duty. Agreements by RC members to remain on active duty must be within the term of their current enlistment:

(1) OBLISERV in excess of the time remaining in their enlistment;

(2) Enlistment as extended by an operative extension; or

(3) Service obligation under the MSO.

c. RC members, for whom a request for a waiver of any nature must be submitted, are not eligible for reenlistment. Such cases are submitted for consideration to PERS-913 and must be processed per reference (i).

d. Applicants for immediate reenlistment will be questioned regarding any civil offenses since the date of their previous enlistment. If an applicant indicates an earlier arrest for any reason, the applicant must be processed for a waiver per reference (i).

e. RC members on inactive duty enlistment contracts, who are participating in the RC, and who are eligible for reenlistment, will be notified at least 6 months prior to the expiration of their enlistment or service obligation concerning such expiration and the procedures established for reenlistment processing.

f. The Defense Joint Military Pay System (DJMPS) recommends personnel reenlist at least 30 days prior to expiration of active obligated service (EAOS), or for RC, their EOS, to avoid possible pay stoppage or discrepancies.

g. Members should be counseled concerning possible loss of monetary benefits when reenlisting early. Consult reference (a) and this article for additional guidance.

6. **Early Reenlistments**. There is no requirement to forward request to Bureau of Naval Personnel (BUPERS) Community Management Support Branch (BUPERS-328) for early reenlistment.

a. The term of the new enlistment contract must equal or exceed the period of service for which the member is already obligated.

b. Members reenlisting under SRB or enlisted supervisor retention pay contracts must adhere to required additional OBLISERV requirements per reference (a) and references (i) through (l).

c. Members considering transferring education benefits should be counseled, as reenlisting early could interfere with transfer of those benefits outlined in reference (m).

7. **Conditional Reenlistments**. Conditional reenlistments for AC members require approval from BUPERS-328; RC members require BUPERS Reserve Enlisted Community Management Branch (BUPERS-352) approval as follows:

a. If a member has an aggregate total of 48 months of operative extensions on current enlistment, is eligible for reenlistment, and meets one of the following requirements:

(1) Is AC or TAR and requires additional active OBLISERV to enable transfer to the Fleet Reserve on a specific date prior to submission of such application;

Note: Exception - After receipt of the approval letter, the servicing transaction service center (TSC) or the administrative office is the approval authority for personnel who require additional active OBLISERV to enable transfer to the Fleet Reserve on a specific date.

(2) Has an approved application for transfer to special duty; or

(3) Requires additional OBLISERV to attend a Service school or to complete a tour of duty, whereas an extension of enlistment cannot be executed.

b. Favorable consideration will be given for immediate reenlistment when the member is not eligible to extend enlistment.

c. A member with a combat-incurred injury, illness, disease, or defect (as determined by the PEB) who has more than 6 years, but less than 10 years of service, may request to reenlist for a term of 4 years. This will render member eligible to transfer Post-9/11 GI Bill benefits to the member's dependent(s) per reference (m). The request must be submitted to BUPERS-328 for approval of a conditional reenlistment. Requests that do not meet the eligibility criteria of this subparagraph will be rejected. If BUPERS-328 recommends disapproval of the member's request, the request must be forwarded to the secretarial level, Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN MR&A) for final

decision, with a recommendation from the Chief of Naval Personnel (CHNAVPERS) via the Office of the Office of the Chief of Naval Operations (OPNAV) Military Personnel Plans and Policy Division (OPNAV N13). Reenlistment request must be approved prior to the member being retired or separated due to disability or other reason.

8. **Criteria for Reentry Code RE-R1 (Recommendation for Preferred Reenlistment)**

a. Use the table below for criteria of reentry code "RE-R1" (if "RE-R1" is not applicable use rentry code "RE-1" (eligible for reenlistment)) or as service record warrants):

Reenlistment Point	Pay grades	Qualifying Criteria
Less than 8 years of service (YOS)–AC/TAR members 12 YOS–RC members	E-3 and below	RE-R1 not applicable
	E-4	Pass E-5 advancement exam. Have overall trait average of 2.5 or above
	E-5 and above	Overall trait average of 3.0 or above No performance mark below 2.0 in any trait
8 to 20 YOS-AC/TAR members 12 to 20 YOS-RC members, except TAR)	E-4 and below	RE-R1 not applicable
	E-5	RE-R1 not applicable for AC or TAR E-5 members being separated due to HYT
	E-5 and above	Overall trait average of 3.0 or above No performance mark below 2.0 in any trait
Beyond 20 YOS	E-6 and below	RE-R1 not applicable. E-6 RC members are authorized to 22 YOS
	E-7 and above	No performance mark below 2.0 in any trait during 48 months immediately preceding reenlistment or EAOS or EOS

b. AC members who are within 2 years of qualifying for transfer to the Fleet Reserve and RC members who are entitled to be credited with at least 18, but not more than 20, years of qualifying service, may not be separated or denied reenlistment

per of reference (h), unless separated under any other provision of law and per reference (n).

9. **Criteria for Reentry Code RE-4 (Ineligible for reenlistment)**. Use the table below for criteria of reentry code "RE-4" determination:

Pay Grades	Qualifying Criteria
All pay grades	Have had one general or special court-martial conviction, two summary court-martial convictions, or a combination of more than two non-judicial punishments or summary court-martial convictions in the year preceding EAOS/EOS or desired reenlistment date; RC personnel who fail to fully comply with initial active duty recall orders; Have been administratively reduced in rate, detached for cause, or issued a letter of substandard service; or Not recommended for reenlistment by the CO
E-1 and E-2	All who fail to meet professional growth criteria, except in special 2-year obligation programs
E-3	All who fail to meet professional growth criteria described in subparagraph 8a table, E-3 and below section
E-4 and below	Average of less than 2.0 in any trait during current enlistment on enlisted performance evaluations
E-5 and above	Received two or more marks of 2.0 or below in same trait on enlisted performance evaluations during past 36 months; unless specifically assigned due to PFA failures. If marks are the result of PFA failure, refer to reference (f); Received any mark of 1.0 or below (in any trait) within 1 year prior to EAOS/EOS or reenlistment request; or Less than 2.5 average in any trait during current enlistment

10. **Criteria for Discharge from Fleet Reserve for Enlistment or Reenlistment**. A member may be discharged from the Fleet Reserve for immediate enlistment or reenlistment in the AC, provided the following criteria are met and BUPERS Enlisted Community Management Division (BUPERS-32) approval is obtained:

a. Such enlistment or reenlistment is restricted to critical or non-critical ratings with critical NECs, and the member must meet all requirements of the Navy occupational standard;

b. Must not have been released from active duty status for more than 4 years and have a reentry code of "RE-2" (ineligible for reenlistment because of Fleet Reserve, retired (except for transfer to the temporarily disabled retirement list), commissioned officer, or warrant officer status); and

c. Enlistment or reenlistment must not exceed HYT standards per MILPERSMAN 1160-120.

d. A signed acknowledgment by the member stating that participation in the Survivor Benefit Plan automatically ceases upon enlistment or reenlistment, and such benefits become those applicable to AC members. This acknowledgment is annotated on a NAVPERS 1070/613 Administrative Remarks. The entry must be recorded and verified in the Navy Standard Integrated Personnel System (NSIPS) and the signed NAVPERS 1070/613 is e-submitted to the member's official military personnel file (OMPF) per MILPERSMAN 1070-320 as a "permanent" entry citing this article as the authority.

11. **Members Who May Not Be Discharged for Reenlistment**. The following members on active duty may not be discharged, prior to normal expiration of enlistment, and reenlisted:

a. Members in transit, following permanent change of station orders, where they would thereby become entitled to mileage payments in excess of those they would otherwise be entitled if discharged and reenlisted at their last permanent duty station. COs may discharge and reenlist members, where excess mileage payments are not involved, who were recommended for reenlistment by their former COs. As used in this subparagraph, "in transit" does not include members in the following status:

(1) Temporary duty,

(2) Temporary duty under instruction, or

(3) Temporary additional duty under instruction.

b. Members who have submitted an application for, or who are in receipt of, authorization for transfer to the Fleet Reserve; if members have enough OBLISERV for such transfer see paragraph 7 of this article for conditional reenlistment;

c. Members who have been selected for warrant or commissioned grade in any of the Military Services, whose expiration of enlistment (including extensions) is subsequent to date of appointment or commissioning;

d. Members who are pursuing a course of instruction leading to a commission, except as specifically provided in other instructions issued by Commander, NAVPERSCOM or Commander, Naval Education and Training Command;

e. Members temporarily assigned to a station for humanitarian reasons must request to be discharged for reenlistment via NAVPERS 1306/7 Electronic Personnel Action Request and must be approved by BUPERS-328 with concurrence from the NAVPERSCOM HUMMS Reassign/Early Returns Coordinator (PERS-40HH).

f. Members undergoing investigation for alleged offenses, awaiting non-judicial punishment or trial by courts-martial, undergoing non-judicial punishment, or serving a sentence by courts-martial, including probation with respect to a suspended punitive discharge or confinement; or

g. Members who have rendered themselves ineligible per reference (f).

12. **Discharge After Executing Agreement**. Members who have executed agreements to extend their enlistments may be discharged **prior to the date the extension would become operative** and reenlisted per this article. The term for which they reenlist must be **equal to, or greater than, the total obligation, including the extension being canceled.** Review the OBLISERV requirements for SRB and recoupment procedures outlined in the most recent SRB naval administrative (message).

13. **Procedures for Personnel Assigned to Individual Ready Reserve (IRR)/Active Status Pool (ASP)**. Members of the IRR/ASP may be reenlisted on a case-by-case basis by mail, in person, or e-mail. In lieu of a physical examination, the member must submit a signed statement that states, to the best of the member's knowledge and belief, the member's physical condition is substantially the same as when the member was last physically examined by the Navy or any Department of Defense-credentialed medical officer. In addition, the member can provide a copy of his or her most recent separation physical or most recent physical examination from his or her personal physician. The **oath of allegiance**, which is mandatory, must be administered by a commissioned officer of any component of the Navy, Marine Corps, Army, Air Force, Space Force, or Coast Guard (active, inactive, or retired). NAVPERSCOM IRR Force Management Division (PERS-93) is the final approval authority for all IRR reenlistment requests.

14. **Payment for Unused Leave, Recoupment of Reenlistment Bonus, and Other Monetary Entitlements**

a. Information on reenlistment bonus, mileage, or lump-sum payment for unused leave pertaining to reenlistment is contained in reference (c). Members must be fully and properly apprised of monetary entitlements.

b. A member serving on a Navy Reserve enlistment contract on active duty desiring discharge and reenlistment may have the unearned portion of the bonus (if paid) recouped per references (a) and (l).

15. **Location of Reenlistment**. Reenlistment under continuous service conditions may be effected at the following locations:

a. Onboard the activity from which discharged within 24 hours following discharge. Reenlistment may be effected aboard a ship while at sea, provided the necessary pre-reenlistment checklist, including physical examination, has been met. A member transferred to an activity for discharge may be reenlisted per this article. Upon being reenlisted onboard the activity to which permanently attached, such member will be retained on board for duty. Members reenlisting at the activity to which transferred for discharge must be made available for orders per MILPERSMAN 1306-1700.

b. After more than 24 hours following discharge, reenlistment must be effected only at a Navy recruiting station, unless otherwise authorized by specific instructions of BUPERS-328. Reenlistment may be effected for the terms specified in recruiting instructions, but must be effected within the time period prescribed in continuous service credit subparagraphs 2c through 2c(2). For conditions and entitlement to any bonuses consult appropriate directives.

16. **Official Military Personnel File (OMPF) Update Upon Reenlistment**. Servicing personnel offices will ensure the electronic service record (ESR) reenlistment closeout function is executed when a member reenlists and the following ESR documents are submitted to the member's OMPF along with the reenlistment contract:

a. NAVPERS 1070/880 Awards Record (generated through NSIPS);

b. NAVPERS 1070/881 Training, Education, and Qualifications History (generated through NSIPS);

c. NAVPERS 1070/886 Member Data Summary (generated through NSIPS);

d. NAVPERS 1070/605 History of Assignments (generated through NSIPS); and

e. Permanent NAVPERS 1070/613 Administrative Remarks created at time of reenlistment (only "permanent" entries are filed to the OMPF).

17. **Not Eligible for Reenlistment**

a. Members who do not meet all the aforementioned requirements may not be enlisted or reenlisted without the consent of BUPERS-32.

b. RC members may not reenlist in the AC without approval from BUPERS-32.

c. TAR members may not reenlist in the AC (BRCL-11), likewise AC into the TAR Community (BRCL-32), without approval from BUPERS-32 or BUPERS-352, as appropriate.

18. **Improper Reenlistment**

a. Reenlistment without the CO's or OIC's retention recommendation is considered improper. Retention recommendation by a member's CO or OIC is found in block 47 of NAVPERS 1616/26 Evaluation Report & Counseling Record (E1-E6). Chief petty officers are considered recommended for retention, unless specifically not recommended in block 41 of NAVPERS 1616/27 Evaluation and Counseling Record (E7-E9) or a recommendation is later withdrawn by a member's CO or OIC via naval correspondence.

b. COs and OICs, servicing TSCs, personnel offices, and the individual member must consider the following:

(1) COs and OICs must ensure such improper reenlistments do not occur.

(2) Servicing TSCs, personnel offices, and their respective supporting offices must provide oversight to preclude erroneous and fraudulent entries into personnel systems, such as NSIPS, from occurring.

(3) A reenlistment contract which has been determined to be improper is not binding on the Department of the Navy. A member may be separated on the basis of erroneous reenlistment per MILPERSMAN 1910-130 and or the best interest of the Service per MILPERSMAN 1910-164.

(4) Reenlistment contracts with clerical errors do not invalidate the contract and are not considered improper reenlistments.

(a) Corrections and or changes to military human resource records filed in the OMPF must be directed to paragraph 5 of MILPERSMAN 1070-020 or paragraph 4 of MILPERSMAN 1070-080.

(b) Members must petition the Board for Correction of Naval Records to request correction to the term of enlistment (number of years), date of reenlistment RADO (months and or days), home of record, and other changes.

(5) Immediate superiors in command (ISIC), type commanders (TYCOM), and commands may direct an administrative investigation, per reference (o), concerning a reenlistment, if that reenlistment is suspected to have occurred under improper circumstances.

19. **Responsibilities**

a. Director, OPNAV N13 is responsible for approval of enlisted force management policy in support of the Deputy Chief of Naval Operations for Personnel, Manpower, and Training (CNO N1). As such, OPNAV N13 is the approving authority for reenlistment policy and exceptions to policy.

b. OPNAV Head, Enlisted Force Shaping Plans and Policy Branch (OPNAV N132) is responsible for developing enlisted force management policy in support of CNO N1. As such, OPNAV N132 is responsible for reenlistment policy development and execution oversight.

c. BUPERS Director, BUPERS-32 is responsible for managing overall enlisted community health at the echelon 2 level. As such, BUPERS-32 will be consulted on reenlistment policy execution issues and coordination with OPNAV N13 for exception to policy decisions.

(1) BUPERS-328 manages reenlistment for AC members and BUPERS-352 manages Selected Reserve and TAR members.

(2) NAVPERSCOM Enlisted Performance and Separations Branch (PERS-832) manages separation matters.

(3) NAVPERSCOM Enlisted Retirements Branch (PERS-836) manages Fleet Reserve and retirement.

(4) PERS-913 manages Reserve enlisted matters.

MILPERSMAN 1160-031

REQUIRED COUNSELING UPON ENLISTMENT AND REENLISTMENT

Responsible Office	BUPERS-328	Phone: DSN COM	882-3048/3205 (901) 874-3048/3205

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) 10 U.S.C.

1. **Required Explanations**

a. Reference (a), chapter 47, section 937, requires that certain articles of the code (Uniform Code of Military Justice) be carefully explained to each enlisted member:

(1) At the time of enlistment;

(2) After the member has completed 6 months of active duty, or, in the case of a member of a Reserve Component, after the member has completed basic or recruit training; and

(3) At the time the member reenlists.

b. It also requires that the text of the code and the regulations prescribed by the President under such code, be made available upon request for the member's personal examination.

2. **NAVPERS 1070/613 Administrative Remarks Entry**

a. At reenlistment, and following compliance with the provisions of reference (a), chapter 47, section 937, enlisted members will have the following NAVPERS 1070/613 entry made in their permanent service record:

"On (date), per UCMJ, article 137; member advised of the required provisions of the UCMJ."

b. These remarks will be signed as a "permanent" entry and submitted to the member's servicing transaction service center (TSC) and or personnel office for entry into the Navy Standard Integrated Personnel System (NSIPS) electronic service record. The servicing TSC and or personnel office will electronically submit (eSubmission) the document to the **official military personnel file**. The authority block on NAVPERS 1070/613 must cite "10 U.S.C. 937" as the authority for this entry.

MILPERSMAN 1160-040

EXTENSION OF ENLISTMENTS

Responsible Office	BUPERS-328	Phone: DSN COM E-mail	882-3048 (901) 874-3048 MILL_RE_EXT_CONV@NAV.MIL
MyNavy HR		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) https://www.mynavyhr.navy.mil https://my.navy.mil

References	(a) 10 U.S.C. § 509 (b) DFAS-DJMS Procedures Training Guide (DJMS PTG) (c) OPNAVINST 1160.8B (d) NAVMED P-117, Manual of the Medical Department (e) SECNAVINST 6120.3A (f) OPNAVINST 6110.1J

1. **Policy**

a. Per reference (a), the Secretary concerned may prescribe an extension of enlistment for a member of a Military Service with his or her written consent for a period not to exceed 4 years per enlistment.

b. Except as outlined in this article, all extension agreements are to be considered conditional for a specified reason. As such, extensions must be executed in monthly increments of 1-48 months. Unconditional extensions are not authorized. See paragraph 3 below for additional guidance.

c. When a member is discharged from an enlistment that has been extended under this article, the member has the same rights, privileges, and benefits that they would have if discharged at the same time from an enlistment not extended.

d. Sailors in pay grades E-6 and below with less than 14 years of service must have an approved authorization from Career Waypoints (C-WAY) in order to extend their enlistment, except as outlined in subparagraph 5c below.

e. Office of the Chief of Naval Operations (OPNAV) Military Personnel, Plans, and Policy Branch (N13) is responsible for total force management in support of Deputy Chief of Naval Operations (Manpower, Personnel, Training, and Education) (CNO N1) and is the final disposition authority for deviations from this policy.

2. **Definitions**

a. "**Agreement to extend enlistment**" refers to the official form of agreement on NAVPERS 1070/621 Agreement to Extend Enlistment per MILPERSMAN 1070-250. Agreements on other than the official form are of an informal, unofficial nature and could be repudiated or withdrawn by the member or the Navy. Clerical instructions for preparation of the agreement are contained in reference (b). NAVPERS 1070/621 may be accessed by using the following Web address: https://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

b. "**Agreement to extend active duty**" refers to the official form of agreement on NAVPERS 1070/622 Agreement to Recall or Extend Active Duty per MILPERSMAN 1070-260. For United States Navy Reserve members, NAVPERS 1070/622 is used to extend the reserve active duty obligation and NAVPERS 1070/621 to extend the enlisted reserve enlistment (if required). Clerical instructions for preparation of the agreement are contained in reference (b). NAVPERS 1070-622 may be accessed by using the following Web address: https://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

c. "**Execution of the agreement to extend enlistment**" or "**execution of extension date**" refers to the signature affixed on an extension of an agreement by the member concerned.

d. "**Extension becomes operative**" or "**operative date**" refers to the date the extension commences, which is the date after expiration of enlistment, as extended or as adjusted for the purpose of making up time not served. Following execution and prior to this date, the extension will be considered inoperative.

Note: Once an extension agreement becomes operative it may not be cancelled. In order to alter or cancel an operative extension, Sailors must submit a petition to the Board for Correction of Naval Records if they believe the extension was executed erroneously or that justifiable cancellation adjudication did not occur prior to the extension becoming operative.

e. "**Fault of member**" is defined as an intentional act of a Service member making the Service member culpable for the outcome which includes:

(1) A Sailor who willfully commits any action which results in attrition from a formal class "A" or "C" school; or

(2) A Sailor who voluntarily withdraws, drops, or quits a course of instruction.

Note: Inoperative extensions will not be cancelled if it is determined that the member is at fault.

f. "**No fault of member**" is defined as any action or event that is not intentionally committed by a Sailor (e.g., a Sailor diagnosed by a physician with an illness or medical condition (e.g., pregnancy) that may not allow the Sailor to complete formal "A" or "C" school or a Sailor who has executed an extension of enlistment for PCS orders, but is unable to execute permanent change of station (PCS) orders as written).

g. "**Retention eligible member**" is defined as a member that meets minimum eligibility criteria outlined in MILPERSMAN 1160-030.

h. "**Improper extension**" is defined as an extension that is executed and subsequently made operative without the member meeting all retention eligibility requirements per MILPERSMAN 1160-030.

Note: Members are reminded that an extension which has been determined to be improper is not binding on the Department of the Navy. A member may be separated on the basis of erroneous extension per MILPERSMAN 1910-130 and or the best interest of the Service per MILPERSMAN 1910-164.

3. **Extension Increments**. All extension agreements are conditional for a specified reason and may be executed in monthly increments of 1-48 months.

a. The enlistment contract cannot be extended for more than 48 aggregate months.

b. Extension agreements authorized during initial recruit enlistment contracts for 6-year obligation and 5-year enlistment programs count against the authorized months of extension per reference (a).

c. Refer to MILPERSMAN 1160-030 for conditional reenlistment authority when a member cannot meet service obligation due to extensions of 48 total aggregate extension months on current enlistment.

4. **Circumstances Which Make a Sailor Ineligible to Execute an Extension**. The following are conditions for ineligibility:

a. Sailors who are not retention-eligible per MILPERSMAN 1160-030.

b. Sailors whose enlistments have expired. For conditional reenlistments see MILPERSMAN 1160-030.

c. Sailors in the Individual Ready Reserve, not in the Active Status Pool (ASP). Members in the ASP must meet all requirements of a member in the Selected Reserve (SELRES).

d. Sailors currently on limited duty (LIMDU) or found not physically qualified for duty at the expiration of enlistment. If the member is retention-eligible, per MILPERSMAN 1160-030 and MILPERSMAN 1306-1200, he or she can voluntarily agree to remain on active duty beyond the expiration of enlistment via a "Retain in Service" event in the Navy Standard Integrated Personnel System (NSIPS). Documentation will be made on NAVPERS 1070/613 Administrative Remarks per MILPERSMAN 1306-1200 and MILPERSMAN 1160-050. NAVPERS 1070/613 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx. The member must either reenlist and return to full duty utilizing accounting category code (ACC) 100 or separate upon completion of LIMDU. Further extension of the current enlistment is not authorized because the enlistment (or extended enlistment) has expired. If conditional reenlistment is warranted (e.g., high year tenure (HYT)), refer to MILPERSMAN 1160-030 or refer the case to Bureau of Naval Personnel Enlisted Community Management Division (BUPERS-32)(Selected Reserve and Full-time Support Branch (BUPERS-328)).

e. A Sailor receiving a graded evaluation of "significant problems" must have one subsequent graded evaluation recommending him or her for promotion and retention.

5. **Commanding Officer (CO) and Officer-In-Charge (OIC) Extension Authority**. COs and OICs may authorize extensions up to 48 months for Sailors without BUPERS-32 (BUPERS-328) or BUPERS C-Way Division

(BUPERS-33) approval, as long as they meet the eligibility criteria stipulated in paragraphs 3 and 4 above, for the following reasons:

a. To match projected rotation date (PRD). Adjust the expiration of obligated service (EAOS) date of a member serving on any tour of duty to coincide with the established PRD.

b. To obtain maternity care benefits. An extension of enlistment may be executed to obtain maternity care benefits for the following individuals:

(1) Service woman. The member may execute an extension not to exceed 2 months beyond estimated delivery date, provided member meets all eligibility criteria set forth in MILPERSMAN 1160-030; and or

(2) Spouse. A member whose normal EAOS falls within spouse's pregnancy may execute an extension not to exceed 2 months beyond the estimated delivery date, provided the member's services can be used effectively during the period of extension.

c. To obtain obligated service (OBLISERV) required to execute PCS orders or SELRES mobilization and recall orders, refer to MILPERSMAN 1306-106 for information about OBLISERV in connection with a PCS transfer. Per MILPERSMAN 1306-141, Voluntary Sea Duty Program (VSDP) Sailors are able to defer their Career Waypoints reenlistment (C-WAY-REEN) application window to the minimum OBLISERV required for the orders negotiated as outlined in MILPERSMAN 1306-104. Sailors will not require a C-WAY-REEN application quota to execute an extension in order to accept orders, or extend in place under VSDP, provided they meet C-WAY-REEN criteria. In such cases, detailers and enlisted community managers must make appropriate entries into the Enlisted Active Information System (EAIS) notes section for the Sailor. Refer to reference (c) and the most recent selective reenlistment bonus (SRB) naval administrative message (NAVADMIN) for information on the OBLISERVE to Train Program.

d. To acquire necessary OBLISERV, as authorized in Navy directives, NAVADMIN, and this manual (e.g., to HYT or Fleet Reserve (FLTRES)/retirement date). Agreements to extend an enlistment to qualify or apply for a specific program are not authorized, unless authorized in respective directives.

(1) Members in receipt of authorization for transfer to the FLTRES may not extend their enlistment more than 30 days beyond their approved FLTRES date without specific approval from Navy Personnel Command (NAVPERSCOM) Enlisted Retirements Branch (PERS-836).

(2) Member's supporting personnel support detachment or command may execute extensions to obligate those Sailors in receipt of FLTRES transfer authorization without approval from BUPERS-32 (BUPERS-328). This authorization does not allow an enlistment to be extended to exceed an aggregate total of 48 months. Additionally, members may not extend their enlistments more than 30 days beyond their HYT date without specific approval from BUPERS-328. Sailors without an HYT waiver, who are extended beyond HYT, are to be separated at HYT vice EAOS as extended (see MILPERSMAN 1160-120). Extensions within 30 days of HYT do not require an HYT waiver. If NSIPS HYT flag prevents release of extension, personnel offices must contact BUPERS-32 (BUPERS-328).

6. Exceptions to CO and OIC Extension Authority

a. Nuclear-trained Sailors seeking to extend an enlistment greater than 23 months for one enlistment contract must gain approval from OPNAV Nuclear Propulsion Program Manager (OPNAV N133). Additionally, nuclear-trained Sailors in paygrades E-4 and E-5 seeking HYT waivers or nuclear-trained E-6 Sailors seeking to exceed 20 years of service require authorization from OPNAV N133.

b. Nuclear-trained Sailors seeking to execute extensions for the purpose of meeting OBLISERV requirements for orders must contact OPNAV N133 for guidance to preclude potential loss of monetary benefits.

7. Procedure for Executing Extension

a. To execute an extension, use NAVPERS 1070/621 (or automated equivalent), which must be completed and signed by the member and an official authorized per MILPERSMAN 1070-190 prior to the date of expiration of enlistment. Agreements executed subsequent to the date of expiration of enlistment are without legal force and effect.

b. The following information must be entered into the narrative section of NAVPERS 1070/621 or NAVPERS 1070/622:

(1) The reason for the extension (e.g., "To extend to PRD").

(2) The number of this extension on current enlistment or reenlistment (e.g., "This is my second extension").

(3) The following terms of the extension:

"I understand that this extension becomes binding upon execution and may not thereafter be cancelled, except as provided in MILPERSMAN 1160-040."

(4) Acknowledgement of potential loss of monetary benefits and the provisions of the SRB Program per reference (c) as follows:

"I have been informed of the provisions of the SRB Program (OPNAVINST 1160.8B) and how the execution of this extension of enlistment may affect my entitlement to monetary benefits for a subsequent reenlistment."

8. **Physical Examination**. Qualification for continued service, either in the Active Component (AC) or Reserve Component to include full-time support (FTS) and SELRES, should be based on the ability of a Service member to perform the functions of his or her rating, rate, or occupational specialty without physical or medical limitations. Per chapter 15 of reference (d), routine periodic physical examinations are no longer required for AC or FTS personnel. Instead, the use of the periodic health assessment, with guidance provided in reference (e), should be used to meet this requirement.

9. **Cancelling an Extension Agreement**

a. An extension agreement is cancelled by the personnel office completing the cancellation section of NAVPERS 1070/621 or NAVPERS 1070/622 and processing the corresponding NSIPS event.

b. A valid extension of enlistment that has become operative may not be cancelled. When an improper extension becomes operative (e.g., the second extension is made operative before the first extension), refer the case to BUPERS-32 (BUPERS-328).

c. When a member reenlists, inoperative extensions are automatically cancelled. The personnel office must not take any action on inoperative extensions upon reenlistment, including SRB and critical skill retention bonus reenlistments. Sailors are required to reenlist beyond the total aggregate months of all inoperative extensions.

d. COs and OICs must cancel agreements to extend enlistment, prior to operative date, for reasons listed below:

(1) When members, through no fault of their own (as defined in subparagraph 2f above), have not received any of the benefits (e.g., school, accelerated advancement, did not execute PCS orders, or enlistment bonus) for which the extension was executed, cancellation must occur by the day preceding the operative date of the extension. Members whose extensions are cancelled for this reason and desire to continue on active duty may simultaneously execute a new extension or reenlist per appropriate articles in this manual;

(2) When members are no longer recommended or eligible for retention. No longer recommended might result from failure to meet the minimum eligibility criteria in MILPERSMAN 1160-030 (to include loss of security clearance). No longer recommended might result from unsatisfactory performance of duty or conduct and, in the opinion of the CO or OIC, the member lacks career potential. A full statement of the facts must be included in NAVPERS 1070/613 with notation that the member is not recommended or eligible for reenlistment. Under this paragraph, the CO or OIC cannot cancel an extension that gained a significant benefit (e.g., enlistment bonus, accelerated advancement, PCS order execution, 5 or 6-Year Obligator Program, technical school, accompanied overseas tour) or, per reference (f), has an approved physical fitness assessment separation waiver, without obtaining an exception to policy approval authorization; and or

(3) When members attending school on temporary additional duty orders, through no fault of their own (as defined in subparagraph 2f above), are disenrolled. Cancellation and or adjustment of extension is explained in subparagraph 9f(3) below.

e. When cancellation of an inoperative extension appears meritorious, but the reason is not authorized in subparagraph 9d above (e.g., significant benefit resulted from the extension), forward NAVPERS 1306/7 Enlisted Personnel Action Request to BUPERS-32 (BUPERS-328), include the documents listed below, and ensure handling procedures for e-mail and hardcopy submission are followed as outlined in paragraph 11 below:

(1) NAVPERS 1070/881 Training, Education, and Qualification History;

(2) Related NAVPERS 1070/613 Administrative Remarks;

(3) Related NAVPERS 1070/621 Agreement to Extend Enlistment; and

(4) Related NAVCRUIT 1133/52 Enlistment Guarantees. NAVCRUIT 1133/52 may be accessed by using the following Web address: https://navalforms.documentservices.dla.mil/formsDir/ NAVCRUIT 1133 52 - EG 10177.pdf

f. Cancellation or adjustments of extensions for school to include training received per MILPERSMAN 1510-030. COs of recruit training centers and service school commands are authorized to cancel or adjust extensions executed for school, 5 or 6-year or scholastic program listed in the remarks section of the agreement to extend enlistment as follows:

(1) Students who are disenrolled prior to class convening date, through no fault of their own (as defined in subparagraph 2f above), must have their extensions cancelled, provided the extensions did not qualify them for another benefit or bonus.

(2) Students who are disenrolled after class convening date, through fault of their own (as defined in subparagraph 2f), must have their extensions adjusted using the OBLISERV for school's chart in MILPERSMAN 1306-604, provided the extensions did not qualify them for another benefit or bonus. Such adjustment, hereafter, will be referred to as payback. Five or 6-year Sailors will have their extensions adjusted using the table in subparagraph 9f(3)(c) below).

(3) BUPERS-32 (BUPERS-328) authorization is required for extension cancellation or adjustment for students on PCS-funded orders are disenrolled before or after class convening date through no fault of their own (as defined in paragraph 2f), and do not have extension(s) cancelled or adjusted prior to transferring from the schoolhouse.

(a) Definition of Instruction Received:

1. For regular students, it is the number of weeks of training actually completed;

2. For accelerated students, it is the number of weeks of classroom seat-time actually used at the time of disenrollment;

3. For repeat, held-over, or temporarily disenrolled students, it is the number of syllabus weeks actually completed in the course; and or

4. Partial weeks are not counted as weeks of instruction received.

(b) Payback Computation Table. For non-5 or 6-year obligator members disenrolled, through fault of their own (as defined in subparagraph 2f above), from single "A" or "C" service schools or consecutive service schools, payback will be determined by using the active OBLISERV for school's chart in MILPERSMAN 1306-604.

(c) Five or 6-Year Program Disenrollment. Payback computation table for the 5 or 6-Year Training Program disenrollees is shown below. This table must only be used for 5/6 year students disenrolled from training for months of service obligation to be incurred (payback) in return for training. If the table shows a requirement to serve a greater number of months than the original extension, then the original extension remains in effect. The member will execute a new agreement to extend enlistment and or active duty for a period that will provide the payback required for the number of weeks of received training in return for cancellation of the previous extension executed for training.

Instruction (Weeks)	Payback (Months)	Instruction (Weeks)	Payback (Months)
1	1	36	25
2	1	37	26
3	2	38	26
4	3	39	27
5	3	40	28
6	4	41	28
7	5	42	29
8	6	43	30
9	6	44	30
10	7	45	31
11	8	46	32
12	8	47	33
13	9	48	33
14	10	49	34
15	10	50	35
16	11	51	35
17	12	52	36
18	12	53	37
19	13	54	37
20	14	55	38
21	15	56	39
22	15	57	39
23	16	58	40
24	17	59	41
25	17	60	42
26	18	61	42
27	19	62	43
28	19	63	44
29	20	64	44
30	21	65	45
31	21	66	46
32	22	67	46
33	23	68	47
34	24	69	48
35	24		

(4) Administrative Procedures. COs or OICs will ensure the new extension agreement is executed, the old extension agreement is cancelled, and the following NAVPERS 1070/613 entry is submitted per reference (b):

"My active duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1160-040. I understand that my active duty obligation has been established as (EAOS date).

(Member's signature)

(Witnessing officer's signature)"

10. **Circumstances in Which COs and OICs Do Not Have the Authority to Cancel a Valid Extension**

a. COs and OICs will not cancel an agreement to extend enlistment under the following conditions:

(1) Member is found not physically qualified and or LIMDU is anticipated;

(2) Member is currently on LIMDU (ACC 105), provided member is physically qualified in all respects with exception of the diagnosis in the basic medical board report;

(3) Member is to be referred to a physical evaluation board for disability proceedings;

(4) Extension qualified the member for significant benefits as outlined in paragraph 9 above;

(5) Extensions executed prior to a C-WAY disapproval or approval. Members are to serve to their EAOS as extended, except when reasons in paragraph 9 above apply;

(6) Extensions may not be cancelled for failure to pay an enlistment bonus in a timely manner. When the oversight or delay of payment is identified, personnel officers are to promptly make the bonus payment; or

(7) Member becomes pregnant.

b. When COs and OICs do not have authority to cancel extensions of enlistment and early release warrants consideration (e.g., within force shaping initiatives), the member may consider requesting early release from NAVPERSCOM Enlisted Performance and Separations Branch (PERS-832) per MILPERSMAN 1910-102.

11. **Electronic Transmission**

a. All e-mail regarding Navy personnel containing names, Social Security numbers (SSN), or other personally identifying information (PII), must be digitally-signed and public key infrastructure-encrypted. In the event that encryption is not possible, the only other authorized means of electronically transmitting PII is through use of Department of Defense (DoD) Secure Access File Exchange (SAFE). DoD SAFE may be accessed via the following Web address: https://safe.apps.mil/.

b. All hardcopy correspondence must be pre-coordinated before mailing to BUPERS-32 (BUPERS-328). Correspondence regarding Navy personnel which contains names, SSNs, or other PII must:

(1) Be double-wrapped with the inner layer labeled "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties;"

(2) Use DD 2923 "Privacy Act Data Cover Sheet" as appropriate;

(3) Be mailed to only those with an official need to know;

(4) Be sent via a mailing service that can provide tracking information; and

(5) Be handled and destroyed per DoD privacy directives.

12. **Additional information and points of contact are available at the following Web sites:**

a. http://www.public.navy.mil/BUPERS-NPC/CAREER/ENLISTEDCAREERADMIN/Pages/ReenExt.aspx

b. http://www.public.navy.mil/bupers-npc/career/personnelconductandseparations/Pages/EnlistedSeparations.aspx

c. http://www.npc.navy.mil/CareerInfo/Retirement/EnlistedRetirements/

MILPERSMAN 1160-050

VOLUNTARY OR INVOLUNTARY EXTENSION OF ENLISTED PERSONNEL BEYOND EXPIRATION OF ENLISTMENT, FULFILLMENT OF SERVICE OBLIGATION, OR EXPIRATION OF TOUR OF ACTIVE SERVICE

Responsible Office	BUPERS-328	Phone: DSN COM	882-3048 (901) 874-3048

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) SECNAVINST 5820.4G

1. **Policy**. Under certain conditions, members may legally be retained beyond the date of expiration of enlistment or other period of obligated service (OBLISERV), either voluntarily or involuntarily until discharged, released to inactive duty, or transferred to the Navy Reserve and released to inactive duty. When a member is retained in service beyond expiration of enlistment, or other period of OBLISERV, an entry as to reason and authority for retention must be made on the appropriate page of the member's service record and signed per this manual.

2. **Voluntary Extension**. Enlisted members may volunteer to be held beyond expiration of their enlistment or active duty obligation or other period of OBLISERV. Refer to MILPERSMAN 1160-040.

3. **Extension of Members Serving Aboard Ship in Foreign Waters**

a. The normal date of expiration of enlistment or extension of enlistment of a member serving aboard a ship in foreign waters may be extended until return of the ship to a port of the continental United States or until transfer of member concerned to the separation activity nearest to port of debarkation. Retention for return to the U.S. may be effected by the senior officer present afloat if, in their opinion, retention is essential to public interests. Members so retained must be separated no later than 30 days after arrival in the U.S. In order to be entitled to the increase of 25 percent in basic pay

for the period of retention per article 5540 of reference (a), the member must have been retained after expiration of enlistment or extension of enlistment because their services were considered essential to public interests.

b. Specifically excluded from this provision are enlisted members who are retained beyond terms of their enlistments at shore stations, on board ships on duty in waters in or around possessions and territories of the U.S., or on board ships on duty in ports or waters within the sovereign jurisdiction of the U.S. Also excluded are members of the Navy Reserve who are retained on active service beyond the normal date of expiration of enlistment.

c. A permanent NAVPERS 1070/613 Administrative Remarks entry in the member's service record must state whether retention was essential to public interests and provide the location of the ship at the time of expiration of their term of enlistment.

d. For a normal deployment, it is imperative that pre-deployment preparations include identification of members with expiring enlistments and execution of appropriate action to either extend members on board or leave members behind for separation or further transfer.

4. **Extension Pending Receipt of Records**. Members whose records and accounts are not received by the activity to which transferred for separation may be retained in service, with their consent, pending receipt of their records and accounts. Commanding officers (COs) must take immediate steps to obtain records and accounts by communicating with the ship or station from and via which member was transferred for separation. A duplicate service record may be requested from Navy Personnel Command (NAVPERSCOM), Records Management Policy Branch (PERS-313) in order to expedite separation.

5. **Extension for Temporary Officer Appointment**. Enlistments are extended automatically in the case of members whose normal date of expiration of enlistment occurs while they are serving in a temporary officer appointment.

6. **Extension for Medical Care**. Members in the Regular Navy, Navy Reserve, and Fleet Reserve on active duty other than training duty of less than 30 days, who are in need of medical care or hospitalization as a result of disease or injury

incident to service and not due to their own misconduct, may be retained with their consent beyond the date of their normal expiration of active OBLISERV. Such consent must be entered on permanent NAVPERS 1070/613, and signed by member concerned. Tacit consent to retention may be assumed in cases of mental incompetency or physical incapacity where member is unable to affirmatively indicate desires, pending notification of and authorization for retention from member's next of kin. Members retained for medical care or hospitalization under this article may be retained until they have recovered to the extent that would enable them to meet physical requirements for discharge and reenlistment, or until it has been ascertained that the disease or injury is of a character that recovery to that extent is impossible. Members for whom tacit consent to retention is assumed will not ordinarily be retained more than 6 months beyond the date of their normal expiration of active obligated service (EAOS). Further retention may be authorized in meritorious cases upon proper recommendation accompanied by the supporting facts.

7. **Member Refusal of Extension for Medical Care**. If members persist in their desire to be separated, effect their separation provided they sign the following entry on NAVPERS 1070/613 of their service record and on DD-2808 Report of Medical Examination, witnessed by an officer, at the time examined for separation:

"I, (fill in name), desire to be separated from naval service on my normal expiration of active obligated service date. I understand that I will not be eligible for further follow-up studies or treatment at an Armed Forces medical facility, that I will be ineligible for disability benefits under law administered by Navy, and that any further treatment and or benefits will be under jurisdiction of the Department of Veterans' Affairs." (Signature of member) (Signature of witnessing officer) (Grade, name, title)"

8. **Extension to Accommodate Physical Evaluation Board (PEB) Proceeding**

a. Members being processed before a PEB must not be released from active duty or discharged until the Secretary of the Navy (SECNAV) has completed the final action on their cases and instructions received from NAVPERSCOM, Retirements Branch (PERS-836). Untimely separation of a member who is the subject of a PEB proceeding may prejudice their case since the law requires SECNAV make necessary physical disability determinations while the member is entitled to receive basic pay, except in cases of reservists on training duty of 30 days or less. This should be explained to any member whose enlistment or term of active service is about to expire and who requests discharge or release from active duty prior to the time such determinations are made. Any request for separation that is not withdrawn following such explanation must be entered on NAVPERS 1070/613 of the service record as follows:

"I, (fill in name), desire to be separated from naval service notwithstanding the fact such separation may prejudice any rights or benefits to which I may be entitled as a result of physical evaluation board hearings under 10 U.S.C., chapter 61. I have been fully advised of my rights in this matter and request I be discharged from naval service as soon as possible without further hearing and without disability retirement pay or severance pay or any compensation whatsoever. I understand I am not required and am under no obligation to give this certificate and I hereby certify that I give this certificate voluntarily." (Signature of member) (Signature of witnessing officer) (Grade, name, title)"

b. The foregoing statement must be signed by member and witnessed by an officer. In all cases where the above statement is executed, notify NAVPERSCOM (PERS-836) by message, and provide information copy to Physical Review Council and convening authority of PEB. Procedures for members on inactive duty are found in MILPERSMAN 1910-168.

9. **Policy for Disability Incurred not in the Line of Duty**

a. Records and accounts of members in the following categories must not be closed until discharge is effected. Member's service record must bear appropriate entry regarding member's status.

b. The term of service of a member undergoing hospitalization for injury, sickness, or disease incurred not in the line of duty or due to their own misconduct will not be extended under provisions of "Extension to Accommodate Physical Evaluation Board Proceeding" above. Unless the term of service is extended by some other provision of this article, a member in this status should be brought before a medical board at a time that will permit action to be taken on a recommendation for disposition prior to expiration of term of service. If proceedings per law and regulations result in a determination that the member is not physically fit for service or reenlistment and is to be discharged, discharge normally will be effected because of disability rather than expiration of enlistment or fulfillment of service obligation.

c. The term of service of a member undergoing hospitalization for injury, sickness, or disease, which is the result of the member's own misconduct, is extended by such lost time. If there is reasonable belief such member will be unable to return to full duty, full circumstances of the case as then known, including prognosis, must be forwarded to NAVPERSCOM (PERS-836) for advice. Members in this status should be brought before a medical board at a time that will permit action to be taken prior to the date the term of service normally would expire if the member were not in a misconduct status. If it is determined per law and regulations that the member is not physically fit for service or reenlistment, and proper authority approves recommendation for discharge, member must be awarded the type and character of discharge considered proper based on their medical and military records.

10. **Notification Procedure for Disability Extension**. If a member is hospitalized because of injuries or disease under all conditions listed below, COs of the medical facility concerned must forward all known facts concerning member's injuries or disease to the judge advocate general (JAG) for final determination of member's status and a copy to NAVPERSCOM (PERS-836). Such notification must, if at all possible, occur prior to member's expiration of term of service when

a. it appears the injury or disease might have been incurred not in the line of duty and as a result of member's own misconduct

b. there is a reasonable possibility member will not return to full duty prior to expiration of their term of service

c. it is not reasonably possible to conduct an investigation prior to expiration of member's term of service to determine whether the injury or disease was incurred in the line of duty and not as a result of member's own misconduct.

11. **Extension for War or National Emergency**. Enlistments and periods of OBLISERV of enlisted personnel in naval service are extended, or may be extended, in time of war or national emergency per articles 506, 12103, 671, and 671b of reference (a).

12. **Involuntary Extension due to Criminal Proceedings**. Members may be extended involuntarily beyond their EAOS as a result of apprehension, arrest, confinement, investigation, or filing of charges that may result in a trial by court-martial, and execution of any sentence thereof. If such action is initiated with a view to trial because of an offense under reference (b) committed by a member prior to their official discharge or separation, even though the term of enlistment or OBLISERV may have expired, they may be retained in service for trial and punishment after their period of service would otherwise have expired. Members who are involuntarily extended due to criminal proceedings and whose term of enlistment or OBLISERV has expired, may negotiate for and receive administrative separation under MILPERSMAN 1910 series and a related characterization of service even if their enlistment contracts have expired. Administrative separation may be in lieu of trial by court-martial or part of a pre-trial agreement.

13. **Extension for Disposition of Criminal Proceedings by a Foreign Jurisdiction**. Members of the naval service awaiting disposition of criminal proceedings by a foreign jurisdiction are afforded statutory and regulatory protection and benefits attendant to their status as members of the Armed Forces. Policy of the Navy is to ensure both the member is afforded the fullest possible protection, and the Navy meets its international obligations. In implementing this policy, the following procedures will be applied in all cases where foreign

criminal jurisdiction is being, or may be exercised over a member of the naval service by action such as apprehension, arrest, investigation, or a filing of charges that may result in trial, and where foreign criminal proceedings are not likely to be completed prior to the date of member's release from service because of expiration of the member's term of service:

a. At least 1 month before EAOS, member will be offered an opportunity to extend enlistment voluntarily for the duration of legal proceedings and any subsequent punishment. Member will be informed of protection and benefits received as a member of the Navy during the foreign criminal proceedings. For example, counsel may be provided at Navy expense, court costs (but not fines) paid, and an interpreter made available; and in most countries, member will remain in U.S. vice foreign custody, at least during trial proceedings. Member will also be informed that member will remain subject to reference (b) and may be subject to processing for administrative discharge. In some situations, a uniformed judge advocate will be provided when exposure to military criminal charges is possible. Additionally, member will be advised that an election not to extend voluntarily will result in the following:

(1) foreign authorities will be advised of the impending EAOS and inability of Navy to guarantee member's presence after discharge;

(2) foreign authorities will be offered custody of member immediately prior to EAOS; and

(3) assuming custody is accepted by foreign authorities, member will be discharged from naval service as soon thereafter as is practicable, thereby terminating any special considerations member would be entitled to were they still a member of the Armed Forces.

b. If member elects to voluntarily extend enlistment, then such request will be honored, and an appropriate NAVPERS 1070/613 service record entry acknowledged by member will be made.

14. **Procedure for Member Not Electing to Extend while Awaiting Disposition of Criminal Proceedings by a Foreign Jurisdiction**

a. Should a member elect not to extend voluntarily, foreign authorities will be notified of the inability of the Navy to guarantee presence of member after discharge due to member's impending EAOS. The foreign authorities will then be afforded opportunity to take custody of member at a mutually agreed upon time immediately prior to EAOS. If the foreign authorities desire custody, member will be transferred to the foreign authorities at the agreed upon time. After such transfer of custody, member's CO will, at EAOS, discharge member and notify the Office of the Judge Advocate General, U.S. Navy; NAVPERSCOM, Conduct and Separations Branch (PERS-832); and the respective U.S. Embassy or Consul.

b. Should the foreign authorities, upon being notified of member's impending EAOS and inability of Navy to maintain custody after discharge, state that member need not be present within the jurisdiction and is not required nor desired to be available for any further criminal proceedings, the member should be returned to the continental United States for separation or discharge. In such case, foreign authorities have in effect released Navy from any obligation to keep member within the foreign jurisdiction or to make member available for foreign criminal proceedings. This communication from appropriate foreign authorities should be in writing (if possible). If not, a memorandum for the record should be made to memorialize the agreement.

c. The foregoing policy does not apply to a member who has been in custody or confinement of foreign authorities as a result of apprehension by foreign authorities. In such a situation, provisions of chapter three of reference (b) would continue to apply, and, except under extraordinary circumstances approved by SECNAV, member would not be discharged while in custody or confinement of the foreign authorities.

15. **Extension for Completion of U.S. Civilian Criminal Proceedings**.

a. Members of the naval service who are not in confinement and those in confinement **as a result of delivery by military officials**, and

b. Those members in confinement **as a result of apprehension by civil authorities**, must not be extended involuntarily beyond EAOS solely for purpose of completion of civilian criminal proceedings in Federal, State, and local courts of the U.S., its territories, commonwealths, and possessions **without NAVPERSCOM (PERS-832) approval**. Requests to involuntarily extend members beyond EAOS must include whether member was delivered by military officials or apprehended by civil authorities, date of delivery or apprehension, pending charges, anticipated date of trial, and member's EAOS.

16. **Extension to Await Appellate Review of Court-Martial**. Except as otherwise provided in this paragraph, an enlisted member sentenced to punitive discharge must be retained in service to await completion of appellate review of their court-martial case, even though the period of confinement, if any, adjudged under the sentence has been served and member's enlistment or other period of active OBLISERV has expired. Unless member is confined, service record entry prepared to reflect such retention beyond expiration of enlistment or other obligated active service should state the nature of duties performed by the member and average number of hours daily the member's services are utilized while being so retained. Nothing stated in this paragraph is to be construed as precluding administrative separation of member when directed by NAVPERSCOM (PERS-832) or granting of leave to member awaiting completion of appellate review of member's case.

17. **Extension for Indebtedness**. A member who is otherwise eligible for separation will not be retained beyond normal expiration of obligated service date to satisfy an indebtedness to the Government or an individual, or for the purpose of obtaining remission of indebtedness.

MILPERSMAN 1160-060

AGREEMENTS OF ENLISTED NAVAL RESERVISTS, FLEET RESERVISTS, AND INDUCTEES TO REMAIN ON ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-811H/80C)	Phone:	DSN COM FAX	882-4024/3208 (901) 874-4024/3208 882-2738

Governing Directives	OPNAVINST 1160.5C OPNAVINST 1001.20B NAVPERS 1070/622 NAVPERS 15909H (ETM) DFAS-CL (DJMS), Procedures Training Guide NAVPERS 1070/613

1. **Policy for Naval Reservists**

a. Members of the Naval Reserve on active duty, with the exception of members authorized 24/36 months General Assignment/Recall or Active Duty for Special Work (ADSW), who desire to continue on active duty beyond their expiration of active obligated service (EAOS) dates and who are qualified in all respects for reenlistment may be permitted to extend their active duty agreements subject to approval by their Commanding Officer (CO), within the terms of their enlistment contract and/or the period of their Military Selective Service (MSS) obligation, except that extensions of active duty for less than 24 months shall be subject to the same restrictions as for extension of enlistment for less than 24 months.

b. The extended period of active duty shall be within the term of an enlistment contract and/or the period of the MSS obligation. In order to acquire service to cover the period of active duty obligation, qualified and recommended Naval Reserve personnel may reenlist on board or extend their enlistments under instructions contained in the appropriate article in this manual and OPNAVINST 1160.5C. In any case, the eligibility standards prescribed in the appropriate articles regarding performance, age limitations, physical standards, dependency

criteria, and the release from active duty of Reserve and retired enlisted personnel are applicable.

c. Enlisted members of the Naval Reserve, who have been authorized General Assignment/Recall for 24 to36 months may not reenlist, obligate for orders, or continue on active duty without prior approval from Navy Personnel Command (NAVPERSCOM) (PERS-811H). These individuals are authorized 24 to 36 months active duty as USNR (Active).

d. USNR Training and Administration of Reserves (TAR) personnel are authorized General Assignment/Recall through NAVPERSCOM (PERS-913) with final authority granted through NAVPERSCOM (PERS-811H). Selected Reserve personnel may apply for recall to the TAR program with final authority granted through NAVPERSCOM (PERS-913).

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2. **Policy for Fleet Reservists**

a. Members of the Fleet Reserve on active duty who desire to continue on active duty beyond their EAOS dates may enter into active duty agreements only upon the approval of the NAVPERSCOM. A request shall be submitted to the NAVPERSCOM with the CO’s recommendation. Requests shall be submitted in sufficient time to permit action prior to current EAOS date. Approval of such requests will be based upon the needs of the service, the rating involved, and other pertinent circumstances. Such extensions, when authorized, will be in yearly increments or a number of whole months less than a year. (Reenlistment or extension subsequent to transfer to the Fleet Reserve is not authorized, except as specified in MILPERSMAN 1160-030.)

b. Enlisted members of the Fleet Reserve, who have been authorized General Assignment/Recall for 24 to 36 months may not reenlist, obligate for orders, or continue on active duty without prior approval from NAVPERSCOM (PERS-811H). These individuals are authorized 24 to 36 months active duty as USNR (Active).

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3. **Policy for Inductees**

a. An inducted member may be permitted to extend their active duty beyond the period of induction within the period of their MSS obligation, subject to approval of their CO, provided

they are otherwise qualified in all respects. Such extension of active duty for less than 24 months shall be subject to the same restrictions as extensions of enlistments for less than 24 months. A qualified inductee may enlist or reenlist on board as provided in the article of this manual governing reenlistments.

b. Reservists on General Assignment/Recall will not extend or obligate without NAVPERSCOM (PERS-811H) authorization.

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4. **ADSW Personnel**

a. ADSW personnel may not exceed a total of 16 years active duty and may not exceed 5 years, 6 months continuous active duty. A 31-day break is required for ADSW individuals, who have been on active duty for 5 years, 6 months.

b. Enlisted ADSW personnel who desire to remain on active duty must receive either an order modification or new orders.

c. ADSW personnel paid through RPN funding receive approval from NAVPERSCOM (PERS-9D).

d. ADSW personnel paid through MPN funding receive approval from NAVPERSCOM (PERS-80C).

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5. **Clerical Procedures**

a. An agreement to remain on active duty or cancellation of such agreement shall be made on the NAVPERS 1070/622, parts 1 and 3, following the clerical procedures set forth in PAYPERSMAN. The agreement shall be signed by the member and the CO, or a designated representative of the CO. (Agreements for less than 24 months will be in numbers of whole months.)

b. Additional entries shall be made for inductees on the NAVPERS 1070/613, of the service record. General Assignment/Recall personnel will be given a Special Program Indicator (SPI) code of “G”.

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6. **Authorization to Cancel**. CO’s are authorized to cancel active duty agreements under the same conditions as provided for cancellation of extensions of enlistment.

MILPERSMAN 1160-070

REENLISTMENT/EXTENSION OF ENLISTMENT IN THE INDIVIDUAL READY RESERVE (IRR)

Responsible Office	NAVPERSCOM (PERS-4933)	Phone: DSN COM FAX	882-4470 (901) 874-4470 882-2673

References	(a) 10 U.S.C. 651 (b) DFAS-DJMS, Procedures Training Guide (c) COMNAVRESFORINST 1780.1A

1. **Policy**. Navy Reservists on inactive duty who meet qualifications for reenlistment may extend their enlistment in increments of 1 or more months, provided such extension together with any other extension does not exceed an aggregate of 48 months. Extensions of fewer than 24 months are considered **conditional extensions** and shall normally be executed only for specific reasons listed in MILPERSMAN 1160-040.

a. Members of the Individual Ready Reserve (IRR), who are **disqualified for reenlistment by body composition requirements**, may extend their enlistment one time for 6 months to conform to standards.

b. Personnel **not eligible for reenlistment** may not extend their enlistment without prior approval of Navy Personnel Command (NAVPERSCOM), IRR Force Management Section (PERS-4933).

2. **Definitions**

a. "**Agreement to Extend Enlistment**," or "**enlistment as extended**," refers to the legal document, **NAVPERS 1070/621 (Rev. 01-00)**, **Agreement to Extend Enlistment** (page 1A of the service record), and not an unofficial agreement or personal assurance of intention to extend. Agreements on other than NAVPERS 1070/621 are of an informal and unofficial nature and could be repudiated or withdrawn by member.

b. "**Execution of the Agreement to Extend Enlistment**," or "**execution of extension**," refers to NAVPERS 1070/621 signed by

the member and an official authorized to accept the agreement on behalf of Navy.

c. "**Extension becomes operative**," or "**operative date**," refers to the effective date of the extension, normally

- the day following the expiration of enlistment, or
- the day of expiration of enlistment as voluntarily extended, or
- as extended for the purpose of making up time not served.

Extension agreements may not be canceled after the operative date. In cases where it appears that the extension should have been canceled, the second portion of NAVPERS 1070/621 shall be completed and the case referred to NAVPERSCOM (PERS-4933).

d. "**Extension becomes binding**" refers to the date on which the extension is executed (signed), after which it may not be canceled except per the provisions of this manual in effect at the time the agreement is signed.

3. **General Requirements for Reenlistment**

a. Members of the IRR may be reenlisted in person or by mail. To reenlist, such members must furnish evidence of

(1) a satisfactory physical examination completed within the preceding 12 months at a Navy Reserve activity,

(2) evidence of a satisfactory body composition assessment (BCA) completed within the preceding 3 months by a command fitness leader (CFL), and

(3) a signed statement affirming, to the best of the member's knowledge and belief, the member's physical condition is substantially the same as found in the reported physical examination.

b. The **Oath of Allegiance**, which is mandatory, shall be administered by any active, inactive, or retired commissioned officer of any component of the Navy, Marine Corps, Army, Air Force, or Coast Guard.

4. **Not Eligible for Reenlistment**. Personnel not eligible for reenlistment may not extend their enlistment without prior approval of NAVPERSCOM (PERS-4933).

5. **Extension of Enlistment After Release From Active Duty**. Members who enlisted in the Regular Navy, and were subsequently released from active duty and transferred to the IRR to complete their military service obligation under reference (a), are not required to reenlist at expiration of obligated service to continue service in the Navy Reserve. Such members, if authorized by NAVPERSCOM (PERS-4933), may extend their Ready Reserve obligation by using NAVPERS 1070/621 with the following modifications:

a. Disregard the preprinted statement of agreement/ understanding.

b. Include the following statement below the preprinted statement of agreement/understanding:

"I agree to remain a member of the Ready Reserve for the period of this extension, unless properly relieved by competent authority. Having been transferred to the U.S. Navy Reserve on (day after date of release from active duty (RELACDU)), I voluntarily agree to extend my Ready Reserve obligation for a period of _____ months. I understand the provisions of this agreement and I acknowledge that no promises of any kind have been made to me."

6. **Procedure for Agreement to Extend Enlistment**

a. Extensions shall be prepared on the latest revision of NAVPERS 1070/621 and, except as noted below, shall be witnessed and accepted on behalf of Navy by an official having custody of the member's service record, and authorized per the provisions of this manual to sign service record pages. When it is inconvenient or impracticable for the member to appear for the purpose of executing the extension of enlistment at the activity having custody of the member's service record, the extension form may be mailed to the member for execution and return. See paragraphs below for further information regarding requirements of extensions executed by mail. To be valid, NAVPERS 1070/621 shall be executed by the member concerned before, or on the date of, expiration of enlistment. Mail NAVPERS 1070/621 in

sufficient time to ensure receipt and execution is completed, not later than the member's expiration of enlistment.

b. A member normally should not be permitted to extend an enlistment for more than 3 months before the end of the enlistment, unless agreement to extend is required to acquire sufficient obligated service (OBLISERV) for recall to active duty, or eligibility for Montgomery GI Bill (see reference (b)). In all cases, enter appropriate reason on NAVPERS 1070/621, citing the directive, as appropriate, for the OBLISERV; otherwise, enter reason as follows:

"To continue career. I understand that this extension becomes binding upon execution and may not thereafter be canceled, except as provided in MILPERSMAN 1160-070."

c. The provisions of this manual and the procedures in reference (c) will be followed for completion of NAVPERS 1070/621. Special instructions for completion and return of the form to the originating activity will accompany each extension mailed to a member for execution. Prior to mailing, the originating activity shall fill in the upper portion of the extension form. In the case of a member executing an extension agreement by mail, an official authorized to sign service record pages may witness the member's signature and accept the extension agreement on behalf of Navy. If such official is not available, a commissioned officer of any component of Navy, Marine Corps, Army, Air Force, or Coast Guard; or a notary public may act as witness by signing immediately below the member's signature. The member will then return the extension to the activity having custody of the member's service record, and the authorized official accepting on behalf of Navy will modify the form by deleting the words “**witnesses and**" prior to signature.

7. **Criteria for Canceling Agreements to Extend Enlistment**. NAVPERSCOM (PERS-4933) will cancel NAVPERS 1070/621s of IRR members, prior to effective dates, in the following cases:

a. When the member, upon being physically examined for the extension, is found to be **not physically qualified** for retention in the service.

b. When the member is **not considered qualified** for retention in the service.

c. When the member, through no fault of the member's own, **has not received any of the benefits** for which the extension was executed by the day preceding the operative date of the extension.

d. When the member **reenlists or agrees to extend enlistment**, provided the reenlistment or extension is for an authorized period not less than the term of the extension agreement(s) being canceled. The extension agreement(s) shall then be canceled as of the date of reenlistment or execution of new extension.

8. **Procedure for Canceling Agreement to Extend Enlistment**. In all cases of cancellation of an agreement to extend enlistment, the lower portion of NAVPERS 1070/621 shall be completed, per instructions in reference (b). A statement concerning whether the member is recommended for reenlistment will be made on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks of the service record. If the member is not recommended for reenlistment, a full statement of the reasons shall be entered.

MILPERSMAN 1160-100

SELECTIVE TRAINING AND REENLISTMENT (STAR) PROGRAM

Responsible Office	BUPERS-328	Phone: DSN COM	882-3215 (901) 874-3215

MyNavy Career Center	Phone: E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVEDTRA 10500, Navy Formal Schools Catalog (CANTRAC) (b) COMNAVCRUITCOMINST 1130.8K (c) BUPERSINST 1430.16G

1. **Purpose**. The Selective Training and Reenlistment (STAR) Program offers career designation to first term enlisted Sailors who reenlist and thereby become eligible for the following career incentives:

a. Guaranteed assignment to an appropriate "C" school.

b. Possible advancement from petty officer third class (PO3) to petty officer second class (PO2) upon completion of a Class "C" School or a "C" School package, which is listed in reference (a) and the Career Schools Listing (CSL). Most updated CSL will be located on the MyNavy HR Web page, https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/SRB-SDAP-Enl-Bonus/

c. Selective Reenlistment Bonus (SRB), if eligible (not guaranteed).

2. **STAR Eligibility Requirements**

a. Each applicant will:

(1) Be recommended by his or her commanding officer (CO) for career designation, have demonstrated above average career potential, and meet considerably higher standards for reenlistment than the minimum standards prescribed in MILPERSMAN 1160-030.

(2) Be a PO2 or PO3 on a first enlistment, and be eligible in all respects for reenlistment per MILPERSMAN 1160-030. Refer to MILPERSMAN 1160-120 in regards to high year tenure and STAR Program.

(3) Agree to reenlist active duty Navy for a period of 4 to 6 years (as required). The reenlistment or entitlement will not be executed until approval has been received from Bureau of Naval Personnel (BUPERS) Enlisted Community Management, Incentives Section Branch (BUPERS-328). The duration of required reenlistment is equal to specific rate and program requirements set forth by reference (b). As outlined in reference (b), the duration of required reenlistment is also contingent on the requirements of MILPERSMAN 1160-040 (5-year obligation) and MILPERSMAN 1510-030 Advanced Electronic Field, and Advanced Technical Field, Nuclear Field Programs. Reenlistments in ratings not requiring 5-year or 6-year obligations must be for a minimum of 4 years. For example, electronics technician rating requires a 6-year reenlistment, builder rating a 5-year reenlistment, and culinary specialist rating a 4-year reenlistment.

(4) Have no record of conviction by courts-martial, civil conviction, or nonjudicial punishment (NJP) for 18 months preceding date of application.

(5) Have no alcohol incidents or documented drug abuse for 18 months preceding date of application.

(6) Have an evaluation with no grade below 3.0 for 2 years prior to request for STAR reenlistment.

(7) Not have been accepted for any programs leading to a commission.

b. Non-nuclear personnel must have at least 17 months, but not more than 6 years, of continuous active naval service and not more than 8 years of active Military Service for other service veterans. Non-nuclear personnel will sign the following entry on NAVPERS 1070/613 Administrative Remarks and submit to their servicing personnel support detachment (PSD) for entry into Navy Standard Integrated Personnel System (NSIPS)/ Electronic Service Record, the servicing PSD will electronically submit the document to their official military personnel file (OMPF):

"I understand by reenlisting prior to my expiration of active obligated service (EAOS) under the provisions of MILPERSMAN 1160-100 (STAR Program), the unexecuted portion of my enlistment contract or extensions of enlistment will be deducted in selective reenlistment bonus (SRB) calculations."

3. **Eligibility Requirements for Nuclear Personnel**. Nuclear personnel must have at least 21 months, but not more than 6 years, of continuous active naval service on their date of reenlistment. Nuclear personnel reenlisting prior to their EAOS will sign the following entry on NAVPERS 1070/613 for inclusion in their OMPF:

"I understand by reenlisting prior to my EAOS under the provisions of MILPERSMAN 1160-100 (STAR Program), the unexecuted portion of my enlistment contract will be deducted from associated SRB calculations. Extensions of enlistment executed will not be deducted in SRB calculations, provided I reenlist for at least 2 years beyond my soft EAOS."

4. **Guidelines for Submitting Applications**

a. STAR Program applications will be sent to BUPERS-328 via (NSIPS). STAR requests should be submitted at least 60 days in advance of the desired reenlistment date. When STAR approval is received, send SRB request in precertification format and reference the STAR approval message in remarks section.

b. All STAR requests must be approved by BUPERS-328. STAR requests could be disapproved due to current rating's E-5 manning posture constraints.

5. **Administrative Procedures Following Approval**. Sailors approved for STAR reenlistment must obtain BUPERS-328 approval for continuation in program if there is any decline in performance, NJP, court-martial action, or adverse involvement with civilian authority. The CO's recommendation is required before a STAR continuation will be made by BUPERS-328. Command must notify BUPERS-328 to cancel STAR approval.

6. **Reenlistment for the STAR Program**

a. Sailors will be required to effect reenlistment within 6 months of the date of STAR authorization, and prior to attending "C" School, with the exception of those Sailors attending or who have completed a CSL "C" School. For those Sailors who are currently attending a CSL "C" School, STAR requests may be submitted during the course of instruction, but prior to effecting reenlistment. For those who have completed a CSL "C" school, a STAR request must be submitted prior to reenlistment for the completed school. Sailors whose EAOS is within 6 months of the approval date will be required to reenlist no later than their normal EAOS. Failure to reenlist prior to the expiration of these limiting dates will void STAR approval and require the Sailor to obtain a new authorization.

b. In many cases, a STAR reenlistment may not be in the Sailor's best interest. The career counselor should explore all alternatives before recommending STAR. A Sailor who is requesting a "C" school under STAR, which will earn an SRB eligible Navy enlisted classification (NEC), could lose considerable SRB entitlements. For those scheduled for advancement in the near future, it may be prudent to wait for the advancement, if SRB eligible, before reenlisting for STAR. For those outside the SRB eligibility window, it may be more prudent to wait until they are within the SRB window.

c. After approval of the STAR application, and when eligible, the Sailor will be discharged for convenience of the government and immediately reenlisted on board for a term of 4, 5, or 6 years, as required, in the active duty Navy. Eligible Sailors should consult SRB implementing directives that may limit payment of a bonus for any incomplete portion of the initial enlistment contract. This article will be cited to record STAR reenlistment by entering the following in FOURTH statement of NAVPERS 1070/601 Immediate Reenlistment Contract:

"Career designated under MILPERSMAN 1160-100."

Additionally, prior to reenlistment, have the Sailor sign the following entry on NAVPERS 1070/613 for inclusion in their OMPF:

"Should I be disenrolled from the STAR Program voluntarily, because of academic failure, my own misconduct, or my failure to maintain program eligibility requirements, I understand I am no longer eligible for any STAR Program benefits. I further understand I am not eligible for reduction of obligated service incurred."

7. **School Assignments**

a. Sailors who reenlist under this article are guaranteed assignment to a "C" school listed in the CSL. If any requested school has been disestablished, assignment to another school as determined by BUPERS-328 is guaranteed, provided training is available. "C" school quota requests will be submitted on NAVPERS 1306/7 Enlisted Personnel Action Request to the proper detailer at NAVPERSCOM citing this article, the STAR authorization, the school guaranteed, and verification of the STAR reenlistment. School quota requests will be submitted immediately following STAR reenlistment; however, school requests will not contain requests for specific class convening dates or duty assignments. If feasible, a tentative class convening date will be assigned by Navy Personnel Command (NAVPERSCOM). If school assignment is delayed until late in the STAR enlistment for the convenience of the Navy, additional obligated service is not required upon entry into the guaranteed school. Sailors who attend a "C" school listed on the CSL at the time of reenlistment and are automatically advanced to E-5 as a result of the STAR reenlistment, are not eligible for a subsequent "guaranteed" "C" school.

b. "C" school will be guaranteed to PO2s and PO3s who have completed the correct "A" school. Sailors who previously attended a "C" school are not authorized to attend the same "C" school. Sailors in paygrade E-3 who have been approved for reenlistment under STAR and who will be advanced to PO3 from a Navy-wide advancement examination (NWAE) before effecting such reenlistment, may request "C" school. Approval will normally be granted only for convening dates, which will allow the Sailor to first serve at least 12 months as a PO3. "C" school entrance time in paygrade requirements may be waived for PO3s who request reenlistment under the STAR Program. Personnel who have reenlisted under the STAR Program, for a "C" school with an associated or impending automatic advancement to the next higher paygrade may participate in the NWAE for that higher paygrade while they wait to begin "C"

school. However, if selected for advancement from the NWAE and paid for the next higher paygrade, the Sailor will not subsequently be automatically advanced to the next higher paygrade upon completion of "C" school.

8. **Automatic Advancement**

a. Automatic advancement to E-5 may only be authorized when the eligibility requirements contained in reference (c) have been met and the Sailor has served 1 year in paygrade E-4 from effective date of advancement. The effective date of advancement will be the date the advancement was made by the CO. Retroactive advancements are not authorized. Service record entries will cite this article as authority for automatic advancement.

b. E-3 personnel at time of STAR reenlistment will not be eligible for automatic advancement. Only one automatic advancement is authorized upon completion of STAR guaranteed training. Likewise, a Sailor who was automatically advanced to E-4 under recruit AEF Program may be automatically advanced to E-5 under STAR, provided all other eligibility requirements are met under this article; however, a Sailor cannot be automatically advanced twice based on completion of the same school.

c. Upon graduation from a "C" School or "C" school package that is listed in the effective CSL at time of reenlistment, a PO3 may be advanced to PO2 by the CO of the Service School Command, provided otherwise eligible. Personnel must be eligible for advancement per reference (c) and must have 1 year in paygrade E-4. A Sailor eligible for advancement in all respects except having served 1 year in paygrade will have the following NAVPERS 1070/613 entry created for submission to his or her OMPF:

"Date: When eligible in all respects (name) may be advanced to (rate) on (date). Auth: MILPERSMAN 1160-100."

COs are authorized to advance Sailors having the above entry in their OMPF on the date indicated.

d. At the time of STAR reenlistment, a PO3 who holds a valid nuclear power NEC, or a PO3 who has completed a "C" school or "C" school package which is listed in the current CSL, may be advanced to PO2, if eligible for advancement under reference (c) and having completed 1 year in paygrade E-4.

e. A PO3 previously advanced to PO2 or designated E-5, but subsequently reduced in rate as a result of disciplinary action, is not eligible for automatic advancement to PO2 or PO3, respectively, through this program.

f. The automatic advancement feature of the STAR Program provides a substantial attraction for an early reenlistment commitment. The intent and the historical application regarding STAR advancements has been to honor qualifying CSL "C" School completion carried out prior to STAR as criterion for automatic advancement; however, the CSL to be used in determining eligibility is the CSL in effect on STAR reenlistment date.

9. **Time-in-Rate (TIR) Waivers**. To reduce the number of requests for TIR waivers from personnel who were advanced under accelerated advancement programs and who are denied the opportunity to participate in advancement examinations because of insufficient TIR, the following policy is in effect.

Sailors who were automatically advanced under this article will have their TIR dates established as that assigned to their contemporaries who were advanced through successful participation in the current NWAE cycle. For example, personnel automatically advanced between 1 July and 31 December will have 1 July as their TIR date in consonance with the personnel advanced from the March examination of that year. TIR for personnel automatically advanced between 1 January and 30 June will be shown as 1 January; i.e., advancement effected 9 December 1981, TIR is 1 July 1981; and advancement effected 9 February 1982, TIR is 1 January 1982.

MILPERSMAN 1160-120

ACTIVE COMPONENT AND TRAINING AND ADMINISTRATION OF THE RESERVE HIGH YEAR TENURE PROGRAM

Responsible Offices	BUPERS-328	Phone: DSN COM	882-3048/3205 (901) 874-3048/3205
	OPNAV N133	Phone: DSN COM	664-5493 (703) 604-5493

My Navy Career Center	Phone: Toll Free E-mail: MyNavy Portal: E-mail:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1040.11E (b) OPNAVINST 1306.2K (c) DoD Instruction 1332.29 of 3 March 2017 (d) OPNAVINST 1900.4A (e) 10 U.S.C.

1. **Purpose**. The High Year Tenure (HYT) Program is a vital and effective force management tool to properly size and shape the active duty Navy. This is a total force policy which establishes standardized length of service (LOS) gates by pay grade, balanced with a waiver process that allows Navy to retain the right Sailor. As one of the Navy's key enlisted force management tools, HYT policy facilitates viable career paths and advancement opportunities across all pay grades and LOS spectrums. The standardized HYT gates allow Sailors greater flexibility to stay Navy within a stabilized force. Through this measured process, the Navy enhances quality throughout the continuum of service – between the Active and Reserve Components ((AC) and (RC)). The use of HYT waivers as a force management tool allow Sailors to stay beyond the prescribed LOS gates of their pay grade, providing increased opportunities for career progression while simultaneously retaining talent and experience to complete Navy's mission. Eligibility for an HYT waiver and submission procedures are contained in paragraph 4 below.

a. This article applies to all AC Sailors and Training and Administration of Reserve (TAR) Sailors. Personnel of the Selected Reserve (drill with pay) and Individual Ready Reserve,

encompassing voluntary training unit and active status pool, HYT policy is covered in MILPERSMAN 1160-135.

b. Unless HYT waiver approval is authorized by the responsible offices contained herein, AC and TAR Sailors may only reenlist or extend up to the HYT date for their current pay grade. Sailors who have been selected for advancement may reenlist or extend up to the HYT date of their frocked pay grade.

2. **Roles and Responsibilities**

a. Office of the Chief of Naval Operations (OPNAV) Director, Military Personnel, Plans, and Policy Division (N13) is responsible for total force management in support of the Deputy Chief of Naval Operations for Personnel, Manpower, and Training (CNO N1), and is the final disposition authority for deviations from this policy.

b. OPNAV Force Shaping, Plans, and Policy Branch (N132) directs enlisted force management policies in support of OPNAV N13 and is the endorsement agent for AC HYT exceptions to policy.

c. Office of the Chief of Naval Reserve (OPNAV N095) is directly responsible for the management of the Reserve force and will coordinate with OPNAV N13 on all plans and policies affecting reserve personnel, to include TAR Sailors.

d. Bureau of Naval Personnel (BUPERS) Division (BUPERS-32) and Selected Reserve & TAR Enlisted Branch (BUPERS-352) are the HYT waiver disposition authorities for all non-nuclear-trained AC and TAR Sailors respectively.

e. OPNAV Nuclear Propulsion Program Management Branch (N133) is the HYT waiver disposition authority for all nuclear-trained AC.

f. Commander, Navy Reserve Forces Command (CNRFC) (N1) is the HYT exception to policy authority for TAR Sailors.

g. Commands will track and manage their members HYT dates by utilizing the Career Information Management Systems (CIMS); conduct career development board 24 months prior to members reaching their HYT as outlined in reference (a), and ensure accuracy of HYT waiver requests.

3. **Maximum Years of Service**. HYT gates are listed by pay grade in the table below. Use the following guidelines when computing AC and TAR Navy service:

a. HYT dates for AC and TAR are based on the Sailor's active duty service date (ADSD).

b. For AC and TAR Sailors in pay grades E-1 through E-4, use only total active duty Navy service to compute HYT dates. See subparagraph 9c(2) for specific guidance regarding HYT date corrections for other service veterans (OSVETS).

c. For AC and TAR Sailors in pay grades E-5 through E-9, use all earned active military service (from any military Service) to compute HYT dates.

d. AC and TAR Sailors who previously accumulated active duty service via annual training, active duty for training, active duty operational support, definite recall, presidential recall, and periods of mobilization must include these periods as part of the total active military service calculation. Inactive duty training or drill periods are not considered active duty and will not be included as part of a Sailor's total active military service calculation.

e. AC and TAR command master chiefs (CMDCM) are eligible to exceed 30 years of service as indicated in the table below, provided they comply with selection criteria outlined in reference (b) for a flag or general officer support assignment and are validated by the CMDCM detailer for eligibility. Members in such roles are eligible to extend their orders for up to 30 days past the end of their flag or general officer's assignment to allow turnover of duties to their successor. Progressive assignment is a primary factor to exceed 30 years of service up to the maximum as noted below.

AC and TAR		
Grade	**Years**	**Remarks**
E-1 to E-2	4	May not reenlist or extend unless HYT waiver is granted by BUPERS-32.
E-3	6	
E-4	10	
E-5	16	
E-6	22	
E-7	24	
E-8	26	
E-9	30	
CMDCM	32	CMDCM selected for command duties assignment, less flag/support assignment to complete a 3-year tour of duty.
CMDCM	34	CMDCM/Force Master Chief (FORCM) selected for a 1 or 2-star flag/general officer support assignment to complete a 3-year tour of duty
CMDCM	36	CMDCM/FORCM/ Fleet Master Chiefs (FLTCM) selected for a 3 or 4-star flag/general officer support assignment to complete a 3-year tour of duty.
MCPON	38	CMDCM/FORCM/FLTCM selected to serve as the Master Chief Petty Officer of the Navy (MCPON) to complete a 4-year tour of duty.

4. **HYT Waiver Eligibility**. AC and TAR requests to continue beyond established HYT or LOS gates will be considered on a case-by-case basis. Examples of requests which may be given favorable consideration for AC and TAR include:

a. In support of urgent, immediate operational requirements in a deployed or soon to deploy unit.

b. Ratings or critical skills identified as undermanned.

c. Waivers for obligated service (OBLISERV):

(1) Waivers for OBLISERV apply only to service requirements incurred as a result of formal training. These waiver requests will be considered on an individual basis per paragraph 6 below. OBLISERV stated on permanent change of station orders does not override HYT dates unless an HYT waiver has been approved.

(2) E-3 and E-4 Sailors approved for rating conversion via appropriate class "A" and or "C" Schools will be granted an HYT waiver to coincide with expiration of the training OBLISERV

requirement. Commands must liaise with BUPERS-32 (AC) and BUPERS-352 (TAR) to ensure the revised HYT date is accurately reflected in the enlisted master file (EMF).

(3) E-3 and E-4 Sailors approved for in-rate advanced training ("C" school) will be granted an HYT waiver to coincide with expiration of the training OBLISERV requirement as outlined in subparagraph 4c(1) above.

(4) E-4 Sailors approved for the Selective Training and Reenlistment (STAR) Program, per MILPERSMAN 1160-100, may exceed their HYT as they will advance to E-5 and incur a 4 to 6-year OBLISERV requirement upon completion of required training.

Note: HYT waivers for the STAR Program are for first term Sailors only. HYT waivers will **not** be approved for any second or subsequent reenlistments under this program.

d. AC Sailors who desire to maximize their selective reenlistment bonus (SRB) eligibility must submit and receive approval for the HYT waiver request prior to submitting their SRB precertification request. These requests will be considered on an individual basis. See latest SRB naval administrative message for guidance.

5. **HYT Waiver Ineligibility**. HYT waiver requests must be justified by needs of the Navy. Requests based primarily on factors of personal convenience for the member will not be approved and should not be submitted. Examples of such ineligible waiver requests include, but not limited to the following:

a. To obtain the necessary service to participate for advancement (dates for determining advancement eligibility are contained in paragraph 7 below), or to await examination results.

b. To meet minimum eligibility requirements or to await additional quotas for advancement via advancement programs such as the Meritorious Advancement Program and advance to position program.

c. To commence or continue medical treatment.

d. To allow a member to continue or complete off-duty education courses while on active duty.

e. To permit a more desirable retirement or separation date (e.g., member desires to retire in summer months, etc.).

f. To increase financial entitlements based on length of military service (e.g., involuntary separation pay, education benefit eligibility, Fleet Reserve retainer check, etc.).

6. **HYT Waiver Request Procedures**

a. **HYT Waiver Submission**. Requests for AC and TAR HYT waivers must be submitted using NAVPERS 1306/7 Enlisted Personnel Action Request and must arrive at the respective enlisted community managers (BUPERS-32/352 and OPNAV N133) office 10 months prior to their established HYT date. Late, inaccurate, or incomplete requests will not be considered.

b. **Waiver Requirements**. AC and TAR HYT waiver requests must include the following:

(1) Sailor's full name, rate, current LOS (based on active duty service date), expiration of active OBLISERV, desired length of waiver in months, and command point of contact.

(2) Provide justification to include any pertinent documentation and information. Request should indicate the specific operational unit in which the member is seeking assignment (if applicable).

(3) Commanding officer's (CO) endorsement and signature. Endorsement should identify unit manning and rating deficiencies and the availability of other Sailors to fill billet or unit requirements.

(4) Members who receive an approved waiver must sign the following NAVPERS 1070/613 Administrative Remarks:

(Date): I understand that the high year tenure waiver date-time-group of approval message) is subject to cancellation if I am unable to fulfill the mission for which the waiver was approved. Requests to cancel this waiver will be coordinated with BUPERS-32 for AC, BUPERS-352 for TAR, and OPNAV (N133) for nuclear-trained Sailors via my commanding officer for adjudication. Final disposition of waiver cancellation rests with enlisted community managers in coordination with Navy Personnel Command Enlisted Distribution Division (PERS-40).
_____ _____
(Member's signature) (Witness signature)

c. **Cancellation of Approved Waivers**. AC and TAR Sailors serving on an approved HYT waiver for a specific assignment, OBLISERV, or program who are no longer able to fulfill the assignment, OBLISERV, or program for which the waiver was approved are subject to having their waiver cancelled. Commands must liaise with BUPERS-32 for AC, BUPERS-352 for TAR, or OPNAV N133 for nuclear-trained Sailors via their CO for disposition of waiver cancellations. If a previously approved waiver is cancelled, AC and TAR Sailors will be separated within 120 days of cancellation. Sailors eligible to transfer to the Fleet Reserve or Retire must transfer to either within 120 days.

d. **HYT Exceptions to Policy (ETP) Requests**

(1) HYT ETP requests will not normally be granted in cases where an HYT waiver was previously denied by the respective enlisted community manager (ECM).

(2) All HYT ETP requests for TAR Sailors must be submitted to CNRFC N1, via BUPERS-352, and include previous HYT waiver request denial documentation as applicable.

7. **HYT and Advancement**

a. Sailors beyond the established HYT date for their present pay grade on the first day of the advancement cycle (per below table) are ineligible for advancement consideration, unless they have received an approved HYT waiver from BUPERS-32 for AC, BUPERS-352 for TAR, or OPNAV N133 (nuclear-trained) Sailors.

ELIGIBILITY FOR ADVANCEMENT	
If AC/TAR competing in below advancement cycle...	**Then must be Active Duty on:**
E-4/5/6 March exam	1 July same year
E-4/5/6 September exam	1 January following year
E-7 January exam	1 September same year
E-8/9 March/April board	1 July same year

8. **HYT and Involuntary Separation Pay (ISP)**. Sailors who are separated due to HYT gates and are advancement eligible at the time of separation may be eligible for full ISP. References (c), (d), and MILPERSMAN 1910-050 and MILPERSMAN 1920-020 outline ISP definitions, criteria, and policy.

a. To be eligible for any amount of ISP, AC and TAR Sailors must have completed at least 6, but less than 20 years of active service, and must enter into an agreement to serve in the Ready Reserve for a period of not less than 3 years in addition to any other remaining service obligations based on needs of the Navy.

b. To preclude unwarranted ISP recoupment action by Defense Finance and Accounting Service, commands separating members in pay grades E-5 and below for HYT, who are otherwise fully retainable, must enter a reentry code of "RE-6" in block 27 of member's DD 214 Certificate of Release or Discharge from Active Duty.

9. **Special Considerations Regarding HYT**

a. **Limited Duty (LIMDU) Status**. Sailors in a LIMDU status and approaching mandatory HYT retirement, mandatory HYT transfer to the Fleet Reserve, or mandatory HYT separation will only be retained on active duty if actually hospitalized (inpatient), or if their case has been submitted to a physical evaluation board (PEB) for disability determination. Sailors referred to the disability evaluation system may only be separated in accordance with MILPERSMAN 1910-704. Sailors found fit for duty will be separated within 30 days of the PEB's final adjudication.

b. **Reduction in Rate**

(1) Sailors reduced in rate are authorized to complete the current enlistment, only if it expires on or before the HYT gate of the new pay grade.

(a) When the soft expiration of active OBLISERV (i.e., expiration of OBLISERV plus any extensions) exceeds the HYT LOS gate of the reduced pay grade, separation must occur within 180 days from the date of reduction in rate, unless granted an HYT waiver, reinstated, or subsequently advanced. Short-term extensions may be authorized when a member has insufficient OBLISERV remaining to reach the 180 day separation timeline to ensure adequate transition time.

(b) When HYT date is greater than 180 days following reduction in rate, the member will be separated at the HYT LOS gate (if prior to the soft expiration of active OBLISERV) or at soft expiration of active OBLISERV (if prior to his or her HYT LOS gate) if the member is ineligible to reenlist or extend to the HYT LOS gate of the reduced pay grade.

(c) OPNAV N133 will manage nuclear-trained members who are reduced in rate, and will be the disposition authority for HYT separations.

(2) Per reference (e), section 1176, AC and TAR Sailors who have completed 18 years, but less than 20 years of service and are subsequently reduced in rate must be retained on active duty until they are eligible to transfer to the Fleet Reserve, unless they are discharged under other provisions of law.

IMPACT OF AWARDING REDUCTION IN RATE (RIR) ON CONTINUED SERVICE		
HYT LOS Gate	**EAOS/EOS Date**	**Action**
Exceeding or within 180 days of HYT LOS gate following RIR	EAOS/EOS is 180 days or more following RIR date	Separate 180 days following RIR
Exceeding or within 180 days of HYT LOS gate following RIR	EAOS/EOS is fewer than 180 days following RIR date	Separate 180 days following RIR (*) * STE authorized
More than 180 days from HYT LOS gate following RIR	EAOS/EOS is equal to or greater than HYT LOS date	Separate at HYT LOS date
More than 180 days from HYT LOS gate following RIR	EAOS/EOS is less than HYT LOS date	Separate at EAOS/EOS, unless eligible to obligate additional service

c. **Procedures to Correct HYT Dates**

(1) If it is determined an HYT date for an AC or TAR Sailor is incorrect, contact BUPERS-32 (AC), BUPERS-352 (TAR), or OPNAV N133 (nuclear-trained) for verification and subsequent correction to the EMF.

(2) AC and TAR HYT gates for OSVETs in pay grades E-4 and below are computed based on total active Navy service only. In order to update the EMF to reflect a corrected HYT date, commands should send the following documents to BUPERS-32 (AC), BUPERS-352 (TAR), or OPNAV N133 (nuclear trained) respectively and include a:

(a) Copy of Sailor’s initial enlistment contract and;

(b) Copy of each of the member’s DD-214 or a statement of service for computation of LOS for pay purposes reflecting all periods of military service (in any branch of the Military Services).

10. **HYT Program Definitions**

a. **LOS**. The number of years of active duty military service, regardless of branch of Service, computed from ADSD and

(or) pay entry base date (PEBD) to include delay entry served under a qualifying enlistment contract.

b. **HYT**. The maximum number of years an enlisted member may serve in a pay grade E-1 through E-9 and the authorization for CMDCM. Determination for HYT is based on LOS computed from ADSD or PEBD. Standard HYT LOS gates are set forth and listed in the AC and TAR HYT chart listed in paragraph 3 above.

c. **HYT Gate**. The LOS a Sailor may serve in the Navy before reaching HYT status.

d. **HYT Date**. The date a Sailor will reach his or her HYT gate.

e. **HYT Waiver**. The authorization granted by an ECM for an enlisted Sailor to exceed the maximum years of service set forth by this article.

MILPERSMAN 1160-135

HIGH YEAR TENURE AND LENGTH OF SERVICE FOR SELECTED RESERVE, INDIVIDUAL READY RESERVE (VOLUNTARY TRAINING UNIT & ACTIVE STATUS POOL), AND STANDBY RESERVE–ACTIVE (USNR-S1)

Responsible Offices	BUPERS (BUPERS-352)	Phone: COM	(901) 874-3174/4508
	NAVPERSCOM (PERS-913)	Phone: COM	(901) 874-4152

My Navy Career Center	Phone: Toll Free E-mail: MyNavy Portal	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

References	(a) OPNAVINST 1306.2K (b) DoD Instruction 1215.13 of 5 May 2015 (c) 10 U.S.C.

1. **Purpose**

a. The High Year Tenure (HYT) Program is a vital and effective force shaping tool to properly size and shape the Navy. This policy establishes standardized length of service (LOS) gates by pay grade, balanced with a waiver process that allows the Navy to retain high performing members with needed skill sets in a pay status.

b. This article applies to all members of the Selected Reserve (SELRES); Individual Ready Reserve (IRR), to include the Voluntary Training Unit (VTU) and Active Status Pool (ASP); and Standby Reserve–Active (USNR-S1) Communities within the Navy Reserve. References, within this article, to the United States Navy Reserve (USNR) include SELRES and IRR, encompassing the VTU and ASP, unless otherwise specified. Members of USNR-S1 are referenced separately. For clarification of a member’s status as applied in this article, see the following table:

<table>
<tr><th colspan="3">United States Navy Reserve (USNR)</th><th>United States Standby Reserve-Active (USNR-S1)</th></tr>
<tr><td>SELRES</td><td colspan="2">IRR</td><td>USNR-S1</td></tr>
<tr><td>Drilling Reserve (in pay status), definite recall, and canvasser recruiters</td><td>Voluntary Training Unit (VTU)</td><td>ASP</td><td>Key Federal employees and hardships</td></tr>
<tr><td>HYT waiver requests from above category are processed by Bureau of Naval Personnel (BUPERS) Reserve Enlisted Community Management Branch (BUPERS-352) SELRES Enlisted Community Manager</td><td colspan="3">LOS requests from above categories will be processed by Navy Personnel Command (NAVPERSCOM) Reserve Enlisted Administration Branch (PERS-913).</td></tr>
</table>

c. SELRES, VTU, ASP, and USNR-S1 members may only reenlist or extend up to the HYT date for their current pay grade unless an HYT or LOS waiver is approved by the responsible office per paragraph 2 below. An HYT and LOS waiver is considered the member's initial request to remain in service past HYT or LOS restrictions. If the waiver is disapproved and (or) the request is outside the approval authority outlined below, then an exception to policy (ETP) will need to be routed. Members who have been selected for advancement may reenlist or extend up to the HYT date of their frocked pay grade.

2. **Roles and Responsibilities**

a. **Office of the Chief of Naval Operations (OPNAV) Chief of Naval Reserve (OPNAV N095)**. OPNAV N095 is directly responsible for the management of the Reserve force and will coordinate with Office of the Chief of Naval Operations (OPNAV) Military Personnel Plans and Policy Division (OPNAV N13) on all plans and policies that affect Navy Reserve members.

b. **Commander, Navy Reserve Forces (CNRF)**. CNRF is the authority for all SELRES HYT and ETP requests and VTU, ASP, and USNR-S1 LOS ETP requests.

c. **Bureau of Naval Personnel (BUPERS) Reserve Enlisted Community Management Branch (BUPERS-352) is**:

(1) Serves as the authority for all SELRES HYT waivers.

(2) Is required to review and forward HYT and LOS ETP requests with recommendation to Navy Personnel Command (NAVPERSCOM) Reserve Enlisted Administration Branch (PERS-913) for review and final adjudication by CNRF via Deputy Commander, Navy Reserve Forces (DCNRF).

(3) Required to coordinate with NAVPERSCOM Medical Benefits Division (PERS-95) on HYT waiver requests for members entering into or already in the line of duty (LOD) benefits process.

d. **PERS-913**

(1) Serves as the final disposition authority for LOS waiver requests for all members of the IRR, to include VTU and ASP, and USNR-S1.

(2) Is required to review and forward LOS ETP requests with recommendation to CNRF for final adjudication.

(3) Upon request of CNRF, review a member’s Navy Standard Integrated Personnel System (NSIPS) retirement point record for accuracy and make corrections as necessary.

(4) In coordination with PERS-95 and BUPERS-352, submit ETP request for contractual obligation per MILPERSMAN 1160-050 for members receiving an HYT waiver solely based on their continued medical status.

e. **PERS-95**

(1) Is the sole authority for extending members on active duty orders beyond their expiration if they are in a medical hold (MEDHOLD) status. Members may be continued on orders until released from MEDHOLD status by PERS-95.

(2) Will validate a member’s current LOD benefits (LOD-B) status upon request from BUPERS-352 for an HYT waiver consideration.

f. **Commander, Navy Reserve Forces Command (CNRFC)**. CNRFC will ensure all Navy Reserve activities (NRA) are in full compliance with this article by conducting monthly reviews, annual Command Information Program Reviews (CIPR) and command assessments.

g. **NRA**. NRAs are responsible for local administration of career development programs, including tracking HYT and for carrying out all the following actions:

(1) Track and manage HYT by utilizing the Career Information Management Systems (CIMS).

(2) Not reenlist or extend members beyond the last day of the month of their HYT date unless they have an approved HYT or LOS waiver or have reached 18 total years of qualifying service (TYQS).

(3) Conduct career development boards (CDB) at least 24 months prior to members reaching their HYT date.

(4) Counsel members on their LOS from pay entry base date (PEBD) and review their point records for TYQS.

(5) Must ensure timeliness and accuracy of all HYT and LOS waivers and all HYT and LOS ETP requests as specified in paragraph 7 of this article. Inaccurate or incomplete requests will not be considered.

(6) Must separate all members on the last day of the month of their HYT or LOS date if there is no approved HYT or LOS waiver from BUPERS-352 or PERS-913, as applicable, or approved HYT or LOS ETP.

(7) NRA command career counselors (CCC) will:

(a) Inform training reserve unit identification code (TRUIC) or unit mobilization unit identification code (UMUIC) leadership of all members approaching HYT 24 months prior to their HYT date.

(b) Update CIMS to reflect 24-month CDB was conducted and update the member's manpower availability status code in NSIPS to reflect "AS2" for those within 6 months of HYT.

(c) Counsel members on their career options, to include VTU, IRR, or retirement, if eligible.

Note: Members are responsible for submitting their retirement request per the appropriate MILPERSMAN 1820 series article. Members may coordinate with their CCC for assistance.

3. **Maximum Years of Service**. The following guidelines are used to compute Navy Reserve service:

a. HYT dates and LOS for USNR and USNR-S1 are based on PEBD.

b. SELRES members exceeding HYT limits, listed in the table in subparagraph 3f below, must obtain an HYT waiver to remain in a SELRES status. If no waiver is granted, members must either transfer to the VTU, retire (if eligible), or be separated.

(1) USNR and USNR-S1 members in the pay grades of E-1 through E-3 are not eligible for an HYT waiver.

(2) USNR and USNR-S1 members in the pay grades of E-4 through E-9 may receive an HYT waiver for SELRES, with maximum policy limitations noted in the table in subparagraph 3f.

(3) USNR and USNR-S1 members of any pay grade who exceed HYT limits may not be assigned to the IRR-ASP.

c. USNR and USNR-S1 members in the pay grades of E-4 through E-6 with an approved HYT waiver may remain in the SELRES as approved, unless barred by policy or age restriction.

d. USNR and USNR-S1 members in the pay grades of E-7 and above are authorized to serve in the VTU or USNR-S1 without an LOS waiver until 30 years LOS, unless precluded by other policies or laws (e.g., Senior Enlisted Continuation Board or age restrictions). An LOS ETP is required to serve in SELRES, VTU, or USNR-S1 beyond 30 years LOS. Effective date of retirement must be the first day of the month after the month in which the 30th applicable year is completed.

e. USNR and USNR-S1 members in the pay grade of E-9 who are accepted into and serving in the Command Senior Enlisted Leader (CSEL) Program, per reference (a), or who are selected for a CSEL assignment for a flag or general officer prior to the start of their 30th year of service (YOS), may exceed 30 YOS as

indicated in the table in subparagraph 3f below. Members in such roles may extend their orders for up to 30 days past the end of their flag or general officer's assignment to allow turnover of duties to their successor.

f. The table below lists HYT and LOS gates by the following pay grades:

USNR (SELRES, IRR (VTU and ASP)) and USNR-S1 High Year Tenure and Length of Service Gates		
Pay Grades	**Years**	**Remarks**
E-1 to E-2	6	Not eligible for an HYT waiver
E-3	10	Not eligible for an HYT waiver
E-4	14	An approved HYT waiver is required to serve in the SELRES. An approved LOS waiver is required to serve in the VTU or USNR S1 beyond 14 years LOS, not to exceed (NTE) 20 years LOS.
E-5	20	An approved HYT waiver is required to serve in the SELRES. An approved LOS waiver is required to serve in the VTU or USNR S1 beyond 20 years LOS, NTE 30 years LOS.
E-6	22	An approved HYT waiver is required to serve in the SELRES. An approved LOS waiver is required to serve in the VTU or USNR S1 beyond 22 years LOS, NTE 30 years LOS.
E-7	24	An approved HYT waiver is required to serve in the SELRES. An approved LOS waiver is required to serve in the VTU or USNR S1 beyond 24 years LOS, NTE 30 years LOS.
E-8	26	An approved HYT waiver is required to serve in the SELRES. An approved LOS waiver is required to serve in the VTU or USNR S1 beyond 26 years LOS, NTE 30 years LOS.
E-9	30	An approved LOS ETP is required to remain in the VTU or USNR S-1 beyond 30 years LOS NTE 30 TYQS.

CMDCM/CMC/CSEL	32	CMDCM (8CMC/8CSC) or CMC/CSEL selected for a flag or general officer assignment to complete a 3-year tour of duty. Eligible for waiver to serve in SELRES or VTU NTE 32 TYQS or their tour of duty, whichever occurs first.

USNR (SELRES, IRR (VTU and ASP)) and USNR-S1 High Year Tenure and Length of Service Gates, Continued		
Pay Grades	**Years**	**Remarks**
CMDCM/CMC/ CSEL	34	CMDCM (8CMC/8CSC) or CMC/CSEL selected for a 1-2 Star flag or general officer assignment to complete a 3-year tour of duty. An approved VTU/USNR-S1 waiver is required to remain in the VTU or USNR S-1 beyond 34 years LOS NTE 34 years LOS.
CMDCM/CMC/ CSEL	36	CMDCM (8CMC/8CSC) or CMC/CSEL selected for a 3-star flag or general officer assignment to complete a 3-year tour of duty. Eligible for waiver to serve in SELRES or VTU NTE 36 years LOS.

Note 1: If a SELRES HYT waiver is not approved by BUPERS-352, a new LOS waiver must be submitted to PERS-913 to serve in the VTU or USNR-S1, NTE 30 years LOS. Members are encouraged to include their preference on consideration for non-pay service in the event their SELRES waiver is disapproved. Doing so will simplify waiver application procedures as noted in paragraph 6.

Note 2: An approved LOS ETP is required to remain in the VTU or USNR-S1 beyond 30 years LOS.

Note 3: USNR and USNR-S1 in the pay grades of E-7 to E-9 not serving as a rated command master chief (8CMC/8CSC) must submit an HYT ETP request 12 months prior to 30 years LOS.

4. **HYT and LOS Waiver Eligibility**. USNR and USNR-S1 requests to continue beyond established HYT or LOS gates will be considered on a case-by-case basis. Requests for LOS waivers to the VTU may be considered for qualified USNR and USNR-S1 members with a history of satisfactory participation. Upon receiving an approved HYT or LOS waiver, every anniversary year thereafter must be a qualifying YOS towards retirement.

a. Examples of requests which typically satisfy needs of the Navy consideration are as follows:

(1) In support of urgent or immediate operational requirements in a deployed or soon-to-deploy unit.

(2) Ratings or critical skills identified as undermanned.

b. Waivers for obligated service (OBLISERV):

(1) Waivers for OBLISERV apply only to service requirements incurred as a result of formal training. These waiver requests will be considered on an individual basis per this article. OBLISERV stated in permanent change of station orders does not override HYT dates unless an HYT waiver has been approved.

(2) Members in the pay grade of E-4, with an approved rating conversion via appropriate "A" and (or) "C" schools, will be granted an HYT waiver to coincide with expiration of the training OBLISERV requirement plus two advancement cycles. Commands must liaise with BUPERS-352 to ensure the revised HYT date is accurately reflected in NSIPS.

c. Waivers for continued medical treatment:

(1) Members currently entering or already in the LOD Healthcare or LOD Benefits for Disability Evaluations System LOD-B for (DES) must remain in a paid status until their cases have been resolved. If the members are found fit for duty, then they will be discharged or retired, if eligible.

(2) If members are entering or are in the LOD-B process, they must reference which program they are in on their NAVPERS 1306/7 Electronic Personnel Action Request when requesting an HYT waiver.

(3) Members going through a medical retention review process will be transferred to the VTU.

5. **HYT and LOS Waiver Ineligibility**. HYT and LOS waiver requests must be justified based on the needs of the Navy. Requests based primarily on factors of members' personal convenience will not be approved and should not be submitted. Examples of such ineligible waiver requests include, but are not limited to:

a. Obtain the necessary service to participate for advancement or to await examination results. Dates for determining advancement eligibility are contained in the table in subparagraph 8a.

b. Meet minimum eligibility requirements or await availability of additional advancement quotas via programs such as the Meritorious Advancement Program-Reserve (MAP-R).

c. Allow a member to continue or complete off-duty education courses while on active duty.

d. Permit a more desirable retirement or separation date (e.g., member desires to retire in summer months, etc.).

e. Increase financial entitlements based on LOS (e.g., involuntary separation pay, education benefit eligibility, Fleet Reserve retainer check, etc.).

6. **HYT and LOS Waiver Request Process and Procedures**

a. HYT waivers must be submitted via NAVPERS 1306/7 to MyNavy Career Center (MNCC), askmncc@navy.mil, 10 months prior to a member's established HYT date.

b. Requests for VTU or USNR-S1 LOS waivers must be submitted to PERS-913 10 months prior to established HYT dates to ensure no break in service. Visit https://www.mynavyhr.navy.mil/Career-Management/Reserve-Personnel-Mgmt/Enlisted/ for guidance on LOS waiver request submission.

Note: HYT and LOS waiver requests received within 10 months of HYT date will be adjudicated on a case-by-case basis and based solely on the needs of the Navy and rating community health.

c. All HYT and LOS waiver requests must include the following information and documents:

(1) Member's full name, rate, current LOS (based on PEBD and desired length of waiver in months), and command's point of contact.

(2) Justification for waiver request, to include any pertinent documentation and information. If applicable, request should indicate the specific operational unit in which the member is seeking assignment to.

(3) Commanding officer's (CO) endorsement and signature. Endorsement should identify unit manning and rating deficiencies

and the availability of other personnel to fill billet or unit requirements.

Note 1: SELRES endorsement will be the UMUIC or TRUIC CO wherein the member holds a current billet assignment, or wherein the member is requesting a billet assignment if retained. For members in the VTU and members who are in an in-assignment process status, endorsement will be the TRUIC CO.

Note 2: If the member's UMUIC or TRUIC CO is unavailable to sign NAVPERS 1306/7, the executive officer (XO), (CSEL), or NRA CO may endorse the request.

d. If a USNR or USNR-S1 member is disapproved for an HYT waiver and has fulfilled his or her contract, the member may be considered for an LOS waiver to serve in the VTU or USNR-S1. Members are encouraged to include their desire to continue service in a non-pay status in their SELRES HYT waiver request. In the event their SELRES request is denied, the original request will be forwarded from BUPERS-352 to PERS-913 for adjudication.

e. Members who receive an approved waiver will sign the following NAVPERS 1070 613 Administrative Remarks:

(Date): I understand that the HYT/LOS waiver is subject to cancellation if I am unable to fulfill the mission for which the waiver was approved. Requests to cancel this waiver will be coordinated with BUPERS-352 for SELRES members and PERS-913 for VTU, ASP, and USNR-S1 members, via the commanding officer, for adjudication. Final disposition of waiver cancellation will be with Commander, Navy Personnel Command (COMNAVPERSCOM). _____ _____ (Member's signature) (Witness signature)

f. USNR and USNR-S1 personnel serving with an approved HYT or LOS waiver for a specific assignment, OBLISERV, or program, and who are no longer able to fulfill the assignment or program for which the waiver was approved, are subject to having their waiver cancelled. Commands must liaise with BUPERS-352 for SELRES members or PERS-913 for VTU and USNR-S1 members via their CO for disposition of waiver cancellations. If a previously approved waiver is cancelled, USNR and USNR-S1 members will be separated within 120 days of cancellation, unless they have adequate time to transfer to the Reserve retirement list.

7. **HYT and LOS ETP Request Process and Procedures**

a. In cases where an HYT or LOS waiver request was disapproved by BUPERS-352 or PERS-913, an **ETP request will not normally be favorably adjudicated unless there is an extenuating circumstance** where the member is of direct criticality in meeting warfighting and operational capabilities of the Navy.

b. HYT and LOS ETP requests are only considered for personnel who exceed HYT and LOS NTE limits outlined in the table in subparagraph 3f.

c. All HYT and LOS ETP requests for USNR and USNR-S1 personnel will be submitted on behalf of the members by the CO to CNRF no later than 90 days prior to their HYT date via BUPERS-352 for SELRES or PERS-913 for VTU. Appeals for denied waivers are routed directly to CNRF. Requests must include the following form and documents:

(1) NAVPERS 1306/7;

(2) NRA, TRUIC, or UMUIC endorsement as outlined in paragraph 6;

(3) Current statement of service from the member's NSIPS record;

(4) All evaluations and fitness reports within the past 36 months;

(5) Previous approved or denied HYT and LOS ETP;

(6) Previous approved or denied HYT and LOS waivers; and

(7) Active duty for training, active duty for operational support (ADOS), or mobilization orders (MOB) performed within the last 12 months (if applicable).

d. BUPERS-352 or PERS-913 will forward ETP requests with recommendation to CNRF, via DCNRF, for adjudication.

e. COs are reminded they are not authorized to reenlist or extend personnel without an HYT or LOS ETP approval.

8. **Advancement**

a. SELRES members beyond the established HYT date for their present paygrade on the first day of the advancement cycle per the following table, are ineligible for advancement consideration, unless they have received an approved HYT waiver from BUPERS-352 that runs through the below limiting dates. Those members in the VTU, ASP, and USNR-S1 over LOS are ineligible for advancement.

If Reserve competing in below advancement cycle...	**Then must be in SELRES on:**
E-5/6 February exam	1 July same year
E-5/6 August exam	1 January following year
E-7 February exam	1 September same year
E-8/9 March board	1 July same year

b. LOS waivers approved by PERS-913 allowing USNR and USNR-S1 members to continue in the VTU beyond the established HYT gates **do not** reinstate advancement eligibility.

9. **Removal From SELRES Status**. SELRES members who reach HYT and do not have an approved SELRES HYT waiver, or are not eligible for a SELRES HYT waiver, must be removed from the SELRES by the end of the month in which the HYT date occurs. The following options apply to all USNR and USNR-S1 members beyond or at HYT without a SELRES HYT waiver:

a. If eligible, a member may request transfer to the Retired Reserve list, with or without pay, per MILPERSMAN 1820-020.

b. VTU and USNR-S1 members must request an LOS waiver from PERS-913. USNR and USNR-S1 members approved for VTU assignment will be subject to the following requirements:

(1) Members must maintain satisfactory participation requirements per reference (b).

(2) Members will not be permitted to return to a SELRES status without receiving an approved HYT waiver from BUPERS-352.

(3) Members will not be permitted to participate for advancement.

(4) The following NAVPERS 1070/613 entry must be made for members who accept VTU assignment:

(Date): I accept assignment to the Voluntary Training Unit (VTU) in a non-pay drill status due to having reached HYT for my pay grade per MILPERSMAN 1160-135. I understand that I must maintain satisfactory participation requirements as outlined in RESPERSMAN 1001-010. I understand that I am not eligible to return to a drill pay status in the future without receiving a SELRES HYT waiver from BUPERS-352. I acknowledge that I am not authorized to participate for advancement in rate. _____ _____ (Member's Signature) (Witness Signature)

c. Members either not eligible, or not approved for, retirement or an HYT waiver will be separated effective the last day of the month in which the HYT date occurs.

10. **Restrictions on Active Duty for ADOS and MOB Orders**

a. The following apply to ADOS and definite recall orders:

(1) HYT is not a disqualifying factor for ADOS or recall, members must submit an HYT waiver request to BUPERS-352 prior to executing orders.

(2) Prior to executing orders, SELRES members who will reach their HYT date while on ADOS or temporary recall orders will be transferred to the VTU after the expiration of mobilization orders, unless approved for an HYT waiver.

(3) Members in an HYT status while on ADOS or definite recall are ineligible to participate for advancement in rate, unless they have an approved HYT waiver and are not at HYT for the next higher pay grade.

b. The following apply to mobilized USNR members:

(1) Members who reach their USNR HYT date during a period of mobilization must not be demobilized due to this status.

(2) Upon reaching their HYT date, USNR members on active duty will be transferred to the VTU after the expiration of their orders when checking back in to their NRA. Members reaching HYT may continue on active duty orders, but are not eligible to participate in the advancement exam without an approved SELRES HYT waiver.

11. **Special Considerations Regarding HYT**

a. **Selected for Officer Appointment**. USNR and USNR-S1 members selected for an officer appointment, who are at or beyond their HYT date, are granted an automatic LOS waiver to the VTU while awaiting commissioning, but may seek an HYT waiver to remain in a paid SELRES status per procedures in paragraph 7. These personnel must be transferred to the VTU, unless a SELRES HYT waiver is approved.

b. **Sanctuary Provisions**. Per reference (c), USNR and USNR-S1 members who have completed 18, but less than 20, TYQS towards non-regular retired pay eligibility will be retained in an active status (SELRES or VTU) until they are eligible to transfer to the Retired Reserve, with or without pay, unless discharged under other provisions of law.

c. **Reduction in Rate (RIR)**

(1) USNR and USNR-S1 members RIR are authorized to complete their term of enlistment when their expiration of OBLISERV is before the HYT limiting gate of the new pay grade. If the new HYT limiting gate has already been exceeded at the time the member is reduced in rate, or the HYT limiting gate is less than 180 days, the member must retire (if eligible), or be separated within 180 days from the date of their reduction in rate, unless they are granted an HYT waiver, reinstated, or are subsequently advanced.

(2) USNR and USNR-S1 members who have completed 18 TYQS, but have less than 20 TYQS, and are reduced in rate, must be retained in the VTU until they are eligible to transfer to the Retired Reserve with or without pay, unless discharged under other provisions of law.

(3) The table below is provided as a guide for determining the impact of awarding a reduction in rate on continued service.

IMPACT OF AWARDING REDUCTION IN RATE ON CONTINUED SERVICE		
HYT LOS Gate	**End of Active Obligated Service/ Expiration of Obligated Service (EAOS)/EOS) Date**	**Action**
Exceeding or within 180 days of HYT LOS gate following RIR	EAOS/EOS is 180 days or more following RIR date	Separate 180 days following RIR
Exceeding or within 180 days of HYT LOS gate following RIR	EAOS/EOS is fewer than 180 days following RIR date	Separate 180 days following RIR (*) * Short term extension authorized
More than 180 days from HYT LOS gate following RIR	EAOS/EOS is equal to or greater than HYT LOS date	Separate at HYT LOS date
More than 180 days from HYT LOS gate following RIR	EAOS/EOS is less than HYT LOS date	Separate at EAOS/EOS, unless eligible to obligate additional service

d. **Procedures to Correct HYT and LOS Dates**

(1) If it is determined that an HYT or LOS date for a SELRES, IRR (VTU and ASP), or USNR-S1 member is incorrect, contact PERS-913 for verification and subsequent correction to NSIPS.

(2) HYT gates for other service veterans in the pay grades of E-4 and below are computed based on total active and (or) reserve Federal military service. To correct an HYT date in NSIPS, commands must send the following documents and forms to PERS-913 respectively:

(a) Copy of member’s initial enlistment contract, and

(b) Copy of each of the member’s DD 214 Certificate of Release or Discharge from Active Duty or NAVPERS 1810/1 Navy

Reserve Retirement Point Capture, reflecting all periods of military service (in any branch).

12. **Definitions**

a. **High Year Tenure (HYT)**. The maximum number of years an enlisted member may serve in the SELRES in a paid status in the pay grades of E-1 through E-9. Determination for HYT is based on the LOS computed from the member's PEBD. Standard HYT gates are set forth and listed in the table in subparagraph 4e.

b. **HYT Date**. The date a member will reach his or her HYT gate contained in subparagraph 3f.

c. **HYT Gate**. The LOS a member may serve in the SELRES before reaching HYT status.

d. **HYT Waiver**. The authorization granted by BUPERS-352 for an enlisted member to exceed the maximum years of service set forth by this article or by current policy.

e. **Length of Service (LOS)**. The number of years of combined active and inactive Federal military service, regardless of branch of service, computed from PEBD. Inactive military service covers all periods of inactive duty (including delayed entry) served under a qualifying enlistment contract.

f. **LOS Waiver**. The authorization granted by PERS-913 for an enlisted member to continue LOS limitations in the VTU, not to exceed 30 years.

g. **PEBD**. The date that denotes how much of a member's service is creditable towards longevity. This date usually remains unchanged. In the case of broken service, the PEBD will be recalculated.

h. **Sanctuary**. Per reference (c), a Reserve enlisted member serving in an active status who is selected to be involuntarily separated, or whose term of enlistment expires and is denied reenlistment (other than a physical disability or for cause), and as of the date on which the member is to be discharged or transferred from active status has between 18 and 20 TYQS, may not be discharged, denied reenlistment, or transferred from an active status without the member's consent.

i. **Total Years of Qualifying Service (TYQS)**. TYQS is used

to verify retirement eligibility. TYQS may be considered as a factor for HYT waiver but does not determine HYT dates. TYQS can be found in a member’s statement of service.

MILPERSMAN 1160-140

CAREER WAYPOINTS

Responsible Office	BUPERS-33	Phone: DSN COM	882-2102 (901) 874-2102

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) BUPERSINST 1900.8E

1. **General Information**. This article provides policy and execution guidance related to Career Waypoints (C-WAY). Refer to the latest Office of the Chief of Naval Operations (OPNAV) Military Personnel Plans and Policy Division (OPNAV N13) C-WAY quota management business rules located on the C-WAY Web page of the MyNavy HR Web site at: https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/ for specific guidance not included in this article.

2. **C-WAY System Functions**

a. C-WAY is a corporate information technology system used to match qualification data of Navy personnel inventory to Fleet requirements. It serves as a central qualification tool to execute critical missions across the MyNavy HR enterprise. The four primary system functions of C-WAY include:

(1) Qualifying and adjudicating civilians into the Navy as enlisted Sailors,

(2) Controlling enlisted rating entry standards,

(3) Providing Sailor qualifications for MyNavy Assignments (MNA) marketplace to place qualified Sailors into billets, and

(4) Subsequently, executing all distribution and obligated service (OBLISERV) transactions.

b. C-WAY provides a mechanism for enlisted component changes from Active Component (AC) or Training and Administration of Reserve (TAR) to apply for quotas to affiliate with the Reserve Component (RC). C-WAY is also used to apply for a Targeted Reentry Program (TRP) quota.

c. C-WAY will be continually enhanced to link present and future enlisted force management strategies that align policy and execution to meet mission requirements. C-WAY contains career management modules delineated as follows:

(1) C-WAY applies to all Sailors at their expiration of active obligated service (EAOS), as extended, also identified as soft EAOS (SEAOS), who require completion of military service obligation (MSO) or desire to further their Navy career within the Selected Reserve (SELRES);

(2) C-WAY conversion (C-WAY-CONV) applies to RC Sailors desiring to laterally convert rating. Refer to MILPERSMAN 1440-010 for details;

(3) C-WAY transition (C-WAY-TRANS) applies to SELRES Sailors desiring to change from RC to AC (RC2AC) or to TAR. Refer to MILPERSMAN 1306-1502 for details;

(4) C-WAY Professional Apprenticeship Career Track (PACT) (C-WAY-PACT) designation applies to unrated Sailors desiring to become rated. Refer to MILPERSMAN 1306-611 for details;

(5) C-WAY reclassification applies to Sailors who fail to complete initial skills training and are eligible to be reclassified from Recruit Training Command and class "A" School training. Refer to MILPERSMAN 1236-020 for details.

d. In conjunction with this article, the C-WAY User Guide provides detailed procedural information on the execution of C-WAY. The C-WAY User Guide will be updated on a regular basis and is located on the C-WAY Web page of the MyNavy HR Web site at: https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/.

e. Counselors will qualify all enlisted Sailors in C-WAY by using the NAVPERS 1040/4 Career Waypoints Application upon reporting to the command.

3. **C-WAY Guidance**

a. Within the system's "Sailor Browser," command career counselors (CCCs) can view, edit, or modify a Sailor's qualification data, commanding officer's (CO) recommendations, OBLISERV intentions, and various qualification data within the "Sailor Details" page.

b. To apply for MNA OBLISERV reenlistment authorizations, all enlisted Sailors in pay grades E1-E9 must be recommended for retention per MILPERSMAN 1160-030 and be fully qualified in C-WAY to reenlist. Failure to qualify or update Sailors' retention recommendation will result in their inability to fulfill MNA OBLISERV requirements and or participate in MNA selection cycles.

Note: C-WAY qualification does not override or waive reenlistment eligibility requirements established in MILPERSMAN 1160-030, nor does it override or waive rating eligibility per MILPERSMAN 1306-618.

c. Sailors who intend to separate must have their intentions identified in C-WAY via the "Sailor Intends to Separate" portion of the "Sailor Details" page.

d. All eligibility requirements and data must be filled out within the "Sailors Details" page and updated whenever there is a change. Sailors who are not eligible for retention or reenlistment should refer to MILPERSMAN 1160-030 to comply with eligibility requirements.

Note: Per reference (a), commands should ensure Sailors verify assignment of appropriate separation and reentry codes upon discharge from AC to meet affiliation and reenlistment eligibility requirements into the SELRES.

e. TRP quotas can be applied for via the "AC/TAR Reenlistment" browser. To be considered, Sailors must be:

(1) In pay grades E-4 through E-6;

(2) Have completed their initial active duty service requirement, but not have reached 14 years of active duty service;

(3) Be within 16 through 4 months of their SEAOS; and

(4) Be recommended by their CO.

f. SELRES quotas are for AC or TAR Sailors desiring or required (4-2-2 Sailors) to affiliate with the SELRES upon completion of their required active service. Sailors can apply for in-rate opportunities or to convert to another SELRES rating. Sailors falling under the current MSO (4-2-2) policy will be marked in C-WAY, and have SELRES applications auto-generated in C-WAY once in their SELRES window, which must be submitted per 4-2-2 policy. Applications for non-4-2-2 Sailors will be created via the "Sailor Details" page in the "Sailor Bowser."

Note: To affiliate as a SELRES through the Reserve Processing and Affiliation Center (RPAC) and C-WAY, Sailors must submit a SELRES application between 10 months to 90 days prior to their SEAOS. Non-4-2-2 Sailors who do not receive quotas within this timeline, and still desire to affiliate with the SELRES, need to submit a NAVPERS 1306/7 Electronic Personnel Action Request to MNCC Human Resources Service Center, requesting a SELRES quota from the Bureau of Naval Personnel (BUPERS) Reserve Community Management Division (BUPERS-35) SELRES and TAR Enlisted Community Manager (ECM) (BUPERS-352) for the requested rating. For details on SELRES affiliation through RPAC refer to MILPERSMAN 1306-1501.

4. Responsibilities

a. OPNAV N13 is responsible for approval of enlisted force management policy in support of the Deputy Chief of Naval Operations for Personnel, Manpower, and Training (CNO N1). As such, OPNAV N13 is the approving authority for C-WAY policy, quota management plans and business rules, and "rack and stack" results.

b. OPNAV Enlisted Force Shaping Plans and Policies Branch (OPNAV N132) is responsible for developing enlisted force management policy in support of CNO N1. As such, OPNAV N132 is responsible for C-WAY policy development and execution oversight. Additionally, OPNAV N132 will coordinate with the BUPERS Military Community Management Department (BUPERS-3) to establish a C-WAY quota management plan and business rules, as required.

c. BUPERS-35, in coordination with OPNAV N132, must manage individual rating quota plans and adjudicate all C-WAY SELRES applications as directed by OPNAV N13 and delineated by BUPERS-3.

d. OPNAV Nuclear Program Manager (OPNAV N133), in coordination with OPNAV N13 and BUPERS Enlisted Community Management Division (BUPERS-32), serves as the C-WAY manager for nuclear-trained personnel.

e. Immediate superior in command (ISIC) CCCs will monitor C-WAY via "ISIC level" access to ensure subordinate commands are complying with all C-WAY related polices. Designated representatives can gain C-WAY System access by submitting DD Form 2875 System Authorization Access Request (SAAR) to career waypoints@navy.mil.

f. COs and officers-in-charge, hereinafter referred to as commanders, are responsible for the completeness and accuracy of all C-WAY applications. Commanders must ensure their command personnel understand and comply with all C-WAY related policies. Failure to submit, administrative error(s), and or inaccurate applications will **not** result in an extension of a Sailors' C-WAY window. Additionally, commanders must:

(1) Ensure their CCC and or designated representatives obtain C-WAY System access;

(2) Ensure applications for Sailors under their cognizance who are required to use C-WAY, to include those concurrently assigned elsewhere (e.g., individual augmentee, temporary additional duty (TAD)), are submitted in C-WAY. Command personnel must update "Sailor Details" for Sailors who intend to separate or are not retention eligible to ensure they are accounted for and are issued a separation quota (i.e., submit "intends to separate" or "not eligible" applications) (as appropriate);

(3) Validate all Sailor C-WAY application data, including Sailors' recommendation status, intentions, and qualification details for chosen conversion ratings;

(4) Review and update C-WAY SELRES and TRP applications (including application notes) each month. This action will change C-WAY applications from the "saved-action required" to the "submitted" status. Commands are required to update

applications to reflect changes to Sailors' C-WAY eligibility status or desired rating SELRES conversion choices;

(5) Certify all applications are accurate by selecting the block that states "I have validated all of the information in this section and certify the commanding officer still recommends and the Sailor concurs with this application";

(6) Designate representatives to submit C-WAY TRP or SELRES applications for all subordinate unit identification codes (UIC) or designate a representative for each subordinate UIC;

(7) Commands and or ISICs may submit C-WAY TRP and SELRES applications for each UIC under their authority. Commands unable to submit applications (as described in subparagraphs 4f through 4f(6)) are required to contact their ISIC prior to contacting the C-WAY help desk for assistance.

(8) Submit applications by the application deadline. The deadline for submission of applications for eligible Sailors is 2359 central standard time (CST) on the last calendar day of each month;

g. Individual Sailors are ultimately responsible for their careers. Being unaware of Navy policies or application status will not justify additional reviews or extension of their C-WAY opportunities. Sailors:

(1) Must engage their chain of command and CCC prior to entering any C-WAY window. Sailors should fully explore SELRES potential, in-rate, and conversion opportunities when thinking of separating from active duty and use their most recent career development board as a guide in making their career decisions;

(2) Must ensure, with the assistance of their CCC, all required C-WAY applications submitted on their behalf are accurate, submitted on time, and indicate their intentions. If necessary, and to ensure application accuracy, utilize the C-WAY Sailor Self-Service Account to verify submission and status of any application submissions discussed with their CCC.

Note: Sailors who take the Armed Forces Classification Test and improve their scores may expand their lateral conversion opportunities.

(3) Should seek immediate assistance from their chain of command and CCC to answer their C-WAY questions.

5. **Application Processing**

a. BUPERS-35 will review SELRES applications for completeness and accuracy. Incomplete or erroneous applications will be invalidated. BUPERS-35 will assign one of the following status codes during the "rack and stack" process:

(1) Approved (SELRES). Sailor is approved for an in-rate quota and may reenlist (if eligible) per MILPERSMAN 1160-030.

Note: Sailors applying for SELRES who require "A" School to qualify for the new rating must apply through C-WAY RPAC per MILPERSMAN 1133-061.

(2) Approved-Pending (SELRES). Sailor does not have permission to reenlist; however, he or she has met initial screening for in-rate or lateral conversion and the gaining BUPERS-352 ECM requires additional information before making a final determination (e.g., security clearance, physical examination, etc.). **Sailors who fail to contact the gaining BUPERS-352 ECM the month following release of results, or fail to complete additional requirements within 45 days, will have their application changed to "denied" (e.g., February application results released in March, BUPERS-352 ECM contact must occur no later than 15 APR and requirements completed no later than 30 APR).** Sailors subsequently found ineligible will have their C-WAY applications denied; Sailors still in the C-WAY application window may apply for their remaining looks.

(3) Denied (SELRES). Sailor was not selected for any of his or her requested application choices, but still has additional SELRES looks remaining.

(4) Denied Final-SELRES (SELRES). Sailor was not selected for any application choices, is within 3 months of SEAOS, and does not have any additional SELRES reviews remaining. Sailors desiring to affiliate with the SELRES may contact a Navy recruiter.

6. **Results**

a. Upon completion of the "rack and stack" process, BUPERS-352 ECM adjudication process, and final approval (normally the second or third week of each month), the C-WAY results from the previous month's applications will be released via the C-WAY System and found under the "reports" section. Commands and ISICs may access the results via the "Command C-WAY Personnel" report. Final adjudication letters may be found in the "Command C-WAY Summary" report.

b. C-WAY-SELRES applicants with final adjudication will have their results uploaded into the Navy Enlisted System (NES) and Enlisted Assignment Information System (EAIS). MNA and the Personnel Online Listing (POLL) (commonly referred to as LOPG) also receive C-WAY status codes. Commands experiencing any C-WAY status code conflicts between the aforementioned systems must contact the C-WAY help desk for assistance. The C-WAY status codes in LOPG are:

(1) AIR - Active in-rate approval

(2) ACV - Active conversion approval

(3) DFI - Denied final in-rate

(4) FSP - Denied final, forced separation

(5) VSP - Denied final, voluntary separation

(6) ESP - Denied final, ineligible separation

(7) ITS - No final status, intends to separate

(8) IEG - No final status, currently ineligible

(9) RQR - No final status - requested SELRES

c. Commanders are **not authorized** to reenlist those Sailors who are "approved-pending."

MILPERSMAN 1200-010

SUBMARINE PATROL INSIGNIA QUALIFICATIONS

Responsible Office	OPNAV (N978)	Phone:	(571) 256-8433

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

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1. **Types of Submarine Patrol Insignias**

a. There are two types of submarine patrol insignias awarded to members, Submarine Combat and ballistic missile submarine (nuclear-powered) (SSBN) Deterrent. The awarding of each insignia is based on the completion of a successful patrol as defined below.

b. The determination of whether a patrol is successful is made by the type or task force commander under whose command the submarine operated.

2. **Submarine Combat Patrol Insignia**

a. Authorization for the **Submarine Combat Patrol insignia** is given to members regularly assigned to submarine duty on or after 7 December 1941, who completed one or more wartime combat patrols designated as successful for the following reasons:

(1) the submarine sank or assisted in sinking at least one enemy vessel, or

(2) the submarine accomplished a combat mission of comparable importance.

b. The insignia represents completion of one successful patrol.

(1) A **gold star** mounted on the insignia indicates an additional successful patrol.

(2) A **silver star** mounted on the insignia indicates a total of five successful patrols.

NOTE: This insignia may be awarded to personnel prior to qualification in submarines in time of war.

3. **SSBN Deterrent Patrol Insignia**

a. Authorization for the **SSBN Deterrent Patrol insignia** is given to members regularly assigned to submarine duty and who completed one or more SSBN deterrent patrols.

b. The insignia represents completion of one successful patrol.

(1) A **gold star** mounted on the insignia indicates an additional successful patrol.

(2) A **silver star** mounted on the insignia indicates a total of five successful patrols.

NOTE: This insignia may be awarded to personnel prior to qualification in submarines.

4. **Service Record Entry**. A service record entry is made for each member upon authorization to wear these insignias. Additional entries will be made for each succeeding successful patrol.

5. **Wearing Both Insignias**. Personnel eligible for the Submarine Combat Patrol insignia and the SSBN Deterrent Patrol insignia may wear only one at a time, according to their personal desires.

MILPERSMAN 1200-020

DEEP SUBMERGENCE INSIGNIA QUALIFICATIONS

Responsible Office	OPNAV (N978)	Phone:	(571) 256-8433

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

1. **Policy**. Squadron commanders authorize individual naval members to wear the Deep Submergence insignia.

2. **Qualification**. Members who successfully complete a year of regular assignment to a manned or unmanned deep submersible, including USS DOLPHIN and NR-1, or to a supporting deep submergence detachment.

3. **Wearing other Insignias**. Personnel eligible to wear other insignias, such as the Submarine Combat Patrol or Ballistic Missile Submarine (nuclear-powered) (SSBN) Deterrent Patrol, may only wear one insignia at a time according to their personal desire.

4. **Service Record Entry**. An appropriate entry must be made in the service record of each member upon authorization to wear this insignia.

MILPERSMAN 1200-030

SMALL CRAFT INSIGNIA

Responsible Office	OPNAV (N96)	Phone: DSN COM FAX	222-4610 (703) 692-4610 222-4640

MyNavy Career Center	Phone: Toll Free Email: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Qualifications as a Result of Service in the Republic of Vietnam Under Combat**

a. Office of the Chief of Naval Operations (OPNAV), Surface Warfare Division (N96) authorized the small craft insignia for junior officers and senior petty officers who served as officers in charge (OIC) of riverine or coastal craft, under combat conditions, in the Republic of Vietnam.

b. Personnel who served for a minimum of 6 months as OIC, patrol officers (commissioned or enlisted), river section leaders, boat officers, or petty officers in charge (POIC) of the following craft are eligible to wear the insignia:

Patrol Boat River (PBR)
Patrol Boat Fast (PCF)
Strike Assault Boats (STAB)
Sea-Air-Land (SEAL) Support Craft: (Heavy SEAL Support Craft (HSSC), Medium SEAL Support Craft (MSSC), Light SEAL Support Craft (LSSC))
Minesweeping Craft
Harbor Defense Craft
Logistic Support Craft (Landing Craft, Utility (LCU); Landing Craft, Mechanized (LCM); Harbor Utility Craft (YFU))
River Assault Craft

c. U.S. Navy personnel who served as advisors to personnel in the Vietnamese Navy in an "in-charge" position and officers and enlisted Service members whose units were turned over to the Vietnamese Navy before they had acquired the requisite 6 months eligibility, as stated above, are authorized to wear the

insignia, provided the total operational time and advisory time on the craft equal 6 or more months.

2. **Eligible Units**. Those personnel who meet the criteria described above, and who served with the following units, were established as being authorized to wear the small craft insignia:

River Assault Flotilla (RIVFLOT) ONE: (River Assault Squadrons (RAS) 9, 11, 13, 15)
Coastal Squadron (COSRON) ONE
River Patrol Flotilla (RIVPATFLOT) FIVE
Naval Special Warfare Group, Vietnam
Mine Division (MIDIV) 112 and 113
Naval Support Activity (NSA) Danang and NSA Saigon
Inshore Undersea Warfare Group One
Naval Advisory Group, Republic of Vietnam (RVN)

3. **Eligibility Requirements Established after 1 October 1984**. Members who served in an OIC or POIC billet for a minimum of 6 months and have completed the appropriate personnel qualification standard in one of the following platforms or units are authorized by the Chief of Naval Operations to wear the small craft insignia:

a. **Eligible Platforms**:

Logistical Support Craft (LCU, LCM, Maritime Prepositioning Force Utility Boat (MPFUB))
Seaborne Powered Target Craft (SEPTAR) (QST-33/35)
MKV Special Operations Craft (SOC)
Patrol Boat (PB, Patrol Bomber (PBM), Patrol Boat Riverine (PBR), Patrol Craft Inshore (PCF))
Strike Assault Boat (STAB)
Special Warfare Craft (SWCL)
Armored Troop Carrier (ATC)
Surface Effect Craft (Hydrofoil Research Ship (AGEH); Landing Craft, Air Cushion (LCAC); Patrol Craft Hydrofoil (PCH), Patrol Tugboat Hydrofoil (PGH), Surface Effect Ship (SES))
High Speed Boat (HSB)
Rigid Hull Inflatable Boat (RHIB) permanently assigned to support SEAL team operations or Helicopter Mine Countermeasures squadrons or high speed maneuverable seaborne target (HSMST) operations
Small Waterplane Area Twin Hull (SWATH) (MHS-1) assigned to support EOD Mobile Units
Inshore Boat Unit Patrol Boat (IBU PB) and Inshore Boat Unit Patrol Rib (IBU PR)
Modified Glacier Bay Catamaran submarine escorts and Rigid Hull Inflatable Boat (RHIB) submarine escorts

Special Operation Craft-Riverine (SOC-R) permanently assigned to support SEAL team operations
Harbor Security (HS) Rigid Hull Inflatable Boats (RHIB)
Naval Boat Police HS Boats attached to Naval Region Southwest

b. **Eligible Units:**

Naval Coastal Warfare Groups (NCWG)
Naval Coastal Warfare Squadrons (NCWS)
NCW Mobile Inshore Undersea Warfare (MIUW) Units
Inshore Boat Units (IBU)
Harbor Defense Command Units (HDCU)
Mobile Security Squadrons (MSS) and Detachments
Riverine Groups and Squadrons
Assault Craft Units (ACU)

c. Personnel who qualified prior to 1 July 1992 while assigned to a yard patrol or craft of opportunity trainer craft are authorized to continue to wear the insignia.

NOTE: All "grandfather" periods for previous qualification have expired. No further "grandfather" qualification requests will be considered.

4. **Wearing Small Craft Insignia**. The small craft insignia will be worn as authorized in reference (a).

MILPERSMAN 1200-040

CRAFTMASTER INSIGNIA

Responsible Office	OPNAV (N96)	Phone: DSN COM	227-7469 (703)697-7469

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Craftmaster Insignia**. The craftmaster insignia recognizes Service members who serve as officer in charge (OIC), petty officer in charge (POIC), or boat captain of independently operating non-combatant craft. Qualification and eligibility criteria for authorization to wear the craftmaster insignia is defined below.

2. **Qualifications and Eligibility Requirements for Active Duty Personnel**

a. Enlisted personnel holding one of the following Navy enlisted classification (NEC) codes are authorized to wear the craftmaster insignia:

W07A Tugmaster
800A Landing Craft Air Cushion Operator
W14A Harbor/Docking Pilot
701C Landing Craft Utility Craftmaster

b. Officers who have served as OIC of yard auxiliary, general (YAG) craft since 1 October 1984.

c. Members who serve as OIC, POIC, or boat captain for a minimum of 6 months and completed an appropriate command-generated job requirements standards (JRS) program in one of the following craft are eligible to wear the craftmaster insignia:

DLR
YAG
YFB
YFRT

YFU
YO
YOG
YTB
YTL
YTM
YW
MSB
TR
TWR
YTT
WT
CSP
65’ EODSC
Salvage Craft
YP
CT
Landing Craft Utility (LCU)
Sail Training Craft (over 40 feet in length), or
Motorized Training Craft (over 100 feet in length)
Sea Mule Pusher Boat
Ceremonial Barge Chesapeake (63’ Burger)
U.S. Pacific Fleet (PACFLT) Ceremonial Barge (78’ Burger)
Defense Attaché Service Motor Yachts

3. **Eligibility Requirements Established Since 1 July 1992**. The Chief of Naval Operations has authorized members who served in an OIC or POIC billet for a minimum of 6 months and have completed an appropriate command-generated JRS program since 1 July 1992 in one of the platforms below to wear the craftmaster insignia:

Yard Patrol (YP)
Craft of Opportunity (COOP) Trainer (CT)
Large Sail Training Craft (over 40 feet in length)
Large Motorized Training Craft (over 100 feet in length)

4. **Expiration of Retroactive Qualification Request for Craftmaster Designation**. The time frame for submitting requests for retroactive craftmaster qualification has expired; requests must have been submitted by 1 July 1993.

5. **Wearing of the Craftmaster Insignia**. The craftmaster insignia will be worn as prescribed in reference (a).

MILPERSMAN 1200-050

ORGANIZATION OF THE ENLISTED CLASSIFICATION PROGRAM

Responsible Office	OPNAV (N132G)	Phone:	DSN COM FAX	225-2444 (703) 695-2444 225-9915

References	(a) OPNAVINST 1223.1B

1. **Administration and Technical Control**

a. Deputy Chief of Naval Operations (DCNO), Manpower and Personnel (OPNAV (N1)) is the principal advisor to Chief of Naval Operations (CNO) on manpower and personnel policy matters in consonance with the programming and appraisal of Navy's total force programs.

b. DCNO, Navy Selection and Classification Office (OPNAV (N132G)) provides oversight for the enlisted classification policy and program. OPNAV (N132G) is responsible for development, evaluation, and improvement of methods, techniques, and procedures for administration of the enlisted personnel classification program.

2. **Bureau of Naval Personnel (BUPERS), Production Management Office (PMO) (BUPERS-00C2)**. BUPERS-00C2 **exercises operational control of the enlisted classification process** during the Navy enlisted accession supply chain by directives and guidelines to all post-accession Enlisted Classification Units.

3. **Enlisted Classification Units**

a. Enlisted Classification Units are established within Personnel Support Activity Detachments (PERSUPPDETs) that support Navy Recruit Training Command (NAVCRUITRACOM) and training sites to ensure recruits and students requiring reclassification are appropriately counseled and reclassified per reference (a) to best match the Sailor's aptitudes to Navy needs and in the new career path.

b. Enlisted Classification Units at NAVCRUITRACOM test, interview, and counsel recruits for Class "A" Service Schools

and for general apprenticeships. Enlisted classifiers appraise and counsel each recruit concerning Navy career opportunities in relation to their own potential, and recommend them for school and apprenticeships per established selection criteria.

c. Enlisted Classification Units review classification data and when necessary test, interview, and counsel all transient personnel.

(1) All transients available for further assignment are screened for eligibility for Class “A” and “C” Service Schools and, if qualified, are recommended by the Enlisted Classification Unit.

(2) Report all reclassification actions to BUPERS-00C2.

4. **Training Commands**

a. Training commands are responsible for

(1) conducting Academic Review Boards for students.

(2) referring students dropped from training and recommended for further service to the Enlisted Classification Unit at the supporting PERSUPPDET.

b. Training commands are further responsible for reporting all enrollees and graduates of formal training courses electronically to the Corporate Enterprise Training Activity Resource System (CeTARS). This ensures recording of course completion and recommendation to award Navy Enlisted Classifications (NECs) in the Manpower, Personnel, and Training Information System (MAPTIS).

MILPERSMAN 1200-070

NUCLEAR WEAPONS SECURITY (NWS) INSIGNIA

Responsible Office	SSP (SP31)	Phone: DSN COM FAX	288-7747 (202)433-7747 (202)433-5387

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVPERS 15665J, U.S. Navy Uniform Regulations (b) SECNAVINST 5510.35D

1. **Policy**. Officer and enlisted Service members meeting eligibility requirements are authorized to wear the nuclear weapons security (NWS) qualification insignia prescribed per reference (a). To be eligible, Service members must be:

a. Permanently assigned to Strategic Weapons Facility (SWF), Atlantic or Strategic Weapons Facility, Pacific and perform duties directly contributing to the security and safety of naval nuclear weapons;

b. Assigned a mission associated with a Marine Corps security force battalion at an SWF;

c. Personal Reliability Program (PRP)-certified and remain eligible for a period of 12 months (temporary decertification due to non-disciplinary issues should not be held against the Service member); and

d. Qualified in the senior post or watch station consistent with their current pay grade and duties assigned.

2. **Authorization to Wear NWS Insignia**

a. Authorization to wear the NWS insignia will continue as long as the Service member maintains eligibility for the PRP per reference (b) or is administratively transferred from the SWF Program for reasons that are not disqualifying or decertifying (e.g., permanent change of station or retirement from active duty).

b. In cases where eligibility for the PRP is removed for disciplinary action and or the Service member's inability to meet all PRP suitability factors per reference (b), continued authorization to wear the insignia is prohibited and the NWS designator must be removed.

c. In cases where eligibility for PRP is removed as a result of a physical or mental health disqualification, Service members are authorized to wear or continue to wear the insignia and retain the NWS designator, if recommended by their commanding officer and favorably endorsed by Strategic Systems Programs Command, Washington DC.

3. **NWS Insignia**. The insignia represents completion of 12 months of fully-qualified service to the NWS mission.

a. Enlisted Service members will wear a silver NWS insignia and officers will wear a gold NWS insignia. Enlisted Service members who are subsequently commissioned are required to successfully complete officer qualifications consistent with their rank and duties assigned before being eligible to wear the gold NWS insignia. The NWS insignia is classified as a qualification insignia and does not take precedence over earned warfare insignias when worn.

b. A gold star mounted on the insignia indicates an additional year of qualified service to the NWS mission.

c. A silver star mounted on the insignia indicates 5 years of fully qualified service to the NWS mission.

4. **Award of NWS Insignia**. Upon completion of the eligibility requirements for the NWS insignia, the following (permanent) NAVPERS 1070/613 Administrative Remarks service record entry must be made:

"(Date). (Service member's name) has demonstrated expertise in the area of nuclear weapons security (NWS), having completed all requirements for the NWS insignia, and is authorized to wear the NSW insignia."

5. **Removal of NWS Insignia**. For personnel who have their PRP eligibility removed, the following (permanent) NAVPERS 1070/613 service record entry must be made:

"(Date). Disqualified for nuclear weapons security (NWS) duties by reason of (state reason). (Service member's name) is not recommended for return to duties involving NWS."

MILPERSMAN 1210-010

NAVAL AVIATOR AND FLIGHT OFFICER DESIGNATIONS

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	882-3353 (901) 874-3353 (901) 874-2063

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) NAVMED P-117, Manual of the Medical Department, chapter 15 (b) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Commissioned line officers in the Navy, Marine Corps, or Coast Guard who have successfully completed the course of instruction as naval aviator or naval flight officer (by assigned competent authority) may be designated by Chief of Naval Personnel (CHNAVPERS) or Chief of Naval Air Training (CNATRA) as a naval aviator or naval flight officer, respectively.

2. **Procedures for Initial Issuance of Designation**

a. Training commands (training wings and or training squadrons) authorized by CNATRA to issue designations to newly graduated naval aviators and naval flight officers must, after issuing a letter of designation to a Service Member, submit an individually scanned electronic copy of the letter to Navy Personnel Command (NAVPERSCOM), AOCM/ACCP/ACIP Program Manager (PERS-435) by E-mail to acipandaccp@navy.mil. NAVPERSCOM (PERS-435) may be contacted by phone at: Commercial (901) 874-3484 or -3947; DSN 882. Individual training wings should determine for themselves whether E-mail submissions will be made at the squadron level or at the wing level. Upon receipt, NAVPERSCOM (PERS-435) must use the designation letter to:

(1) Convert the Service Member's designator from student aviator (139X)/student flight officer (137X) to naval aviator (131X)/naval flight officer (132X).

(2) Assign the Service Member active duty service obligation incurred for undergraduate flight training.

b. Upon completion of these two steps, NAVPERSCOM (PERS-435) must deliver copies of all designation letters to NAVPERSCOM, Records Management Policy Branch (PERS-313) for upload into the Service Member's official military personnel file.

3. **Revocation**

a. Right to wear aviation insignia may be revoked by CHNAVPERS, Commandant of the Marine Corps, or Commandant of the Coast Guard upon the recommendation of the naval aviation evaluation board.

b. Revocation can be rescinded by original revoking authority listed above upon recommendation of board convened to review individual case.

4. **Reasons for Revocation**. The following are reasons for the revocation of aviation insignia:

a. Lack of motivation for flying.

b. Unfit for flight duties, which may not be limited to the following:

(1) Refusal to fly;

(2) Malingering;

(3) Culpable negligence in flight duties;

(4) Breach of flight regulations or discipline; or

(5) Lack of aeronautical ability.

5. **Medical Standards**

a. Chief, Bureau of Medicine and Surgery (BUMED) establishes physical standards for aviation personnel.

b. Naval aviators must be assigned one of three service groups: I, II, or III. These groups are stipulated in reference (a).

6. **Failure to Meet Physical Standards**

a. Failure to meet physical requirements are documented with SF 88 Medical Record - Report of Medical Examination and forwarded to BUMED. BUMED will forward this report with a recommendation as to the case disposition to CHNAVPERS. The following are disposition options:

(1) Continue unrestricted flight status in present service group subject to CHNAVPERS waiver of defects.

(2) Restrict to flight duties of lessened tempo commensurate with temporary physical condition (recuperation from injuries or illness).

(3) Remove from flight status.

b. The following are options specifically with regard to naval aviators:

(1) Restrict to flight duties of next lower service group.

(2) Restrict to flight duties of service group III, requiring a co-pilot qualified in service group I or II.

(3) If assigned to service group III because of temporary physical defect, an aviator must be retained in group III for 6 months and be re-examined. If disability warrants additional recuperation, an additional 6 months may be assigned prior to final classification as group III.

(4) A service group III aviator may be temporarily assigned to group II as the needs of the Service requires. CHNAVPERS will authorize the final redesignation to group III.

7. **Removal from Flight Status**

a. If conditions warrant removal from flight status, resulting in change of designator or revoking of flight authority, a formal board of medical officers will evaluate physical disqualifications.

b. CHNAVPERS will decide if member must be retained within or assigned to duty outside aeronautical organization.

8. **Local Board**. Local board of flight surgeons may be convened by cognizant aviation commander or higher command, per BUMED procedures, to evaluate impairment of physical condition or aeronautical adaptability which affects performance of duties associated with flight status.

a. Board will submit report to BUMED.

b. BUMED will make recommendations to CHNAVPERS.

c. Board decision is final until review by CHNAVPERS.

9. **Right to Appeal**. If a member desires to appeal physical disposition, CHNAVPERS must convene a formal five-member board (at least three of whom must be senior flight surgeons, and the other members will be aviation medical examiners).

a. Board decisions are final.

b. Appellants may appear before the board.

c. Temporary additional duty orders authorizing Government air travel may be issued at no additional cost to the Government.

MILPERSMAN 1210-020

NAVAL ASTRONAUT DESIGNATION

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3951 (703) 695-3951 224-1189

References	(a) BUPERSINST 1401.4D (b) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Officers meeting the qualifications for **Naval Astronaut (Pilot)** or **Naval Astronaut (Specialist)** may be designated by Chief of Naval Operations (CNO) and/or Commandant of the Marine Corps (CMC), as appropriate.

2. **Qualifications**. Naval Astronaut qualifications for Pilots and Specialists are:

a. Naval and Marine officers trained, qualified, and certified to

- fly (pilots) a powered vehicle designed for flight above 50 miles from the earth's surface, and/or
- serve as a mission specialist on a powered vehicle designed for flight above 50 miles from the earth's surface

as defined by CNO (see reference (a)) and/or CMC, as appropriate.

b. Have completed a minimum of one flight as a pilot or mission specialist on an extraterrestrial vehicle in a flight above 50 miles from the earth's surface.

3. **Insignia**. Designation specified above carries the authorization to wear the

- Naval Astronaut insignia (Pilot), or
- Naval Astronaut (Navy Flight Officer (NFO)) insignia (Specialist)

prescribed in reference (b) and/or by the CMC.

MILPERSMAN 1210-030

FLIGHT SURGEON

Responsible Office	OPNAV (N13)	Phone: DSN COM	664-5081 (703) 604-5081

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. The Chief of Naval Personnel (CHNAVPERS) designates qualified medical officers as naval flight surgeons. This authority may be delegated to Commanding Officer, Naval Aerospace Medicine Institute (NAMI), Pensacola, FL. Upon designation, flight surgeons are authorized to wear the appropriate insignia as prescribed in reference (a), chapter 5, section 2, article 5201.2, unless specifically revoked by CHNAVPERS.

2. **Qualifications**. Successful completion of the approved course of instruction for naval flight surgeons at the NAMI include:

a. Successful completion of the aviation preflight indoctrination at Naval Aviation Schools Command.

b. Successful completion of the flight curriculum prescribed by Chief of Naval Aviation Training (CNATRA) for flight surgeons. This requirement may be waived upon request for medical officers previously designated as naval aviators, naval flight officers, or those previously designated as aviators by another military or federal agency (e.g., Army, National Aeronautics and Space Administration (NASA), Federal Aviation Administration (FAA)).

3. **Failure to Meet Physical Standards and Disposition**

a. Failure to meet prescribed physical requirements for flying as a flight surgeon will be

(1) set forth in the report of physical examination for flying (DD 2808 Report of Medical Examination) with appropriate addenda; and then

(2) forwarded to Chief, Bureau of Medicine and Surgery (BUMED); who will then

(3) submit a recommendation to CHNAVPERS.

b. The flight surgeon will be

(1) permitted to continue class II flight status (subject to waiver of physical defects by CHNAVPERS), or

(2) restricted from flight duties but allowed to retain designation to continue ground duties of naval flight surgeon, or

(3) restricted from all flight surgeon duties with retention of designator, or

(4) restricted from all flight surgeon duties with revocation of designator.

4. **Revocation**. Revocation is:

a. normally limited to those who have expressed a lack of motivation for flying, refusal to fly, malingering, or failure to fulfill the duties of a flight surgeon as delineated by CNATRA, BUMED; or

b. flight surgeons found by other boards to be incompetent to practice medicine; or

c. unsuitable for military service and must be disqualified to practice as a naval flight surgeon, and that designation must be revoked.

5. **Insignia**. CHNAVPERS designates qualified medical officers as naval flight surgeons. Designated naval flight surgeons may wear the naval flight surgeon insignia unless specifically revoked by CHNAVPERS. These personnel may not wear the insignia again until requalification requirements are met and approved by CHNAVPERS.

6. **Appeals**. CHNAVPERS may convene a formal board of senior flight surgeons at BUMED, Falls Church, VA. The decision of this board will be final. Appellants may request appearance before this board and be issued temporary additional duty orders authorizing government air travel, at no additional expense to the government, per existing directives.

MILPERSMAN 1210-040

FLIGHT NURSE SUBSPECIALTY DESIGNATION

Responsible Office	OPNAV (N13)	Phone:	DSN:	664-5037
			COM:	(703) 604-5037
			FAX:	(703) 223-1189

MyNavy HR	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) https://www.mynavyhr.navy.mil/ https://my.navy.mil/

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations (b) OPNAVINST 3710.7V (c) NAVMED P-117, Manual of the Medical Department (MANMED)

1. **Policy**. Chief of Naval Personnel (CHNAVPERS) designates qualified Nurse Corps officers as naval flight nurses. This authority may be delegated to Chief, Bureau of Medicine and Surgery (BUMED). Flight nurses, upon designation, are authorized to wear the appropriate insignia prescribed in reference (a).

2. **Qualifications**

a. Successfully complete the approved course of instruction for student flight nurses at the United States Air Force School of Aerospace Medicine, Wright-Patterson Air Force Base.

b. Meet physiology training requirements and flight physical regulations prescribed by references (b) and (c).

3. **Restrictions**

a. Should any flight nurse fail to meet the prescribed physical requirements for flying, such failure must be set forth in the report of physical exam for flying, Standard Form 88 Report of Medical Examination, with appropriate addenda and the report forwarded to BUMED, who will submit a recommendation to CHNAVPERS. The case will be disposed of as follows:

(1) Permitted to continue class II flight status, subject to CHNAVPERS waiver of physical defects;

(2) Restricted from flight duties, but allowed to retain designation to continue ground duties of naval flight nurses;

(3) Restricted from flight duties, but allowed to retain designator; or

(4) Restricted from all flight duties with revocation of designation.

b. For those cases where appeal of the recommendation or decision is requested, CHNAVPERS may convene a formal board of senior flight nurses at BUMED. This board will review all aspects of the case. The decision of this board is final. Appellants may request appearance before this board. Upon such requests for appearance, per existing directive, the appellant may be issued temporary additional duty orders authorizing government air travel at no additional expense to the government.

4. **Revocation**

a. The right of personnel to wear the naval flight nurse insignia continues unless specifically revoked by CHNAVPERS. Recommendations for revocation will be tendered by a flight nurse evaluation board appointed and convened by BUMED to evaluate the motivation and adaptability of naval flight nurses. Revocation will normally be limited to those individuals who express a lack of motivation for flying, refuse to fly, or fail to fulfill the duties of a flight nurse as delineated by BUMED. Flight nurses found, by other boards, to be incompetent to practice nursing or unsuitable for military service will be considered disqualified to practice as a naval flight nurse and that designation will be revoked.

b. In a case where the right to wear the naval flight nurse insignia has been revoked, the member involved will not be permitted to wear the insignia until such time the officer is again authorized to wear the insignia by CHNAVPERS, upon recommendation of a duly appointed board convened by CHNAVPERS in each case so concerned.

MILPERSMAN 1210-081

MEDICAL SERVICE CORPS FLIGHT OFFICER DESIGNATION

Responsible Office	PERS-4415	Phone DSN COM	882-4053 (901) 874-4053
	OPNAV (N131)	Phone DSN COM	664-5023 (703) 604-5023

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations (b) BUMEDINST 6010.30

1. **Policy**. Medical Service Corps (MSC) officers who have successfully completed qualifications ascribed to aerospace medicine specialist (AMS) may be designated by the Chief of Naval Personnel (CHNAVPERS) with the following subspecialties (SSP):

    a. 1844 - aerospace experimental psychology (AEP)

    b. 1836 - aerospace and operational physiology (AOP)

    c. 1880 - aerospace optometrist (ASO)

    d. 1893 - aerospace physician assistant (APA)

These specialties are collectively referred to as MSC flight officers (MSCFO). The designating authority may be delegated to the Commanding Officer, Navy Medicine Operational Training Center. Naval MSCFOs, upon designation, are authorized to wear the proper insignia as prescribed in reference (a), chapter 5, section 2, article 5201.2, unless specifically revoked by CHNAVPERS. No other SSP may wear the MSCFO insignia, unless approved by CHNAVPERS.

2. **Qualifications**. Qualifications for all MSCFOs include:

    a. Basic qualifying degrees or certifications for each SSP listed in paragraph 7;

b. Successful completion of Officer Development School (course identification number (CIN) P-9E-0003), Officer Training Command Newport, RI;

c. Successful completion of Aviation Preflight Indoctrination (CIN Q-9B-0020) at the Naval Aviation Schools Command, Pensacola, FL; this includes being verified as aeronautically and physically qualified by passing a class II flight physical and successful completion of aircrew indoctrination naval aviation survival training;

d. Successful completion of the aerospace specialist training curriculum as prescribed by the Chief of Naval Air Training; this includes successful completion of the Aerospace Medicine Specialist Fixed-Wing Training (CIN Q-2A-0166/1685) and Advanced Helicopter Flight Training (CIN Q-2C-1156). This requirement may be waived for MSC officers who have previously been designated as naval aviators or naval flight officers and

e. Successful completion of the appropriate Naval Aerospace Medicine Institute (NAMI), Pensacola, FL SSP courses listed in paragraph 7.

3. **Failure to Meet Physical Standards and Disposition**. Failure to meet prescribed physical requirements for flying as MSCFOs will be:

a. Documented in the report of the physical examination for flying using DD 2808 Report of Medical Examination with appropriate addenda and

b. Forwarded to NAMI, Human Performance (Code 53HN); Chief, Bureau of Medicine and Surgery (BUMED) will then evaluate any potential physical disqualification and submit a recommendation to CHNAVPERS for determination. CHNAVPERS will determine whether the Service members will:

(1) Continue class II flight status with accompanying waiver of physical defects,

(2) (for ASO and APA) Be restricted from flight duties, but allowed to retain designation to continue ground duties in their specialty,

(3) (for AEP and AOP) Be able to maintain their SSP code, but must not be their primary SSP. This restricts the Service member from all duties as an AEP or AOP, but allows for continued wear of the MSCFO insignia or

(4) (for all AMS) SSP code removal. This restricts the Service member from all AMS specific duties and from wearing the MSCFO insignia.

4. **Revocation of Designation**. Revocation is normally limited to MSCFOs:

a. Who have expressed a lack of motivation for flying, refusal to fly, malingering, failure to meet physical standards or for failure to fulfill the duties of an MSCFO as delineated by Chief, BUMED,

b. Found by other boards to be incompetent to practice in their specialty or

c. Unsuitable for military service and must be disqualified to practice as an MSCFO, and that designation and additional qualification designator (AQD) (if applicable) will be revoked.

5. **Appeals**. CHNAVPERS may convene a formal board of senior aviation medical officers at BUMED. The decision of this board will be final. Appellants may request appearance before this board and be issued temporary additional duty orders authorizing Government air travel at no additional expense to the Government per existing directives.

6. **Insignia**. CHNAVPERS designates qualified MSC officers as MSCFO in one of the recognized SSPs. MSCFOs may wear the appropriate insignia, unless specifically revoked by CHNAVPERS. Personnel who have their insignia revoked may not wear the MSCFO insignia until again approved by CHNAVPERS. The MSCFO insignia will be a gold embroidered or gold metal winged pin with an MSC device inscribed in the center as prescribed in reference (a).

7. **Additional SSP Requirements**

a. AEP designation requires:

(1) Doctorate (or equivalent terminal degree) in psychology with primary emphasis in the areas of industrial, experimental, engineering, personnel, training, cognition, operations research or physiological psychology. Personnel must demonstrate competence in computer information management systems, higher order computer languages, research design and advanced statistics. Personnel who have completed a master's degree in one of the major areas of emphasis and 4 years prior commissioned service are eligible with specialty leader concurrence and

(2) Completion of the Naval Aerospace Experimental Psychologist Course (B-6H-1400) at NAMI, Pensacola, FL.

b. AOP designation requires:

(1) Master's or doctorate in philosophy (or equivalent terminal degree) in physiology (e.g., cardiovascular, pulmonary, neuro, exercise or occupational). Personnel with related master's (biology, biomedical engineering, kinesiology, zoology or other biological based sciences) are eligible if they have completed the following courses: chemistry, organic chemistry, physics, college mathematics (algebra, pre-calculus or above), statistics and biology/physiology. Personnel with significant military aviation experience who have completed a bachelor's degree with appropriate science background (same as above) are eligible with specialty leader concurrence,

(2) Successful completion of the Naval Aerospace and Operational Physiologist (B-6H-1300) at NAMI, Pensacola, FL,

(3) Successful completion of the internship (B-6H-1301) at an aviation survival training center in order to complete their training and have their SSP code changed from 1836T to 1836E/P/D (as appropriate),

Note: Active duty service obligation begins upon successful completion of the internship.

c. ASO designation requires:

(1) Doctorate of optometry degree and

(2) Successful completion of the Naval Aerospace Optometrist (B-6H-1401) at NAMI, Pensacola, FL. Upon designation, ASOs are awarded the AQD "6AN"

d. APA designation requires:

(1) Master's degree in physician assistant studies (equivalent or superior) from the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) recognized training program. Current certification by the National Commission for Certification of Physician Assistants per reference (b), subparagraph 5m.

(2) Successful completion of Naval Aerospace Medicine Physician Assistant (B-6H-3031) at NAMI, Pensacola, FL. Upon designation, APAs are awarded the AQD "6AB."

MILPERSMAN 1210-090

SURFACE WARFARE OFFICER (SWO) DESIGNATION

Responsible Office	CNO (N861C)	Phone:	DSN COM FAX	222-4610 (703) 692-4610 222-4635

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations (b) OPNAVINST 1412.2H

1. **Processing**

a. Upon qualification, the member's commanding officer (CO) shall notify, in writing, Navy Personnel Command (NAVPERSCOM),

- Junior Officer Detailing (PERS-412) for **active duty** officers, or
- Reserve Officer Status Section (PERS-4911) for **inactive duty** officers,

copy to the type commander (TYCOM) and the immediate superior in command (ISIC).

b. Upon receipt, NAVPERSCOM shall

Step	Action
1	change the designator of 116X officers to 111X, and 119X officers to 114X.
2	assign the Additional Qualification Designator (AQD), LA9, to those officers who do not change designator, but are otherwise eligible to attain Surface Warfare Officer (SWO) qualification.

2. **Authority to Wear the Insignia**

a. Either 111X/114X designation or an AQD of LA9 entitles an officer to wear the SWO or Special Operations Officer insignia (as appropriate) under reference (a).

b. Unrestricted Line (URL) officers who earn the qualification and transfer into the Staff Corps or the

Restricted Line (RL) retain the right to wear the appropriate insignia, unless revoked.

3. **In Cases of Non-Attainment**. COs who recognize that an 116X/119X designated officer either lacks potential to qualify or requires more than 18 months to complete qualification, shall pursue one of the following courses of action:

If non-attainment is due to...	**then...**
an authorized extension by the CO,	notify NAVPERSCOM (PERS-412), with a copy to the TYCOM, of the reason for delayed qualification. Estimate how much additional time will be required. Comment on the officer's potential for qualification.
lack of motivation, interest, aptitude, or application,	submit a report via the chain of command to NAVPERSCOM (PERS-412) containing • circumstances, • officer's potential, and • an appropriate recommendation concerning retention in the Naval Service.

4. **Further Guidance on Lack of Motivation**

a. Officers reassigned to shore duty shall maintain their designators as 116X/119X and may be processed for administrative discharge by NAVPERSCOM.

b. The officer concerned shall be afforded the opportunity to comment on the CO's report.

(1) Such comments shall be appended as the first endorsement of the report, and returned to the CO.

(2) The CO may then make additional comments and append them to the basic report as the second endorsement.

c. The report shall then be forwarded via the chain of command to NAVPERSCOM (PERS-412).

5. **Revocation for SWO**. An SWO will retain such designation until revoked by NAVPERSCOM based on a recommendation citing any of the circumstances outlined in reference (b).

6. **Procedure for Revocation by the CO or an ISIC**

a. The officer initiating the recommendation for revocation of an SWO shall be the CO, or an ISIC, in the chain of command of the officer concerned.

b. Send the recommendation with supporting facts to NAVPERSCOM, Career Management Department (PERS-4) via the administrative chain of command.

c. Notify the officer concerned in writing of the following:

(1) Right to submit a statement concerning the recommendation for revocation.

(2) If the recommendation is approved, a copy shall be filed in their official record.

(3) If they do not desire to make a statement, to so certify in writing, as discussed below.

d. The officer being considered for revocation

(1) may submit a statement to NAVPERSCOM, Surface Warfare Officer Assignments (PERS-41) via the administrative chain of command in which the officer served at the time of the events leading to the revocation request.

(2) if unwilling to make a statement, shall signify in writing the officer was notified of the items listed above and does not desire to make a statement.

7. **Detachment for Cause (DFC)**

a. A recommendation for revocation shall not be made in lieu of DFC, nor shall such recommendations automatically be included in cases of DFC.

b. Revocation may be recommended coincidentally with a DFC, but will be administratively handled as a separate action by NAVPERSCOM.

8. **When Revocation is Approved**. Upon approval of revocation, an SWO's designator shall be changed to 110X, and AQD (LA9) will be removed. Officers with other than 111X/114X designators shall have AQD (LA9) removed.

MILPERSMAN 1210-100

LINE OFFICER DESIGNATION: QUALIFIED IN SUBMARINES

Responsible Office	OPNAV (N13)	Phone: DSN COM E-MAIL	225-3734 (703) 695-3734 nxag n13@navy.mil
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVPERS 15665I, Navy Uniform Regulations (b) NAVPERS 15266, Register of Commissioned and Warrant Officers (c) U.S. Navy Regulations

1. **Policy**. The commanding officer (CO) of a submarine may designate an officer "qualified in submarines" when the requirements for such designation have been completed.

2. **Initial Training**. Unrestricted line officers of the Navy who have successfully completed basic submarine officer training may be ordered to duty in submarines. Basic submarine officer training is conducted at Naval Submarine School, Groton, CT in the Submarine Officers' Basic Course. Limited duty and warrant officers formerly qualified in submarines as enlisted personnel are considered to have experience equivalent to basic submarine officer training, and are normally ordered directly to submarines without enrollment in either of the basic submarine officer courses.

3. **Designation Requirements**. Amplifying details as to methods of attaining requirements shall be issued jointly by the submarine force commanders.

a. Be an unrestricted line, limited duty, or warrant officer who has completed initial submarine officer training.

b. Complete watch station qualification and demonstrate the ability to satisfactorily perform as:

(1)	Officer of the Deck (Surfaced and Submerged)
(2)	Diving Officer of the Watch
(3)	Duty Officer
(4)	Engineering Officer of the Watch

(5)	Demonstrate the ability to perform as a member of the fire control party.
(6)	Demonstrate knowledge and capability to perform casualty and damage control procedures, and organize and direct submarine escape.
(7)	Demonstrate a temperament suited for submarine duty.
(8)	Demonstrate satisfactory qualities of leadership.
(9)	Serve on board an operational submarine a minimum of 9 months of which not more than 3 months may be spent in a shipyard. An officer must complete qualification within 15 months of service on board an operational submarine, unless upon application prior to expiration of that time, an extension of time in which the officer may qualify is granted by the immediate superior in command (ISIC).
(10)	Qualifications for members of the Navy Reserve on inactive duty are contained in Navy Personnel Command (NAVPERSCOM) directives.

4. **Designation Procedures**. The following steps are necessary for designation as qualified in submarines:

Step	Action
1	Candidate is designated "qualified in submarines" by the CO.
2	CO submits a letter to NAVPERSCOM, Submarine/Nuclear Officer Assignments (PERS-42) via the ISIC and with copies to the chain of command. The officer is authorized to wear the submarine insignia as prescribed in reference (a).
3	NAVPERSCOM (PERS-42) will change the officer's designator from 117X to 112X, and make an entry in the officer's record and in reference (b).

5. **Non-Qualification**

a. If an officer is unable to achieve qualification in submarines, a letter recommending assignment to duty other than submarines shall be submitted by the CO to NAVPERSCOM via the chain of command. The officer will retain the 117X designator and may apply for redesignation or lateral transfer.

b. Care shall be exercised to ensure that the failure reported is not a performance failure, which would be reported under procedures for detachment of an officer for cause.

6. **Command of Submarines**

a. An officer must complete the prescribed requirements established jointly by the submarine force commanders for designation as "qualified for command of submarines." Based on the recommendation of the officer's CO and squadron commander, the cognizant submarine force commander will grant final approval, confer the designation to the officer, and notify NAVPERSCOM (PERS-42).

b. Navy Reserve officers may qualify for command only while on active duty or extended active duty for training. Procedures are the same as active duty officers.

c. Officers assigned to command submarine squadrons shall be qualified for submarine command, and shall have had duty in command of a submarine.

7. **Revocation of Qualification**. An officer qualifying in submarines or for command of submarines will be considered to retain such qualification indefinitely, unless the officer's performance of submarine duty (as distinguished from physical disability) is such as to demonstrate the officer's unfitness. The ISIC shall send a recommendation with supporting facts to NAVPERSCOM, via official channels, that the officer's qualification be revoked.

a. The officer shall be afforded the opportunity to submit a written statement concerning the matter. If the officer does not desire to submit a statement, the officer shall be directed to signify this in writing. The statement of the officer should specifically indicate the responsibility of the applicable provisions of reference (c) and recognition that the recommendation, if approved, will be filed in the officer's official record. If appropriate, a recommendation for the revocation of an officer's qualification in submarines may be incorporated into a request for the officer's detachment for cause.

b. NAVPERSCOM shall direct a board of officers be convened to thoroughly review the revocation of an officer's submarine qualification. The board will consist of at least three officers qualified in submarines (1120) of the grade of captain. NAVPERSCOM (PERS-42) will normally comprise one of the three board members. Written results and recommendations of the board will be sent to NAVPERSCOM, Career Management Department (PERS-4) for final decision.

c. Authority to wear the submarine insignia is withdrawn by specific statement in the revocation letter from NAVPERSCOM. The officer shall retain the 112X designator, but the appropriate additional qualification designation shall be removed.

8. **Assignment to Submarine Duty**

a. Only volunteers, insofar as practicable, will be assigned to submarine duty. Nonvolunteers will be so assigned when sufficient volunteers to meet the needs for service in submarines cannot be obtained.

b. Officers whose physical condition to serve in submarines is in question, will be immediately ordered for examination as to physical qualifications specified by Bureau of Medicine and Surgery. If the officer is found not qualified, the report of the examination will be forwarded to NAVPERSCOM.

9. **Drug Abuse Policy**

a. Applicants with a history of pre-service drug abuse desiring nuclear propulsion training will submit waiver requests to NAVPERSCOM (PERS-42). Waivers may be granted only in cases of experimental use of marijuana.

b. Applicants with a history of pre-service or in-service drug use (marijuana only) for initial submarine training, other than nuclear propulsion training, will be screened by NAVPERSCOM (PERS-42). No waivers for continuation will be approved for Nuclear Power Program officers for in-service use.

MILPERSMAN 1210-110

ENGINEERING DUTY OFFICER DESIGNATION: QUALIFIED IN SUBMARINES

Responsible Office	BUPERS-31	Phone: DSN COM FAX	882-3473 (901) 874-3473 882-2063

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVSEAINST 1520.2F (b) OPNAVINST 6420.1B (c) NAVSEA S9002-AK-CCM-010/6010 Industrial Ship Safety Manual for Submarines of 18 September 2018

1. **Policy**. Per reference (a), officers designated for engineering duty (ED) (14XX) or applying to transfer to the community, may apply for a program which designates them as "engineering duty officer qualified in submarines", which authorizes them to wear the ED dolphin breast insignia. Interested officers should submit applications to Navy Personnel Command (NAVPERSCOM) Engineering Duty Officer Branch (PERS-445) with a copy to Commander, Naval Sea Systems Command (NAVSEA) (SEA 00T1). Selection of candidates for the program will be by an administrative board appointed by Commander, NAVPERSCOM (COMNAVPERSCOM). Selections will be based on performance, academic achievement, service potential, and the needs of the service.

2. **Program Administration**. The ED Dolphin Program is administered by SEA 00T1. The program sponsor (an ED flag officer qualified in submarines) will designate a chairperson in writing. The chairperson will act as the senior oral board member and will be responsible for ensuring the qualification process is followed as prescribed, including the adjudication of waivers and final determination of acceptance or rejection of the ED dolphin qualification journal submitted by a candidate. The chairperson will ensure the proper conduct, content, and administration of the oral board examination and will serve as the principal assistant to the sponsor for the technical aspects

of the program. The chairperson may designate an ED dolphin coordinator to assist with routine aspects of the program, but may not delegate any permissions or authority.

3. **Program Requirements**. There is no specific order in which requirements must be completed. Sequencing will be accomplished to fit each officer and activity situation.

a. Generally, officers who are not assigned to a nuclear shipyard or nuclear supervisor of shipbuilding office at the time they are selected to participate in the program will be ordered to such an assignment at their normal projected rotation date (PRD). PRDs for officers already assigned to a nuclear shipyard or nuclear supervisor of shipbuilding office may be extended as needed to permit completion of the program prior to rotation.

b. All officers in the program will attend the Submarine Officer Basic Course (SOBC) and will be assigned to a fleet ballistic-missile submarine (SSBN) or attack submarine, nuclear (SSN), for a patrol or underway period and associated refit or intermediate level maintenance period. Specific ship assignment for candidates will be arranged by PERS-445 for permanent change of station (PCS)-funded patrol or underway periods.

4. **Physical Exam**. Upon selection for the program, an officer must arrange for, and satisfactorily complete, the radiation and submarine physical examinations per reference (b). Physical disqualification prior to a patrol, underway, refit, or intermediate level maintenance period will terminate the officer’s participation in the program.

5. **SOBC**. The SOBC at Naval Submarine School, New London, CT, provides instruction in the basic elements of submarine equipment, systems, and operations. Whenever practical, this course will be included as an intermediate stop on PCS orders.

6. **SSBN Patrol or SSN Underway**. Approximately 16 weeks are devoted to participation in submarine operations as a member of ship’s company in order to gain experience in submarine systems, equipment, and operations.

a. The candidate will observe and participate in the extensive industrial effort required to prepare the ship for extended operations.

b. The candidate will assist in preparation of the work package for the next availability following the officer's shipboard assignment.

c. At a minimum, the candidate must complete Diving Officer of the Watch qualification during assignment(s) to the submarine.

d. Additional qualifications such as Officer of the Deck are encouraged.

7. **Nuclear Assistant Ship Superintendent Qualification**. The 3-week course at Puget Sound Naval Shipyard provides essential training in the design, maintenance, and modernization of submarine nuclear propulsion systems. When accomplished incident to a normal PRD, this course will be scheduled for the candidate by PERS-445. Officers attending under temporary additional duty orders will schedule this course through their parent command.

8. **Submarine Concept Design Course, Massachusetts Institute of Technology**. This 2-week course provides the candidate with submarine design information not available through any other forum and includes history and trends, hydrostatics, speed and powering relationships, structures, hydrodynamics, systems design, acoustics, and cost estimating. Attendance is coordinated with, and funded by, SEA 00T1.

9. **Type Commander Indoctrination**. The candidate's command is responsible for arranging travel for a one-day briefing with Commander, Submarine Force, U.S. Pacific Fleet (COMSUBPAC) Pearl Harbor, HI or Commander, Submarine Force, U.S. Atlantic Fleet (COMSUBLANT), Norfolk, VA. Indoctrination includes meeting with submarine personnel for fleet maintenance, availability planning, budgeting, and technical codes. The intent is to provide the candidate first-hand exposure to the maintenance activity customer's viewpoints of the Navy's submarine maintenance programs.

10. **ED Dolphin Qualification Journal**. Each candidate is required to complete a written journal which SEA 00T1 will provide by letter signed by the chairperson or program sponsor. The candidate will forward the completed journal to SEA 00T1, who will arrange for NAVSEA review and approval.

11. **Industrial Period**. Successful performance for one year in a submarine-related assignment at a nuclear shipyard or nuclear supervisor of shipbuilding office is required. During this assignment, the candidate will have the opportunity for training and experience providing exposure to all local aspects of submarine design, construction, maintenance, and modernization, including quality assurance, combat systems, nuclear and non-nuclear systems testing, safety, watertight integrity control, design and engineering, and dry-docking evolutions. Each candidate will become familiar with reference (c). Each candidate must qualify and perform as the primary ship safety officer (SSO) on a submarine availability for a minimum of six months. If this is not practical at the candidate's command, equivalent experience is required through training, under-instruction periods with a qualified SSO, and performing extensive duties on the project team that require integrating work and addressing safety concerns. If the equivalent experience option is pursued, it will require a waiver concurred to by the chairperson or program sponsor.

12. **Walk-through Examination**. The walk-through examination will permit the candidate to demonstrate his or her knowledge of submarine systems, components, and operational concepts in a shipboard environment. When the candidate's commanding officer is satisfied that the candidate has successfully completed the walk-through examination, a local oral board examination will be conducted.

13. **Local Oral Board Examination**. The board will consist of a minimum of two officers qualified in submarines, preferably ED officers (1440), who have experienced the content and nature of an oral examination. It is recommended that one member of the board be a qualified submarine unrestricted line officer (1120) to ensure that operational aspects of submarine operation are adequately covered.

14. **Commanding Officer's Recommendation**. The commanding officer's recommendation will include certification of satisfactory completion of all requirements for the ED Dolphin Program. SEA 00T1 will forward the commanding officer's certification to the chairperson and ED Dolphin Coordinator.

15. **NAVSEA Indoctrination**. Each candidate will travel to Washington, DC for a two-day indoctrination at NAVSEA. Indoctrination includes meeting with submarine technical codes, program management offices, Naval Reactors, and fleet

maintenance personnel. The intent is to provide the candidate first-hand exposure to the viewpoints of the key decision-makers of the Navy's submarine programs. NAVSEA indoctrination will be scheduled in conjunction with the oral board. Both are coordinated with, and funded by, SEA 00T1.

16. **Oral Examination**. The candidate will travel to NAVSEA for an oral examination by a board concurred with by PERS-445. The board will be comprised of two ED captains qualified in submarines (144X) and one unrestricted line captain qualified in submarines (1120 – post command). If the program sponsor is unavailable at the time of the board, one of the ED captains must be designated in writing as chairperson of the board by the program sponsor. The examination will cover all aspects of the program. Should the candidate require a second board, funding will be provided by the candidate's parent command.

17. **Qualification**. Upon completion of the oral examination, the board will submit a written recommendation to PERS-445 for final determination. Upon formal notification by PERS-445 of his or her designation as "engineering duty officer qualified in submarines", the officer is authorized to wear the ED dolphin breast insignia.

MILPERSMAN 1210-120

SUPPLY CORPS OFFICER DESIGNATION: QUALIFIED IN SUBMARINES

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	224-3471 (703) 614-3471 224-8477

1. **Candidates**. Supply Corps Officers are normally graduates of the submarine officer's course at the submarine school. Supply Corps officers formerly qualified in submarines as enlisted men may be ordered directly to duty in submarines.

2. **Requirements for Designation**

a. Requirements for designation as "Supply Corps Officer, Qualified in Submarines" are as follows:

(1)	Serve on board an operational submarine at least 1 year.
(2)	Complete qualification as Diving Officer of the Watch/General Submarines.
(3)	Effective Supply Corps Officer.
(4)	Successfully pass Logistics Management Assessment (LMA).
(5)	Basic knowledge of ship systems, equipment, and capabilities.
(6)	Perform as a member of the Fire Control Party.
(7)	Knowledge and ability to perform casualty, damage control, and organize and direct submarine escape procedures.
(8)	Satisfactory leadership qualities and temperament suited to submarine duty.
(9)	Additional requirements for qualification will be issued jointly by Submarine Force Commanders.
(10)	Pass Verbal Qualification Board by superior command.

b. Officers should complete qualification within 2 years of service on board an operational submarine.

3. **Authorization Procedures**. Officers previously qualifying under the provisions for line officers may wear the insignia for line officers qualified in submarines.

Step	Action
1	Commanding Officer recommends qualified candidate to immediate superior in command.
2	Upon approval of superior in command, officer is designated “Qualified in Submarines”. Officer is authorized to wear proper insignia as in NAVPERS 15665I, U. S. Navy Uniform Regulations.
3	Commanding Officer submits letter to Navy Personnel Command (NAVPERSCOM) (PERS-4) via chain of command designating officer as qualified.
4	Entry made by NAVPERSCOM in officer’s record and Register of Commissioned and Warrant Officers of the U.S. Navy and USMC and Reserve Officers on Active Duty.

MILPERSMAN 1210-130

MEDICAL OFFICER DESIGNATION: QUALIFIED IN SUBMARINES

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-6284 (703) 604-6284 (703) 604-5943

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) NAVPERS 15665J, U.S. Navy Uniform Regulations

1. **Board Address**

Board for Qualification of Submarine Medical Officers
Naval Undersea Medical Institute
Naval Submarine Base, New London
Groton, CT 06349-5159

2. **Candidate Qualifications**. A candidate for designation as a submarine medical officer must:

a. Be a graduate of the Undersea Medical Officer (UMO) or the Undersea Medical Examiner courses given at the Naval Undersea Medical Institute (NUMI);

b. Successfully pass a comprehensive qualification examination to be completed during the first undersea medical assignment;

c. Prepare an acceptable thesis, technical paper, or project on some phase of undersea medicine;

d. Complete a submarine qualification card supplied by NUMI;

e. Have served on board a submarine for a minimum of 30 days (may be non-consecutive). Exceptions to this requirement may be granted in extraordinary cases on an individual basis by the Board for Qualification of Submarine Medical Officers; and

f. Upon completion of additional requirements issued by the Submarine Force, be recommended by the submarine commanding officer (CO).

3. **Thesis**

a. During, or after completion of, the prescribed course, the candidate must submit a formal request containing a brief outline and discussion of the thesis topic to NUMI for review and to receive approval of the thesis or project by the Board for Qualification of Submarine Medical Officers.

b. Upon completion of the thesis, the original and two copies of the thesis must be forwarded to the board for final review and acceptance.

c. A thesis is not required if the individual has published at least one scientific article concerning submarine or diving problems which meet the board's approval.

4. **Examination**

a. Upon graduation from the NUMI course, all candidates will receive instructions to prepare their comprehensive submarine qualification examination.

b. The examination will be completed during the first undersea medical assignment.

c. Completed examinations and correspondence will be addressed to the Board for Qualification of Submarine Medical Officers at NUMI.

5. **Submarine Qualification Card**. Upon arrival at the first undersea medical assignment, the UMO will complete the qualification card.

6. **Submarine Underway Time**. Documentation for 30 days at sea is desired.

7. **Completion of Requirements**. Upon completion of all requirements, submit a request for designation as a "qualified submarine medical officer" to the board at NUMI. Endorsements from the CO, as well as from the operational commander (when applicable), must be included.

8. **Designation**

a. Upon approval by the senior member of the board, the officer becomes qualified to wear the appropriate submarine insignia per reference (a).

b. Officer in Charge (OIC), NUMI will report such action to Navy Personnel Command (NAVPERSCOM) Medical Assignment Placement Branch (PERS-4415) with copies to the following individuals:

(1) Director, Bureau of Medicine and Surgery Requirements and Capabilities Division (N97)

(2) Force commander

(3) CO

(4) Service member

c. Upon receipt of the submarine medical officer designation letter from OIC, NUMI, the PERS-4415 detailer will note the date of receipt and record the additional qualification designator “6UM” in the officer’s electronic record.

MILPERSMAN 1210-145

DIVING CHIEF WARRANT OFFICER (7201)

Responsible Office	BUPERS (BUPERS-319)	Phone: COM	(901) 874-3042
	NAVSEASYSCOM (SEA 00C3B2)	Phone: COM	(202) 781-1159

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC askmncc@navy.mil https://my.navy.mil

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1. **Purpose**. This article discusses diving officer (designator 7201) professional requirements and management.

2. **Background**. Diving officers (designator 7201) hold a position of special trust and confidence within the Diving enterprise, focused on project oversight, technical management, and compliance with established Navy diving policy. These highly specialized officers possess the unique professional pedigree and commissioned authority necessary to effectively analyze, plan, staff, advise, manage, and lead full-spectrum diving operations in support of broader warfare objectives.

3. **Designator Description and Duties**

a. Diving officer functions include:

(1) Serving as Navy's commissioned technical leadership authority in manned diving and hyperbaric operations.

(2) Serving as technical experts who lead complex peacetime and combat-related diving missions at-sea and ashore.

(3) Managing underwater ship husbandry (UWSH), salvage, special warfare, and undersea research and development missions in support of type, systems, and unified command requirements.

(4) Utilizing significant operational and technical experience to safely execute high-risk diving-enabled operations.

(5) Managing all administrative facets of the command's diving program, including life support system maintenance, repair, and certification.

(6) Providing critical onsite operational risk management, ensuring verbatim procedural compliance, and maintaining clear command, communication and control throughout the course of a specified diving operation.

(7) Managing and advising key dimensions of force generation, management and employment as well as capability resourcing and policy alignment.

(8) Maintaining proficiency in the maintenance, repair, mobilization, administration, operation, and supervision of all hyperbaric systems and diving methods employed by the joint force.

b. Diving officer duties include:

(1) Staff officer

(2) Department head at-sea and ashore

(3) Company commander

(4) Officer in charge

(5) Division officer ashore

(6) Project officer

(7) Advisory team member

4. **Procurement**. Diving officers are procured and commissioned via the annual Limited Duty Officer and Chief Warrant Officer In-service Procurement Board.

5. **Insignia**. Once commissioned and designated as 7201, officers subject to this article must replace their enlisted diving qualification insignia with the diving officer insignia per NAVPERS 15665J, U.S. Navy Uniform Regulations.

6. **Qualification**. All diving officers are qualified Navy divers.

a. Officers subject to this article must attain job-specific qualifications and maintain related proficiencies per MILPERSMAN 7220-090.

b. Lapse of qualification due to exceptional circumstances must be addressed per MILPERSMAN 7220-090.

c. Per MILPERSMAN 1301-227, officers subject to this article who are found ineligible for a security clearance are ineligible for retention.

7. **Placement**. Technical expertise and proficiency in a given mission area are of the utmost importance in diving officer detailing and placement. Wherever practicable, detailing and placement business practices must permit diving officer specialization in mobile diving and salvage, naval special warfare, or UWSH. While highly repetitive, technically specialized assignments are desired, non-specialized detours are available to qualified officers in the areas of training, special programs, submarine escape and rescue, saturation diving, program management, research, and experimentation. The designator career pattern sheet located at https://mynavyhr.navy.afpims.mil/Career-Management/Community-Management/Officer/Active-OCM/LDO-CWO/Career-Pattern-Sheets/ provides milestone details.

MILPERSMAN 1210-150

SURFACE WARFARE SUPPLY CORPS OFFICER DESIGNATION

Responsible Office	CNO (N861C)	Phone:	DSN COM FAX	222-4610 (703) 692-4610 222-4635

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Assignment of Designator**

a. Approved qualification shall be forwarded to Navy Personnel Command (NAVPERSCOM), Staff/RL Officer Distribution Division (PERS-44), via the appropriate Naval Surface Force Commander who will certify the achievement of the required supply management inspection standards. Upon receipt, NAVPERSCOM will assign the Additional Qualification Designator (AQD) LA8 to the qualified officer.

b. Qualified Surface Warfare Officers transferring into the Supply Corps and attaining Surface Warfare Supply Corps Officer designation will be assigned AQD LA8 in addition to retaining the AQD LA9.

2. **Authority to Wear the Insignia**

a. Qualification under the aforementioned standards and procedures entitles an officer to wear the Surface Warfare Supply Corps insignia per reference (a).

b. Officers transferring into the Supply Corps who were previously authorized to wear other warfare specialty insignia may wear these insignia following reference (a).

3. **Revocation of Qualification**

a. A Surface Warfare Supply Corps Officer will retain such qualification unless revoked.

b. Commanding officers (COs) shall recommend revocation of designation when an officer’s performance of surface warfare duties afloat is unsatisfactory. Such a recommendation, with

supporting rationale, shall be forwarded to NAVPERSCOM via official channels. The correspondence recommending the revocation shall be submitted via the officer concerned and the officer shall be afforded the opportunity to submit a written statement concerning the matters set forth.

c. If the officer does not desire to submit a statement, that officer shall be directed to signify in writing

(1) the correspondence has been read.

(2) he or she understands that if the recommendation is approved by NAVPERSCOM it will be filed in his or her official record.

(3) he or she does not desire to make a statement.

4. **Detachment for Cause (DFC)**. A recommendation for revocation of qualification shall not be made in lieu of a request for DFC, when the latter is appropriate. Action taken requesting DFC may include a recommendation for revocation of Surface Warfare Supply Corps qualification, if appropriate. Upon revocation, the officer’s AQD’s of LA8 and LA9 will be removed.

MILPERSMAN 1210-160

SURFACE WARFARE OFFICERS (SWO) (111X) REQUIREMENTS FOR COMMAND OF SURFACE SHIPS

Responsible Office	CNO (N861C)	Phone:	DSN COM FAX	222-4610 (703) 692-4610 222-4635

References	(a) OPNAVINST 1412.3G

1. **Policy**

a. Designation as “Qualified for Command” is required for Surface Warfare and Special Operations officers (commander and captain), prior to assuming command of a surface ship. Qualifications must be limited to those officers who have met the requirements set forth in reference (a), and who, by their outstanding performance, have clearly demonstrated their potential for command.

b. Specific qualification criteria and procedures to achieve designation as “Qualified for Command” are set forth in reference (a), Surface Warfare (111X) and Special Operations (114X) Officer Requirements for Command of Surface Ships.

2. **For Officers Found Qualified**. For officers found qualified, a letter setting forth the findings of the command qualification board will be sent to the candidate, via the appropriate Surface Force Type Commander, copy to the nominating officer and Navy Personnel Command (NAVPERSCOM), Washington Placement Branch (PERS-441). The nominating officer’s letter of recommendation, including enclosure, will be forwarded as part of the qualification board’s report.

3. **For Officers Found Not Qualified**. For officers found not qualified, a report setting forth the command qualification board’s finding, the reasons therefore, and, if appropriate, a recommended date for reinterview will be forwarded to the nominating command, copy to the candidate and the command which established the qualification board.

4. **Recognition of the Achievement**. Recognition of the achievement of designation "Qualified for Command" will be accomplished as follows:

a. A letter of qualification will be issued by the appropriate Surface Force Type Commander in recognition of the accomplishment and shall be delivered to the officer in an appropriate ceremony.

b. Relevant comments concerning the qualification shall be made in the officer's next regular report of fitness.

5. **Exceptions**

a. Exceptions to command qualification procedures as prescribed in reference (a) may be granted only by the Surface Force Type Commanders and must be at the request of the individual officer.

b. Full documentation as to why the procedures could not be met must be provided.

MILPERSMAN 1210-170

COMMAND AT SEA INSIGNIA: QUALIFICATIONS

Responsible Office	OPNAV (N131)	Phone: DSN	664-5037 (703) 604-5037

MyNavy Career Center	Phone: Toll Free Email: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 32 C.F.R (b) OPNAVINST 5400.45 (c) OPNAVINST 1412.14 (d) NAVPERS 15665I, U.S. Navy Uniform Regulations (e) OPNAVNOTE 5450 N131/N1 of 30 October 2020 (f) OPNAV (N13) Policy Decision Memorandum for Shared Captain Command Apportionment Plan (g) OPNAV (N13) Policy Decision Memorandum for Shared Commander Command Apportionment Plan (h) OPNAV (N13) Policy Decision Memorandum for Shared Early Command Apportionment Plan

1. **Purpose**. This article establishes criteria for eligibility to wear the command at sea insignia. The command at sea insignia was established to recognize the responsibility placed on unrestricted line officers who are in command of, or have successfully commanded afloat, deploying, and or operational units defined as sea-going commands under the operating forces of the Navy and Marine Corps per reference (a) and delineated in reference (b).

2. **Authorization**. Per references (a) and (c), administratively screened and selected unrestricted line officers in the grade of captain and junior are authorized to wear the command at sea insignia immediately upon assumption of command and upon successful completion of a normal tour (6 months minimum) and may continue to wear the insignia in the manner prescribed in reference (d). Flag officers who earned the command at sea insignia as a captain or junior may wear the insignia in the "post tour" position (left side) as described in reference (d). Letters of authorization are not required.

3. **Commands Authorized**. Commanding officers (CO) of the following operational units are authorized to wear the command at sea insignia:

All commissioned surface ships including rotational patrol craft crews, mine countermeasure ship crews, and littoral combat ship crews (**excluding floating dry-docks**)
All commissioned submarines including rotational ballistic missile and guided missile submarine crews and commands involved in undersea rescue of submarines
All ship and submarine divisions, squadrons, and groups including the following: development squadrons and groups; service squadrons and groups; logistics squadrons and groups; maritime squadrons and groups; and undersea, surface and aerial unmanned systems commands
All aviation squadrons and wing commanders including: operational squadrons, operational wings, type wings, fleet replacement squadrons, and the Navy Flight Demonstration Squadron, **excluding:** training squadrons, training wings, test and evaluation squadrons, and test and evaluation wings
Coastal and riverine squadrons and groups, assault craft units, beach master units, and naval beach units and groups
Special warfare teams, squadrons, and groups
Explosive ordnance disposal units and groups
Space shuttle and space station mission commanders
All COs of surface ship and submarine pre-commissioning units

4. **Not Eligible**. The following personnel are not eligible to wear the command at sea insignia:

a. Restricted line and Staff Corps officers,

b. Officers temporarily succeeding to command without Navy Personnel Command (NAVPERSCOM) orders directing relief during the temporary absence of the CO,

c. Officers removed from command via detachment for cause, unless having previously completed an eligible command tour,

d. Officers assigned to billets designated "officer in charge," or previously assigned to billets which were redesignated "CO" after detachment, or

e. Inactive duty reservists assigned as "prospective commanding officers" of Navy Reserve training ship/Navy Reserve force crews.

5. **Command Submission**. The command review board (CRB) is convened annually or as required by the Chief of Naval Personnel (CHNAVPERS) per references (c) and (e). The CRB will be convened to address, validate, or approve all CO billets.

a. The major CRB is convened as part of the CRB to specifically address those O-6 command billets designated as major commands.

b. CHNAVPERS will update and publish reference (e) annually based on the results of the major CRB.

c. Office of the Chief of Naval Operations (OPNAV) Director, Military Personnel Plans and Policy Division (OPNAV N13) will update and publish references (f) through (h) annually based on the results of the CRB.

d. OPNAV Head, Officer Plans and Policy Branch (OPNAV N131) is the point of contact for all CO billet submissions and questions.

MILPERSMAN 1210-180

COMMAND ASHORE INSIGNIA: QUALIFICATIONS

Responsible Office	OPNAV (N131)	Phone: DSN COM E-mail:	664-5037 (703) 604-5037 nxag mn131e@navy.mil

MyNavy Career Center	Phone: Toll Free Email: MyNavy Portal:	1-833-330-MNCC askmncc@navy.mil https://my.navy/mil/

References	(a) 32 CFR 6 (b) OPNAVINST 1412.14 (c) NAVPERS 15665I (d) OPNAVINST 5400.45 (e) OPNAVNOTE 5450 (f) OPNAV N13 PDM for Shared Captain Command Apportionment Plan (g) OPNAV N13 PDM for Shared Commander Command Apportionment Plan (h) OPNAV N13 PDM for Shared Early Command Apportionment Plan (i) SECNAVINST 1211.1

1. **Purpose**. This article establishes eligibility criteria to wear the command ashore insignia. The command ashore insignia was established to recognize the responsibility placed on officers who are currently in command, or who have successfully commanded shore activities. Acquisition professional officers occupying key leadership positions within major acquisition programs are also authorized to wear the command ashore insignia.

2. **Authorization**. Per references (a) and (b), administratively screened and selected officers in the grade of captain and junior are authorized to wear the command ashore insignia immediately upon assumption of command and upon successful completion of a normal tour (6 months minimum) in the manner prescribed in reference (c). Flag officers who earned the command ashore insignia as a captain or junior may wear the insignia in the "post tour" position (left side) as described in reference (c). Letters of authorization are not required.

3. **Commands Authorized**. The following commands are authorized to wear the command ashore insignia:

a. Any activity listed in the shore establishment of the Department of the Navy defined in reference (a) and delineated in reference (d);

b. Commands designated as commands ashore by the Chief of Naval Operations (CNO) in references (e) through (h); and

c. Acquisition professional officers assigned to key leadership positions within major acquisition programs per reference (i) which are delineated by the CNO per references (e) through (g).

4. **Commands Not Authorized**. The following personnel are not eligible to wear the command ashore insignia:

a. Officers temporarily succeeding to command without Navy Personnel Command (NAVPERSCOM) orders directing relief during the temporary absence of the commanding officer (CO);

b. Officers removed from command for cause;

c. Officers assigned in a billet designated "officer in charge," or previously assigned in a billet which was re-designated "commanding officer" subsequent to detachment;

d. Officers assigned to a billet designated program manager unless listed in references (e) through (g), or previously assigned to a billet which was re-designated major program manager subsequent to detachment; or

e. Officers assigned in a billet designated “company commander” or previously assigned in a billet which was designated “commanding officer” subsequent to detachment.

5. **Command Submission**. The major command review board (MCRB) is convened annually, or as required by the Chief of Naval Personnel (CHNAVPERS) per references (b) and (e). The MCRB will be convened to address, validate, or approve all major command billets.

a. The command review board is convened as part of the MCRB to specifically address those commands not designated as major commands and those commands below the grade of captain;

b. CHNAVPERS will update and publish reference (e) annually based on the results of the MCRB.

c. Office of the Chief of Naval Operations (OPNAV) Director, Military Personnel Plans and Policy Division (OPNAV N13) will update and publish references (f) through (h) annually based on the results of the command review board.

d. OPNAV Head, Officer Force Shaping Plans and Policy Branch (OPNAV N131) is the point of contact for all commanding officer billet submissions and questions.

MILPERSMAN 1210-190

ACTIVE DUTY ENGINEERING DUTY OFFICER (1440): QUALIFICATIONS

Responsible Office	NAVPERSCOM (PERS-445)	Phone: DSN COM FAX	882-4090 (901) 874-4090 882-2677

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) NAVSEA 5400.55H

1. **Background**

a. The Engineering Duty Officer (144X designator) has been qualified as a Ship Engineering Specialist, which includes specialists in

- Ships and Ship Systems Engineering,
- Electronic Systems Engineering,
- Combat/Weapons Systems Engineering, and
- Ordinance Systems Engineering.

b. Commander, Naval Sea Systems Command (COMNAVSEASYSCOM) will recommend to Navy Personnel Command (NAVPERSCOM) individuals for change of designator from 146X to 144X. NAVPERSCOM will initiate action to change the officer's designator to 144X upon receipt of a recommendation for a change of designator from 146X to 144X. Recommendations containing waivers to the above requirements will be submitted only in exceptional cases and will be fully justified.

2. **Qualifications**. To qualify for 144X, the Engineering Duty Officer (146X designator) must

a. complete the Engineering Duty Officer Qualification Program (EDQP), and

b. obtain a subspecialty code with a "P" or higher suffix as a result of obtaining at least a technical master's degree at

an accredited college or university in an engineering or science field approved by COMNAVSEASYSCOM.

3. **EDQP Overview**

a. The EDQP consists of five phases and they are as follows:

Phase	Required Action
1	Entry phase in which qualified officers are selected for entry into the community.
2	Completion of postgraduate school wherein officer receives a Master of Science degree and appropriate sub-specialty in an approved curricula.
3	Completion of the Engineering Duty Officer Basic Course at the Engineering Duty Officer School.
4	Satisfactory performance in an Engineering Duty Officer assignment for a minimum of 1 year, completing on-the-job training and a Lean Rapid Improvement Event (RIE).
5	Demonstration of a thorough knowledge of Engineering Duty functions and functional areas through successful completion of an oral examination administered by the certifying officer. This examination will be given within 2 years of completion of the basic course.

b. Upon completion of the oral examination, the officer designated to administer the examination will send a letter of recommendation for qualification via the candidate’s commanding officer (CO) to COMNAVSEASYSCOM (SEA 10TP). COMNAVSEASYSCOM will issue final approval.

c. COMNAVSEASYSCOM is responsible for maintaining an account of each officer’s EDQP progress.

MILPERSMAN 1210-200

INACTIVE DUTY ENGINEERING DUTY OFFICER (1445): QUALIFICATIONS

Responsible Office	NAVSEASYSCOM (10R)	Phone:	DSN COM FAX	326-1312 (202) 781-1312 (202) 781-4718
	NAVPERSCOM (PERS-445)	Phone:	DSN COM FAX	882-4090 (901) 874-4090 882-2677

References	(a) NAVSEAINST 1001.3K

1. **Background**

a. The Engineering Duty Officer (1445 designator) has been qualified as a Ship Engineering Specialist, which includes specialists in Ships and Ship Systems Engineering, Electronic Systems Engineering, Combat/Weapons Systems Engineering, and Ordnance System Engineering.

b. Commander, Naval Sea Systems Command (COMNAVSEASYSCOM) shall recommend to Navy Personnel Command (NAVPERSCOM) individuals for change of designator from 1465 to 1445. NAVPERSCOM will initiate action to change the officer's designator to 1445 upon receipt of the candidate's request for a change of designator.

2. **Qualifications**. To qualify for 1445, the Inactive Duty Engineering Duty Officer (1465 or non-14x5 designator) must

a. possess a calculus-based Bachelor's degree as outlined in reference (a); and

b. complete the Navy Reserve Engineering Duty Officer Qualification Program (NR EDQP); and

c. obtain a Master's or higher level degree from an accredited college or university in an engineering or science field and submit proof of education. The details are outlined in reference (a).

3. **Engineering Duty Officer Qualification Program Overview**

a. The NR EDQP consists of three phases as follows:

Phase	Action Required
1	Completion of the Navy Reserve Engineering Duty Officer Basic Course at the Engineering Duty Officer School.
2	Completion of Qualification Training Plan.
3	Demonstration of thorough knowledge of Engineering Duty functions and functional areas through successful completion of an oral examination administered by the certifying officer designated by COMNAVSEASYSCOM. This examination will be given in the time allowed by reference (a).

b. Upon completion of the oral examination, the officer designated to administer the examination shall submit a letter of recommendation for qualification to COMNAVSEASYSCOM. COMNAVSEASYSCOM will review and certify the qualifications and make recommendations to Chief of Naval Personnel (CHNAVPERS), who will issue final approval.

c. COMNAVSEASYSCOM is responsible for maintaining an account of each officer’s NR EDQP progress.

MILPERSMAN 1210-210

INFORMATION WARFARE OFFICER QUALIFICATION

Responsible Office	OPNAV (N2/N6C111)	Phone: DSN COM FAX	329-1258 (703) 601-1258 329-1330

References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications(NOC), Volume 1

1. **Eligibility Requirements**. To receive any of the Information Warfare Officer (IWO) Additional Qualification Designation (AQD) codes, specifically the BIX (Information Warfare) and BOX (Computer Network Operations) series, an officer shall satisfy the criteria established per reference (a).

2. **Request for Assignment of the AQD Code**. When eligibility requirements are met, the requested IWO AQD code will be formally entered in the officer's record. The individual's active duty commanding officer will forward the recommendation and supporting documentation, if required, to Navy Personnel Command (NAVPERSCOM), Information Dominance Corps and Foreign Area Officer Assignments Career Management Branch (PERS-47) for validation with a copy to the Deputy Chief of Naval Operations, Information Dominance (N2/N6C1) who will maintain visibility on all Information Dominance Corps AQD's. Once validated and approved by PERS-47, the AQD will be entered by the appropriate assignment officer at NAVPERSCOM.

MILPERSMAN 1210-220

NAVAL SPECIAL WARFARE (NSW) OFFICER – SEA-AIR-LAND (SEAL)

Responsible Office	OPNAV (N13)	Phone: DSN COM	664-5059 (703) 604-5059

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) COMNAVSPECWARCOMINST 1412.1 (b) Program Authorization 100D (c) OPNAVINST 1210.5B (d) Manual of the Medical Department (NAVMED P-117) (e) Navy Uniform Regulations (f) Program Authorization 150Q

1. **Policy**. The commanding officer (CO) of the Naval Special Warfare Center (NSWCEN) may qualify an unrestricted line officer in special warfare and redesignate to designator 113X when the officer fulfills the requirements of reference (a).

2. **Accessions**

a. Midshipmen and cadets must attend Sea-Air-Land (SEAL) Officer Assessment and Selection (SOAS) to be considered by the SEAL Officer Selection Panel, unless specifically waived by Office of the Chief of Naval Operations (OPNAV) Naval Special Warfare (NSW) Program Management Branch (OPNAV N137). Civilian and Active Component applicants should follow the guidance outlined in reference (b). Officers seeking lateral and inter-Service transfer should make every effort to attend SOAS. If unable to attend due to operational commitments, applicants must conduct an interview with SOAS staff members. All applications will include the NAVPERS 1210/9 Prospective Naval Special Warfare Officer Data Card, and specific application procedures for each accession source can be found on the Bureau of Naval Personnel SEAL Officer Community Manager (OCM) Section (BUPERS-311D) Web site located at: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/Unrestricted-Line/Special-Warfare-OCM/.

b. Officers seeking lateral transfer should follow the guidance outlined in the MILPERSMAN 1212-010 and reference (c). Officers of other services should reference MILPERSMAN 1300-082 for guidance on inter-Service transfer procedures.

c. Applicants must meet the medical standards as specified in reference (d), chapter 15, article 15-105, pass a physical screening test as prescribed by MILPERSMAN 1220-410, and have less than 36 months of commissioned service when being considered by the SEAL Officer Selection Panel, unless specifically approved by OPNAV N137.

d. All applicants must be selected by the SEAL Officer Selection Panel. Selectees from the panel will receive orders to NSW Basic Training Command (BTC) and have their designators changed to 118X, unrestricted line officer in training for special warfare qualification.

e. Probationary officers disenrolled from training will be made available for reassignment within the Navy via the Probationary Officer Continuation and Redesignation (POCR) Board. Control grade officers disenrolled from training should follow the guidance outlined in MILPERSMAN 1212-010. Officers disenrolled from training for any reason will not be reconsidered for qualification in special warfare.

f. No waivers will be approved for applicants with previous in-service drug use.

3. **Designation**. When a 118X officer has completed the courses outlined in reference (a):

a. NSWCEN sends a letter to OPNAV N137, via BUPERS-311D, determining the officer as "qualified in special warfare."

b. BUPERS-311D forwards the letter to Navy Personnel Command (NAVPERSCOM) Officer Accessions and Promotion Branch (PERS-806) to change the officer's designator from 118X to 113X. BUPERS-311D inputs additional qualification designator (AQD) code "QC9" into the officer's record.

c. The officer incurs a 4-year service obligation on active duty from the date of qualification and is authorized to wear the NSW insignia per reference (e).

d. 118X officers with previous service as an enlisted SEAL should follow the guidance outlined in references (b) and (f) for specific requirements regarding their qualifications.

4. **Revocation of Qualification**. An officer "qualified in special warfare" will retain such qualification indefinitely. The NSW qualification includes the designation and authorization to wear the NSW insignia. If a SEAL officer demonstrates unfitness for special warfare duty (as distinguished from physical disability), the officer's CO must initiate a recommendation to revoke the special warfare qualification with the following actions:

a. The officer's CO sends a qualification revocation recommendation to the immediate superior in command, who forwards the request to Commander, Naval Special Warfare Command (COMNAVSPECWARCOM). The correspondence must include documentation citing the circumstances upon which the revocation recommendation is based, including but not limited to:

(1) Unsatisfactory performance at sea, while deployed, or during high-risk evolutions;

(2) Gross lack of professional or personal judgment, lack of moral or ethical behavior, and or conduct inconsistent with the SEAL ethos;

(3) Refusal to accept or perform duties afloat, or those involving imminent danger;

(4) Unfitness for sea duty or combat due to either a lack of, or loss of, confidence in warfighting, leadership, or managerial ability; or

(5) Misconduct that discredits the Unites States Navy and NSW, harms operational or information security, or otherwise adversely impacts team discipline.

b. The officer of concern must be afforded the opportunity to submit written statements to COMNAVSPECWARCOM concerning the recommendation to revoke his or her qualification, or he or she must submit a signed refusal to make a statement. Officers must also signify in their statements a desire to either seek re-designation, submit a resignation letter, or retire (if eligible) should COMNAVSPECWARCOM endorses the revocation recommendation.

c. COMNAVSPECWARCOM will convene a board consisting of at least three SEAL officers of the grade of captain (O-6) to thoroughly review the revocation request and make a recommendation. The board's written results and recommendations will be forwarded to COMNAVSPECWARCOM for final endorsement and routing.

d. If the qualification revocation request is approved by COMNAVSPECWARCOM, the revocation is forwarded to BUPERS-311D via OPNAV N137.

e. Upon receipt of the qualification revocation decision, BUPERS-311D will remove the officer's AQD code "QC9" and instruct PERS-806 to change the officer's designator from 113X to 110X. The officer will no longer be authorized to wear the NSW insignia.

f. Following qualification removal:

(1) Probationary officers will be made available for reassignment within the Navy via the POCR Board process.

(2) Control grade officers will follow the guidance outlined in MILPERSMAN 1212-010 and reference (c) to apply for lateral transfer unless eligible to resign or retire.

g. COMNAVSPECWARCOM may revoke an officer's qualification in special warfare as an administrative option that exists when a SEAL displays unfitness for special warfare duty. Qualification revocation should be used in instances where an officer shows potential for continued naval service. An officer may be detached for cause (DFC) from an NSW command in conjunction with qualification revocation, but DFC will be handled as a separate administrative action. The procedure for DFC is outlined in MILPERSMAN 1611-020. DFC should not be executed in lieu of a revocation recommendation if an officer's conduct warrants qualification removal.

h. Officers may request reinstatement of the AQD code "QC9" and authorization to wear the NSW insignia by sending a written request to NAVSPECWARCOM. BUPERS-311D will update the officer's record if approved by NAVSPECWARCOM.

MILPERSMAN 1210-230

EXPLOSIVE ORDNANCE DISPOSAL (EOD) OFFICER

Responsible Office	BUPERS (BUPERS-3)	Phone: DSN COM FAX	882-4991 (901) 874-4991 874-2759

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) U.S. Navy Diving Manual (c) Catalog of Navy Training Courses (CANTRAC) (d) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures

1. **Designation**

a. Officers selected for Explosive Ordnance Disposal (EOD) Officer training will be re-designated 119X (EOD Trainee).

b. The EOD designation (114X) is applied to all officers who have qualified, through formal training and practical experience, for duty involving

- Explosive Ordnance Disposal (EOD),
- Diving and Salvage (D & S), and
- Underwater Mine Countermeasures (UMCM).

Navy Personnel Command (NAVPERSCOM), EOD Officer Assignments (PERS-416) will approve designator change to 114X, and make the appropriate entries in the Officer Master File.

2. **Eligibility**. The EOD designation is open as follows:

a. Qualified Limited Duty Officers (LDO), Unrestricted Line (URL), Restricted Line (RL), and Staff Corps (SC) Officers must request a change of designator via the Semiannual Lateral Transfer and Redesignation Board as promulgated by specific NAVADMIN, prior to designation as an EOD Officer (119X/114X). See MILPERSMAN 1212-010 and 1212-020 for procedures.

b. Officers 30 years of age or less as of application receipt date in NAVPERSCOM, except officers with previous enlisted experience, who may receive a waiver (year for year) based on needs of the Navy.

c. Officers meeting medical standards as specified in reference (a), article 15-36. Officers requiring a medical waiver must submit their package **via**

- their commanding officer (CO), and
- Bureau of Medicine and Surgery (BUMED) (M3F).

Waiver authority for medical standards, as recommended by BUMED, rests with NAVPERSCOM (PERS-416).

3. **Obligated Service (OBLISERV) for Training**. Officers must agree to serve on active duty for a period of 4 years from their graduation date from EOD School. Training attrites will be obligated (month for month) to an extension of their original minimum service requirement (MSR) equal to the number of months of training completed, to be served concurrently with their original obligation.

4. **Application**. Applications requesting a change of designator will be submitted per MILPERSMAN 1212-010 or 1212-020 as appropriate. The following example will be used as an enclosure for all accession and lateral transfer requests: (Use proper letter format.)

From: [Rank, Name, XXX-XX-1234 (last four digits)/Designator]
To: Commander, Navy Personnel Command (PERS-803)
Via: (1) Commanding Officer, [member's present command]
(2) Chief, Bureau of Medicine and Surgery (M3F)
{*only required for medical waivers*}

Subj: EXPLOSIVE ORDNANCE DISPOSAL (EOD) OFFICER TRAINING

Ref: (a) MILPERSMAN 1210-230
(b) NAVMED P-117, Manual of the Medical Department, Article 15-36
(c) OPNAVINST 1210.5

Encl: (1) DD 2808 (Rev. 10-05), Report of Medical Examination
(2) DD 2807-1 (Rev. 3-07), Report of Medical History
(3) Report of EOD Rating Conversion Screening (MILPERSMAN 1220-200, Exhibit 2)

1. Per reference (a), I volunteer for the Explosive Ordnance Disposal (EOD) Officer program.

2. Per reference (b) and based on the results of a medical examination, enclosures (1) and (2); and screening results, enclosure (3); I submit my eligibility for training. [Include the following if applicable.] I request a waiver to the following requirements: [specify requirements which need a waiver].

3. I understand the nature of EOD Officer duty, and I agree to:

a. Serve on active duty for a period of 4 years from my graduation date from Naval EOD School. If I attrite, I will be obligated (month for month) to an extension of my original minimum service required (MSR) equal to the number of months of training completed, to be served concurrently with my original obligation, unless released earlier by Navy Personnel Command.

b. Serve the minimum obligated service (OBLISERV) specified, regardless of whether I retain the EOD Officer qualification for 4 years.

4. Per reference (c), the following is submitted:

a. I request change of designator to 119X.

b. Date and place of birth.

c. Source of commissioning.

d. Date of original commission.

e. Date and rank (temporary and permanent, if applicable).

f. Date of end of OBLISERV in the present community.

g. Citizenship.

h. Applicants associated with the surface, submarine, special warfare, EOD, and aviation communities shall validate achievement of warfare qualification. The date of qualification and the title of the qualifying officer should be included.

i. Additional information that the applicant feels should be brought to the attention of the selection board. Requests for waiver of any of the eligibility requirements specified in this article shall be thoroughly substantiated.

j. Academic Profile Code (APC). If applicants don’t have an APC on file, they must submit college transcripts with their application.

(Signature)

5. **Application Endorsement**. Endorsement format: (Use proper endorsement format.)

FIRST ENDORSEMENT on

From: Commanding Officer
To: Commander, Navy Personnel Command (PERS-803)
Via: Chief, Bureau of Medicine and Surgery (M3F)
{*only required for medical waivers*}

Subj: EXPLOSIVE ORDNANCE DISPOSAL OFFICER TRAINING

Ref: (d) SECNAVINST 5510.35A

1. Forwarded.

2. [Commanding officer's recommendation regarding the officer's suitability for training and subsequent assignment to Explosive Ordnance Disposal billets.]

3. [Statement regarding availability of the officer.]

4. The applicant possesses the necessary mental and emotional stability to assume nuclear weapons duties under the criteria set forth in enclosure (3) to reference (d).

5. A Background Investigation of the applicant has been initiated or completed (as appropriate).

(Signature)

6. **Application Screening**

a. All applicants must be screened by a qualified screening activity prior to requesting initial training.

b. A qualified screening activity is any EOD, diving, or training activity whose primary mission is to conduct or train, in EOD or diving operations. A qualified EOD officer will interview volunteers. Additionally, they must successfully complete the physical screening test for EOD per MILPERSMAN

1220-100, Exhibit 1, and a hyperbaric pressure test as described in reference (b). Physical screening test scores are considered to be the applicant's best effort.

7. **Training**

a. Up-to-date course descriptions, prerequisites, class convening dates, and designated training activities for EOD Officer core and billet specialty training are contained in reference (c).

b. Officers (re)designated EOD Officer Trainee (119X) will first complete EOD/Diver training at Naval Diving and Salvage Training Center (NAVDIVESALVTRACEN). Upon completion of dive training, officers will complete a 40-week Basic EOD course at Naval School, Explosive Ordnance Disposal (NAVSCOLEOD), Eglin Air Force Base, FL. Officers graduating from NAVSCOLEOD will be awarded AQD-KG1 (Basic EOD Officer). Officers will be awarded the 114X designator upon attaining AQD-KG5 (EOD Officer Warfare Qualification).

c. EOD Officers will not remain in the community without completing the EOD/Diver and Basic EOD courses. Those failing to complete EOD pipeline training will be processed as training attrites.

d. Officers who voluntarily or involuntarily disenroll from initial training will be made available for reassignment. Administrative action will be taken to cancel the agreement to extend officer service and to determine remaining active duty obligation. Officers who voluntarily disenroll from training must serve a minimum of 1 year prior to reapplying for the same or similar training.

8. **Insignia**

a. Authorization to wear EOD warfare insignia is granted to qualified officers holding appropriate designator and qualification codes as defined in reference (d).

b. Officers designated 114X and possessing AQD-KG5 are authorized to wear the EOD Officer Warfare insignia.

c. Officers designated 119X will be authorized to wear the Basic EOD Badge upon completion of Basic EOD training.

9. **Requalification**

a. The perishable skills of diving and specialized demolition, which are inherent to the profession, are requirements of all EOD officers. COs are directed to provide every opportunity for EOD officer qualifications to be maintained in the proper proficiency and periodicity.

b. Diving, parachuting, and demolition requalification will be conducted per MILPERSMAN 1220-260, 1220-030, and 1220-280, respectively.

10. **Supervisory Status**. There are limited situations where personnel are unable to meet the physical standards for EOD Officer duties to include diving, parachute, and demolition operations, through no fault or lack of diligence on the officer's part. In these few cases, officers whose significant EOD experience is of continued value to the Navy, may apply for "Supervisory Status" designation and remain in the EOD community.

a. **Eligibility**. Personnel must be

- a qualified Explosive Ordnance Disposal Officer (AQD KG5),
- remain qualified for sea duty and
- hold a supervisory qualification for the duty involved.

b. **Request Designation.** Officers may request designation for supervisory status by submitting a request letter **via** their CO and Bureau of Medicine and Surgery (BUMED), **to** NAVPERSCOM (PERS-416). Requests shall contain the following:

(1) Results of the most recent diving physical examination as enclosure (1).

(2) A brief synopsis of previous supervisory qualifications and copies of current qualification letters as enclosure (2).

c. **Designation.** NAVPERSCOM (PERS 416) will adhere to the specifications listed in MILPERSMAN Article 1220-200 when approving/disapproving the request.

MILPERSMAN 1210-240

FLIGHT METEOROLOGIST QUALIFICATIONS

Responsible Office	NAVPERSCOM (PERS-449)	Phone: DSN COM FAX	882-4110 (901) 874-4110 882-2711

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Definition**. The term Flight Meteorologist is applied to a Meteorology and Oceanography (METOC) officer, designated as 180X or 646X, or Aerographer's Mate, NEC J00A, who is assigned to duty that involves flying as a crewmember for the specific purpose of environmental (meteorological, oceanographic, ice) reconnaissance. Examples of such billets include Ice Reconnaissance Team Members, Strategic Command (STRATCOM) METOC Officers, etc.

2. **Qualification Requirements**. A member assigned to duty as stated above shall meet the following requirements to qualify as a Flight Meteorologist:

a. Have qualified under Naval Air Training and Operating Procedures Standardization (NATOPS) (or equivalent U.S. Air Force (USAF)) standards of knowledge of aircraft systems and safety procedures.

b. Have successfully completed a course of instruction associated with their flying mission as prescribed by the appropriate type commander.

c. Have successfully accumulated and documented a minimum of 60 hours on-station time directly related to the purpose of the METOC mission.

d. Have been assigned to duty that involves flying for a period of not less than 6 months.

e. Have completed at least one of these formal educational criteria:

(1) Hold a baccalaureate or higher degree in the field of Meteorology or Oceanography from an accredited university.

(2) Successfully completed a course of instruction in the Air-Ocean Science Curriculum at the Naval Postgraduate School, Monterey, CA.

(3) Successfully completed the course of instruction at Basic Oceanography Accession Training (BOAT).

(4) Successfully completed the course of instruction at the Aerographers Mate Class C-1 School.

(5) Successfully completed Analyst Forecaster (AG-J00A) Class C-1 School.

3. **Wearing the Naval Aviation Observer Insignia**

a. Flight Meteorologist is not a designation but does carry with it the authority to wear the Naval Aviation Observer (NAO) insignia as prescribed by reference (a). Personnel are authorized to wear the insignia upon initial qualification as a Flight Meteorologist.

b. Commanding officers (COs) shall advise Navy Personnel Command (NAVPERSCOM), Oceanography Assignment/Placement Branch (PERS-449), via Commander, Naval Meteorology and Oceanography Command (CNMOC), of successful completion of all requirements. NAVPERSCOM (PERS-449) will certify completion and grant authority to wear the insignia.

c. Authority to wear the insignia continues through subsequent tours, unless revoked by NAVPERSCOM, and as long as the member remains a volunteer to Flight Meteorologist duty.

MILPERSMAN 1210-250

SPECIAL EVALUATOR/NON-AERONAUTICALLY DESIGNATED OFFICERS ASSIGNED DUTY INVOLVING FLYING

Responsible Office	NAVPERSCOM (PERS-472)	Phone:	DSN COM FAX	882-4079 (901) 874-4079 882-2739

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Background**. Special Evaluators are Information Warfare (IW) officers of the Navy and Marine Corps assigned to duty involving flying as a crewmember with Fleet Air Reconnaissance and Maritime Patrol squadrons.

2. **Naval Aviation Observer (NAO)**. The term Special Evaluator is not a designation, but reflects the authority to wear the NAO insignia as prescribed by reference (a). The following officers are authorized to wear this insignia as prescribed by reference (a) and upon completion of all requirements specified herein:

- Officers assigned as crewmembers in airborne command posts.
- Special evaluators flying as crewmembers in EP-3 or P-3 aircraft.
- Limited duty and chief warrant officers designated as 632X or 732X, who are assigned to billets requiring duty involving flying.
- Non-aeronautically designated officers assigned to duty involving flying as a technical observer (DIFTECH) under orders issued by Chief of Naval Personnel (CHNAVPERS).

3. **NAO Qualification Requirements**. Officers assigned to flight duty stated above and meeting the following requirements to qualify for the NAO insignia:

a. Qualify by Naval Air Training and Operating Procedures Standardization (NATOPS) standards of knowledge of aircraft systems and safety procedures.

b. Successfully complete a course of instruction as prescribed by the appropriate type commander or a Job Qualification Requirement assigned by the officer's commanding officer (CO) associated with their flying mission.

c. Accumulate 200 hours of mission and/or training flight time related to the purpose of their assignment to duty involving flying.

d. Are assigned to duty involving flying for a period of not less than 6 months.

4. **Procedure for Documenting Completion of Requirements**

a. COs shall advise Navy Personnel Command (NAVPERSCOM), Information Warfare (IW) Branch (PERS-472) of successful completion of all requirements and provide copies of the documents that certify completion of the requirements listed above.

b. NAVPERSCOM (PERS-472) will certify completion, grant authority to wear the insignia, and enter the NAO additional qualification designator **BD1** in the officer's record. Such authority to wear the insignia continues through subsequent tours, unless revoked by NAVPERSCOM, as long as the officer remains a volunteer for flight duty as Special Evaluator.

MILPERSMAN 1210-260

AVIATION OPERATIONS OFFICERS AND NON-AERONAUTICALLY DESIGNATED OFFICERS AND ENLISTED ASSIGNED DUTY INVOLVING FLYING

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	223-2306 (703) 693-2306 224-1189

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Background**. The Naval Aviation Observer (NAO) Program provides an opportunity for limited duty officers, warrant officers, and fleet personnel to become career observers. The NAO Program for limited duty officers and warrant officers is a continuation of their prior enlisted service flying in either fixed-wing aircraft or helicopters. However, as a continuation of prior enlisted service, the skill set needed for the NAO qualification increases in scope and becomes more technically demanding. Therefore, further training is required to adequately fulfill this new skill set. For non-aeronautically designated officers and enlisted, this program is for special assignment flying in either fixed-wing or helicopter aircraft not covered under the Naval Aircrew Program.

2. **Eligibility**:

a. Aviation Operations limited duty officers designated 632X, assigned duty involving flying operations (DIFOPS) orders and are logged into DIFOPS billets (XXX1 or XXX2);

b. Aviation Operations Technician warrant officers designated 732X, assigned DIFOPS orders and are logged into DIFOPS billets (XXX1 or XXX2);

c. Non-aeronautically designated officers and enlisted with distributable Navy enlisted classifications 776A, A18A, C06A, and L00A, who are assigned to billets requiring duty involving flying, will be eligible to be designated as NAOs. Enlisted will be eligible under duty involving flying/temporary (DIFTEM) orders and officers will be eligible under duty involving flying

as a technical advisor (DIFTECH) orders, approved by type commander, and issued by Commander, Navy Personnel Command.

3. **Revocation**. The right to wear the NAO insignia continues through subsequent tours, unless revoked by Head, Aviation LDO/CWO Assignments Branch (PERS-434D), and as long as the individual remains a volunteer for flight duty. Enlisted personnel are authorized to wear the NAO insignia as long as they maintain eligibility.

4. **Requirements**. An officer or enlisted assigned to a billet requiring flying, crewmember, or technical observer must meet the following requirements to qualify for the NAO insignia:

a. Maintain a current flight physical and must have volunteered for duty involving flying.

b. Qualified under Naval Air Training and Operating Procedures Standardization or other service standard of knowledge of aircraft systems and safety procedures.

c. Successfully completed a course of instruction associated with their flying mission as prescribed by the appropriate type commander. The course of instruction can be based on experience and or a personnel qualification standard developed by the concerned command.

d. Accumulated 200 flight hours in fixed-wing aircraft, or 150 flight hours in rotary-wind aircraft to ensure a complete understanding and proficiency in the specific operational mission which must be directly related to the purpose of their assignment to duty involving flying.

5. **Restrictions to the Award of the NAO Designation**:

a. Award of the NAO insignia retroactively is not authorized. Qualifications earned in the past shall not count toward award of a current NAO request. No request shall be approved with previous naval service qualifications.

b. Qualifications earned when previously designated as aircrew or an aeronautically designated (officer or enlisted) cannot be used to qualify for a current NAO request. All submissions must contain only current qualifications.

6. The NAO, DIFTECH, and DIFTEM request template is attached as Enclosure (1).

Exhibit 1

NAO, DIFTECH, and DIFTEM REQUEST

(Use proper letter format containing the following)

(Date)

From: (Rank/Name), USN(R),(DESIG/NEC)
To: Commander, Navy Personnel Command (PERS-432O)
Via: (1) Commanding Officer,_____
(2) Type Wing Commander

Subj: REQUEST FOR DESIGNATION AS A NAVAL AVIATION OBSERVER (NAO) or REQUEST FOR DUTY INVOLVING FLYING AS A TECHNICAL OBSERVER (DIFTECH/DIFTEM) ORDERS

Ref: (a) MILPERSMAN 1210-260

1. Respectfully request NAO designation per (a).

or

1. Respectfully request DIFTECH/DIFTEM orders per reference (a).

2. My duties in the (aircraft designation/s) include: (List the specific duties in bullet format using the requirements and guidelines shown below)

a. Duties must be necessary for the completion of the squadron's mission.
b. Duties must require regular and frequent flights.

3. My commercial number is (XXX) XXX-XXXX or DSN XXX-XXXX. My e-mail contact information is _____.

Signature

Exhibit 1

NAO, DIFTECH, and DIFTEM REQUEST (Continued)

(Use proper letter format containing the following)

1200
Ser
(Date)

FIRST ENDORSEMENT on (Rank/Name, USN(R), DESIG/NEC ltr of Date))

From: Commanding Officer, _____
To: Commander, Navy Personnel Command (PERS-4320)
Via: Type Wing Commander

Subj: REQUEST FOR DESIGNATION AS A NAVAL AVIATION OBSERVER (NAO) or REQUEST FOR DUTY INVOLVING FLYING AS A TECHNICAL OBSERVER (DIFTECH/DIFTEM) ORDERS

1. Forwarded, recommending approval.

2. I certify that the duties performed by the Service member are required and necessary for the completion of the command's/squadron's mission.

(SIGNATURE)

Copy to:
Service member

1200
Ser
(Date)

SECOND ENDORSEMENT on (Rank/Name, USN(R), DESIG/NEC ltr of Date))

From: Type Wing Commander
To: Commander, Navy Personnel Command (PERS-4320)

Subj: REQUEST FOR DESIGNATION AS A NAVAL AVIATION OBSERVER (NAO) or REQUEST FOR DUTY INVOLVING FLYING AS A TECHNICAL OBSERVER (DIFTECH/DIFTEM) ORDERS

1. Forwarded, recommending approval, concurring with the Commanding Officer's certification that the duties performed by the Service member are required and necessary for the completion of the command's/squadron's mission.

(SIGNATURE)

Copy to:
Command
Service member

MILPERSMAN 1210-270

OFFICER DESIGNATION CODES

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	224-4933 (703) 614-4933 224-6491

Governing Directives	NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classifications, Volume 1, Major Code Structures, Part A

MILPERSMAN 1210-280

DESIGNATION OF LIMITED DUTY OR CHIEF WARRANT OFFICER AS ELIGIBLE TO SUCCEED TO COMMAND

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	223-2309 (703) 693-2309 224-1189

Governing Directives	U.S. Navy Regulations, Articles 1084 and 1085

1. **Policy**. Limited Duty Officer (LDO) and Chief Warrant Officer (CWO) are eligible for succession to command.

2. **Eligibility**

a. For succession to command of a **ship**:

(1) LDO and CWO of the line who is ordered as commanding officer (CO) or executive officer of a ship by Chief of Naval Personnel (CHNAVPERS) is determined to be fully qualified.

(2) Line LDO or CWO shall be designated as eligible to succeed to command by the first CO who authorizes them to perform all deck duties afloat.

(a) Designation shall be official letter to officer concerned with copy to CHNAVPERS.

(b) Designation by subsequent COs is not necessary.

b. For successions to command in **other than ships**;

(1) Designator is appropriate to function of activity to which attached.

(2) No letter designation is required.

MILPERSMAN 1210-300

SURFACE WARFARE MEDICAL DEPARTMENT OFFICER (SWMDO) QUALIFICATION AND DESIGNATION

Responsible Office	CNO (N861C)	Phone:	DSN COM FAX	222-4610 (703) 692-4610 222-4635

References	(a) NAVPERS 15665I, U. S. Navy Uniform Regulations

1. **Assignment of Designator**

a. Approved qualification shall be forwarded to Navy Personnel Command (NAVPERSCOM), Staff/RL Officer Distribution Division (PERS-44). Upon receipt, NAVPERSCOM will assign the appropriate Additional Qualification Designator (AQD) to the officer qualified.

b. Qualified Surface Warfare Officers transferring into the Medical Corps and attaining Surface Warfare Medical Department Officer (SWMDO) designation will be assigned AQD LA7 in addition to retaining the AQD LA9.

2. **Authority to Wear the Insignia**

a. Qualification under the aforementioned standards and procedures entitles an officer to wear the SWMDO insignia per reference (a). The achievement should be recognized at an appropriate ceremony and relevant comments shall be included in the officer’s next regular report of fitness.

b. Officers transferring into the Medical Corps who were previously authorized to wear other warfare specialty insignia may wear these insignia following reference (a).

3. **Revocation Qualification**

a. A SWMDO will retain such qualification until revoked by NAVPERSCOM.

b. A commanding officer (CO), or any immediate superior in command (ISIC) in the individual’s chain of command, may

recommend revocation of the SWMDO designation when an officer's performance of surface warfare duties afloat is unsatisfactory.

4. **Detachment for Cause (DFC)**. A recommendation for revocation of such qualification shall not be made in lieu of DFC, nor shall recommendations automatically be included in cases of DFC. Revocation may be considered and recommended coincidentally with a DFC, but shall be handled administratively as a separate action by NAVPERSCOM. Upon revocation, the officer's AQD of LA7 and LA9, if applicable, will be removed.

MILPERSMAN 1210-310

NAVY OCEAN FACILITIES PROGRAM (OFP) OFFICER

Responsible Office	PERS-4413 BUPERS-316E	Phone: DSN COM FAX	882-4032 (901) 874-4032 882-2681

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classification, Volume 1, Major Code Structures (b) Civil Engineer Corps Graduate School Handbook (c) NAVADMIN 195/07, Officer Graduate Education Service Obligation (d) NAVMED P-117, Manual of the Medical Department (e) OPNAVINST 6110.1J Physical Readiness Program (f) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Designation**. Director, Ocean Facilities Program, Naval Facilities Engineering and Expeditionary Warfare Center designates qualified Civil Engineer Corps (CEC) officers as Navy OFP officers. Upon qualification, Navy OFP officers may be assigned to CEC billets, coded with 1103 subspecialty per reference (a).

a. Qualifications for CEC officers with "5100" officer designator:

(1) Meet the requirements of a designated "basic diving officer" prescribed in MILPERSMAN 1210-140.

(2) Completion of Naval Postgraduate School (NPS) approved curriculum number 472, leading to a master's degree in ocean engineering, per reference (b), or equivalent education and fulfillment of all requirements necessary to obtain the 1103 subspecialty code.

b. Qualifications for CEC limited duty officers with "6530" officer designator:

(1) Meet the requirements of a designated "basic diving officer" prescribed in reference MILPERSMAN 1210-140.

(2) Have appropriate experience and demonstrated proficiency in technical aspects and management of underwater construction and ocean facilities and engineering related projects.

2. **Eligibility**. Director, OFP may grant or process a waiver on a case-by-case basis. Members applying for accession into the Navy OFP must satisfy the following requirements:

a. **Designation/Rank**. Be currently serving as an active duty U.S. Navy CEC officer (5100 or 6530). Applicants must not yet be in-zone for the rank of lieutenant commander at the time of application.

b. **Obligated Service (OBLISERV)**. Subsequent to completion of dive training and graduate school, agree to serve on active duty for a specified period; per MILPERSMAN 1210-140, reference (c), or until completion of previously acquired minimum OBLISERV; whichever is longer.

c. **Physical/Medical Requirements**. Meet all physical and medical requirements for basic diving officer prescribed in MILPERSMAN 1210-140 and reference (d). Additional qualifications include:

(1) Maximum age is 35 (may be waived).

(2) If not completed by a Navy undersea medical officer, DD 2808 Report of Medical Examination and DD 2807-1 Report of Medical History must be submitted to a qualified undersea medical officer for review upon completion of diver physical. DD 2808 should state the purpose of the exam is "diving duty." DD 2808 and DD 2807-1 may be accessed by using the following Web address: http://www.dtic.mil/whs/directives/forms/dd/ddforms2500-2999.htm.

(3) Be within established Navy body composition assessment standards per reference (e).

(4) Be physically qualified, as demonstrated by the ability to successfully perform the diver physical screening test (PST) per MILPERSMAN 1220-410:

Sequence

500 yard (450 meter) swim
10 minute rest
Maximum push-ups in 2 minutes
2 minute rest
Maximum curl-ups in 2 minutes
2 minute rest
Maximum pull-ups (no time limit)
10 minute rest
1.5 mile run (in PTU)

Minimum Scores

Swim:	12:30
Push-ups:	50
Curls-ups:	50
Pull-ups:	6
Run:	12:30

(a) No alterations to the test are permitted. The test must be administered exactly as indicated in MILPERSMAN 1220-410.

(b) Testing Males and Females. Diver PST standards are identical for both male and female applicants.

(c) The diver PST must be administered by a diving officer; underwater construction technician; U.S. Navy diver; sea, air, and land force (SEAL); explosive ordnance disposal (EOD) technician; or a fully qualified and designated Navy command fitness leader.

(5) Successfully complete a hyperbaric chamber pressure tolerance test to a pressure equivalent to 60 feet of seawater. Contact nearest recompression chamber facility or Navy diving command for arrangement to take this test.

Note: This test may be performed only after completion of medical screening, as outlined above. It is further recommended that the hyperbaric test be performed after completing the diver PST. The diver PST is not a prerequisite for a hyperbaric chamber test for the OFP application process; however, it may be a prerequisite for the command performing the test.

(6) Medical Waivers. Individuals who do not meet the medical standards in MILPERSMAN 1210-140 and reference (d) must submit a request for a waiver for the physical standards, per reference (d), to Navy Personnel Command (NAVPERSCOM), EOD Officer Assignment and Placement Branch (PERS-416) via:

(a) Officer's CO; and

(b) Bureau of Medicine and Surgery (BUMED), Director, Undersea Medicine and Radiation Health (BUMED M3B3).

d. Eligibility for Security Clearance. Applicants must be eligible for a security clearance.

3. **Application**

a. **Content**. Applications for acceptance into the Navy OFP must include the following:

(1) CO's endorsement.

(2) Officer Biography. There is no format prescribed for the biography.

(3) Current officer summary record (OSR).

(4) Current performance summary record (part III).

(5) Four most recent fitness reports (FITREPs).

(6) Report of interview with a Navy OFP officer (interview with a Navy OFP officer serving on active duty who is a lieutenant commander or senior). Interview must be less than 2 years old at the time of submission. If an interview was conducted more than 2 years prior, an addendum from the original interview officer may be submitted with the original report. The applicant is not limited to one OFP officer interview and may submit additional interviews with the application package.

(7) Undergraduate academic transcript.

(8) Report of Graduate Record Exam (GRE) Score. Applicants are required to take the GRE and submit their scores. Test must be taken within 3 years prior to application. No minimum score is required by the selection board; however, GRE scores will be used to provide a quantitative breakout amongst

the applicants. Additionally, the applicant must meet the requirements of any Ocean Engineering Graduate Program for which they apply.

(9) Report of Diver PST. Test scores are valid for 1 year.

(10) NAVMED 6150/2 Special Duty Medical Abstract. Indicate "PQ" for dive duty and report of hyperbaric chamber pressure tolerance test. Individuals unable to meet the medical standards, as specified in reference (d), who are submitting a waiver to BUMED (M3B3) must also include their full diving medical examination to include DD 2808, DD 2807-1, and all supporting medical documentation. Do not send original documents. After BUMED (M3B3) review and endorsement, all supporting medical documentation must be removed from the application package and destroyed appropriately.

b. **Letter Format.** Applications for acceptance into the Navy OFP must be submitted via the applicant's commanding officer (CO) to Director, OFP (use proper letter format, see exhibit 1).

c. **Endorsement Format.** Use proper endorsement format (see exhibit 2).

d. **Personally Identifiable Information (PII).** Unless specifically directed otherwise, the applicant must remove all social security numbers from their application enclosures.

e. **Addresses.** The following mailing addresses will be used for Director, OFP and BUMED (M3B3):

Director, Ocean Facilities Program
Naval Facilities Engineering and Expeditionary Warfare Center
1000 23rd Avenue
Port Hueneme, CA 93043-4301

Bureau of Medicine and Surgery (M3B3)
Undersea Medicine and Radiation Health
7700 Arlington Blvd
Falls Church, VA 22042

f. **Submission Deadline.** The deadline for submission of an OFP application to the Director, OFP is 1 July of each calendar year. Applicants must plan for the time required to route the application through their chain of command and the time required

to mail their application. Additional time will be required if medical waivers are requested.

4. **Application Screening**. Submit the application package as indicated above with a PDF copy to Navy Personnel Command (NAVPERSCOM), Civil Engineering Corps Officer Branch (PERS-4413). An advance PDF copy should be sent directly to the Director, OFP. After submission of package, contact NAVPERSCOM (PERS-4413) to initiate a security clearance eligibility review.

5. **Training**. CEC officers with officer designator 5100 who voluntarily or involuntarily disenroll from the OFP training pipeline (basic dive officer training and ocean engineering graduate education) will be made available for reassignment by NAVPERSCOM (PERS-4413). Administrative action will be taken to cancel the agreement to extend the officer's obligated service and to determine the remaining active duty obligation. The officer will also be dropped from the Navy OFP. Requests to resume the OFP training pipeline may be made by letter to the Director, OFP via the officer's CO and will be considered on a case-by-case basis.

6. **Insignia**. Navy OFP officers are authorized to wear the "basic diving officer" insignia upon attainment of the diving officer qualification per MILPERSMAN 1210-140 and reference (f).

7. **Requalification**

a. The perishable skills of diving, which are inherent to the profession, are requirements of all Navy OFP officers, subspecialty 1103. Diving requalification will be conducted per MILPERSMAN 1220-260.

b. COs are directed to provide every opportunity for Navy OFP officer qualifications to be maintained in the proper proficiency and periodicity.

8. **Revocation and Reinstatement of Qualifications**

a. Officers may request removal of diving related Navy officer billet classifications (NOBCs) or additional qualification designators (AQDs) by sending a letter to NAVPERSCOM (PERS-416), via their chain of command and Director, OFP. Removal of the diving NOBCs or AQDs will disenroll the officer from the Navy OFP.

b. Revocation of diving officer designations may be considered only by an appointed board convened by the appropriate CO in the officer's chain of command. The board must have at least one Navy OFP officer with the rank of lieutenant commander or senior. The board must evaluate the operational ability, motivation, and reliability of officers in their performance of duty. The board's recommendation must be forwarded via the convening authority and Director, OFP to NAVPERSCOM (PERS-416) for final determination. NAVPERSCOM (PERS-416) will revoke the diving officer designation and disenroll the officer from the Navy OFP.

c. Officers may request reinstatement of former diving designation by sending a letter to NAVPERSCOM (PERS-416) via their CO and Director OFP.

Exhibit 1
(Application Letter Format)

From: (Rank, Name, Designator)
To: Director, Ocean Facilities Program (Naval Engineering and Expeditionary Warfare Center)
Via: (1) Commanding Officer
(2) Chief, Bureau of Medicine and Surgery (BUMED-M3B3)
(Only included if a waiver is required)

Subj: NAVY OCEAN FACILITIES PROGRAM ACCESSION

Ref: (a) MILPERSMAN 1210-310
(b) NAVMED P-117, Manual of the Medical Department, Article 15-102, Diving Duty

Encl: (1) Officer biography
(2) Officer Summary Record (OSR)
(3) Performance Summary Record, Part III
(4) Four previous FITREPs
(5) Report of interview with a Navy OFP Officer *(state rank and name of interviewer)*
(6) Undergraduate academic transcript
(7) Report of GRE score
(8) Report of physical fitness screening test
(9) DD 2808 Report of Medical Examination *(only included if a waiver is required)*
(10) DD 2807-1 Report of Medical History *(only included if a waiver is required)*
(11) NAVMED 6150/2 Special Duty Medical Abstract

1. Per reference (a), I respectfully request acceptance into the Navy Ocean Facilities Program. I understand that this request constitutes a request to pursue the 1103 subspecialty designation, as well as a voluntary request for Navy basic diving officer training.

2. Based on the results of enclosures (1) through (11), and per references (a) and (b), I submit my eligibility for Navy dive training *(or (as applicable) I request a waiver to the following requirements – specify requirements and circumstances of waiver request).*

3. I understand the nature of the training associated with this request, and agree to:

a. Serve on active duty for a period of 3 years following completion of graduate school or until completion of previously acquired minimum obligated service, whichever is greater, subsequent to completion of training, unless released earlier by Navy Personnel Command.

b. Serve the minimum obligated service specified, regardless of whether I retain diving qualification for 3 years.

(Signature)

Exhibit 2
(Commanding Officer Endorsement Format)

From: Commanding Officer
To: Director, Ocean Facilities Program (Naval Engineering and Expeditionary Warfare Center)
Via: Chief, Bureau of Medicine and Surgery (BUMED-M3B3)
(Only included if a waiver is required)

Subj: NAVY OCEAN FACILITIES PROGRAM ACCESSION

1. Forwarded.

2. Commanding Officer's recommendation regarding the officer's suitability for accession into the Navy Ocean Facilities Program.

3. Statement regarding availability of the Officer.

(Signature)

MILPERSMAN 1210-320

NAVY EXPEDITIONARY SUPPLY CORPS OFFICER DESIGNATION

Responsible Office	OPNAV (N95)	Phone: DSN COM FAX	229-1512 (703) 692-1512 (703) 692-4447

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) OPNAVINST 1412.15 (b) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Supply Corps officers serving within Navy Expeditionary Combat Command or naval special warfare community shall obtain the Navy Expeditionary Supply Corps officer (NESCO) warfare qualification while assigned to a qualifying billet per reference (a).

2. **Assignment of Designation**. Approved qualification shall be forwarded to Navy Personnel Command (NAVPERSCOM), Supply Assignments/Placement Branch (PERS-4412) via the appropriate type commander who will certify achievement of the required supply management certification standards. Upon receipt, NAVPERSCOM will assign the additional qualification designator (AQD) 93E to the qualified officer.

3. **Authority to Wear the Insignia**. Qualification, per reference (a), entitles an officer to wear the NESCO warfare insignia, see reference (b). Officers transferring into the Supply Corps who were previously authorized to wear other warfare specialty insignia may continue to wear these insignia per reference (b).

4. **Revocation of Qualification**. A NESCO will retain such qualification, unless revoked as follows:

a. A commanding officer or any immediate supervisor in command in the individual’s chain of command may recommend revocation of NESCO designation when an officer’s performance as an expeditionary logistician is deemed unsatisfactory.

b. Such a recommendation, with supporting rationale, shall be forwarded to NAVPERSCOM. The correspondence recommending the revocation shall be submitted via the officer concerned, and the officer shall be afforded the opportunity to submit a written statement concerning the matters set forth.

c. If the officer does not desire to submit a statement, that officer shall be directed to signify the following in writing:

(1) The correspondence has been read;

(2) He or she understands that if the recommendation is approved by Chief of Naval Personnel, it will be filed in his or her official military personnel file; and

(3) He or she does or does not desire to make a statement.

5. **Detachment for Cause (DFC)**. A recommendation for revocation of qualification shall not be made in lieu of DFC, nor shall recommendations automatically be included in cases of DFC. Revocation may be considered and recommended coincidentally with a DFC, but shall be handled administratively as a separate action by NAVPERSCOM.

MILPERSMAN 1212-010

LATERAL TRANSFER AND CHANGE OF DESIGNATOR CODES OF REGULAR AND RESERVE OFFICER

Responsible Office	BUPERS-31	Phone: DSN COM FAX	882-3698 (901) 874-3698 (901) 874-2063
	NAVPERSCOM (PERS-911)	Phone: DSN COM	882-4371 (901) 874-4371

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**. The Navy Personnel Command (NAVPERSCOM) assigns a designator for administrative purposes to each officer at the time of appointment in the Navy to reflect what the officer is qualified to perform. A board convened to consider applications from active duty officers for lateral transfer and redesignation between the Unrestricted Line, Restricted Line, and Staff Corps meets semi-annually, in April and in October. All changes of designator and lateral transfer of inactive duty officers are administratively done, without board action, by NAVPERSCOM (PERS-912).

2. **Applicability of this Article**. This article is applicable to Regular and Reserve officers desiring lateral transfer or change of designator. Change of designator from Reserve to Regular is governed by MILPERSMAN 1131-020. Redesignation of limited duty officers (LDOs) and chief warrant officers (CWOs) is addressed in MILPERSMAN 1212-020 and 1212-030.

3. **Changes of Designator for which NAVPERSCOM is Responsible**. The following designator changes are the responsibility of NAVPERSCOM (PERS-4) and do not require formal board action:

a. Designator changes as a result of individual qualification within a community:

116X to 111X,
117X to 112X,
139X to 131X,

137X to 132X,
119X to 114X,
118X to 113X,
146X to 144X, and
164X to 161X.

b. Designator changes as a result of student officers (19XX) having completed professional requirements for appointments.

c. Designator changes as a result of NAVPERSCOM (PERS-4) or medical board action, NAVPERS 1212/1, Cover Sheet for Individual Request for Officer Designator Change, such as revocation or restoration of status.

d. Designator changes as a result of disenrollment from entry-level training programs. Officers who are disenrolled from entry-level training programs will be considered on a case by case basis for assignment per their preference as indicated in the message report of disenrollment, consistent with current service needs. Officers disenrolled from unrestricted-line-entry-level training programs shall normally be reassigned in the unrestricted line. Exceptions may be made when it is determined that the needs of the Navy may be met in the restricted line or a staff corps. Officers who are disenrolled from entry-level training programs may be released from active duty dependent on the needs of the Navy.

e. Officers designated for participation in the Engineering Duty Officer (ED) Option Program or the Oceanography Option Program at the time of initial appointment. A letter request must be sent via the commanding officer to the NAVPERSCOM (PERS-445 or PERS-449 as appropriate) indicating completion of the specified requirements of the program, including surface or submarine warfare qualification and requesting designator change from 11XX to 146X or 180X as appropriate.

f. Officers desiring a change of designator within the unrestricted line. Applications are required and should be sent to the NAVPERSCOM (PERS-4) via their commanding officer in proper letter form.

g. Officers redesignated as trainees in an unrestricted line warfare designator.

4. **Requirements for Lateral Transfer**. Lateral transfer between the Unrestricted Line, Restricted Line, and Staff Corps may be requested by active duty Regular and Reserve officers who meet the following general requirements:

a. Must have completed at least 24 months of active commissioned service above the grade of CWO4. An officer may not request transfer from the Unrestricted Line until within 6 months of completing obligatory service in the present community as a result of functional training received (training received that further enables an Unrestricted Line officer to perform their duties such as department head school). Officers desiring transfer between 13XX and 15XX communities can apply for exemption from this requirement.

b. Surface (11XX) officers who are under orders to Department Head School may not laterally transfer until completion of initial Department Head Tour.

c. Officers associated with the

surface (111X),
submarine (112X),
special warfare (113X),
aviation (13XX), and
special operations (114X)

communities shall have achieved warfare qualification before applying. Officers who are exempted from participation in warfare qualification programs must complete a minimum of 2 years of active commissioned service before applying. Applicants will be judged on the merit of their performance record and other professional qualifications achieved.

d. Must meet the physical standards appropriate to the grade as established by the Director of Naval Medicine/Surgeon General of the Navy (OP-093).

e. Must be of such age that total active commissioned service will not exceed 20 years upon reaching age 55. Officers requesting transfer to the Medical or Dental Corps must be able to complete 20 years active commissioned service by age 60.

f. Officers must possess at least a Baccalaureate Degree. Inasmuch as officers recommended for lateral transfer must compete with their contemporaries for promotion and duty

assignment, they should possess similar educational backgrounds. Specific educational requirements are set forth under each designator listed in this article.

g. Except for officers selected for ADO, Fleet Support, and JAG Corps, must agree to serve on active duty at least 2 years from the date of the designator change. ADO, Fleet Support, and JAG Corps officers must agree to serve on active duty at least 3 years.

h. For nuclear-trained submarine and surface officers:

(1) Submarine warfare officers must have completed a tour as department head or be senior to those so assigned.

(2) Surface warfare officers must have completed a tour in a LCDR-grade nuclear billet aboard a nuclear-powered ship or be senior to those so assigned. Except for Nuclear trained surface warfare officers applying to become nuclear trained engineering duty officers (EDO(N)).

i. If serving under an agreement for nuclear career continuation pay, must be within 1 year of completion of the obligation as an Unrestricted Line officer.

j. Eligible reserve officers on the active duty list in grades 0-4 and above must be willing to accept reappointment in the Regular Navy if tendered

5. **Officers Transferring Between the Line and the Staff Corps**. All officers of the Line requesting transfer into a Staff Corps and all Staff Corps officers requesting transfer into the Line of the Navy or into another Staff Corps must be serving in a grade not above lieutenant commander. Grade limitations for Line officers requesting a change of designator within the Line are specified in the following blocks.

6. **Eligibility Guidelines for Judge Advocate General's Corps (250X).** Except for an officer who is attending law school under the Law Education Program, an applicant must:

a. be a graduate of a law school accredited by the American Bar Association and be a member of the bar of a Federal Court or the highest court of a State, a U.S. Territory, the District of Columbia, or the Commonwealth of Puerto Rico.

b. not have served more than 2 years and 6 months as a lieutenant commander.

c. agree to an entry grade service credit limitation (normally 4 years) at the time of appointment in the Judge Advocate General's Corps per SECNAVINST 1120.5A.

d. agree to serve on active duty for at least 3 years computed from the date of appointment in the Judge Advocate General's Corps. Applicants attending law school under the Law Education Program will serve the active duty obligation incurred as a result of participation in that program.

7. **Eligibility Guidelines for the Supply Corps (310X)**

a. Educational background should be in business, industrial engineering, or other disciplines with demonstrated quantitative orientation (i.e., engineering or mathematics). Although a degree in these fields of study is not mandatory for selection, strong consideration is given for these academic backgrounds. Candidates without these concentrations should consider taking additional business/quantitative courses to enhance their selection potential.

b. Applicants will be considered from any designator, but primary consideration will be given to warfare-qualified officers from the 111X, 112X, and 13XX designators. Strong performance records, when coupled with weapons systems experience, provide the most desirable mix of qualifications for transition into the Supply Corps.

c. Applicants must have completed at least 2 years of active commissioned service, but not more than 3 years as a lieutenant by the convening date of the board.

8. **Eligibility Guidelines for Civil Engineer Corps (510X.** Limitations for Civil Engineer Corps (510X) are as follows:

a. Applicants should have a strong educational background in engineering or architecture.

(1) Engineering degrees must be accredited by the Accreditation Board for Engineering and Technology (ABET). The preferred fields of study are civil, mechanical, and electrical engineering. Other ABET-accredited engineering degrees may be considered on a case-by-case basis. Applicants holding a valid

certificate as an Engineer-in-Training will be given primary consideration.

(2) Architectural degrees must be accredited by the National Architectural Accrediting Board (NAAB).

(3) Transcripts must be included with application.

b. Applicants will be considered from any designator, but primary consideration will be to warfare-qualified officers from the 111X, 112X, and 13XX designators. Strong performance records, when coupled with a warfare specialty, provide the most desirable mix of qualifications for transition into the Civil Engineer Corps.

c. Applicants must have completed at least 2 years of active commissioned service but not more than 3 years as a lieutenant by the convening date of the board. Applicants with less than 5 years commissioned service will be given primary consideration.

9. **Eligibility Guidelines for Engineering Duty (146X)**

a. Undergraduate degrees should be in engineering or the physical sciences with evidence of academic excellence (normally a B-minus or better average with a class standing in the top third). Attainment of an MS or higher degree from an accredited college or university, or enrollment and satisfactory performance in a program at an accredited college or university, which leads to an MS, or higher degree, supersedes baccalaureate requirements. All courses involved in such graduate-level education shall be in an engineering or physical science field that is directly related to the responsibilities of the Naval Sea Systems Command or Space and Naval Warfare Systems Command. Specific curricula which qualify are those listed for the 14XX designator in the current OPNAVNOTE 1520 which promulgates information on the Navy’s postgraduate education program.

b. The officer should be surface or submarine-warfare qualified.

10. **Eligibility Guidelines for Aeronautical Engineering Duty (Aeronautical Engineering, 151X)**

a. There are limitations for personnel applying for Aeronautical Engineering Duty. Applicants

(1) should possess a Master of Science degree in engineering or the physical sciences or possess a Bachelor of Science degree in engineering or the physical sciences in combination with a Master's-level degree in management or applied science. Preferred fields of study are aeronautical, electrical, mechanical engineering, or physics. Applicants currently selected for or enrolled in a post-graduate program, who will satisfy one of these requirements upon successful completion of the program, are considered eligible to apply.

(2) must be aviation-warfare qualified.

(3) should have at least 4 years of sea duty in fleet units with a sound and extensive background of operational experience.

(4) must have attained the rank of lieutenant but must not have served more than 3 years as a commander.

b. A waiver of the requirements listed will be considered for Reserve officers in the grade of lieutenant commander or below on inactive status who have a Bachelor of Science degree in engineering, computer science, or the physical sciences; are currently enrolled in a Master's degree program in management or applied science (or have demonstrated the capability of successfully completing such a program); have minimum of 2 years of experience in the aerospace industry or related government agencies; and are recommended for approval by the designator advisor (Commander, Naval Air Systems Command).

11. **Eligibility Guidelines for Aeronautical Engineering Duty (Aviation Maintenance, 152X)**. Preferred fields of study for Aeronautical Engineering Duty are business, engineering, and physical sciences. Applicants must:

a. possess a sound and extensive background in aviation maintenance in the operational force. Officers in a flying status are required to terminate their flying status before appointment.

b. be in the grade of commander or below.

12. **Eligibility Guidelines for Special Duty, Cryptology (161X)**

a. Preferred fields of study for special duty in Cryptology are engineering, science, mathematics, operations research, physics, information warfare, or computer science. Other fields of study will be considered on a case by case basis.

b. Applicants must be in the grade of lieutenant or below. Before appointment, must be eligible for access to Special Intelligence information based on a Background Investigation completed not more than 5 years before the year the application is made. Applicants not possessing the requisite access authority and clearance shall execute an SF-86, Personnel Security Questionnaire (BI/SBI) under OPNAVINST 5510.1.

13. **Eligibility Guidelines for Special Duty, Intelligence (163X)**

a. Preferred fields of study for special duty in Intelligence are engineering, science, history, political science, and international relations. Other fields of study will be considered on a case by case basis.

b. Applicants shall be in the grade of lieutenant or below. Although not a pre-requisite, previous experience in intelligence is preferred.

c. Before appointment, applicants must be eligible for access to Special Intelligence information based on a Background Investigation completed not more than 5 years before the year the application is made. Applicants not possessing the requisite access authority and clearance shall execute an SF 86, Personnel Security Questionnaire (BI/SBI) under OPNAVINST 5510.1.

14. **Eligibility Guidelines for Special Duty, Fleet Support (170X)**

a. Preferred fields of study are business, computer science, information systems management, electrical engineering, physics, mathematics, statistics, operations research and public administration.

b. Applicants will be considered from any designator; however, primary consideration will be given to warfare qualified officers from the 111X, 112X, and 13XX designators.

c. Prior experience and/or a Masters Degree is preferred in: base/station/installation/facilities management, transportation, military sealift, financial management, operations analysis, operations logistics (Logistics Support core competency); accessions processing, recruiting, manpower analysis, personnel systems, training systems (Manpower, Personnel and Training core competency); ADP management, information systems, communications, electronic warfare, information warfare, command and control, space systems operations or engineering, systems networking, electrical engineering, computer science (Space and Electronic Warfare core competency).

d. While strong leadership skills and a warfare specialty provide the most desirable mix of qualifications for transition into Fleet Support, non-warfare qualified 11XX or 13XX applicants with outstanding performance records in assignments relevant to the core competency elements listed above may be considered.

e. All applicants shall be in the grades Lieutenant (junior grade) to Commander. Requirements will determine quotas by grade and core competency.

15. **Eligibility Guidelines for Special Duty, Public Affairs (165X)**

a. Preferred fields of study for special duty in Public Affairs are public relations, communications, journalism or marketing.

b. Applicants shall be in the grade of Lieutenant Commander or below. Although a warfare qualification is desirable, it is not a requirement. Prior experience in a public affairs billet, or as a collateral duty public affairs officer, is encouraged but not required for a lateral transfer request.

16. **Eligibility Guidelines for Special Duty, Oceanography (180X)**

a. Preferred fields of study for special duty in Oceanography are meteorology or physical oceanography.

Acceptable fields of study are mathematics, physics, geophysics, or engineering with at least 1 year (30 semester hours) of courses in meteorology or oceanography. Acceptance for enrollment in the graduate study air-ocean science curriculum at the Naval Post-graduate School satisfies educational requirements.

b. Shall be in the grade of lieutenant commander or below and prior operational experience in a meteorology, oceanography, or hydrography billet is highly desirable.

17. **Eligibility Guidelines for Medical Corps (210X), Dental Corps (220X), Medical Service Corps (230X), and Nurse Corps (290X)**. Requirements are contained in SECNAV instructions concerning the appointment of officers in the Medical Corps, Dental Corps, Medical Service Corps, and Nurse Corps.

18. **Eligibility Guidelines for Unrestricted Line (11XX or 13XX)**. Applicants should not be above the grade of Lieutenant Commander.

19. **Lateral Transfer: Chaplain Corps**. Lateral transfer to the Chaplain Corps is not authorized. However, applications for lateral transfer from the Chaplain Corps will be considered and should be forwarded via the Chief of Chaplains (N1G).

20. **Application Package Contents**

a. Applications from active duty officers shall be submitted in proper letter form to the NAVPERSCOM (PERS-801G) via their commanding officer to be received 60 days prior to the convening date of the Selection Board.

b. Applications for lateral transfer or change of designator shall include the following:

(1) Designator(s) for which application is made listed in order of preference (a maximum of two may be requested). Reserve officers may request concurrent reappointment in the Regular Navy if they meet eligibility requirements stated in MILPERSMAN 1131-020. Applicants must ensure that their applications contain all the information required by both this article and by MILPERSMAN 1131-020.

(2) Date and place of birth.

(3) Source of commissioning under current appointment: NROTC (Scholarship or College Program), Naval Academy, OCS, AOCS, NESEP, ROC, direct appointment from civilian status, etc.

(4) Date of original commission.

(5) Date of rank (temporary and permanent, if applicable).

(6) Date of end of obligated service in the parent community.

(7) Applicants for Special Duty, Cryptology, (161X) and Intelligence (163X) must submit an SF 86, Personnel Security Questionnaire, with the application package. Upon selection to the 161X or 163X designator, a Special Background Investigation (SBI) must be initiated and redesignation is contingent upon the successful completion of the SBI and eligibility for Special Compartmented Intelligence access.

(8) Citizenship (if naturalized, include naturalization number).

(9) If designators 14XX or 151X are requested, a transcript of all college work completed is required with evidence of any degrees awarded indicated on the transcript. If designator 154X is requested, the following information should be provided: instrument rating, total flying hours, first pilot hours, first pilot hours within last 12 months, aircraft in which current (as of application submission date), last aircraft flown by type, total hours, date last flown, and aviation combat experience.

(10) Applicants whose physical qualification for Unrestricted Line duty might be revoked or applicants who are applying for transfer into the Unrestricted Line must include two copies of SF 88, Report of Medical Examination, and one copy of SF 93, Report of Medical History. Applications of those members who do not meet the published visual standards may be forwarded for consideration.

(11) Applicants associated with the surface, submarine, special warfare, special operations, and aviation communities shall validate the achievement of warfare qualifications and other significant qualifications. The date of qualification and title of the qualifying officer should be included.

(12) If designator 250X is requested, evidence of receipt of a law degree from an accredited law school and evidence of current good standing before an appropriate court, as indicated in the block concerning "Limitations for Judge Advocate General's Corps," in this article must be submitted.

(13) If designator 170X is requested indicate first and second choice of core competencies.

(14) If designator 510X is requested, a transcript of all college work completed is required with evidence of any degrees awarded indicated on the transcript.

(15) Reserve officers on the active duty list in grades 0-4 and above must state that they are willing to accept Regular appointment if tendered. Such applicants must also make sure their applications contain all information required by both this article and MILPERSMAN 1131-020.

(16) Additional information, which the applicant feels, should be brought to the attention of the selection board. Requests for waiver of any of the eligibility requirements specified in this article shall be thoroughly substantiated.

(17) The commanding officer's endorsement should discuss the motivation and potential of the applicant and provide a specific recommendation concerning the request.

(18) The following designator advisors shall be provided with a copy of requests for the designators indicated:

Designator Advisor	Command
Engineering Duty (146X)	Commander, Naval Sea Systems Command (Code 00Z)
Aeronautical Engineering Duty (151X) and Aeronautical Maintenance Duty Officer (152X)	Commander, Naval Air Systems Command (Code AIR 8.0P)
Special Duty, Cryptology (161X)	Commander, Naval Security Group Command
Special Duty, Intelligence (163X)	Commander, Naval Intelligence Command
Special Duty, Public Affairs (165X)	Chief of Information (Code 0I 07)
Special Duty, Oceanography (180X)	Oceanographer of the Navy
Judge Advocate General's Corps (250X)	Judge Advocate General (Code 61)
Medical Service Corps (230X)	Chief, Bureau of Medicine and Surgery (BUMED-51)
Civil Engineer Corps (510X)	Commander, Naval Facilities Engineering Command (Code SEABEE A1)

21. **Selection Process**

a. Applications for lateral transfer submitted under this article will be considered by the semi-annual selection board convened by the Secretary of the Navy that meets in conjunction with the Regular Navy Transfer Board in April and October. Applications received after the deadline dates will be referred to the next scheduled board. Results of the board's deliberations will be published by an ALNAV.

b. Reserve officers on the active duty list in grades O-4 and above selected for lateral transfer will be tendered regular commissions, if eligible, when Regular officer authorized strength within the gaining community permits. Reserve officers in [in grades O-3 and below who request lateral transfer or redesignation under this article] concurrent with reappointment in the Regular Navy may be tendered a Regular appointment depending on the recommendations of the Board. Active duty officers can expect assignment to a billet appropriate to their new designation within 6 months from approval of lateral transfer or change of designator or at projected rotation date (PRD), whichever occurs earlier.

22. **Number of Officers Who May Transfer**. The Navy Personnel Command may set limits on the number of officers transferring to and from each community per the needs of the service.

23. **Appointments and Redesignations**. Appointments and redesignations of applicants selected for lateral transfer or redesignation shall be made under SECNAVINST 1210.5A.

24. **Eligibility Guidelines for Inactive Duty Officers**. Inactive duty officers may request a change of designator or lateral transfer without formal board action if they satisfy the educational requirements of the requested community (refer to block describing "Limitations for Judge Advocate General's Corps," in this article), and the following grade limitations:

a. Shall be in the grade of commander or below for change or reappointment to designator 1525, 1615, 1635, 1655, or 2505.

b. Shall not have reached the third anniversary of the date of rank as commander as of the date of application for designators 14X5 or 1515.

c. Shall be in the grade of commander or below for change to designator 1805.

d. Shall not have reached the third anniversary of the date of rank as lieutenant as of the date of application for reappointment to designators 3105 and 5105.

e. Shall, if accessed by direct appointment, have served a minimum of 3 years in designator specialty as of the date of application.

25. **Submission Process for Inactive Duty Officers**

a. Inactive duty officers desiring a change of designator or lateral transfer shall submit requests to NAVPERSCOM (PERS-912).

b. Members not participating in a Naval Reserve Program shall forward requests via the Naval Reserve Personnel Center (NAVRESPERCEN).

c. Members attached to a Naval Reserve unit shall forward requests via their commanding officer, appropriate Readiness Commander or Naval Air Activity, Chief of Naval Reserve

(Code 22) and the designator advisor for the following designators:

146X,
151X,
152X,
161X,
163X,
165X,
180X, and
250X.

d. Members desiring to effect a change of designator to Chaplain, Medical Service, Dental, Medical or Nurse Corps must be processed for an appointment in the appropriate corps. Such requests are processed through a Navy Recruiting activity.

e. Members desiring to change their designator to Surface Warfare Officer (1115) must complete all requirements under OPNAVINST 1412.2G and be certified as qualified by the commanding officer of a commissioned ship to which attached for duty. The certification letter may be sent directly to NAVPERSCOM (PERS-912) for validation and filing in the record.

f. Nuclear-trained officers shall additionally submit their request via NAVPERSCOM (PERS-42) for screening and approval for transfer from the submarine and surface nuclear communities.

g. All other members desiring a change of designator shall forward requests via their commanding officer, appropriate Readiness Command or Naval Air Activity, Chief of Naval Reserve (Code 22), and the appropriate sponsor.

h. Requests for change of designator shall contain the following:

(1) Academic background or academic average and degree obtained.

(2) Previous civilian experience in specified field of interest, if any.

(3) Previous naval experience in specified field of interest, if any.

26. **Officers Who Do Not Fulfill the Requirements**. Officers who do not completely fulfill the stated requirements may apply and their applications will be considered per the needs of the service. Requests for waiver of any eligibility requirement in this article must be thoroughly substantiated.

27. **Officers Being Processed for Separation**. Applications for redesignation and lateral transfer will not be accepted from officers who are being processed for administrative separation.

MILPERSMAN 1212-020

REDESIGNATION PROCEDURES FOR LIMITED DUTY OFFICERS (LDO) AND CHIEF WARRANT OFFICERS (CWO) WITHIN THEIR RESPECTIVE COMMUNITIES

Responsible Office	BUPERS-319	Phone: DSN COM	882-3044 (901) 874-3044

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) OPNAVINST 1210.5B

1. **Policy**

a. This article is applicable to all limited duty officers (LDO) and chief warrant officers (CWO) of the Regular Navy and Navy Reserve on active and inactive duty.

b. Requests for redesignation will not normally be approved until after the initial 4-year obligation has been served in the designator in which originally appointed. LDOs may request redesignation to the unrestricted line, restricted line, or Staff Corps per reference (a) and MILPERSMAN 1212-030.

2. **Procedures**

a. Applications. Applications for redesignation within LDO or CWO designators must be submitted in proper letter format to the Bureau of Naval Personnel (BUPERS) LDO/CWO Officer Community Management Branch (BUPERS-319) for all officers on active duty and to Navy Personnel Command (NAVPERSCOM) Reserve Officer Status Branch (PERS-911C) for reservists. Requests for change of designator should contain the following:

(1) Designator for which application is made,

(2) Qualification for requested designator,

(3) Date of original commission or appointment,

(4) Date of rank (current grade),

(5) Agreement to remain on active duty for a period of 3 years following redesignation, or, for reserve officers, an agreement to remain in the Ready Reserve for a minimum of 2 years, and

(6) Any additional information that the applicant feels should be brought to the attention of the selection board.

b. Commanding Officer (CO) Endorsement. Upon receiving applications from LDOs and CWOs, COs must initiate a review of the applicants' health record by competent medical authority. Based on this review, the CO must state in the forwarding endorsement whether the officer is physically qualified. A statement identifying overweight applicants and indicating their height and weight must be included. The request should be submitted with supporting medical documentation if the officer is in a limited duty status or is considered in any other way physically unfit for unrestricted duty. The CO's forwarding endorsement must contain comments relative to the applicant's motivation and qualifications for redesignation.

c. Reservists. Change of designator requests for reservists should be sent via e-mail to pers-911c.fct@navy.mil. All packages should contain the following:

(1) Letter from member (see exhibit 1 for example),

(2) Command and immediate superior in command (ISIC) endorsement and or recommendation. **If the member is in the Individual Ready Reserve, no endorsements will be included,**

(3) Resume,

(4) Fitness reports (**last three, but no less than two**),

(5) Copy of college transcripts (**original not required**), and,

(6) All other documentation (**any additional schools or information that the member feels is beneficial to the package**).

EXHIBIT 1
REQUEST FOR REDESIGNATION FOR INACTIVE DUTY OFFICERS

Date:

From: Rank, Name, USNR-R, Current Designator
To: Commander, Navy Personnel Command (PERS-911C)
Via: (1) Commanding Officer, Navy Reserve Unit
(2) ISIC
(3) as required

Subj: REQUEST FOR CHANGE OF DESIGNATOR TO (identify designator)

Ref: (a) BUPERSINST 1001.39F
(b) NAVPERS 15560D, Navy Military Personnel Manual (MILPERSMAN)

Encl: (1) Resume
(2) Letters of recommendation
(2) Last 3 FITREPS
(3) College transcripts
(4) (As required by MILPERSMAN)

1. Per reference (a), I request a change of designator to (identify designator). Enclosures (1) through (4) are forwarded per reference (b), MILPERSMAN 1212-020.

2. The following information is provided:

a. Date and place of birth

b. Source of commissioning (Officer Candidate School, Reserve Officer Training Corps, etc.)

c. Date of commission

d. Date of rank

e. Date of end of obligated service in parent community

f. Date and type of security clearance (provide certification as required for specific designator)

g. Citizenship (if naturalized, include naturalization number)

Subj: REQUEST FOR CHANGE OF DESIGNATOR TO (identify designator)

h. Academic background, including major fields of study, grade point average, and degree(s) obtained

i. Related civilian and military experience

j. Navy officer billet codes applied for and held

k. Other information required for specific designator (see appropriate sections in chapter 9 of reference (a))

l. Daytime phone number

m. E-mail address

_____
MEMBER'S SIGNATURE

MILPERSMAN 1212-030

REDESIGNATION OF LIMITED DUTY OFFICERS

Responsible Office	BUPERS-3	Phone: DSN COM FAX	882-2236 (901) 874-2236 882-2063

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1210.5B (b) 10 U.S.C. (c) Public Law 96-513

1. **Policy**. Per reference (a), a limited duty officer (LDO) may, upon application submission to Bureau of Naval Personnel (BUPERS) Military Community Management Department (BUPERS-3) via the commanding officer (CO), be considered for redesignation in one of the competitive categories listed below:

If the LDO is in...	then he or she will be considered for...
the line of the Navy,	unrestricted performance of duty in the unrestricted line or the restricted line of the Navy.
the Supply Corps or Civil Engineer Corps,	unrestricted performance of duty in the Staff Corps concerned.

2. **Qualification Requirements**. For an LDO to qualify for redesignation in one of the competitive categories listed above:

a. Requests may be submitted after completion of 48 months of commissioned service as an LDO,

b. **Not** have completed more than 28 years of active naval service by 31 October of the year in which application is made,

c. Be serving in a grade **not** above commander,

d. Meet the physical requirements applicable to other officers in the same grade and competitive category for which application is made,

e. Meet the warfare qualification of the competitive category requested in the case of applicants for the unrestricted line (e.g., eligibility for 1110 requires qualification as a surface warfare officer),

f. Have the necessary professional or graduate degree which may be required for the competitive category requested, as specified in MILPERSMAN 1212-010, and

g. Be recommended by the CO as qualified for redesignation in the competitive category requested.

3. **Selection Board**

a. A board to consider LDOs for redesignation in the regular Navy meets semi-annually in February and August.

b. Requests must be submitted per MILPERSMAN 1212-010 in proper format to BUPERS-3, via the CO, to be received 60 days prior to the convening date of the selection board.

4. **Application Information**. Requests for redesignation must contain the following information:

a. Designator for which application is made,

b. Qualification(s) for requested designator,

c. Date of original commission as an LDO,

d. Rank and date of rank,

e. Agreement to remain on active duty for a period of 3 years following redesignation, and

f. Any additional information the applicant believes should be brought to the attention of the selection board.

5. **Review of Health Record**

a. Upon receiving applications from LDOs, COs must order a review of the applicant's health record by competent medical authority. Based on this review, the CO must state in the forwarding endorsement whether the officer is physically qualified. A statement identifying overweight applicants, indicating their height and weight, must be included.

b. If the officer is currently in a limited duty status or is considered in any way physically unfit for unrestricted duty, the CO must obtain the treating provider's medical assessment and prognosis for the individual's return to a deployable status, and must submit the information to BUPERS-3. The CO's forwarding endorsement must contain comments relative to the applicant's motivation and qualification for redesignation.

6. **Assignment of LDOs Approved for Redesignation**. An LDO approved for redesignation must be assigned to the designator recommended by the board and approved by the Secretary of the Navy under reference (b), section 8139(f).

7. **Termination of LDO Status**. When redesignated for other duty, LDOs will have their LDO designation terminated, and they will become subject to the selection and retirement procedures as other officers originally appointed under reference (c), as amended, and in the competitive category in which they are redesignated. No change will be made or authorized in their lineal position and precedence solely as a result of the removal of the LDO designator.

MILPERSMAN 1212-040

ENGINEERING DUTY (ED) OPTION PROGRAM

Responsible Office	BUPERS-31	Phone: DSN COM FAX	882-3473 (901) 874-3473 882-2063

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) COMNAVSURFPAC/COMNAVSURFLANDINST 1412.1A

1. **Policy**. The Engineering Duty (ED) Option Program provides a steady accession source of warfare qualified officers into the ED community. Highly qualified officers are designated as surface warfare or submarine officers upon commissioning and redesignated as ED officers upon completion of specified career milestones, without board action.

2. **Applicability**. This article is applicable to active and reserve officers who have been designated as ED option officers at the time of their commissioning via the:

    a. United States Naval Academy

    b. Naval Reserve Officers Training Corps

    c. Officer Candidate School

    d. Seaman-to-Admiral Program

    e. Merchant Marine Academies

3. **Surface ED Option**

    a. At service selection, a limited number of officers who select surface warfare may apply for the ED Option Program. Annual quotas will be determined by Deputy Chief of Naval Operations Manpower, Personnel, Training, Education (DCNO N1). ED option officers are required to qualify as a surface warfare officer and be within 6 months of promotion to O-3 prior to redesignation and transfer. During their initial tour(s),

officers are required to perform the full range of duties and responsibilities as their traditional surface warfare peers. Redesignation to the ED community will occur automatically upon completion of the prerequisites listed in subparagraph 7a below.

b. Officers redesignated to 1460 (ED in training) can expect to be detailed to post-graduate school in one of the approved ED technical curricula listed in exhibit 1, followed by assignment to an ED qualification tour.

c. Midshipmen and officer candidates applying for the Nuclear Surface Warfare Officer (SWO(N)) Program are not eligible for the SWO ED Option Program. SWO(N)s who wish to become ED officers must apply for lateral transfer to ED through the traditional lateral transfer board process.

4. **Submarine ED Option**

a. At service selection, a limited number of officers who select submarine warfare may apply for the ED Option Program. Annual quotas will be determined by DCNO N1. Submarine ED option officers will complete the same training track as regular submarine officers and will be assigned duties identical to those of regular submarine officers. Redesignation to ED will occur upon completion of the prerequisites listed in paragraph 8 below.

b. Between their division officer and department head tours, submarine ED option officers are required to complete a master's degree in one of the technical majors listed in exhibit 1. Normally, this master's degree will be attained by attending the Naval Postgraduate School, using a submarine officer community quota. If a submarine ED option officer has requested and been approved to attend the Naval Construction/ Engineering Program at the Massachusetts Institute of Technology, an ED community quota will be used.

c. After redesignation to 146X, submarine ED option officers can expect to be detailed to an ED qualification tour.

5. **Qualifications**. Eligibility criteria and waiver authority may be found in Program Authorization (PA) 101A and PA 101F.

6. **Appointment**. Officers are appointed as an ensign with designator 1160 or 1170. Surface and submarine ED options are assigned an additional qualification designator of "LOA."

7. **Surface ED Option Execution**

a. Surface ED option officers will **automatically** be redesignated in the restricted line and designated 1460 upon completion of the following prerequisites:

(1) Surface warfare qualification, per reference (a),

(2) Be within at least 6 months of promotion to lieutenant, and

(3) Have a favorable record review conducted by an administrative screening panel convened by ED community management.

b. Surface ED option officers will not be redesignated if they have submitted their resignations to Navy Personnel Command (NAVPERSCOM) Distribution Management and Procedures Branch (PERS-451). Redesignation will occur if they subsequently withdraw their resignation.

c. Surface ED option officers who have an approved resignation may request to be redesignated to 1465 upon resignation to facilitate reserve affiliation. Officers wishing to serve in the Reserve Component as an ED officer should submit a letter to the Bureau of Naval Personnel (BUPERS) Military Community Management Department (BUPERS-3), requesting redesignation to 1465 upon resignation and include a copy of their approved resignation request. These requests will be reviewed by the BUPERS ED Officer Community Manager (OCM) (BUPERS-314C) and submitted to the Deputy Chief of Naval Personnel (BUPERS-00B) for approval.

d. Officers who desire to terminate their ED option and remain in the surface warfare community must submit a request to the BUPERS Surface/Special Warfare OCM (BUPERS-311) via BUPERS-314C. Both community managers must agree with the request. If the request is approved, officers may remain in the unrestricted line for the remainder of their careers at no penalty.

8. **Submarine ED Option Execution**

a. Submarine ED option officers may execute their option upon completion of the following prerequisites:

(1) Submarine warfare qualification (dolphins) per MILPERSMAN 1210-100

(2) Completion of a department head tour on a submarine, or when released by OPNAV Nuclear Propulsion Program Management Branch (OPNAV N133) (submarine OCM)

(3) Favorable record review conducted by an administrative screening panel convened by BUPERS-314C.

b. Submarine ED option officers should submit a letter requesting redesignation to BUPERS-314C, via their commanding officer, with a copy to NAVPERSCOM Nuclear Submarine Officer Distribution Division (PERS-42). Letters may be submitted up to 9 months prior to their projected rotation date while serving on their department head tour.

c. Failure to complete an ED graduate education program leading to an approved subspecialty code between division officer and department head tours terminates the submarine ED option.

9. **Active Duty Obligation**. Upon redesignation to 1460, officers incur a minimum service obligation of 2 years from date of designator change, to be served concurrently with any other obligations. Officers who terminate their ED option must still satisfy their initial active duty obligation corresponding to their commissioning source.

Exhibit 1

GRADUATE EDUCATION CURRICULA APPROVED FOR ENGINEERING DUTY (ED) OFFICERS

MAJOR	SUBSPECIALTY CODE
Naval Construction/Engineering	51XX
Nuclear Engineering (except 5203)	52XX
Electronic Systems Engineering	53XX
Electrical Engineering	53XX
Space Systems Engineering	55XX
Naval/Mechanical Engineering	56XX
Combat Systems Sciences and Technology	57XX
Systems Engineering	58XX
Computer Science	6203

MILPERSMAN 1212-050

INFORMATION WARFARE COMMUNITY (IWC) OPTION PROGRAM

Responsible Office	BUPERS-317	Phone: DSN COM FAX	882-3391 (901)874-3391 882-2063

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) COMNAVSURFORINST 1412.1C (b) Uniform Code of Military Justice (UCMJ)(2019) (c) OPNAVINST 1210.5B

1. **Program Policy**

a. The Information Warfare Community (IWC) Option Program provides a steady accession source of qualified surface warfare officers (SWO) into the IWC. The IWC officer communities that participate in this program are:

(1) 1800 Oceanography (OCN)

(2) 1810 Cryptologic Warfare (CW)

(3) 1820 Information Professional (IP)

(4) 1830 Intelligence (INTEL)

b. IWC Option Program accession quotas are limited in number and approved by the Chief of Naval Personnel per the annual fiscal year officer accession plan. Quotas are determined by the needs of the Navy and are allocated to each of the above communities. Under this program, highly qualified officers are initially commissioned into the SWO community. These officers are subsequently redesignated, without board action, to their respective IWC community upon completion of prerequisites outlined in paragraph 3 below.

2. **Applicability of this Article**. This article is applicable to active duty officers who have been selected for and commissioned into the IWC Option Program from the following commissioning sources:

a. United States Naval Academy (USNA)

b. Naval Reserve Officers Training Corps (NROTC)

c. Officer Candidate School (OCS)

d. Seaman-to-Admiral Program (STA-21)

3. **Qualifications**. Eligibility criteria may be found on the Program Authorizations (PA) 108A, PA 108B, PA 108C and PA 108D Web page located on the Navy Personnel Command Web site.

4. **Appointment**. Candidates selected for the IWC Option Program are commissioned as ensigns and initially designated as SWOs in training (1160).

a. **IWC Option Program Identification.** Navy Personnel Command (NAVPERSCOM), Surface Officer Distribution Division (PERS-41) will assign IWC Option Program officers an additional qualification designator (AQD), identify them as IWC option officers and record their affiliation with a specific IWC community. Community specific AQDs are:

(1) OCN (1800) – LOD

(2) CW (1810) – LOC

(3) IP (1820) – LOB

(4) INTEL (1830) – LOE

b. **IWC Option Program Officer Accounting.** Bureau of Naval Personnel (BUPERS), Information Warfare Community Branch (BUPERS-317) IWC officer community managers (OCM) will maintain the authoritative roster of all officers commissioned into the IWC Option Program. This listing will be coordinated with and informed by accession planners at USNA; Naval Student Training Command (NSTC); Navy Recruiting Command (NAVCRUITCOM); BUPERS, Surface Warfare Officers/Explosive Ordnance Disposal Warfare Officers Branch (BUPERS-311) OCM; NAVPERSCOM (PERS-41) and

NAVPERSCOM, Information Warfare Community and Foreign Area Officer Assignments Division (PERS-47).

5. **IWC Option Program Redesignation Execution**

a. **Service Agreement/NAVPERS 1070/613 Administrative Remarks.** NAVCRUITCOM will ensure all service agreements for OCS accessed IWC Option Program officers reflect the timeline requirements detailed in subparagraph 5c below. USNA and NSTC will ensure their respective IWC Option Program officers read and sign NAVPERS 1070/613 reflecting the timeline requirements in exhibit 1.

b. **Redesignation Prerequisites.** IWC Option Program officers will be **automatically** redesignated without board action into their respective IWC communities upon completion of the following prerequisites: Surface warfare qualification, per reference (a), and completion of one SWO division officer tour. Completion of this tour is usually within 3 years from date of commission.

c. **Timeline and Follow-On Assignment Availability.** IWC Option Program officers meeting the prerequisites listed above will normally be redesignated within 3 years of commissioned service.

(1) IWC OCM will notify SWO OCM, NAVPERSCOM (PERS-41) and NAVPERSCOM (PERS-47) of pending redesignation.

(2) IWC OCM will submit redesignation action to NAVPERSCOM, Career Progression Department (PERS-8) to execute administrative action for designation change.

(3) IWC OCM will notify SWO OCM, NAVPERSCOM (PERS-41) and NAVPERSCOM (PERS-47) when redesignation has been completed.

(4) Once redesignated, IWC officers will be made available by the surface warfare community for immediate transfer to their first IWC assignments.

d. **Exceptions**

(1) **Approved Resignation Request.** IWC Option Program officers will not be redesignated if they have a pending or approved resignation, to include unqualified or contingent

resignation, inter-service transfer, probationary officer continuation and redesignation or twice failure to select (2XFOS). If the resignation request is disapproved, the officer will be made immediately available for redesignation and transfer to the first IWC assignment.

(2) **Administrative Separation.** IWC Option Program officers will not be redesignated if they are currently under investigation for alleged offenses, under reference (b), or in the process of administrative separation.

(3) **Surface Warfare Career Sustainment.** IWC Option Program officers who desire to remain in the surface warfare community must submit a written statement to their respective IWC OCMs with a copy to the surface warfare OCM. The decision to allow an IWC Option Program officer to remain in the surface warfare community is at the discretion of the IWC OCM, in consultation with the SWO OCM, and will be made in the best interests of IWC community health. If the request is approved, the IWC OCM will inform the SWO OCM, NAVPERSCOM (PERS-41) and NAVPERSCOM (PERS-47). NAVPERSCOM (PERS-41) will remove the approved officer's AQD, and the officer will remain in the surface warfare community.

6. **Active Duty Obligation.** Per reference(c), upon redesignation to the IWC, IWC Option Program officers incur a minimum service requirement of 3 years from date of designator change to be served concurrently with any other obligations. Officers who remain in the surface warfare community must satisfy the initial active duty service obligation corresponding to their original commissioning source.

Exhibit 1

Service Agreement/NAVPERS 1070/613 Administrative Remarks

(DDMMMYY): Per MILPERSMAN 1212-050, I understand that I have been selected for accession into the Information Warfare Community (IWC) Option Program. Per the IWC Program, I will be commissioned as an ensign and initially designated as a surface warfare officer (SWO) in training (1160) and be assigned an additional qualification designator (AQD) of (choose one of the following: "LOB for affiliation with the information professional community," "LOC for affiliation with the cryptologic warfare community," "LOD for affiliation with the oceanography community" or "LOE for affiliation with the intelligence community").

I understand that I will be automatically redesignated to (choose one of the following: "oceanography officer (1800)," "cryptologic warfare officer (1810)," "information professional officer (1820)" or "intelligence officer (1830)") upon completion of my surface warfare qualification, per COMNAVSURFORINST 1412.1C and completion of one SWO division officer tour.

Upon redesignation, I understand that I will incur a minimum service requirement of 3 years from the date of designator change to be served concurrently with any other obligations.

_____
(Service Member's Signature)

Witness: _____
{Name, Rank and Title}

MILPERSMAN 1213-020

SUSPENSION AND REMOVAL OF FOREIGN AREA OFFICER (FAO) ADDITIONAL QUALIFICATION DESIGNATORS (AQDs)

Responsible Office	NAVPERSCOM (PERS-473C)	Phone: DSN COM FAX	882-3226 (901) 874-3226 882-2744

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1301.10B (b) DoDI 1315.20 (c) SECNAVINST 1920.6C (d) BUMEDINST 1300.2A (e) OPNAVINST 1300.14D

1. **Definitions**. In this article the term “fully qualified foreign area officer (FAO)” refers to designated FAOs who have been awarded the FA(x) additional qualification designator (AQD) in recognition of meeting the criteria for FAO qualifications established per references (a) and (b). The FT(x) AQD is assigned to officers who are members of the FAO community, or have been selected for lateral transfer into the FAO community, but have not yet met the standards of a fully qualified FAO due to the need to complete initial FAO training. The terms “overseas assignability” or “world-wide assignability” are to be defined as an officer’s eligibility for assignment to overseas in-country requirements within his or her designated area of responsibility (AOR).

2. **Suspension or Revocation of FAO AQDs**

a. Per reference (a), the goal of the FAO Program is to produce a cadre of officers with the skills required to manage and analyze politico-military activities overseas. Qualification for service as an FAO is therefore conditional and dependent upon an officer’s ability to maintain

professional qualifications, eligibility for Top Secret/ Sensitive Compartmented Information security clearance and overseas assignment throughout one's designated AOR per reference (c) and MILPERSMAN 1301-227.

b. Suspension or removal of the FA(x) or FT(x) AQD for reasons of performance, professional aptitude, or limitations to overseas assignability will be considered only by a duly appointed board convened at the recommendation of the FAO Officer Community Manager (OCM). Procedures and guidelines for board consideration of FAO qualifications, performance, and worldwide assignability are to be governed by this article and references (a) thru (e).

3. **Grounds for Convening FAO Qualification Review Board (FQRB).** A FAO Qualification Review Board (FQRB) may be convened in response to any of the following circumstances:

a. Non-qualification after completion of initial training;

b. Detach for Cause (DFC);

c. Return to Service (RTS);

d. Suspension;

e. Reduction of security clearance;

f. Non Judicial Punishment (NJP);

g. Adverse Fitness Report (FITREP);

h. Overseas Screen Failure of the service member; or

i. Civil action proceedings.

This list is not all-inclusive. Consistent with the intent of this requirement, other situations may warrant recommendations from a FQRB. Additionally, higher authority may direct a FQRB when deemed necessary.

4. **Notification**. The member will be notified in writing by the FAO OCM at least 60 days prior to the convening of a FQRB. The officer concerned may submit correspondence to the board via the FAO OCM.

5. **FAO Qualification Review Board Composition**. The membership of each FQRB will depend on the circumstances that caused the FQRB to convene. Navy Personnel Command (NAVPERSCOM), Information Dominance Corps and Foreign Area Officer Assignments Division (PERS-47) will convene and chair the board. For boards that are convened in response to performance related measures (e.g., RTS, adverse FITREP, suspension or reduction of security clearance) required membership will also include the FAO OCM, FAO Detailer, FAO Policy Officer, and a NAVPERSCOM, Conduct and Separations Division (PERS-83) representative. For boards that are convened in response to significant medical conditions that result in overseas screening failure and potential disqualification from assignment within the designated AOR, membership will consist of the FAO OCM, FAO Detailer, FAO Policy Officer, and NAVPERSCOM, Career Progression Department (PERS-8) Medical Advisor.

6. **Recommendations**

a. The FAO FQRB and subsequent endorsers may recommend one of the following courses of action:

(1) FA(x)/FT(x) AQD removal;

(2) FA(x)/FT(x) AQD suspension;

(3) AOR re-assignment;

(4) Medical Evaluation Board (MEB); or

(5) Release for lateral transfer into another community.

b. Once reports of DFC, NJP, civil action, or other adverse matter are entered into an officer's official military personnel file by the cognizant office at NAVPERSCOM, the FAO Community Manager may make a follow-on recommendation for removal or restoration of FAO AQDs.

c. In unique situations, the FQRB may conclude an officer's performance or conduct is so beneath that expected of a Navy officer as to warrant a recommendation for the officer to show cause for retention. In those circumstances, the FQRB will forward such recommendation to Commander, Navy Personnel Command (CNPC), as the Navy's Show Cause Authority, for consideration. Should CNPC concur with the recommendation, the FQRB will

forward CNPC's decision along with supporting documentation to NAVPERSCOM (PERS-8) for commencement of show cause proceedings.

7. **Final Approval Authority**. FQRB recommendations will be sent by the convening authority to the FAO Community Sponsor/Director of International Engagement (OPNAV (N52)) via the administrative chain of command for final determination. The officer concerned will be afforded the opportunity to respond to the recommendations of the board via correspondence with the FAO OCM.

8. **Appeals**. Appeals must be submitted by the member within 30 days of notification of the board's recommendation. Appeals will be submitted directly to the FAO Community Sponsor with an endorsement from the member's current chain of command at the time of notification. Decisions made by the Community Sponsor with respect to appeals and requests for reconsideration will be final.

9. **Loss of Eligibility for Overseas Assignment**

a. Per reference (d), overseas/remote duty suitability screenings will be valid for 1 year from the date of the initial screening completion unless any changes in conditions affecting suitability occur. Officers whose suitability screening has expired, or whose suitability status changes prior to transfer, shall arrange for re-evaluation for suitability per references (d) and (e).

b. Screening supports readiness by ensuring the service member can execute his or her military duties associated with the military occupation and assignment. Proper screening also reduces the incidence of early return from assignment, billet gaps, and unplanned expenditures of permanent change of station funds.

c. Per reference (a), FAOs are expected to exercise their occupational specialty and regional expertise by operating within the foreign countries or regions in which they specialize. Accordingly, FAOs must be able to satisfy the unique medical screening requirements for in-country assignments throughout their designated AOR.

d. Per reference (d), the FQRB may make a recommendation to convene a medical evaluation board for placing a FAO on temporary limited duty (TLD) when suitability screening

identifies a medical condition that precludes the member from serving in an overseas assignment or from meeting anticipated requirements of future assignments. The medical evaluation board will determine the appropriate disposition of the member, which may include TLD, if eligible, or referral to the physical evaluation board.

e. Per reference (e), suitability screening must be broad enough to detect a wide range of existing and potential problems. Some AORs may have screening requirements that are more thorough and or restrictive in nature than those contained in the NAVMED 1300/1 Medical, Dental, and Educational Suitability Screening for Service and Family Members. FAOs who are assigned to AORs that have stricter suitability screening requirements than those outlined in the NAVMED 1300/1 are expected to satisfy the higher of the two standards and be assignable throughout their designated AOR.

10. **Reinstatement of Qualification**. FAOs that have their AQD suspended or removed, may request reinstatement of their FAO qualification by sending a letter to FAO OCM, Staff Corps Branch (BUPERS-316) detailing what action has been taken to correct deficiencies that were identified by the FQRB. The FAO OCM will forward the request with endorsement via NAVPERSCOM (PERS-47) to the FAO Community Sponsor. Officers with requests approved by the FAO Community Sponsor will have their AQD restored and will be made available for detailing to a FAO assignment.

MILPERSMAN 1214-010

OFFICER SUBSPECIALTY SYSTEM

Responsible Office	NAVPERSCOM (PERS-45E)	Phone:	DSN COM FAX	882-4992 (901) 874-4992 882-2696

References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classification, Volume I, Major Code Structures

1. **Definition**. The Officer Subspecialty System is an integrated manpower and personnel classification and control system, which establishes criteria and procedures for identifying officer requirements for advanced education, functional training, and significant experience in various fields and disciplines. The Subspecialty System is used to identify those officers who acquire these qualifications. The subspecialty classification codes and the criteria for applying these codes are contained in reference (a).

2. **Qualification Criteria**. The qualification criteria for each subspecialty area are based upon advanced education appropriate to that specific subspecialty and/or significant experience gained by having served in billets designated as subspecialist's billets or requiring a broad use of skills that are closely related to a subspecialty field.

a. For an officer to be assigned a subspecialty code based upon advanced education, the information contained in the officer's transcript must be entered into the official record. For those officers participating in a full-time, fully-funded program at Naval Postgraduate School (NAVPGSCOL), this information is automatically sent to Navy Personnel Command (NAVPERSCOM), Subspecialty Management Branch (PERS-45E), for entry into the Navy's master personnel file and assignment of the applicable code.

b. Officers who have completed education through other programs should, upon completion of their graduate education program (and award of a post-graduate degree), ensure that a copy of their complete transcript, along with catalog course descriptions, is sent to **Director of Civilian Institutions**

Programs, **NAVPGSCOL (Code 031)** for review, assignment of the applicable subspecialty code, and inclusion in the Navy's master personnel file.

c. For assignment of a code based upon significant experience, an officer must have served in billets requiring broad use of the skills closely associated with a specific subspecialty field. Significant experience is generally defined as one or more tours of duty (usually 18 to 24 months) in a qualifying billet. Criteria specific to each subspecialty is issued by primary consultants listed in reference (a).

3. **Application Letter**. Active duty officers desiring to be considered for assignment of a significant experience code should submit a letter of application to NAVPERSCOM (PERS-45E) outlining specific substantiating information relative to experience and performance in the requested subspecialty. Applications shall be in proper letter format as shown here (use proper letter format):

From: (Grade, full name, SSN (XXX-XX-1234,last four only)/designator)
To: Commander, Navy Personnel Command (PERS-45E)
Via: (Immediate Senior or Chain-of-Command)

Subj: REQUEST FOR SIGNIFICANT EXPERIENCE SUBSPECIALTY CODE

Ref: (a) MILPERSMAN 1214-010
(b) NAVPERS 15839I, Manual of Navy Officer Manpower Personnel Classifications, Volume I, Major Code Structures

Encl: (1) Any relevant material necessary to elaborate qualifying experience (i.e., Fitness Reports (FITREPS) describing duties performed)

1. Per references (a) and (b), I request the subspecialty code (code number). I have been assigned at the (command name) for the past (number) months in a corresponding subspecialty coded billet. The unit identification code (UIC) and billet sequence code (BSC) of this billet are (xxxxx/xxxxx). My duties have included the following:

2. I feel I have gained significant experience in the area of (subspecialty title) and request this coding designation.

(Signature)

4. **Restricted Line (RL)/Staff Corps Officers**. Many subspecialty codes applicable to RL/Staff Corps officers are assigned based on completion of specific education achievements or training/certification programs. Applications from RL/Staff Corps officers shall be forwarded via the applicable primary consultant as specified in reference (a).

5. **Proven Subspecialties**. Proven subspecialties are assigned during the permanent change of station (PCS) order writing process. Unrestricted Line (URL) officers and fleet support officers who hold a subspecialty code and are currently in a subspecialty coded billet are automatically screened for assignment of proven subspecialties.

6. **Officer Subspecialty Codes**. Officer subspecialty codes appear on the Officer Distribution Control Report (ODCR). These documents are the most readily available sources for the officer and the command to verify the subspecialty codes assigned to the officer in the Navy’s master personnel file.

MILPERSMAN 1220-010

AIRCREW AND AVIATION RESCUE SWIMMER PROGRAMS

Responsible Office	BUPERS-32	Phone: DSN COM FAX	882-2074 (901) 874-2074 882-2041

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) CNAF M-3710.7 of July 2017 (b) SECNAVINST 5510.30C (c) COMNAVCRUITCOMINST 1130.8K (d) BUPERSINST 1326.4E

1. **Background**. The Aircrew (AIRC) and Aviation Rescue Swimmer (AIRR) Programs provide opportunities for recruits and fleet personnel to become career enlisted aircrew. This article applies to Active Component (AC), full-time Support (FTS), and Selected Reserves (SELRES) personnel. AIRC and AIRR Programs are 6-year obligation advanced technical fields that guarantee class "A" school, as well as follow-on advanced schools (Naval Aircrewman Mechanical (AWF), Naval Aircrewman Operator (AWO), Naval Aircrewman Tactical Helicopter (AWR), Naval Aircrewman Helicopter (AWS), or Naval Aircrewman Avionics (AWV)) for recruits. Applicants must volunteer for flying duty (see MILPERSMAN 1220-020), be capable of performing swim qualifications per reference (a), and pass an aviation flight physical.

2. **Qualifications Required**

a. **Age**. Applicants must be 30 years of age or less at the time of enlistment or reenlistment. Waivers for AC, FTS, and SELRES fleet volunteers will be considered by Bureau of Naval Personnel (BUPERS) Aviation Enlisted Community Manager (ECM) (BUPERS-323) or SELRES ECM (BUPERS-352), respectively, on a case-by-case basis. Initial accession age waivers will be considered by Navy Recruiting Command (NAVCRUITCOM) AIRR Program Manager (N323) on a case-by-case basis.

b. **Physical Conditioning.** AIRC and AIRR are high risk and physically demanding programs that require above average physical fitness standards and strong swimmer skills. Applicants must pass the Navy physical fitness assessment (PFA) with a grade of "satisfactory" in all categories prior to commencement of Naval Aircrew Candidate School (NACCS). Service members must pass a PFA with a "good" in all categories for their respective age and gender to graduate from NACCS. Additionally, this same standard must be maintained throughout the aircrew training cycle. Non-swimmers cannot successfully complete the program; therefore, they should not apply.

c. **Security Clearance Required.** Applicants must be adjudicated and be able to maintain a secret security clearance. Some billets may require a "top secret/sensitive compartmented information" security clearance and or Personal Reliability Program (PRP) as specified in reference (b).

d. **Armed Services Vocational Aptitude Battery (ASVAB).** Applicants must meet ASVAB requirement per current ASVAB naval message.

3. **AIRC and AIRR Statements of Understanding for Initial Accessions.** **ALL** initial accession applicants applying for the AIRC must read and sign the Aircrew Program Statement of Understanding (exhibit 1) via NAVPERS 1070/613 Administrative Remarks entry. **All** initial accession applicants applying for AIRR must read and sign the Aircrew Program Statement of Understanding and the Aviation Rescue Swimmer Program Statement of Understanding (exhibit 2) via NAVPERS 1070/613 entry. Classifiers must sign as witness, per reference (c), as part of the applicant's enlistment process. This document must be filed in the enlistment package forwarded to Recruit Training Command (RTC) when Service member is shipped. AIRR initial accession applicants must pass a physical screening test as per MILPERSMAN 1220-410.

4. **AIRC and AIRR Statements of Understanding for Fleet Accessions.** **ALL** fleet volunteers and those converted or reclassified into AIRC must read and sign the Aircrew Program Statement of Understanding on NAVPERS 1070/613 entry. **All** fleet volunteers and those converted or reclassified into the AIRR must read and sign the Aircrew Program Statement of Understanding and the Aviation Rescue Swimmer Program Statement of Understanding via NAVPERS 1070/613 entry.

5. **Service School Assignments**. For all applicants, the AIRC and AIRR provide assignment to a class "A" and or "C" school (as applicable) in any of the career aircrew source ratings listed below. The specific training assigned is based on the Service member's qualifications, personal desires, and needs of the Navy.

Career Aircrew Source Ratings (new accessions and fleet volunteers)	AWF, AWO, AWR, AWS, AWV
Non-Career Aircrew Source Ratings (fleet volunteers only and assigned flight orders as per reference (d))	Cryptologic Technician Interpretive, Cryptologic Technician Technical, Cryptologic Technician Collection, Hospital Corpsman, Culinary Specialist, Mass Communications Specialist

6. **Training Cycle**. The training pipeline for **all** aircrew candidates is:

a. RTC;

b. NACCS, Pensacola;

c. Aviation Rescue Swimmer School (ARSS), Pensacola (rescue swimmers only);

d. Class "A" School, Pensacola (if required);

e. Fleet replacement squadron (FRS) at various locations, or class "C" school, Fort Worth (FTS/SELRES only); and

f. Initial assignment to include follow-on in-flight training.

7. **Terms of Enlistment**. Applicants enlist in the U.S. Navy as AC, FTS, and SELRES for 4 years and concurrently execute NAVPERS 1070/621 Agreement to Extend Enlistment or NAVPERS 1070/622, Agreement to Recall or Extend Active Duty for 24 months using the following narrative for entry:

"Training in the Aircrew Program and accelerated advancement to pay grade E-4 per MILPERSMAN 1220-010. Accelerated advancement to E-4 is authorized only after successful completion of NACCS, class "A" school and fleet replacement squadron training. I understand that this extension becomes binding upon execution and may not thereafter be cancelled, except as provided for in MILPERSMAN 1160-040."

NAVPERS 1070/621 or NAVPERS 1070/622 must be executed on the day Service member is enlisted (initial accession). Fleet applicants must obligate 5 years per MILPERSMAN 1306-618.

8. **Apprenticeship and Pay Grade**

a. Individuals accepted into the AIRC or AIRR who successfully complete FRS training or follow-on in-flight training and are awarded the appropriate aircrew Navy enlisted classification (NEC) code are authorized accelerated advancement to pay grade E-4 per reference (c).

b. New accessions accepted for AIRC and AIRR must be enlisted at pay grade E-1. This is not to preclude enlistment at pay grade E-2 or E-3 per reference (c). Fleet applicants are accepted in present pay grade.

c. If a Service member is disqualified from aircrew duties prior to advancement to pay grade E-4, eligibility for accelerated advancement to E-4 is terminated. This must not preclude advancement to E-2 or E-3 based on normal advancement criteria.

d. Accelerated advancement to pay grade E-4 requires a 6-year total active duty obligation. If a Service member is reduced in rate subsequent to accelerated advancement to E-4, there is no reduction in active obligated service.

e. Time in rate requirement is waived for accelerated advancement to pay grade E-4.

9. **Disqualification and Disenrollment**

a. Those who fail to remain qualified for this program will be disenrolled from aircrew training per reference (d). Applicants must be specifically counseled if they attrite, drop on request (DOR), request removal from flight status, refuse a

set of aircrew orders, non-volunteer for any other reason per reference (d), or are found not desirable for continuation in the Aircrew Program.

b. Cancellation of extension of enlistment for disenrollment from AIRC and AIRR must be executed per MILPERSMAN 1160-040 and 1510-030.

c. Applicants advanced to E-4 who subsequently attrite do retain their extension obligation.

d. Aircrew and aviation rescue swimmer personnel who are permanently disqualified after being rated for flying duties and fail to meet all training requirements must be revoked "duty involving flight as a crewmember (DIFCREW)" or removed from the program per reference (d). In addition, members must submit a forced conversion package per MILPERSMAN 1440-011 within 30 days of receipt of revocation message.

e. Sailors having executed orders for conversion who subsequently fail to complete the formal training required for conversion may be processed for separation per MILPERSMAN 1910-133.

f. Fleet accessions or fleet air warfare qualified Service members (i.e., AWF, AWO, AWR, AWS, or AWV) disqualified for medical reasons must submit a forced conversion package per MILPERSMAN 1440-011. If Service member is within one 3-year tour of Fleet Reserve eligibility, the ECM may, on a case basis, retain Service member in rating to meet Fleet Reserve eligibility requirements. Service member must submit Fleet Reserve request 18 months for E-6 and below and 24 months for E-7 through E-9 prior to 20-year mark. If Service member fails to apply for the Fleet Reserve, Service member must submit a forced conversion package per MILPERSMAN 1440-011 within 30 days of the 18 or 24 month mark.

g. DOR, AIRC, and AIRR are volunteer programs. Per reference (d), participants must sign NAVPERS 1070/613 entry stating "I Volunteer to Fly." A DOR, at any time during training (e.g., military entrance processing station, RTC, NACCS, ARSS, class "A" school, FRS, or any subsequent training thereafter), is cause for disqualification and disenrollment from AIRC and AIRR.

h. Admitted pre-service drug use must be processed per MILPERSMAN 1306-618 and be considered case-by-case by the ECM as to whether or not the Service member will be disqualified.

i. Applicants must pass an official or mock Navy PFA with a "good" in all categories for their respective age and gender prior to graduation from each phase of their training cycles. Service members who fail to maintain a "good" in all categories for their respective age and gender throughout the aircrew training cycles will be disenrolled from aircrew training per reference (d).

j. Sailors who have been successfully pre-screened and interviewed for billets under PRP and do not volunteer for PRP duties at any time when assigned to a valid PRP billet must be revoked DIFCREW or removed from the program per reference (d).

10. **Disposition of Service Members Disenrolled**

a. AIRC and AIRR are voluntary programs, participants may be disenrolled or may DOR at any time. Service members must submit a forced conversion package, per MILPERSMAN 1440-011, within 30 days of receipt of revocation message.

b. Service members revoked DIFCREW or disenrolled from the program for any reason will not be eligible for reinstatement for 24 months. Reinstatement will be considered by BUPERS-323 for AC or BUPERS-352 for FTS/SELRES on a case-by-case basis. Additionally, Service members who do not volunteer to fly will not be eligible for reinstatement per reference (d).

c. Process disenrolled personnel as follows:

(1) RTC. Use NAVCRUITCOM reclassification guidance.

(2) NACCS. NACCS attrites will be disqualified from AIRC and AIRR and made available to meet the "needs of the Navy." New accessions are reclassified per MILPERSMAN 1236-020; however, assignment to class "A" school is not guaranteed.

(3) ARSS. Service members disenrolled from ARSS training are not eligible for automatic advancement to E-4 and will not be retained in the Aircrew Program. Service members who fail to complete the school for academic reasons will be disqualified from AIRC and AIRR and made available to meet the

needs of the Navy. New accessions must be reclassified per MILPERSMAN 1236-020; assignment to class "A" school is not guaranteed.

(4) Class "A" School and FRS. Service members who fail to complete class "A" school or FRS for academic reasons are disqualified from the AIRC and will be made available to meet the needs of the Navy. New accessions are reclassified per MILPERSMAN 1236-020.

(5) All aircrew-related NECs must be administratively removed by Navy Personnel Command (NAVPERSCOM) Aviation Distribution Branch (PERS-404) via NAVPERSCOM Enlisted Placement Management Branch (PERS-4013) for Service members who fail to meet all training requirements. For suspension and revocation procedures for disqualified career enlisted flyers and non-career aircrew refer to reference (d).

(6) Aircrew members who are not physically qualified or DIFCREW-revoked are not eligible for participation in a Navy-wide advancement exam, consideration by an advancement selection board, or advancement in any naval aircrew rating. Service members who have requested a waiver of medical standards by the Naval Aerospace Medical Institute will remain eligible for advancement until adjudication of waiver request.

11. **Application Submission**

a. Fleet AIRC and AIRR applicants submit an application through use of a NAVPERS 1306/7 Electronic Personnel Action Request to ECM BUPERS-323 for AC or BUPERS-352 for FTS/SELRES via their commanding officers, citing this article as a reference.

b. Include in the application package:

(1) Flight physical,

(2) Second class swim qualification,

(3) Physical screening test for AIRR, per MILPERSMAN 1220-410, for AIRR candidates,

(4) Last two evaluations (Service member must have at least 3.0 on all performance evaluation traits and have been

recommended for retention as "promotable" or higher within the past 24 months),

(5) ASVAB scores,

(6) Signed copies of the Aircrew and Aviation Rescue Swimmer Statements of Understanding for AIRR and signed copy of Aircrew Statement of Understanding for AIRC,

(7) Score "good" in all categories for their respective age and gender on most recent PFA,

(8) Secret security clearance, and

(9) Have no non-judicial punishment in the past 24 months.

Note: AIRR/rescue swimmer candidates must sign the Aircrew and Aviation Rescue Swimmer Statements of Understanding.

Exhibit 1

Aircrew Program Statement of Understanding

(Use proper letter format containing the following)

"[DATE]: I, [Service member's name], am volunteering for the Aircrew Program. I understand the following concerning rigorous physical requirements of the Aircrew Program:

1. I am volunteering for aircrewman duty, which necessarily includes naval aircrewman candidate school. If I voluntarily disenroll from training as an aircrewman student, I will no longer be eligible for further aircrew training.
Initial:_____
2. I can swim. Initial: _____
3. I must pass the Navy physical fitness assessment (PFA) with a "satisfactory" in all categories to enter aircrew school. Initial: _____
4. I must meet the following minimum physical fitness requirements **to graduate** from aircrew school:
   a. Be able to perform extensive daily calisthenics.
   b. Pass a Navy PFA with a "good" in all categories for my age and gender.
   c. Swim:
      (1) 1 mile in flight suit in 80 minutes or less using sidestroke, breaststroke, or American crawl.
      (2) 100 yards in full flight gear (flight suit, boots, helmet, gloves, and deflated life preserver) using each of the survival strokes for 25 yards (sidestroke, breaststroke, elementary backstroke, and American crawl), followed immediately by a 5-minute drown-proofing (face-down prone float).
      (3) In full flight gear, tread water for 2 minutes followed immediately by 3 minutes of drown-proofing.
      (4) 200 yards (50 yards each using breaststroke, elementary backstroke, sidestroke, and American crawl).
      (5) Jump from a 12-foot tower and then swim 15 yards underwater wearing flight suit and boots using a modified breaststroke, immediately followed by floating using trouser inflation techniques.
      (6) 75-yard flight equipment swim using breaststroke only.
      (7) 100-yard swim using 25 yards sidestroke, 25 yards breaststroke, 25 yards elementary backstroke, and 25 yards American crawl. Initial:_____
(I must be able to pass a Navy PFA with a score of "good" in all categories for my age and gender at any time during the "training cycle".)

Signature (Aircrew Volunteer): _____Date: _____

WITNESSED: _____Date: _____
(Commanding Officer, Executive Officer,
Command Master Chief, or Command Career Counselor)

Enclosure (1)

Exhibit 2

Aviation Rescue Swimmer Program Statement of Understanding

(Use proper letter format containing the following)

"[DATE]: I [Service member' name] am/am not [circle one] volunteering for training as a helicopter rescue swimmer. I understand rescue swimmers may be required to risk their lives during a rescue at sea. They are trained to conduct rescues efficiently, effectively, and safely. In most rescue situations, the swimmer leaves the helicopter and enters the ocean. Upon reaching the survivor, the swimmer removes the parachute and prepares the survivor for hook-up to the rescue device. A survivor in a state of panic may force the swimmer underwater, but techniques taught to the swimmer will help to overcome this resistance. Once the swimmer and survivor are in the aircraft, the swimmer provides advanced first-aid until medical assistance is available.

Initial: _____

1. In order to commence training at Rescue Swimmer School, I must be able to complete the following:
   a. 500-yard or 450 meter swim in 12 minutes or less.
   b. 1.5-mile run in 12 minutes or less.
   c. 42 push-ups in 2 minutes or less.
   d. 50 sit-ups in 2 minutes or less.
   e. 4 pull-ups in 2 minutes or less. Initial: _____
2. **To graduate** from Rescue Swimmer School, I must do the following during the course of training:
   a. 90 minutes of intensive calisthenics and 30-35 minute cross-country runs daily.
   b. 800-meter swim in 20 minutes wearing rescue swimmer equipment (mask, fins, snorkel, short wetsuit, and search and rescue (SAR) harness with deflated floatation).
   c. 400-meter buddy tow in 16 minutes wearing rescue swimmer equipment.
   d. 2000-meter swim in 50 minutes wearing rescue swimmer equipment.
   e. 8 pull-ups in a flight suit and boots within 2 minutes.
   f. Carry two 50-pound dumbbells 100 yards on flat terrain over 4 obstacles 12-14 inches in height within 2 minutes.
   g. Walk 1 mile with a MEDEVAC litter within 16 minutes.
   h. Swim 500 meters in SAR gear immediately followed by 400-meter buddy tow within 27 minutes.
   i. Weekly strength training with free-weights and machines.
   j. Successfully complete CPR for professional rescuer. Initial: _____

The Aircrew Program and, in particular, the aviation rescue swimmer training are both physically demanding and requires strong swimmer skills. My success will depend upon my own physical preconditioning program, which I have established for myself prior to reporting. I understand that I must first meet all requirements set forth for the Aircrew Program in addition to those for rescue swimmer training.

Signature (Aircrew Volunteer): _____ Date: _____

WITNESSED: _____ Date: _____
(Commanding Officer, Executive Officer,

Command Master Chief, or Command Career Counselor)

Enclosure (2)

MILPERSMAN 1220-020

NAVAL AIRCREW WARFARE SPECIALIST (NAWS) DESIGNATION

Responsible Office	BUPERS-323	Phone DSN COM FAX	882-2074 (901)874-2074 882-2041

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) BUPERSINST 1326.4E (b) NAVEDTRA 43437, Personnel Qualification Standard for Naval Aircrew Warfare Specialist (NAWS) Common Core (c) CNAF M-3710.7 (d) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupations Standards (e) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **General Enrollment Requirements**. General enrollment procedures for naval aircrew warfare specialist (NAWS) designation are:

a. Be qualified as a crew member per reference (a) and MILPERSMAN 1220-010

b. Must be in one of the eligible aircrew source ratings: AWF, AWO, AWR, AWS, AWV, CTI, CTT, HM, CS, and MC per MILPERSMAN 1220-010

c. Be assigned in a duty involving flying crew (DIFCREW) status or duty in a flying status not involving flying (DIFDEN)

2. **Procedures for NAWS Designation**

a. Commanding officers (CO) of aviation units, to include unmanned aerial vehicle commands, may award NAWS designations after ensuring criteria within this article and references (a) through (c) have been met. This authority may not be delegated. Per reference (a), a NAWS designation letter is prepared and

presented to the Service member when the NAWS insignia is awarded.

b. Only active Service members, on and after 1 July 1997, are eligible for certificates of designation. Designation may not be awarded retroactively.

3. **Revocation of NAWS Designation**. COs must revoke the NAWS designation from any Service member permanently removed from flying status per reference (a). Service members who are permanently disqualified from flying solely due to medical reasons will lose their NAWS designation, but retain the eligibility to wear the NAWS breast insignia. Any Service member temporarily removed from flying status will also lose their NAWS designation, but retain the eligibility to wear the NAWS breast insignia. All Service members losing their NAWS designation or eligibility to wear the NAWS breast insignia must be counseled by their CO regarding their specific Service member status.

4. **Reinstatement of Service Member Designation**. If a previously designated Service member is reinstated to duties involving flying, per reference (a), the Service member may apply for reinstatement of NAWS designation and eligibility to wear the NAWS breast insignia. Command-endorsed requests for reinstatement of the NAWS designation or right to wear the NAWS breast insignia are forwarded for review per reference (a). Service members may not wear the insignia until approval is received.

5. **Administrative Procedures**

a. When a Service member qualifies as a naval aircrewman, a permanent entry is made on NAVPERS 1070/613 Administrative Remarks in NSIPS enlisted service record (ESR) and official military personnel file (OMPF) indicating the:

(1) date of qualification,

(2) type of aircraft in which qualification was received,

(3) authorization from the Chief of Naval Personnel for awarding the NAWS designation, and

(4) authorization to wear the NAWS breast insignia.

In all reports, records, or other correspondence concerning active NAWS qualified individuals, the naval aircrew warfare (NAC) designator must be included after the title or rate in the following manner "AWSC(NAC)." When spoken or addressed, the short title NAC will be referred to as aircrew warfare (e.g., AWO2(NAC) John Smith will be naval aircrewman operator second class, aircrew warfare, John Smith.) Correspondence concerning an inactive aircrewman does not require this identification.

b. When a Service member is disqualified from aircrew duty, a permanent entry must be made on NAVPERS 1070/613 stating the reason for disqualification and rescinding of authorization to wear the NAWS breast insignia, except in the case of physical disqualification. The NAC designator must be cancelled and a personal diary entry to that effect must be made as follows:

"CH designator to NONE."

c. The assignment or removal of Navy enlisted classifications are made per references (a) and (d).

d. Proper entry of qualification or disqualification is made on special duty abstracts of the health record at the time of original physical examination and annual reexaminations thereafter. COs must be informed of the results of all physical examinations.

6. **ESR Entries**. The following permanent NAVPERS 1070/613 ESR entries are used in conjunction with various requirements of the NAWS Program:

a.

"[DATE]: I, [Service member's name], volunteer for duty involving flying, and understand that I must maintain those qualifications specified by the Chief of Naval Operations and the Chief of Naval Personnel during the periods that I am actively assigned to such duties. This agreement must remain valid until such time as it is rescinded by me or that I am no longer qualified for such duties." [Service member's Signature] Witnessed:

b.

"[DATE]: I, [Service member's name] have been suspended from duty involving flying as a crewmember effective [DATE]. Authority: [fill-in]."

[Service member's Signature]

Witnessed:

c.

"[DATE]: [Service member's name] has been suspended from duty involving flying as a crewmember effective [date]. Revocation procedures initiated per BUPERSINST 1326.4E."

[Service member's Signature]

Witnessed:

d.

"[DATE]: [Service member's name] removed from duty involving flying as a crewmember effective [date]. Authority: [fill-in}."

[Service member's Signature]

Witnessed:

e.

"[DATE]: I, [Service member's name] no longer volunteer for duty involving flying. I fully understand that I am not eligible for requalification in the Aircrew Program on this or subsequent enlistments, and as a result of this disqualification, I am subject to reassignment."

[Service member's Signature]

Witnessed:

f.

"[DATE]: [Service member's name] is disqualified from duties involving flying by reason of [medical, nonvolunteer, performance, cause - specify]. Authority: [fill-in]."

[Signature of commanding officer]
[May not be signed by direction.]

g.

"[DATE]: [Service member's name], having been disqualified from duty involving flying, has been advised of MILPERSMAN 1220-020, NAWS designator is hereby cancelled, authorization to wear the NAWS breast insignia has been rescinded (except for disqualification due to medical reasons), Service member NECs have been recommended for removal, rating conversion procedures initiated per MILPERSMAN 1440-010 (for AW personnel only), and must be subject to reassignment due to such disqualification."

[May be signed by direction]

[**NOTE:** Adjustments to the above entry should be made based on the type of disqualification].

h.

"[DATE]: Per BUPERSINST 1326.4E, you are hereby provided advance notification of flight pay termination on or about [date] as a result of (Reason - i.e., permanent change of station transfer, billet deletion, etc.)."

[Authenticating Officer]

i.

"[DATE]: I, [Service member's name], have been advised this date of my flight pay termination effective [date] as a result of [reason]. This notification was provided per BUPERSINST 1326.4E."

[Service member's Signature]

7. **ESR Entries for Reenlistment**. The following permanent NAVPERS 1070/613 entries must be carried forward on reenlistment of NAC as appropriate:

a.

"[DATE]: [Service member's name] volunteered for duty involving flying."

[Service member's Signature]

Witnessed:

b.

"[DATE]: Awarded designation as naval aircrew warfare specialist. Authority [fill-in]." [Service member's Signature] Witnessed:

c.

"[DATE]: [Service member's name] was disqualified from duty involving flying as a result of [reason]." [Service member's Signature] Witnessed:

d.

"[DATE]: [Service member's name] has accumulated the following hours of training and operational flying total to date [fill-in]." [Service member's Signature] Witnessed:

8. **ESR Entry After Ground or Flight Training**. Upon successful completion of a ground or flight training course or syllabus, NAVPERS 1070/881 Training Education ESR entry and Qualification History must be made indicating the following:

a. Date of completion of course

b. Title and or identification number of course or syllabus

c. Type of equipment or aircraft (include flight hours)

MILPERSMAN 1220-022

U.S. MARINE CORPS (USMC) COMBAT AIRCREW INSIGNIA AND DESIGNATION

Responsible Office	HQMC (ASM)	Phone:	DSN COM FAX	224-1244 (703) 614-1244 224-1309

References	(a) Manual of the Medical Department (b) MARADMIN 589/06 (c) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Qualification**. Qualification for combat aircrewman (CAC) designation is as follows:

a. Sailor must be a volunteer for combat aircrew duty.

b. Be qualified per physical and psychological requirements of reference (a), using standards designated by the local unit's flight surgeon.

c. Successfully complete the following:

- Casualty Evacuation course of instruction (CIN B-300-5000).
- N7/NP Physiology Training.
- Local Marine Aircraft Wing designated courses of instruction.

d. Be in receipt of Imminent Danger Pay during time of qualification.

e. Be designated by the command (in writing) as a member of the flight crew in an aircraft participating in combat operations.

2. **Procedures for CAC Designation**. Members' qualification to wear the CAC insignia must be certified in writing by

- Marine Corps unit commanders, **or**
- Headquarters, U.S. Marine Corps (HQMC); Director, Aviation Manpower Support Branch (ASM).

3. **Authority to Wear the Insignia**. Awarding of the CAC designation entitles the member to wear the CAC insignia per references (b) and (c). The proper designation is "CAC" placed in parentheses immediately after the member's rate abbreviation; i.e., HM3(CAC).

4. **Updating the Service Record**: When a member has been awarded the CAC designation, the following entry shall be made on the NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, in the member's service record:

"(Date) Awarded the Marine Corps Combat Aircrew (CAC) designator with (number and color) stars. Permanent retention is/is not authorized."

5. **Wearing CAC Insignia**: The CAC insignia will be worn per reference (c).

MILPERSMAN 1220-030

PARACHUTIST DESIGNATION AND DUTY

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-5008 (703) 604-5008 604-5943

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1340.09 of 26 January 2018 (b) 37 U.S.C (c) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR) (d) OPNAVINST 3501.225C (e) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classification and Occupational Standards, Volume II (f) NAVPERS 15665I, U.S. Navy Uniform Regulations (g) MCO P1020.34H, U.S. Marine Corps Uniform Regulations

1. **Policy**

a. Training for static-line, military free-fall, and high altitude low opening (HALO) premeditated personnel parachute (P3) operations is accomplished by successful completion of the prescribed course of instruction while attending

(1) U.S. Army Basic Airborne Course,

(2) U.S. Army Basic Military Free-Fall Parachutist Course, or

(3) Other training certified by Commander, Naval Education and Training or approved by the Chief of Naval Operations.

b. The following personnel have essential P3 operations as a part of their military duty and must maintain qualification to receive hazardous duty incentive pay:

Navy Enlisted Classification (NEC) Codes	Navy Officer Designator Codes
OXXX	113X
MXXX	118X
772A	715X
773A	717X
790A	114X
	119X
	748X

2. **Definitions**

a. **P3 Operation.** An intentional, planned parachuting activity during which personnel wear a single or dual-harness parachute system, having at least one approved main parachute and one approved reserve parachute.

b. **Competent Orders.** Orders issued by:

(1) Commandant of the Marine Corps,

(2) Commander, Navy Personnel Command, or

(3) Commanders of units whose mission does not include P3 operations but have jump-qualified personnel in their command. In this circumstance, temporary additional duty (TDY) orders may be issued for jump-qualified personnel to a unit whose mission includes P3 operations to maintain qualification. These orders are for qualification purposes only and do not entitle the Service member to parachute pay.

3. **Static-Line Parachute Jumper.** A Service member of any rating or grade who meets the following requirements:

a. A volunteer for parachute jumping duty,

b. Qualified per the medical standards set by the Bureau of Medicine and Surgery (BUMED) at the time of designation and periodicity of physical thereafter,

c. Successfully completed formal military static-line parachutist training at Ft. Benning, GA or at a formal inter-Service training site, and

d. Assigned or attached by competent permanent change of station (PCS) or TDY orders to a military organization whose mission includes the requirement to engage in P3 operations.

4. **Free-Fall Parachute Jumper**. A Service member of any rating or grade who meets the following requirements:

a. Qualified as a static-line parachute jumper,

b. Qualified for unpressurized high altitude parachute jumping per the medical standards set by BUMED at the time of designation and annually thereafter,

c. Successfully completed the prescribed program of free-fall instruction at a formal inter-Service training facility, including a minimum of 10 military free-fall parachute jumps, at least 2 of which must have been conducted carrying full combat equipment (1 day and 1 night), and

d. Assigned or attached under competent PCS or TDY orders to a military organization whose mission includes the requirement for military free-fall parachute jumping or has the authorization to engage in P3 operations as a part of his or her military duty.

5. **HALO Parachute Jumper**. A Service member of any rating or grade who meets the following requirements:

a. Qualified as a static-line parachute jumper,

b. Successfully completed the prescribed program of HALO instruction at a formal inter-Service training facility, including a minimum of 16 HALO jumps, and

c. Assigned or attached under competent PCS or TDY orders to a military organization whose mission includes the requirement for HALO operations, or has the authorization to engage in P3 operations as a part of his or her military duty.

6. **Maintaining Qualifications**

a. Per reference (a), to qualify for parachute duty pay for a 3-month period, the Service member is required to jump at least once during the 3-month period. If a member is not able to perform at least one jump in a 3-month period due to reasons beyond the member's control, the member may jump twice during a 6-month period, including two jumps within the same month, to maintain pay eligibility for two consecutive 3-month periods. The following exceptions are waivers to the 3-month jump rule:

(1) Non-availability of jump equipment or aircraft,

(2) Attendance at military education or training of less than 179 days, or

(3) Inclement weather.

b. Commanders, grade O-5 or above, may waive the jump requirement for one jump during a 12-month period. Service members must maintain their proficiency through refresher training, in-lieu of jumping, in order to retain eligibility for parachute duty pay during the waived period.

c. The appropriate commander, grade O-7 or above, may waive the minimum jump requirement when a Service member is unable to perform a jump due to combat operations or being operationally deployed. Upon returning from deployment, the member must complete airborne refresher training and jump within 3 months.

d. Service members must maintain their eligibility for parachute pay through the actual performance of a parachute jump, unless the minimum jump requirement is waived. If the member does not have a waiver and fails to meet the minimum jump requirement, the parachute duty pay will be discontinued and any overpayment or unearned portion of pay will be subject to repayment per reference (b), sections 373 and 1007, and reference (c), volume 16, chapter 3.

e. All officer and enlisted parachutists with an officer designator or NEC associated with a Navy community whose mission requires static-line, free-fall, or HALO operations (e.g., 1130/O26A SEAL, 1140/M04A EOD) should maintain qualifications when assigned to shore or neutral duties.

f. Service members who are assigned duty as a parachutist by competent orders outlined in subparagraph 2b(1) or 2b(2) above and maintain qualifications will receive parachutist pay, regardless of the billet to which the member is assigned.

NOTE: Specific requirements for incentive pay for parachute duty are found in reference (c), volume 7a, chapter 24.

7. **Disqualification from Parachute Duty**

a. Commanders will disqualify a Service member from parachute duty and remove his or her parachutist designator when the member:

(1) Is found permanently, physically, or psychologically disqualified for parachutist duty after a medical examination,

(2) Lacks the minimum operational qualifications for parachutist duty per reference (d) after a technical examination, and

(3) Is no longer a volunteer for parachutist duty, to which they may be assigned by proper authority, and a statement to this effect signed by the member is entered in his or her service record.

b. Once a Service member has been disqualified from static-line, HALO, or free-fall parachute duty for medical reasons, he or she is eligible to return to such duty upon determination that qualifications for such duty have been satisfied per the medical standards set by BUMED.

8. **Commanders' Responsibility**. Commanders will limit a previously HALO or free-fall qualified member to static-line when, after a technical examination, a member is determined to lack the minimum operational qualification for HALO or free-fall parachute duty per reference (d), but remains qualified to perform static-line parachute duty.

9. **Recording and Reporting Parachutists Qualification and Disqualification**

a. The assignment or removal of parachutist NEC codes will be conducted per reference (e).

b. NAVPERS 1070/613 Administrative Remarks must be processed in line with MILPERSMAN 1070-320. Specific service record and personnel accounting entries are listed in subparagraphs 9b(1) through 9b(5) below.

(1) When an enlisted member initially qualifies as a parachutist, a permanent entry on NAVPERS 1070/613 will be made indicating the date of qualification, type(s) of aircraft in which qualified, unit at which the training was received, and the authority granting the right to wear the basic parachute insignia. The NAVPERS 1070/613 will be filed in the official military personnel file (OMPF). The parachutist designator may be affixed to his or her rating in the following manner: PR2(PJ) and a personnel diary entry to that effect will be made as follows: "CH designator to (PJ)".

(2) When an enlisted member is disqualified for parachutist duty, a permanent entry on NAVPERS 1070/613 will be made showing the reason for disqualification and filed in the OMPF. The parachutist (PJ) designator will be canceled and a personnel diary entry to that effect will be made as follows: "CH PJ designator to NONE".

(3) When an enlisted member initially qualifies as a free-fall parachutist, a permanent entry on NAVPERS 1070/613 will be made indicating the date of qualification, type(s) of aircraft in which qualified, and unit at which the training was received and filed in the OMPF. The entry will also indicate whether or not the member is HALO qualified. The free-fall parachutist designator may be affixed to his or her rating in the following manner: PR2(FPJ) and a personnel diary entry to that effect will be made as follows: "CH designator to (FPJ)".

(4) When an enlisted member is disqualified for HALO or free-fall parachutist duty but is still qualified for static-line parachutist duty, a permanent entry on NAVPERS 1070/613 will be made indicating the reason for disqualification and filed in the OMPF. The HALO or free-fall parachutist (FPJ) designator will be changed to static-line parachutist (PJ) and a personnel diary entry to that effect will be made as follows: "CH designator to (PJ)".

(5) When an enlisted member is disqualified for HALO or free-fall and static-line parachutist duty, a permanent entry on NAVPERS 1070/613 will be made indicating the reason for disqualification and filed in the OMPF. The free-fall

parachutist (FPJ) designator will be canceled and a personnel diary entry to that effect will be made as follows: "CH FPJ designator to NONE."

c. Appropriate entry of qualification or disqualification will be made on special duty abstracts of the health record at the time of original physical examination and annual reexaminations thereafter. Commanders must be informed of the results of all physical examinations.

10. **Basic Parachutist Insignia**. The basic parachutist insignia consists of a breast insignia as prescribed by references (f) and (g). The right to wear the basic parachutist insignia is authorized for those members who:

a. Have met the qualification requirements,

b. Have not subsequently qualified for the Navy and Marine Corps parachutist insignia, and

c. Whose right to wear such insignia has not been revoked.

11. **Navy and Marine Corps Parachutist Insignia**. The Navy and Marine Corps parachutist insignia consists of a breast insignia as prescribed by references (f) and (g). The right to wear the Navy and Marine Corps parachutist insignia is authorized for those members who have:

a. Previously qualified for the basic parachutist insignia,

b. Completed a minimum of five additional static-line or P3 jumps, under competent orders with a Navy or Marine Corps organization whose mission includes static-line or P3 jumping, with verification of such jumps for enlisted members documented on NAVPERS 1070/613 filed in the OMPF, and

c. Whose right to wear such insignia has not been revoked.

12. **Revocation**. In general, the provisions for revocation of naval aviator insignia will apply as related to revocation of authority to wear the basic parachutist insignia or the Navy and Marine Corps parachutist insignia.

13. **Commissioned Officers and Warrant Officers**

a. Qualifications and instructions for commissioned and warrant officers assigned parachute duty are identical to those for enlisted personnel as outlined in this article.

b. Parachutist qualifications attained while in an enlisted status will be carried over to the officer's service record.

14. **Other Services**. Parachutist qualification attained while in another Service will be carried over to the member's naval service record.

MILPERSMAN 1220-040

SUBMARINE QUALIFICATION DESIGNATIONS FOR ENLISTED MEMBERS

Responsible Office	OPNAV (N973B)	Phone: DSN COM FAX	260-8412 (571)256-8412 (571)256-8492

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) COMNAVCRUITCOMINST 1130.8J (c) OPNAVINST 5355.3C

1. **Policy**

a. The designation "qualified in submarines" represents an intensive personal effort to meet the high standards and special requirements of submarine duty. Only volunteers will be assigned to submarine training under normal circumstances. Non-volunteers will be assigned only when sufficient volunteers cannot be obtained.

b. Based on the investment of training costs and long planning time, assignment to submarine duty is not elective after issuance of a transfer directive leading to duty in submarines.

2. **Eligibility Requirements**. The specified eligibility requirements for submarine duty may be found in MILPERSMAN 1306-402.

3. **Training Requirements**

a. Basic Enlisted Submarine School is the basic training of enlisted members for submarine duty at Naval Submarine Base, New London, Groton, CT is a prerequisite for qualification in submarines for all enlisted ratings, with the exception of nuclear trained personnel. Commanding officers (COs) of submarines receiving enlisted personnel from this school must not consider them "qualified in submarines," nor consider their

training complete. Before being designated "qualified in submarines," each individual must pass an oral and practical examination that demonstrates sufficient knowledge of ship's systems and operating procedures pertaining to the submarine in which serving.

b. Personnel are not eligible to be designated "qualified in submarines" by the CO until they have served aboard a submarine for 6 months. The CO must ensure personnel have sufficient underway time to ensure the validity of the designation "qualified in submarines." Amplifying details for qualification are issued by the submarine force commanders.

c. Personnel serving in source ratings other than submarines who complete requirements for qualification in submarines while serving temporary additional duty on board a submarine may request a waiver of eligibility standards. The waiver request must be addressed to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Distribution Branch (PERS-403) and endorsed by the submarine CO; a copy must be provided to the submarine force commander. If approved by NAVPERSCOM (PERS-403), submarine "designation 7 (SG)" will be assigned.

4. **Physical Requirements**. Before being assigned to a submarine, each enlisted member must meet the physical standards specified in reference (a).

5. **Submarine Qualification Designations**. Submarine qualification designations are defined below:

Designation 1 (SS)	Designated "qualified in submarines."
Designation 2 (SU)	Designated "in training for submarine qualifications."
Designation 5 (SQ)	Designated "qualified for submarines." Not planned for future assignment to submarine duty.
Designation 7 (SG)	Designated "qualified for submarines." Not in submarine source rating or Navy enlisted classification (NEC). Not detailed by the submarine community.
Designation 8 (SP)	Designated "previously assigned in submarines." Assigned only to those personnel disqualified for submarine duty and serving in a submarine support billet. Detailed by the submarine community, but not reassigned to submarine duty without prior approval from NAVPERSCOM (PERS-403).

6. **Designation 5 (SQ).** (See note 1) Submarine "designation 5 (SQ)" will be assigned by NAVPERSCOM (PERS-403) to enlisted personnel in submarine source ratings who are qualified in submarines, but not expected to serve again in the submarine force. Personnel assigned "designation 5 (SQ)" designator are entitled to wear the enlisted submarine breast insignia. Personnel assigned "designation 5 (SQ)" must have the following permanent NAVPERS 1070/613 Administrative Remarks entry made and uploaded to their electronic service record (ESR) via Navy Standard Integrated Personnel System (NSIPS).

"(Date): Assigned enlisted submarine "Designation 5 (SQ)." Member entitled to wear the enlisted submarine breast insignia. Authority: (Cite the source document notifying of "Designation 5 (SQ))."

Note 1: Personnel assigned "designation 5 (SQ)" or "designation 7 (SG)" who desire to return to submarine duty must formally request reinstatement using the procedures in MILPERSMAN 1306-416.

7. **Designation 7 (SG).** (See note 1).

a. Submarine "designation 7 (SG)" will be assigned by NAVPERSCOM (PERS-403) for the following reasons:

(1) Conversion to a nonsubmarine source rating or to an NEC detailed outside of the submarine community.

(2) Approval of nonsubmarine source rating to be designated "qualified in submarines."

b. Personnel assigned "designation 7 (SG)" designator must have the following permanent NAVPERS 1070/613 entry made in their ESR via NSIPS.

"Date: Assigned enlisted submarine "designation 7 (SG)." Member entitled to wear the enlisted submarine breast insignia. Authority: (Cite the source document notifying of "designation 7 (SG))."

8. **Designation 8 (SP)**

a. Submarine "designation 8 (SP)" may be assigned by NAVPERSCOM (PERS-403) to personnel disqualified from submarine duty. Each person disqualified is normally assigned to a submarine support billet for a 2-year tour of duty if a valid billet exists.

b. Submarine nuclear trained personnel who are physically disqualified from submarine duty will be assigned as a surface nuclear operator. No formal notification of "designation 8 (SP)" assignment is made by NAVPERSCOM (PERS-403) and service record entries are not required.

c. Assignment of "designation 8 (SP)" is for NAVPERSCOM assignment and tracking purposes only, but will reflect on a command enlisted distribution verification process (EDVP). Further guidance on "designation 8 (SP)" may be found in MILPERSMAN 1306-416.

9. **Submarine Qualification Insignia**

a. The submarine qualification insignia represents the completion of prescribed training and the successful qualification for submarine service. The insignia shows that the wearer has qualified for submarine duty, but does not necessarily indicate that the wearer is currently serving in the submarine force.

b. Enlisted members who have been "disqualified" from submarine duty must normally, by the same authority, have their privilege to wear the submarine insignia revoked. A member who has been physically disqualified for submarine duty may continue to wear the submarine insignia. Other unique circumstances may convince the submarine disqualification authority to leave intact a former submariner's privilege to wear the submarine qualification insignia.

10. **Use of Submarine Designations**

a. Submarine designations "SS" or "SU" must be placed in parenthesis immediately after the member's rate or rating abbreviation (e.g., MM2(SS), SA(SU)). All service record pages and all correspondence pertaining to the member thereafter must include the appropriate designation until such time as the submarine designator may be revoked.

b. A member who has received a submarine designator and is subsequently transferred from duty in submarines will normally retain the designator, unless removed or changed due to disqualification. Additionally, entitlement to wear the enlisted submarine warfare insignia remains until such time that entitlement is revoked.

c. When a member has been examined and is qualified for submarine duty, the following permanent NAVPERS 1070/613 entry must be made and uploaded to the ESR via NSIPS. Ensure this entry is permanent.

"(Date): Qualified in submarines this date and assigned enlisted submarine "designation 1 (SS)."

11. **Authority to Assign or Revoke Designations**

a. Only NAVPERSCOM (PERS-403) and submarine force commanders have authority to remove submarine designations. See MILPERSMAN 1306-416 for disqualification procedures. Submarine force commanders will act only on the cases of those personnel who are under their operational or administrative command. NAVPERSCOM (PERS-403) will act on all other cases.

b. Authority for assignment of any enlisted submarine designation is NAVPERSCOM (PERS-403), with exception of the assignment of "designation 1 (SS)" to those "designation 2 (SU)" personnel who complete requirements for "qualification in submarines." The authority for this designation change is granted to the submarine force commanders.

12. **Preservice Substance Abuse Policy**

a. The special safety and reliability aspects of operating submarines necessitate stringent substance abuse policies.

b. Preservice drug abuse waivers by personnel requesting entry into the Nuclear Field Program will be screened by the Office of the Chief of Naval Operations (OPNAV), Nuclear Enlisted Program (N133D). Waivers may be granted for preservice experimental marijuana use only.

c. Preservice drug abuse waivers (marijuana only) by personnel requesting entry into initial submarine training other than the Nuclear Field Program will be screened by the appropriate activity listed below:

(1) Commander, Navy Recruiting Command - for personnel in administrative chain of command specifically outlined in reference (b). Admission of preservice experimental use of marijuana by personnel in Delayed Entry Program is not waiverable.

(2) NAVPERSCOM (PERS-403) - for personnel in all other commands. Waivers may be granted for preservice experimental marijuana use only.

d. Any time a waiver is granted for preservice drug abuse, the following permanent NAVPERS 1070/613 entry will be uploaded into the ESR via NSIPS.

"(Date): A preservice marijuana use waiver for submarine duty has been granted by (cite authority). I understand any future drug abuse will result in permanent submarine disqualification and processing for separation from naval service. _____MEMBER _____WITNESS

e. Drug abuse waivers will not be granted for personnel with a history of in-service drug abuse desiring initial submarine training or for in-service drug abuse which occurs after commencement of initial submarine or nuclear field training.

f. Personnel disqualified from submarine duty for drug abuse are not eligible for reinstatement at any time.

g. Personnel disqualified for alcohol dependency may request reinstatement to submarine duty, per reference (c), within 3 years of the disqualification date. After 3 years, reinstatement will not be considered.

13. **Disqualification for Duty**. A CO may, at any time, recommend to the appropriate disqualification authority, via the administrative chain of command, that any enlisted member serving under the CO's command be declared disqualified for submarine duty for any reason other than as a substitute for appropriate disciplinary action in the case of disciplinary offenses. Disqualification must not be used in lieu of a recommendation for separation of a member from naval service when separation is warranted and appropriate. However, a member undergoing administrative or punitive separation proceedings

will be disqualified from submarines when such separation has been directed.

14. **Criteria for Removal of Submarine Designator**. There are two general categories of justification for removal of a submarine designator:

a. Physical disqualification; and

b. All other reasons; this category may include, but is not limited to:

(1) Inability or refusal to qualify or requalify in submarines;

(2) Substance abuse (alcohol or drugs);

(3) Loss of or inability to acquire a required security clearance, NEC, or limited access authority;

(4) Removal from the Personnel Reliability Program (PRP);

(5) Conscientious objector status; or

(6) Emotional instability.

15. **NAVPERS 1070/613 Entry for Physical Disqualification**. For personnel who are physically disqualified, the following permanent NAVPERS 1070/613 entry must be made and uploaded to ESR via NSIPS.

"(Date): Determined "not physically qualified" for submarine duty for reasons stated in medical record. The enlisted submarine "designator (SS)/(SU)" is hereby removed. (Member's last name) is entitled to wear the submarine breast insignia (if applicable). (Member's last name) may reapply to NAVPERSCOM (PERS-403) for restoration of the (SS)/(SU) designator when member once again satisfies the physical requirements of the Manual of the Medical Department for submarine duty. Authority: (Cite the source document approving disqualification.)"

16. **NAVPERS 1070/613 Entry for Reasons Other than Physical**. For personnel who are disqualified for reasons other than

physical, the following permanent NAVPERS 1070/613 entry must be made and uploaded to ESR via NSIPS.

"(Date): Disqualified for submarine duty by reason of (state reason). The enlisted submarine "designator (SS)/(SU)" is hereby removed. (Member's last name) is not eligible for return to submarine duty at any future date and is not entitled to wear the submarine breast insignia (if deemed appropriate by the submarine disqualification authority). Authority: (Cite the source document approving disqualification)."

17. **Reinstatement after Disqualification**. Per MILPERSMAN 1306-416, reinstatement to submarine duty after disqualification will be considered, with the following exceptions:

a. Per reference c, personnel disqualified from submarine duty for drug abuse are ineligible for reinstatement.

b. Per reference c, personnel disqualified for alcohol dependency must submit their request within 3 years of the submarine disqualification date for reinstatement.

MILPERSMAN 1220-050

ENLISTED SURFACE WARFARE SPECIALIST (ESWS) DESIGNATION

Responsible Office	CNO (N861C)	Phone:	DSN COM FAX	222-4610 (703) 692-4610 222-4635

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations (b) OPNAVINST 1414.1D

1. **Policy**. Enlisted members may voluntarily obtain Enlisted Surface Warfare Specialist (ESWS) qualification while assigned to a surface ship or afloat staff.

2. **Authority to Wear the Insignia**. Achievement of qualification entitles the member to wear the ESWS insignia per reference (a), and to use the Surface Warfare designation. The Surface Warfare designation is an “SW” placed in parentheses immediately after the member’s rate abbreviation, i.e., MM3(SW), BMCS(SW).

3. **Updating the Service Record**. When a member has been qualified as an Enlisted Surface Warfare Specialist, an entry shall be made in the member’s service record NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks as follows:

> “(Date) Qualified as an Enlisted Surface Warfare Specialist (ESWS) this date and assigned the Enlisted Surface Warfare (SW) designator.”

4. **Updating the Evaluation**. Once qualification has been approved, relevant comments should be made in the member’s next evaluation.

5. **Disqualification**. An enlisted member previously qualified shall be disqualified by an appropriate qualifying officer if that member fails to continue to meet the requirements set forth in reference (b). Formal notification of disqualification shall

be recorded in the member's service record NAVPERS 1070/613 as follows:

"(Date) Failed to maintain qualification as an Enlisted Surface Warfare Specialist (ESWS) in that (include specific rationale for disqualification). Member has been informed that as of this date (he or she) is disqualified and is no longer authorized to wear the ESWS insignia or use the Enlisted Surface Warfare (SW) designator."

6. **Wearing EAWS Insignia**

a. Achievement of qualification entitles the member to wear the Enlisted Aviation Warfare Specialist (EAWS) insignia prescribed in reference (a), and to use the Aviation Warfare designation. The Aviation Warfare designation is an "AW," placed in parentheses immediately after the member's rate abbreviation, i.e., AD3(AW), AMHC(AW).

b. An EAWS qualified individual shall use "(AW)" after the rating title.

7. **Updating Service Records**

a. When members have qualified as Aviation Warfare Specialist, an entry will be made in their service record as follows:

"(Date) Qualified as an Enlisted Aviation Warfare Specialist (EAWS) this date and assigned the EAWS (AW) designator."

b. Once qualification has been approved, relevant comments should be made in the member's next evaluation.

c. Members, once notified of their disqualification, shall have the specifics of this action entered in their service records with appropriate comments entered in the next periodic evaluation as follows:

"(Date) Failed to maintain qualification of an Enlisted Aviation Warfare Specialist (EAWS) by (include specific rationale for disqualification). Member has been informed that, as of this date, he/she is disqualified and is no longer authorized to wear the EAWS insignia or use the (AW) designator as part of his/her rating."

8. **Requalification**. Requalification shall be per reference (b) as though disqualification had not occurred.

MILPERSMAN 1220-060

ENLISTED AVIATION WARFARE SPECIALIST (EAWS) DESIGNATION

Responsible Office	CNO (N889H)	Phone:	DSN COM FAX	664-7738 (703) 604-7738 664-6969

Governing Directives	OPNAVINST 1414.2A NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Enlisted personnel can voluntarily obtain Enlisted Aviation Warfare Specialist (EAWS) qualification by meeting the eligibility requirements of and following the procedures prescribed in OPNAVINST 1414.2A.

2. **Qualifications**. General qualification standards for EAWS are as follows:

a. Be professionally and militarily motivated as demonstrated by additional qualifications such as shipboard damage control, Personnel Qualification Standards (PQS), and Preventive Maintenance System (PMS) (where applicable).

b. Be professionally qualified (i.e., specific PQS requirements to perform duties successfully completed, etc.) as required by their commanding officer (CO).

c. Complete and qualify for all requirements as set forth in OPNAVINST 1414.2A.

d. Be recommended by the chain of command and approved by the CO.

NOTE: See "Updating Service Records" for information on proper entry requirements.

3. **Disqualification**

a. Once qualification is achieved Aviation Warfare Specialist will retain the designation unless disqualified for cause as determined by the CO.

b. Should an enlisted member previously qualified fail to continue to meet the requirements, then that member shall be disqualified by the member's CO.

c. See "Updating Service Records" for information on proper entry requirements.

4. **Wearing EAWS Insignia**

a. Achievement of qualification entitles the member to wear the Enlisted Aviation Warfare Specialist (EAWS) insignia prescribed in NAVPERS 15665I, and to use the Aviation Warfare designation. The Aviation Warfare designation is an "AW", placed in parentheses immediately after the member's rate abbreviation, i.e., AD3(AW), AMHC(AW).

b. An Enlisted Aviation Warfare Specialist (EAWS) qualified individual shall use "(AW)" after the rating title.

5. **Updating Service Records**

a. When members have qualified as Aviation Warfare Specialist, an entry will be made in their service record as follows:

"(Date) Qualified as an Enlisted Aviation Warfare Specialist (EAWS) this date and assigned the EAWS (AW) designator."

b. Once qualification has been approved relevant comments should be made in the member's next evaluation.

c. Members, once notified of their disqualification, shall have the specifics of this action entered in their service records with appropriate comments entered in the next periodic evaluation as follows:

"(Date) Failed to maintain qualification of an Enlisted Aviation Warfare Specialist (EAWS) by (include specific rationale for disqualification). Member has been informed that, as of this date, he/she is disqualified and is no longer authorized to wear

the EAWS insignia or use the (AW) designator as part of his/her rating."

6. **Requalification**. Requalification shall be according to OPNAVINST 1414.2A as though disqualification had not occurred.

MILPERSMAN 1220-070

ENLISTED EXPLOSIVE ORDNANCE DISPOSAL WARFARE (EWS) SPECIALIST DESIGNATION

Responsible Office	OPNAV (N85)	Phone:	DSN:	222-1574
			COM:	(757) 692-1574
			COM:	(757) 692-1514
	NAVPERSCOM (PERS-401DF)	Phone:	DSN:	882-3564
			COM:	(901) 874-3564
			COM:	882-2716

References	(a) OPNAVINST 1414.8 (b) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Enlisted Explosive Ordnance Disposal (EOD) members shall obtain the Enlisted Explosive Ordnance Disposal Warfare (EWS) Specialist qualification as outlined in reference (a).

2. **Updating the Service Record**. When a member has been qualified as an EWS Specialist, an entry shall be made in the member's service record on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks as follows:

"(Date) Qualified as an Enlisted Explosive Ordnance Disposal Warfare (EWS) Specialist this date and assigned the (EWS) designator."

3. **Updating the Evaluation**. Once qualification has been approved, relevant comments should be made in the member's next evaluation.

4. **Authority to Wear the Insignia**. Achievement of qualification entitles the member to wear the EWS insignia per reference (b), and to use the EWS designation. The Explosive Ordnance Disposal Warfare designation is an "EWS" placed in parentheses immediately after the member's rate abbreviation, i.e., EOD2(EWS).

a. Members whose Navy Enlisted Classifications (NEC(s)) is/are removed for disciplinary and/or administrative action per MILPERSMAN 1220-200 are no longer authorized to wear the insignia.

b. Members who voluntarily remove their NEC(s) will not be authorized to wear the insignia.

c. Members whose NEC(s) is/are involuntarily removed as a result of a permanent physical disqualification are authorized to wear the insignia if recommended by member's commanding officer (CO) and approved by Bureau of Naval Personnel (BUPERS), Explosive Ordnance Disposal Community Manager (BUPERS-325C1).

5. **Disqualification**. An enlisted member previously qualified shall be disqualified by an appropriate qualifying officer if that member fails to continue to meet the requirements set forth in reference (a). Formal notification of disqualification shall be recorded in the member's service record on NAVPERS 1070/613 as follows:

"(Date) Failed to maintain qualification as Senior/Master Enlisted Explosive Ordnance Disposal Warfare (EWS) Specialist by (include specifics for disqualification). Member has been informed that, as of this date, he/she is disqualified and is no longer authorized to wear the EWS insignia or use the (EWS) designator as part of his/her rate."

Members, once notified of their disqualification, shall have the appropriate comments entered in the next periodic evaluation.

MILPERSMAN 1220-080

ENLISTED DIVING WARFARE SPECIALIST (DWS) DESIGNATION

Responsible Offices	OPNAV (N95)	Phone: DSN: COM:	229-1512 (703) 692-1510 (703) 692-1512 (703) 692-4447
	NAVY DIVER ECM (BUPERS-329)	Phone: DSN: COM:	882-3116 (901) 874-3116

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil

References	(a) OPNAVINST 1414.9C (b) COMNECCPACINST 1414.3E (c) NAVPERS 15665J U.S. Navy Uniform Regulations

1. **Policy**. Enlisted Navy divers (ND) and hospital corpsman (HM) who hold Navy enlisted classifications (NEC) M2DV (second class diver), M1DV (first class diver), L27A (medical deep sea diving technician), or L28A (deep sea diving independent duty corpsman) must obtain the enlisted diving warfare specialist (DWS) qualification as outlined in references (a) and (b).

2. **Updating the Service Record**. When a member has been qualified as a DWS, an entry must be made in the member's service record on NAVPERS 1070/613 Administrative Remarks as follows:

"(Date) Qualified as an enlisted diving warfare specialist (DWS) this date and assigned the DWS designator."

3. **Updating the Evaluation**. Once qualification has been approved, relevant comments will be made in the member's next evaluation.

4. **Authority to Wear the Insignia**. Achievement of qualification entitles the member to wear the DWS insignia per

reference (c) and to use the DWS designation. The DWS designation is indicated and annotated with "DWS" placed in parentheses immediately after the member's rating abbreviation, (e.g., ND2(DWS)).

a. Members whose NEC(s) are removed for disciplinary and or administrative action per MILPERSMAN 1220-100 are no longer authorized to wear the insignia.

b. Members who voluntarily remove their NEC will not be authorized to wear the insignia.

c. Members whose NEC is involuntarily removed as a result of a permanent physical disqualification are authorized to wear the insignia if recommended by their commanding officer (CO) and approved by the Bureau of Naval Personnel Navy Diver Enlisted Community Manager (BUPERS-329).

5. **Disqualification**. An enlisted member previously qualified must be disqualified by an appropriate qualifying officer if the member fails to continue to meet the requirements set forth in references (a) and (b). Formal notification of disqualification must be recorded in the member's service record on NAVPERS 1070/613 as follows:

"(Date) Failed to maintain qualification as enlisted diving warfare specialist (DWS) by (include specifics for disqualification). Member has been informed that, as of this date, he/she is disqualified and is no longer authorized to wear the DWS insignia or use the DWS designator as part of his/her rating."

Once notified of their disqualification, members must have the appropriate comments entered in the next periodic evaluation.

MILPERSMAN 1220-085

ENLISTED SPECIAL WARFARE OPERATOR (SEAL) DESIGNATION

Responsible Office	OPNAV (N85)	Phone:	DSN:	222-1574
			DSN:	(757) 692-1574
			COM:	(757) 692-1514
	NAVPERSCOM (PERS-401DE)	Phone:	DSN:	882-3563
			DSN:	(901) 874-3563
			COM:	(901) 874-2716

References	(a) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Special Warfare Operators (SEAL) shall obtain the Enlisted Special Warfare Operator (SEAL) designator as outlined in MILPERSMAN 1220-300.

2. **Updating the Service Record**. When a member has been qualified as a Special Warfare Operator, an entry shall be made in the member's service record on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks as follows:

"(Date) Qualified as a Special Warfare Operator (SEAL) this date and assigned the (SEAL) designator."

3. **Updating the Evaluation**. Once qualification has been approved, relevant comments should be made in the member's next evaluation.

4. **Authority to Wear the Insignia**. Achievement of qualification entitles the member to wear the SEAL insignia per reference (a), and to use the SEAL designation. The Special Warfare Operator designation is the acronym "SEAL" placed in parentheses immediately after the member's rate abbreviation, i.e., SO2(SEAL).

a. Members whose Navy Enlisted Classification(s) (NEC(s)) is/are removed for disciplinary and/or

administrative action per MILPERSMAN 1220-300 are no longer authorized to wear the insignia.

b. Members who voluntarily remove their NEC(s) will not be authorized to wear the insignia.

c. Members whose NEC(s) is/are involuntarily removed as a result of a permanent physical disqualification are authorized to wear the insignia if recommended by member's commanding officer (CO) and approved by Bureau of Naval Personnel (BUPERS), SPECWAR Enlisted Community Manager (BUPERS-324).

5. **Disqualification**. An enlisted member previously qualified shall be disqualified by an appropriate qualifying officer if that member fails to continue to meet the requirements set forth in MILPERSMAN 1220-300. Formal notification of disqualification shall be recorded in the member’s service record on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks as follows:

> “(Date) Failed to maintain qualification as a Special Warfare Operator (SEAL) by (include specifics for disqualification). Member has been informed that, as of this date, he/she is disqualified and is no longer authorized to wear the SEAL insignia or use the (SEAL) designator as part of his/her rate.”

Members, once notified of their disqualification, shall have the appropriate comments entered in the next periodic evaluation.

MILPERSMAN 1220-100

NAVY DIVER (ND) RATING

Responsible Office	BUPERS-324F Enlisted Community Manager	Phone: DSN COM	882-3116 (901) 874-3116
Point of Contact	NAVPERSCOM (PERS-401DH) ND "A" School Coordinator	Phone: DSN COM	882-4261 (901) 874-4261

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVPERS 18068, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (b) COMNAVCRUITCOMINST 1130.8J, Navy Recruiting Manual - Enlisted (c) NAVMED P-117, Manual of the Medical Department (d) U.S. Navy Diving Manual (e) OPNAVINST 1160.8A, Selective Reenlistment Bonus (SRB) Program (f) SECNAVINST 5510.30B, Department of the Navy, Personnel Security Program (g) BUPERSINST 1430.16F, Advancement Manual for Enlisted Personnel of U.S. Navy and U.S. Navy Reserve (h) OPNAVINST 1414.9, Navy Enlisted Warfare Qualification Programs (i) OPNAVINST 5350.4D, Drug and Alcohol Abuse Prevention and Control (j) DJMS Procedures Training Guide (PTG)

1. **Purpose**. This article discusses personnel aspects of the Navy diver (ND) rating. The following topics are covered:

Topic	See Para.
Rating Description	2
Suitability for Assignment	3
Rating Designation	4
Navy Enlisted Classification (NEC) Codes	5
Recruit, Non-ND Qualified Navy Veterans (NAVETS), and Other Service Veterans (OSVETS) Accessions	6
Rating Conversion Entry Requirements	7
Applying for Rating Conversion	8
Rating Conversion Screening Requirements	9
Rating Conversion Screening Process	10
Transfer To ND "A" School	11
Disenrollment from ND "A" School	12
Change of Rating	13
Forced Conversion	14
Reinstatement	15
Supervisory Status	16
Periodic Requalification	17
Advanced Diver Training	18
Disenrollment from Advanced Diver Training	19
ND Rating Description	Exhibit 1
Report of ND Rating Conversion Screening	Exhibit 2
Request for Master Diver Course	Exhibit 3

2. **Rating Description**. Navy divers (NDs) perform and supervise diving operations using all types of underwater breathing apparatuses including open circuit SCUBA, closed and semi-closed mixed gas underwater breathing apparatus, surface supplied air and mixed gas diving systems and equipment, and saturation diving systems. Their duties include explosive demolitions and small arms proficiency. Exhibit 1 and Navy Expeditionary Combat Command Web site provide comprehensive descriptions and information about a career in the ND rating.

3. **Suitability for Assignment**

a. **Accession Prerequisites**. The distinct purpose and nature of duties involved in the ND rating require strict adherence to eligibility criteria, procedures, and policy for conversion and assignment to the ND rating.

b. **Professional Performance**. While the highest standards of personal conduct, reliability, and judgment are required of all members of the naval service, it is especially important that members assigned to duty involving the performance and supervision of Navy diving operations are of unquestioned

personal conduct, reliability, judgment, and observance of military regulations.

4. **Rating Designation**. Upon completion of

a. ND Preparatory Course, CIN A-433-0101; and

b. Second Class Diver, CIN A-433-0022

Enlisted personnel are awarded NEC M2DV and designated as ND. Recruit and fleet conversions are authorized accelerated advancement to E-4 (ND3) per MILPERSMAN 1510-030.

5. **Navy Enlisted Classification (NEC) Codes.** Enlisted ND personnel are designated by NEC codes per their qualifications. Reference (a) further describes each of the NEC codes.

a. Second class diver, NEC M2DV

b. First class diver, NEC M1DV

c. Master diver, NEC MMDV

6. **Recruit, Non-Navy Diver Qualified Navy Veterans (NAVETS), and Other Service Veterans (OSVETS) Accessions**. The ND rating is designated as an advanced technical field (ATF) 6-year obligation program. Reference (b) provides entry requirements and policy for recruit, NAVET, and OSVET accessions.

7. **Rating Conversion Entry Requirements**. Conversion to the ND rating requires successful completion of ND "A" School. Approval to attend ND "A" School must be based on the needs of the community and determined by Bureau of Naval Personnel (BUPERS), Navy Diver Community Manager (BUPERS-324F). Except where specified "**no waiver,**" BUPERS-324F may waive one or more entry requirements if the applicant is considered otherwise qualified. Due to the cost of permanent change of station (PCS) orders, historical high attrition training rates, and to prevent undue delay in training, commands and personnel submitting requests for conversion must strictly adhere to the policy and requirements specified in this article. Entry requirement references (a) through (i) can be found at **www.necc.navy.mil**.

a. **Duty Status.** Must be on active duty.

b. **Schools - Previous attendance at Explosive Ordnance Disposal (EOD), ND, Special Warfare Boat Operator(SB), or Special Warfare Operator (SO) "A" School.** Members who are voluntarily or involuntarily disenrolled from EOD, ND, SB, or SO "A" School will normally require a minimum of a 2-year wait period prior to reapplying for EOD, ND, SB, or SO "A" School. Personnel who previously (voluntarily or involuntarily) disenrolled from ND "A" School that request to return to ND "A" School must include the following in the application:

(1) NAVPERS 1070/613 Administrative Remarks recommendation to return to training from the commanding officer (CO) of the respective ND "A" School course of instruction from which the member was disenrolled. **No waivers.**

(2) NAVPERS 1070/613 statement outlining reasons for previous disenrollment and actions taken to correct identified problem areas. **No waivers.**

c. **Motivation.** Strong motivation, interest in the rating, and willingness to work diligently in the academic and operational training phases is required. **No waivers.**

d. **Gender.** Males and females are eligible.

e. **Age Requirement.** Must be 30 years of age or less as of date of application receipt at Navy Personnel Command (NAVPERSCOM), ND/EOD/SO Schools Coordinator (PERS-401DH).

f. **Rate.** Pay grades E-1 through E-5 are eligible. **No waivers.**

g. **Years of Service.** Must have 6 years or less of active service.

h. **Armed Services Vocational Aptitude Battery (ASVAB).** Must meet ASVAB requirement per current ASVAB NAVADMIN.

i. **Medical Requirements.** Must meet medical standards as specified in reference (c). Request for waiver of physical standards for personnel who do not meet minimum standards must be submitted per reference (c) and:

(1) **Via** the Service Member's CO;

(2) **Via** Bureau of Medicine and Surgery (BUMED), Director for Undersea and Special Operations (BUMED M3B3); and

(3) **To** BUPERS, Naval Special Warfare/Naval Special Operations (NSW/NSO) Community Manager (BUPERS-324).

j. **Hyperbaric Pressure Test.** The hyperbaric pressure test must be administered per reference (d). Hyperbaric pressure test may be waived if a hyperbaric chamber facility is not accessible due to geographic isolation.

k. **Obligated Service (OBLISERV).** The OBLISERV requirement for fleet conversions attending ND "A" School is 36 months from class graduation date, or completion of previous OBLISERV, whichever is greater, unless released earlier by Chief of Naval Personnel (CHNAVPERS). COs must ensure applicants understand OBLISERV to train options specified in MILPERSMAN 1306-106 and reference (e). **No waivers.**

l. **Performance Standards.** Evaluation trait marks 3.0 or above in last 3 evaluation reports.

m. **Misconduct.** The applicant may not have a non-judicial punishment (NJP), court-martial conviction, or civil court conviction during the previous 12 months prior to the application.

n. **Security Clearance.** Attendance at ND "A" School requires eligibility for a secret clearance based on a national agency check with local agency and credit checks. **No waivers.**

o. **Physical Fitness.** Must pass the physical screening test per MILPERSMAN 1220-410. **No waivers.**

p. **CO Recommendation.** Must be recommended for initial training by the member's current CO.

8. **Applying for Rating Conversion.** Applicants who are applying for rating conversion must take the following steps:

Step	Action
1	Apply for ND convert-in quota via Career Waypoints program.
2	Access the Navy Diver In-Service Recruiter's Web site at **http://www.necc.navy.mil** to schedule an interview and physical screening test (PST). **Phone:** 1-757-462-4316, Ext. 332 **E-mail: eod.diver.motivator@navy.mil**
3	Undergo screening process.
4	Receive Report of Rating Conversion Screening.
5	Assemble rating conversion package.
6	Mail or e-mail (encrypted) conversion package to: Navy Personnel Command (PERS-401DH) 5720 Integrity Drive Millington, TN 38055-5402 **E-Mail: MILL ND EOD SB SO packages@navy.mil** **(E-mail is the preferred method.)**

9. **Rating Conversion Screening Requirements**. Applicants must be screened by approved personnel and activity.

a. **Approved Screening Personnel**. Only a qualified master diver (NEC MMDV) must conduct the screening interview. An E6 and above first class diver (NEC M1DV) may administer the physical screening test.

b. **Approved Screening Activity**. Only commands with adequate facilities for screening applicants must conduct screening.

(1) An approved screening activity is any diving, EOD, SEAL, special warfare combatant-craft crewman (SWCC), or underwater construction technician (UCT) command; or Navy recruit training command. ND commands should be the priority screening activity as they relate to the applicant's primary mission and capability.

(2) Screening conducted by other commands due to geographic isolation or absence of approved screening personnel

must be coordinated through and approved by NAVPERSCOM (PERS-401DH) or NAVPERSCOM, Fleet Diver Detailer (PERS-401DC).

10. **Rating Conversion Screening Process**. The screening activity must ensure the following:

Step	Action	Per
1	Interview the applicant.	Para 10a
2	Conduct a diving medical examination.	Para 10b
3	Conduct a physical screening test.	Para 10c
4	Conduct a hyperbaric pressure test.	Para 10d
5	Submit a request for rating conversion.	Para 10e

a. **Interview the Applicant**. The interview is necessary to examine and evaluate each applicant's character, traits, background, motivation, and potential for successfully completing ND "A" School and subsequent ND career assignments. The interviewer must do the following:

(1) Discuss the nature of the ND rating with the applicant to include training, duty assignments, operational employment, career development, pay, advancement, etc.

(2) Review the applicant's electronic service record (ESR) to fully assess past performance, conversion's effect on professional development, potential for successfully completing ND "A" School, and identify traits which could be beneficial to the community.

(3) Determine the applicant's comfort level in the water. Member must have considerable comfort level when in a waterborne environment. This should not be determined solely by the physical screening test.

(4) Determine the applicant's physical fitness level.

(5) Review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver.

(6) Complete exhibit 2, Report of ND Rating Conversion Screening.

(a) All rating conversion entry requirement waivers must be specified and supported with justification for approval.

(b) A negative response to any of the questions or traits identified in the applicant's electronic service record could indicate unsuitability for the program.

(c) Provide a positive or negative endorsement stating the suitability to attend ND "A" School.

b. **Conduct a Diving Medical Examination.** Applicants must meet physical examination and standards per reference (c).

(1) **Approved Location.** The medical examination may be conducted at hospitals, clinics, or dispensaries capable of accomplishing or coordinating all required examination elements.

(2) **Approved Medical Examiner.** Per reference (c), article 15-105, examinations may be conducted by any physician, but an undersea medical officer (UMO) or diving medical officer (DMO) must approve and review all examinations using DD 2807-1 Report of Medical History and DD 2808 Report of Medical Examination. BUMED (M342) can review and sign physical examinations for accessions performed by another credentialed medical provider in locations where a Navy UMO or DMO is not proximately available.

(3) **Medical Reports.** Results of the diving medical examination will be recorded on the following reports:

(a) DD Form 2807-1.

(b) DD Form 2808.

(c) NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire. This is used to report any interval changes to health history or physical exam since last valid periodic dive medical exam. Must be completed no later than 1 month prior to actual transfer to training and placed in Service member's medical record.

(4) **Validity.** The initial diving medical examination must be valid for a 24-month period. Candidates who have not reported to ND "A" School within the 24-month period must re-submit the following updated reports to NAVPERSCOM (PERS-401DH):

(a) DD Form 2807-1; and

(b) DD Form 2808.

c. **Conduct the Physical Screening Test.** The physical screening test is designed to assess the applicant's physical ability to handle physical stressors of the rating and undergo initial and advanced training.

(1) Administer the physical screening test per MILPERSMAN 1220-410.

(2) No alterations to the test are permitted. The test must be administered exactly as indicated.

(3) Testing: Physical screening test standards are identical for male and female applicants.

d. **Conduct a Hyperbaric Pressure Test.** The hyperbaric pressure test is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction. This test is conducted in a hyperbaric recompression chamber per reference (d).

e. **Submit a Request for Rating Conversion.** Upon satisfactory completion of the screening process, applicants will forward their request to NAVPERSCOM (PERS-401DH), via NAVPERS 1306/7 Enlisted Personnel Action Request.

(1) NAVPERS 1306/7 will reference MILPERSMAN 1220-100 and include the following statement:

"Per MILPERSMAN 1220-100, I volunteer for ND duty and request assignment to ND "A" School. I agree to serve on active duty for a period of 36 months from class graduation date or until completion of previously obligated service, whichever is greater, unless released earlier by Navy Personnel Command (NAVPERSCOM). I also agree to serve the period of minimum obligated service specified regardless of whether I retain qualification as a ND and NEC MXXX during that period."

(2) COs are required to provide a statement concerning the applicant's suitability for type of training and assignment to duty.

(3) Required enclosures are listed below:

Enclosure 1	DD 2807-1 Report of Medical History
Enclosure 2	DD 2808 Report of Medical Examination
Enclosure 3	MILPERSMAN 1220-100, exhibit 2, Report of ND Rating Conversion Screening.
Enclosure 4	NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 – E-6) for previous 3 years including any special or transfer evaluations.
Enclosure 5	Armed Services Vocational Aptitude Battery (ASVAB) scores as documented on NAVPERS 1070/604 Enlisted Qualifications History or NAVPERS 1070/881 Training Education and Qualification History
Enclosure 6	Hyperbaric Pressure Test results. Provide memorandum stating waiver justification if not completed.

11. **Transfer to ND "A" School**

a. Physical Condition Verification. The member's physical condition must be verified by performing the physical screening test approximately 30 days prior to transfer to ND "A" School per MILPERSMAN 1220-410. Test results **must** be placed in the Service member's ESR. Personnel who fail the physical screening test 30 days prior to transfer must retest approximately 15 days prior to transferring. If the member fails again, NAVPERSCOM (PERS-401DH) must be notified by e-mail within 24 hours of the failure, and the member's orders must be held in abeyance.

b. **Authorization.** A UMO or DMO is required to complete and sign NAVPERS 1200/6 no later than 1 month prior to actual transfer to training. Place original NAVPERS 1200/6 in the Service Member's medical record.

c. **Participation in Advancement Exams.** Conversion to the ND rating requires successful completion of ND "A" School per reference (g).

(1) Personnel under instruction for conversion on scheduled date of examination are prohibited from taking any advancement examination.

(2) If otherwise qualified, personnel approved to attend ND "A" School by NAVPERSCOM (PERS-401DH) for rating conversion may compete for advancement in their present rating until the class convening date; however, personnel selected for

advancement to E-6 prior to class convening will lose eligibility to attend ND "A" School. Personnel selected for advancement to E-6 while under instruction at ND "A" School must be disenrolled from training.

d. **Disqualification Condition.** Personnel who have received orders to attend ND "A" School, but develop any possible disqualifying condition contrary to rating conversion entry requirements outlined in paragraph 7, to include physical conditioning, medical, advancement to E-6, performance standards, NJP, or lack of security clearance eligibility, are required to notify NAVPERSCOM (PERS-401DH).

12. **Disenrollment from ND "A" School**

a. **Reclassification, Reassignment, and Suitability.** Members who voluntarily or involuntarily disenroll from ND "A" School initial training must:

(1) Be made available for reclassification or reassignment to their rating detailer. Members should contact their detailer as soon as possible; and

(2) Have a permanent NAVPERS 1070/613 entry made in their ESR and submitted to the official military personnel file (OMPF), stating the reason for disenrollment and a favorable or non-favorable recommendation from the CO of the course of instruction for which the member was disenrolled of suitability to return to ND "A" School in the future.

b. **OBLISERV.** Members disenrolled, where OBLISERV is required for instruction received, with approval of NAVPERSCOM, Enlisted Career Progression Division (PERS-81), may be permitted to execute a new:

(1) NAVPERS 1070/621 Agreement to Extend Enlistment; or

(2) NAVPERS 1070/622 Agreement to Recall or Extend Active Duty.

Note: See MILPERSMAN 1160-040 for explanation of "instruction received."

c. **New Extension Agreement.** Upon execution of an extension, the previously executed extension agreement for the course of instruction must be canceled.

(1) For those members who accepted accelerated advancement, this OBLISERV must be in addition to the 1-year extension incurred for accelerated advancement.

(2) OBLISERV for instruction cannot exceed the number of months of the original extension agreement. OBLISERV requirements must be executed from the date of disenrollment.

d. **Disenrollment Prior to Commencement Training**. If a member is disenrolled for any reason prior to entry into the training, a request may be submitted to NAVPERSCOM (PERS-81) for cancellation of OBLISERV agreement.

e. **Executing New Extension Agreement**

(1) Upon receipt of NAVPERSCOM (PERS-81) approval, COs or officers in charge (OICs) must:

Step	Action
1	Execute extension agreement.
2	Cancel old extension agreement.
3	Submit NAVPERS 1070/621 and or NAVPERS 1070/622 per reference (j).
4	Make a permanent NAVPERS 1070/613 entry (see below).

(2) The following permanent NAVPERS 1070/613, entry must be made in the member's ESR and submitted to the OMPF:

My active duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1220-100. I understand that my active duty obligation has been established as (EAOS date).

_____ _____
Member's Signature Witnessing Officer's Signature

13. **Change of Rating**. Personnel designated in the ND rating may request change of rating per MILPERSMAN 1440-010. Personnel are required to submit NAVPERS 1221/6 to BUPERS-324F to concurrently affect change of rating and removal of the ND rating related NEC.

14. **Forced Conversion**. Forced conversion is the involuntary change of rating directed by NAVPERSCOM and based on a member's loss of eligibility or suitability to further serve in his or her present rating as defined in MILPERSMAN 1440-010. Forced conversions must be conducted per MILPERSMAN 1440-010 and as further described in this article. Command master diver or immediate supervisor in command (ISIC) master divers may recommend forced conversion and revocation of ND rating NEC by submitting NAVPERS 1221/6 through their administrative chain of command to BUPERS-324F. Service Members assigned NEC 0000 have 30 days to request conversion to an undermanned rating per MILPERSMAN 1440-010, and command must remove advancement recommendation until member successfully converts to new rating. This revocation must not be used as a punitive measure, but based on the command or ISIC master diver's determination that the member is no longer suitable for assignment in the ND rating. NAVPERS 1221/6 must substantiate that determination by providing sufficient background and reasonable justification for removal of member's NEC. Recommendations to revoke NEC must include one or more of the following statements:

"The member is considered suitable for assignment to rate or rating billets not requiring NEC (fill-in)."

or

"The member is considered unsuitable for reassignment and will be recommended for administrative discharge by separate action."

and (if first statement used)

"The member may reapply for reinstatement of NEC (fill-in) after completing at least 2 years assigned to a non-NEC billet."

or

"The member is unsuitable for duty in diver/EOD/SEAL/SWCC/UCT commands. The member may not reapply for reinstatement for NEC MXXX and is unsuitable for duty in diver/EOD/SEAL/SWCC/UCT commands."

a. **Non-Performance of Duties.** Failure or unwillingness to perform duties required of the rating.

b. **Failure to Maintain Rating Eligibility:**

(1) Permanent revocation by Department of the Navy, Central Adjudication Facility (DON CAF) of the member's security clearance.

(2) Permanent physical disability.

c. **Professional Performance:**

(1) Willful dereliction of duty.

(2) Breaches in diving safety or regulations.

(3) Loss of command master diver's or CO's faith and confidence in the member's ability to exercise sound judgment, reliability, and personal conduct.

d. **Diving Salvage Warfare Specialist (DSW).** Failure to attain DSW qualification as specified in reference (h).

e. **Alcohol Abuse.** Personnel identified as having abused alcohol must be locally suspended from duty by their CO pending the outcome of screening, disciplinary action, or rehabilitation procedures as outlined in reference (i). At any time, during or upon completion of those proceedings, COs have the following options:

(1) If a counseling or rehabilitation program appears **likely to be successful**, the member must remain assigned to the command in a non-ND NEC status and will have a program developed per reference (i). Commands must submit NAVPERS 1221/6 to BUPERS-324F to effect suspension of the ND rating related NEC. Upon successful completion of the rehabilitation program, the CO may request reinstatement of the member's ND rating-related NEC.

(2) If **future alcohol abuse is considered likely** or the member **fails rehabilitation treatment**, the CO may certify that the member has no potential for further useful service and must initiate separation procedures. Commands must submit NAVPERS 1221/6 to BUPERS-324F to revoke the ND rating-related NEC.

(3) Personnel **voluntarily referring themselves** for treatment in the **absence of either an alcohol-related violation** (of local, State, or Federal law, or Uniform Code of Military Justice (UCMJ)) **or substandard service** who are found in need of treatment, will not be force converted. Member must retain NEC and all associated specialty pays, but be disqualified to supervise any diving operations until successful completion of treatment.

f. **Drug Abuse.** Members identified as having abused drugs as defined in reference (i), are not eligible for diving duty or future reinstatement. Members must be processed for administrative separation as specified in MILPERSMAN 1910-146 or MILPERSMAN 1910-142 (as appropriate). Commands must submit NAVPERS 1221/6 to BUPERS-324F to revoke the ND rating related NEC.

ADVISORY: Forced conversion from the ND rating must not be used as a substitute for required disciplinary and or administrative action. Particular consideration must be exercised to ensure that forced conversion is not used to transfer members to other duty when they do not clearly meet the established high standards for continued naval service.

15. **Reinstatement.** Personnel who were previously ND rated and force converted, or who had their NEC removed by administrative action, may request conversion back to the ND rating by submitting a change in rating request per MILPERSMAN 1440-010 via their present CO. If approved, COs must submit NAVPERS 1221/6 to BUPERS-324F to concurrently effect change of rating and reinstatement of the ND rating related NEC.

16. **Supervisory Status.** There are a few situations where personnel are unable to meet the physical standards for ND duties, to include diving and demolition operations, through no fault or lack of diligence on their part. In these few cases, personnel whose significant ND experience is of continued value to the Navy may apply for "supervisory status" designation and remain in the ND rating.

a. **Eligibility.** Personnel must be:

(1) Master Diver, NEC (MMDV); and

(2) Remain qualified for sea duty.

b. **Request Designation.** Request designation for "supervisory status" by submitting NAVPERS 1306/7 **via** their CO and BUMED (M3B3) **to** BUPERS-324F. Request must contain the following:

(1) Results of a recent diving physical examination as enclosure (1).

(2) A brief synopsis of previous NEC-related experience as enclosure (2).

c. **Designation.** BUPERS-324F must designate personnel in "supervisory status, non-diving," based on the following considerations:

(1) Favorable endorsement of the member's request by his or her CO.

(2) BUMED recommendation concerning waiver of physical standards.

(3) Number of personnel presently assigned in a "supervisory status, non-diving" must be limited to a maximum of 5 percent of an activity's onboard ND personnel.

d. **Disapproval.** If disapproved, the member must be force converted to another rating per paragraph 14 of this article.

e. **Tenure and Extensions.** Designation of personnel for "supervisory status, non-diving" must be made to coincide with required diving duty physical examination tenure. Extension of supervisory status must be requested to coincide with completion of diving duty physical examinations. Personnel designated "supervisory status, non-diving" may retain that status, dependent upon the receiving command's requirements, if transferred during the normal tenure of diving duty physical examination.

f. **Sea Duty and Diving.** Personnel designated "supervisory status, non-diving" must **not normally** be assigned to sea duty, unless the number of divers in a full diving status at an activity is sufficient to conduct safe diving operations. Personnel assigned in a "supervisory status, non-diving" must not dive.

17. **Periodic Requalification**. Periodic requalification of ND personnel is necessary to maintain individual proficiency and unit capability. Personal safety, during hazardous operations, is directly related to proficiency. COs are directed to afford every opportunity for maintaining individual qualification without lapse.

a. **Specific NEC Requalification**. For policy on specific NEC requalification refer to the following:

Topic	See MILPERSMAN
Diving Requalification	1220-260
Demolition Requalification	1220-280

b. **Documentation**. Documentation of diving operations is described in reference (d).

18. **Advanced Diver Training**. Volunteers for advanced diver training (NECs M1DV and MMDV) must satisfy specific requirements stated below, be physically qualified under article 15-66 in reference (c), and be recommended by their master diver (NEC MMDV) with CO's concurrence prior to assignment to advanced diver training.

a. **Diver First Class Training (NEC M1DV) Minimum Requirements**. Currently qualified as follows:

(1) Diver second class (NEC M2DV) with a minimum of two complete tours in an NEC M2DV billet. Candidates must have completed at least one tour at a regional maintenance center or mobile diving and salvage unit. Other tours may be at any command having divers assigned.

(2) Pay grade E-6 or above. Personnel in pay grade E-5 may apply for a waiver to attend advanced training. Waivers will be issued on a case by case basis by BUPERS-324F.

(3) Thirty-six months OBLISERV from class graduation date.

(4) Completion of diving salvage warfare personnel qualification standard (PQS) items as currently required by reference (h) and local command PQS.

(5) Completion of HEO2/Saturation Diver course of instruction via Navy E-Learning.

b. **Master Diver (NEC MMDV) Course:**

(1) Navy Diving Salvage and Training Center (NAVDIVSALTRACEN) conducts periodic master diver courses and is the only command authorized to qualify master divers.

(2) NAVPERSCOM (PERS-401DC) must annually screen the current personnel inventory of all E-7/E-8 first class divers for eligibility to attend Master Diver Evaluation Course (A-433-0019). Selected candidates will receive notification of their eligibility and be directed to submit an application to attend.

(3) Command or ISIC master divers of diving activities must recommend diver first class (NEC M1DV) personnel by endorsing their application for participation in the Master Diver Course as specified in exhibit 3, Request for Master Diver Course, providing the candidate fulfills all prerequisites below.

(4) NAVPERSCOM (PERS-401DC) and BUPERS-324F must annually review all submitted packages and categorize packages for attendance.

(5) Prerequisites:

(a) Served a minimum of 2 years from date of frocking or advancement to E-7;

(b) Be a qualified diver first class (NEC M1DV); and

(c) Served at least 4 complete tours as a ND. These tours must include three of the following (Three diverse type commands, **no waiver.)**:

1 Underwater Ship Husbandry: Regional maintenance center, fleet maintenance activity, tender, or ship repair command;

2 Salvage command: Mobile Diving and Salvage Unit One or Two.

3 Naval special warfare: SEAL delivery vehicle team, United States Marine Corps (USMC) supporting command, or EOD command.

4 Specialized: Naval experimental diving unit, undersea rescue command, Naval Diving and Salvage Training Center or Naval Submarine School, Groton, CT.

(d) Be qualified at the highest level of diving supervisor at present command and must have been qualified as a surface supplied diving supervisor as a first class diver (NEC M1DV).

(e) Qualified diving salvage warfare specialist (DSWS) as first class diver and all required command qualifications at present command.

(f) No marks less than 3.0 on the below listed reports. Must be marked no less than "promotable" for advancement.

1 NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 - E-6);

2 NAVPERS 1616/27 Evaluation and Counseling Record (E-7 – E-9)

(g) Must have 36 months OBLISERV from class graduation date to fill a normal 36-month master diver tour.

(h) Successfully pass written Master Diver Course Pretest administered by NAVDIVSALVTRACEN. The validity of this test must be for 1 year from the date of letter notification of test results. Failure to maintain eligibility by annual completion of the test must remove individuals from consideration for training.

(i) Complete Salvage Diving Officer course of instruction via Navy E-Learning.

(6) Package Submission. Submit Request for Master Diver Course (exhibit 3) and completed package to NAVPERSCOM (PERS-401DC) with the following enclosures:

(a) Copy of ESR NAVPERS 1070/613 entry indicating the individual's designation as a qualified diving supervisor and DSWS.

(b) Copies of NAVPERS 1616/26, NAVPERS 1616/27; or regular, transfer, and special evaluations for last 5 years.

(c) Local screening/training process letters of completion.

(d) Awards and letters of recommendation and appreciation pertinent to determining performance, professionalism, potential, etc.

(e) Copy of NAVPERS 1070/613 temporary entry agreeing to satisfy 36 months OBLISERV from class graduation date.

(f) NAVPERS 1306/7 special duty request indicating a desire to participate in Master Diver Course

(g) Command or ISIC master diver recommendation letter. Recommendation must address candidate’s leadership, supervisory abilities, and technical expertise.

19. **Disenrollment from Advanced Diver Training**

a. **Involuntary Disenrollment**

(1) **First Class Diver Training.** Members involuntarily removed from first class diver training for failure to meet physical or academic standards must retain their rating and NEC, and be made available to their detailer for assignment. These personnel will be required to return for first class diver training at the end of their next duty assignment. A second failure will result in NEC revocation, forced conversion into another rating, and assignment to a non-diving related billet.

(2) **Master Diver Evaluations.** Members involuntarily removed from master diver evaluations for failure to meet physical or academic standards must retain their rating and NEC, and be made available to their detailer for assignment. NAVPERSCOM (PERS-401DC) must reassign personnel to the Master Diver Evaluation Course based on the recommendation of the master diver evaluation panel.

b. **Voluntary Disenrollment**

(1) **First Class Diver Training.** Members who voluntarily disenroll from first class diver training for other than emergency reasons must have their NEC revoked, be force converted into a rating other than ND, and assigned to a non-diving related billet. Recommendation of valid justifications for disenrollment must be made by the training activity to BUMED (M3B3) for approval.

(2) **Master Diver Evaluations.** Members who voluntarily disenroll from master diver evaluations for other than emergency reasons must retain their rating and NEC, and be made available to their detailer for assignment. Additionally, members must not be recommended to apply for the Chief Warrant Officer Navy Officer Billet Classification (NOBC) (720X) Program. A note will be made in member's electronic service record. NAVPERSCOM (PERS-401DC) must not reassign personnel to the Master Diver Evaluation Course. Personnel disenrolling for emergency reasons may be reassigned to the course based on seat availability. Recommendation of valid justifications for disenrollment must be made by the training activity to BUPERS-324F for approval.

20. **Forms**

a. The following DD forms are available at: http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm.

(1) DD 2807-1 Report of Medical History.

(2) DD 2808 Report of Medical Examination.

b. The following NAVPERS forms are available at: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx.

(1) NAVPERS 1070/613 Administrative Remarks.

(2) NAVPERS 1070/621 Agreement to Extend Enlistment.

(3) NAVPERS 1070/622 Agreement to Recall or Extend Active Duty.

(4) NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire.

(5) NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request.

(6) NAVPERS 1306/7 Enlisted Personnel Action Request.

(7) NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 – E-6).

(8) NAVPERS 1616/27 Evaluation and Counseling Record (E-7 – E-9).

c. The NAVPERS 1070/881 Training Education and Qualification History is only available via Navy Standard Integrated Personnel System (NSIPS).

EXHIBIT 1
ND RATING DESCRIPTION

Navy divers perform salvage operations, harbor clearance and security, underwater ship repair, submarine rescue, saturation diving, and conduct diving operations with SEAL/EOD/Marine Corps diving units while using a variety of cutting edge diving equipment. Their duties include demolition, small arms proficiency, and the maintenance and repair of diving systems.
Candidates may volunteer for the Navy Diver Program during basic training at Navy Recruit Training Command (NAVCRUITRACOM), at "A" school, or at any time during their enlistment prior to their 6th year of naval service.

In-service recruiters (dive motivators) at NAVCRUITRACOM give presentations on the Navy Diver Program, conduct the physical training screening tests, and assist interested personnel with their applications.

Individuals who enter the Navy in the nuclear, advanced electronics, or other 5-year or 6-year enlistment programs are not eligible for the Navy Diver Program. Navy Diver training is physically and mentally demanding, but the individual who accepts the challenges is rewarded with extra pay for diving and demolition, plus extraordinary duty assignments.

What They Do:

- Underwater search and salvage operations, including harbor clearance and security.
- Underwater repair, welding, and inspections on ships and submarines.
- Deep saturation type diving operations.
- Serve as diving technical experts and conduct diving operations with Navy SEALs, EOD, Marine Corps divers, and other Department of Defense (DoD) components.
- Utilize state-of-the-art diving equipment, including SCUBA, rebreathers, saturation, and surface supplied air and mixed gas diving equipment.
- Participate in research and development of new diving techniques and procedures.
- Conduct hyperbaric medical treatments in both an operator and supervisor capacity.
- Support military and civilian law enforcement agencies.

EXHIBIT 1
ND RATING DESCRIPTION
(Continued)

Qualifications and Interests

Personnel who volunteer for Navy diver must be in excellent physical condition. Comfort in the water beyond good swimming ability and no aversion to confinement in close spaces is a must. The ability to perform detailed mechanical tasks under stress and or adverse conditions is important. Helpful attributes are a good memory, a high degree of intelligence, resourcefulness, and administrative capabilities. Navy diver candidates must be U.S. citizens eligible for security clearance.

Career Path After Recruit Training
Enlistees are taught the fundamentals of diving through formal Navy schooling and on the job training. After "A" school, Navy diver candidates attend second class diver training at Panama City, FL. Advanced first class diver, saturation diver, and master diver training are available during career progression stages.

School	Present Location	Approximate Training Time	Subjects	Training Methods
Diver Preparation	NAVCRUIT-TRACOM Great Lakes, IL	6 weeks	Basic electrical and engineering, water adaptability and physical fitness.	Group classroom and practical instruction.

EXHIBIT 1
ND RATING DESCRIPTION
(Continued)

ND "A" School	Panama City, FL	15 weeks	Air and mixed gas diving skills, underwater cutting and welding, demolition, underwater navigation, open and closed circuit diving equipment, hyperbaric chamber operations, advanced diving physics and medicine, underwater hydraulic tools, and other tasks associated with various mission types in the Navy diving community.	Group classroom and practical instruction.

EXHIBIT 1
ND RATING DESCRIPTION
(Continued)

After completion of second class diver training, graduates are assigned to a variety of assignments including salvage/harbor clearance detachments, ship repair units, and special warfare/special operations commands. After two tours, second class divers are eligible for advanced first class diver training. During a 20-year period, divers spend 50 percent of their time assigned to fleet units and 50 percent to shore stations. Advanced training opportunities complement a variety of interesting duty.

Working Environment

The motto of the Navy diver community is "We Dive the World Over". Because Navy divers may be assigned in any part of the world in any ocean at any depth, they also serve as the foremost diving experts across the entire DoD. Their environment will vary as widely as water conditions; cold muddy water where underwater tasks can be completed by feel only or warm tropical waters clear enough to see for hundreds of feet, both in peaceful and hostile environments.

Opportunities

About 1220 men and women work in the ND rating. Qualified, self-motivated, and career-minded individuals have a good opportunity for entry into this rating.

Career Outlook

In the Navy diver rate, the ND will not only have the opportunity to learn and dive cutting-edge equipment, but will also work in a unique environment with highly motivated people. Currently, advancement opportunities are at an all time high and the future outlook is very good for growth.

The following civilian occupations are similar to the ND - second class diver job. For more information about these occupations, click on the civilian equivalent below.

Commercial Divers
http://online.onetcenter.org/link/summary/49-9092.00

Electronics Engineering Technicians
http://online.onetcenter.org/link/summary/17-3023.01

Inspectors, Testers, Sorters, Samplers, and Weighers
http://online.onetcenter.org/link/summary/51-9061.00

Maintenance and Repair Workers, General
http://online.onetcenter.org/link/summary/49-9042.00

Welders, Cutters, and Welder Fitters
http://online.onetcenter.org/link/summary/51-4121.06

EXHIBIT 2
REPORT OF ND RATING CONVERSION SCREENING

(Use proper letter format.)

From: (screening activity)
To: Commander, Navy Personnel Command (PERS-401DH)

Subj: REQUEST FOR NAVY DIVER (ND) RATING CONVERSION

Ref: (a) MILPERSMAN 1220-100

1. (rank or rate, name), currently attached to (member's present command), was screened for conversion to the ND rating as specified in reference (a).

2. The member completed the screening as indicated below:

a. Interview conducted by: (name, rank, position, command, date) (interviewer should include any significant findings pertinent to selection or non-selection of member for requested training.)

(1) Does the applicant totally understand the mission and scope of the rating? Yes _____ No _____

(2) Does the applicant fully understand the training regimen during ND "A" school and what will be expected of him or her? Yes _____ No _____

(3) Is the applicant's motivation for entry into the rating a sincere desire for professional growth and achievement and not solely for the money, or as a method to escape his or her present circumstances, etc? Yes _____ No _____

(4) Does the applicant have the ability to adapt to the requirements of the ND rating? Yes _____ No _____

(5) Is the applicant mentally prepared for the arduous training? Yes _____ No _____

(6) Does the applicant have any financial, marital, or other hardships that would impede his or her ability to concentrate on and complete the training? Yes _____ No _____

b. Physical Screening Test conducted by: (name, rank, position, command, date)

(1) Swim Time: _____min _____sec

EXHIBIT 2
REPORT OF ND RATING CONVERSION SCREENING
(Continued)

(2) Run Time: ____ min _____sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. Hyperbaric Test conducted by: (name, rank, position, command or facility, date) or waived (state justification.)

d. Eligible for Secret security clearance based on a national agency check with local agency and credit checks (NACLC)? Yes _____ No_____

3. Based on (satisfactory or unsatisfactory) completion of this screening and per rating conversion entry requirements specified in reference (a), the member (is or is not) recommended for conversion to the ND rating. (If member is not recommended, state reason(s).)

(Signature)

Copy to:
Member's present command

EXHIBIT 3
REQUEST FOR MASTER DIVER COURSE

(Use proper letter format.)

From: (Master Diver Candidate)
To: Commander, Navy Personnel Command (PERS-401DC)
Via: (Commanding Officer)

Subj: REQUEST FOR MASTER DIVING COURSE

Encl: (1) NAVPERS 1070/613 Administrative Remarks entry; Qualified Diving Supervisor
(2) NAVPERS 1070/613 Administrative Remarks entry; Qualified Diving Salvage Warfare Specialist
(3) NAVPERS 1070/613 Administrative Remarks entry; obligated service (OBLISERV) agreement
(4) NAVPERS 1306/7 Enlisted Personnel Action Request
(5) NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 - E-6); or NAVPERS 1616/27 Evaluation and Counseling Record (E-7 – E-9); or NAVPERS 1610/2 Fitness Report and Counseling Record (E-7 – O-6) – Last 5 years of regular reports.
(6) Copy of Salvage Officer Course Completion Certificate
(7) Letter of Recommendation from command master diver

1. I hereby request to be considered for evaluation and selection to master diver (NEC MMDV). I desire to attend the Master Diver's Qualification Course at the Naval Diving and Salvage Training Center, Panama City, Florida. Enclosures (1) through (7) are included for consideration.

2. Summary of my past diving related duties is as follows:

a. Second Class Diving School (dates)

b. (Command) (dates)

(1) List primary and collateral duties.

(2) List qualifications attained.

c. (Command) (dates)

REQUEST FOR MASTER DIVER COURSE
(Continued)

(1) List primary and collateral duties.

(2) List qualifications attained.

d. First Class Diving School (dates)

e. (Command) (dates)

(1) List primary and collateral duties.

(2) List qualifications attained.

f. (Command) (dates)

(1) List primary and collateral duties.

(2) List qualifications attained.

g. (Command) (dates)

(1) List primary and collateral duties.

(2) List qualifications attained.

_____
(Signature)

MILPERSMAN 1220-101

U.S. MARINE CORPS (USMC) MARINE COMBATANT DIVER BREAST INSIGNIA AND DESIGNATION

Responsible Office	BUPERS 325 HM ECM	Phone: DSN COMM FAX	882-3206 (901) 874-2981 (901) 874-2041

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVMED P-117, Manual of the Medical Department (b) MARADMIN 142/02 (c) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Qualifications**: A list of qualifications for Marine Combatant Diver (MCD) designation follows:

a. Member must be a special amphibious reconnaissance (RECON) corpsman or special amphibious reconnaissance independent duty corpsman.

b. Member must be a graduate from the Marine Combatant Diver training course at Naval Diving and Salvage Training Center (NDSTC), Panama City, FL from 1992 to present; or

c. Headquarters Marine Corps/unit approved oxygen diving transition courses conducted prior to Feb 2002 and subsequent to, a then authorized Navy SCUBA course.

2. **Awarding of the Insignia**

a. The Naval Diving and Salvage Training Center, Panama City, FL will award the Marine Combatant Diver breast insignia upon

successful completion of the Marine Combatant Diver training course.

b. Qualified hospital corpsman (HM) RECON personnel who have previously completed the Marine Combatant Diver training course may submit a request along with supporting documentation to the Bureau of Naval Personnel, Enlisted Community Manager, Medical/Dental Branch (BUPERS-325) for consideration.

3. **Authority to Wear the Insignia:** Awarding of the Marine Combatant Diver designation entitles the member to wear the Marine Combatant Diver breast insignia, per references (a) through (c). The Marine Combatant Diver designation is "MCD" placed in parentheses immediately after the member's rate abbreviation (i.e. HM3 (MCD)).

4. **Disqualification:** Members whose navy enlisted classification code (NEC) (L02A/L11A) has been removed for disciplinary or adverse administrative action, per MILPERSMAN 1306-983, are no longer authorized to wear the insignia.

5. **Updating the Service Record**

a. When a member has been awarded the Marine Combatant Diver breast insignia, the following entry shall be made in the member's service record on NAVPERS 1070/613 Administrative Remarks stating:

"(Date) Awarded the Marine Combatant Diver breast insignia. Permanent retention is/is not authorized."

b. When a member's NEC is removed for disciplinary or adverse administrative action, the following entry shall be made in the member's service record on NAVPERS 1070/613, Administrative Remarks stating:

"(Date) Revoked the Marine Combatant Diver designation. Member is no longer authorized to wear the breast insignia due to disqualification."

MILPERSMAN 1220-102

Self-Contained Underwater Breathing Apparatus (SCUBA) Diver Program

Responsible Office:	BUPERS (BUPERS-329G)	Phone: COM	(901) 874-3116

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) COMNAVCRUITCOMINST 1130.8Q, Navy Recruiting Manual-Enlisted Volumes I-V (b) NAVMED P-117, Manual of the Medical Department (c) NAVSEA SS521-AG-PR0-010, U.S. Navy Diving Manual (NOTAL) (d) SECNAVINST 5510.30C (e) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II (f) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume 1 (g) COMSUBLANT/COMSUBPACINST 3500.3, Continuous Training and Qualifications Manual – available on SIPR (h) DFAS-DJMS, Navy Procedures Training Guide (DFASPTG) (i) OPNAVINST 5350.4E (j) SECNAVINST 1920.6D

1. **Purpose**. This article discusses personnel aspects of the Navy Self-Contained Underwater Breathing Apparatus (SCUBA) Diver Program.

SCUBA Diving Program Topics and Cited Paragraph are Contained in the Following Table:

Topic	See Paragraph
Overview	2
Suitability for Assignment	3
Navy enlisted classification (NEC) and additional qualification designator (AQD) requirements	4
NEC and officer AQD	5
Applying for training	6
Screening requirements	7
Screening process	8
Transfer to SCUBA Diver Training	9
Disenrollment from training	10
Voluntary NEC removal	11
Involuntary NEC removal	12
Reinstatement	13
Revocation or reinstatement of AQD SD7	14
Insignia	15
Periodic requalification	16

2. **Overview**. SCUBA divers perform duties using SCUBA while conducting day and night general underwater searches, detailed ship-bottom searches, and routine inspections using an underwater compass, depth indicators, and associated underwater equipment. They must perform adjustments and field shop maintenance on SCUBA and underwater accessories and are required to understand diving gas laws and principles and recognize all types of decompression sickness and diving accidents.

3. **Suitability for Assignment**

a. **Accession Prerequisites**. The distinct purpose and nature of duties involved in the SCUBA Diver Program require strict adherence to eligibility criteria, procedures, and policy for training and assignment within the program.

b. **Professional Performance**. While the highest standards of personal conduct, reliability, and judgment are required of all Service members of the naval service, it is especially important that Service members assigned to duties involving the performance and supervision of SCUBA diving operations display unquestioned personal conduct, reliability, judgment, and observance of military regulations.

4. **NEC and AQD Requirements**. Awarding of NEC 840A and AQD SD7 requires the successful completion of SCUBA Diver Course (CIN A-433-0023) and can only be awarded when completed in its entirety. Approval to attend training will be based on the needs of the Navy and the billet for which the member is being assigned, requiring SCUBA qualification and as determined by competent authority at the applicant's command, per the requirements verified by the Office of the Chief of Naval Operations (OPNAV) Undersea Warfare Division (N97) Submarine Forces Diving Officer (N43311).

a. Except where specified "**no waiver**", Bureau of Naval Personnel (BUPERS) Enlisted Community Management Expeditionary Branch Navy Diver (ND) Enlisted Community Manager Technical Advisor (BUPERS-329G) may waive one or more entry requirements if the applicant is considered otherwise qualified.

b. Due to the cost of permanent change of station orders, historical high attrition training rates, and to prevent undue delay in training, commands and Service members submitting a request for training must strictly adhere to the policy and requirements specified in this article. Entry requirements for SCUBA Diver Course (CIN A-433-0023) are as follows:

(1) **Active Duty**. Must be serving on active duty.

(2) **Motivation**. Must demonstrate strong motivation, interest in SCUBA diving, and willingness to work diligently in the academic and operational training phases.

(3) **Age Requirement**. Must be 30 years of age or less, as of date of application receipt.

(4) **Pay Grade**. Open to officers, enlisted members (in the pay grade of E-3 and above), and qualified officer candidates (midshipmen, Naval Reserve Officers Training Corps candidates, etc.).

(5) **Armed Services Vocational Aptitude Battery (ASVAB)**. Must meet ASVAB requirements per reference (a).

(6) **Medical Requirements**. Must meet medical standards per reference (b), article 15-102. Physical standards waiver requests for Service members who do not meet minimum standards must be submitted per reference (b), article 15-102. Waivers

will be submitted through the Service member's commanding officer (CO), via any applicable immediate superior in command or type commander and Bureau of Medicine and surgery (BUMED) Head, Undersea Medicine (N10F2) via Web Wave 2 to Enlisted Community Management Division (BUPERS-32), via BUPERS-329G.

(7) **Hyperbaric Pressure Test**. The hyperbaric pressure test is administered per reference (c). It may be waived if a hyperbaric chamber facility is not accessible due to geographic isolation.

Note: Reference (c) is available via the Naval Sea Systems Command Web site https://www.navsea.navy.mil/Home/SUPSALV/

(8) **Obligated Service (OBLISERV)**. For enlisted candidates, the OBLISERV requirement for SCUBA diver training is 18 months from class graduation date or until completion of previous OBLISERV (whichever is greater), unless released earlier by the Chief of Naval Personnel. Officers incur no OBLISERV. COs of transferring activities must ensure applicants understand OBLISERV-to-train options per MILPERSMAN 1306-106 and MILPERSMAN 1306-604. OBLISERV requirement **waivers will not normally be approved.**

(9) **Performance Standards**. Must have evaluation trait marks 3.0 or above in last 3 evaluation reports.

(10) **Misconduct**. Applicants may not have a finding of guilt at non-judicial punishment hearing, court-martial, or civil court conviction during the previous 24 months prior to their application.

(11) **Security Clearance**. Attendance to SCUBA Diver Course (CIN A-433-0023) requires eligibility for a Secret clearance based on a national agency check with local agency and credit checks per reference (d). **No waivers.**

(12) **Physical Fitness**. Pass the physical screening test for diver first class (NEC M1DV) per MILPERSMAN 1220-410. **No waivers.**

(13) **CO Recommendation**. Be recommended for initial training by the Service member's CO.

5. **NEC and Officer AQD Designation**

a. Upon completion of SCUBA Diver Course (CIN A-433-0023), members are awarded SCUBA diver designation. Enlisted and officer SCUBA divers are designated by NEC or AQD codes according to their qualification per references (e) and (f). Designation and description are listed in the following table:

Designation	Description
NEC 840A	SCUBA diver (enlisted)
AQD SD7	SCUBA diver (officer)

b. The CO, Naval Diving and Salvage Training Center must submit the following documents:

(1) For enlisted members, NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request to BUPERS Enlisted Community Management Support Branch (BUPERS-328), requesting award of NEC 840A at the completion of SCUBA Diver Course (CIN A-433-0023).

(2) For officers, a command endorsed memorandum listing all officer graduates (stating month and year the course was completed) to Navy Personnel Command (NAVPERSCOM) Nuclear Submarine Distribution Branch, Junior Officer Sea Detailer (PERS-421D), requesting awarding of AQD SD7 at the completion of SCUBA Diver Course (CIN A-433-0023).

6. **Applying for Training**. Applicants who are applying for SCUBA Diver Course (CIN A-433-0023) must take the following steps:

Step	Action
1.	Submarine Force U.S. Atlantic Fleet (SUBLANT) or Submarine Force U.S. Pacific Fleet (SUBPAC) personnel must notify Commander, SUBLANT or SUBPAC for quota (as appropriate).
2.	Complete a diving medical examination. SCUBA candidates will hand-carry medical and dental records to Navy Diving and Salvage Training Center when reporting aboard for training.
3.	Schedule an interview and physical screening test with a Navy Diver Training Program coordinator. **Phone:** Mid-Atlantic Regional Maintenance Center (RMC), Norfolk, VA, 1-757-400-0148

Step	Action
	Phone: Southwest RMC, San Diego, CA, 1-619-556-7130 **Phone:** Pearl Harbor Naval Shipyard and Intermediate Maintenance Facility (PHNSY & IMF) Hawaii, 1-808-473-8000 Ext: 4918 **Phone:** Southeast RMC, FL, 1-904-270-5126 Ext: 3076 **Phone:** Puget Sound Naval Shipyard (PSNS) & IMF Everett, Washington, 1-360-315-1389 **Phone:** Naval Base Guam (NAVBASE Guam), 1-671-339-7143 **Phone:** Ship Repair Facility (SRF)-Japan Regional Maintenance Facility (JRMC) Detachment. Sasebo, Japan, DSN 315-252-3641 **Phone:** SRF YOKOSUKA, Japan, DSN 315-243-7165, **Phone:** Explosive Ordnance Disposal Mobile Unit (EODMU) EIGHT Dive Locker, Rota, Spain, DSN 314-727-1925 **Phone:** Naval Submarine Support Facility (NSFF), Groton, CT, 860-694-2954 **Phone:** Pressurized Submarine Escape Trainer (PSET), Groton, CT, 860-694-3840
4.	Complete a hyperbaric pressure test
5.	Submit SCUBA diver training request per reference (g), figure 5-2

7. **Screening Requirements**. Applicants will be screened by approved personnel and activity.

a. **Approved Screening Personnel**. Only a qualified master diver (NEC MMDV) or diving warrant officer (designator 720X) will conduct the screening. If not available, contact BUPERS-329G for further guidance.

b. **Approved Screening Activities**. Only commands with adequate facilities for screening applicants will conduct screenings.

(1) Approved screening activities include:

(a) Diving,

(b) Explosive ordnance disposal (EOD),

(c) Special warfare,

(d) United States Marine Corps Special Operations and Force Reconnaissance commands,

(e) Underwater construction teams, and

(f) Navy recruiting training commands

(2) Screening conducted by other commands due to geographic isolation or absence of approved screening personnel must be coordinated through and approved by the SUBLANT or SUBPAC diving officer.

8. **Screening Process**. The screening activity will ensure the following actions are performed:

Step	Action	Per
1	Conduct a diving medical examination	Subparagraph 8a
2	Conduct a physical screening test	Subparagraph 8b
3	Conduct a hyperbaric pressure test	Subparagraph 8c
4	Interview the applicant	Subparagraph 8d
5	Submit a request for training	Subparagraph 8e

a. **Conduct a Diving Medical Examination**. Applicants must meet physical examination and standards per reference (b), article 15-102. The initial diving medical examination will be valid for a 24-month period. Candidates who have not reported to SCUBA Diver Course (CIN A-433-0023) within the 24-month period, must re-submit an updated DD 2807-1 Report of Medical History and DD 2808 Report of Medical Examination to ND, EOD, and Special Warfare Operations (SO) School Coordinator (PERS-401DH), via MyNavy Career Center (MNCC).

(1) **Approved Location**. The medical examination may be conducted at hospitals or clinics capable of accomplishing or coordinating all required examination elements.

(2) **Medical Reports**. Results of the diving medical examination must be recorded on the following reports:

(a) DD 2807-1,

(b) DD 2808, and

(c) NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire (used to report any changes to health history or physical exam since last valid periodic dive medical examination). Must be completed no later than a month prior to

actual transfer to training and placed in the Service member's medical record.

(3) **Approved Medical Examiner**. Per reference (b), article 15-102, examinations can be conducted by any physician, physician assistant, or nurse practitioner with current Department of Defense clinical privileges. An undersea medical officer (UMO) or undersea medical examiner (UME) must approve and review all examinations (DD 2807-1 and DD 2808). BUMED Lead (N10F2) can assist with locating a Navy UMO in proximity to the candidate.

b. **Conduct the Physical Screening Test**. The physical screening test is designed to assess the applicant's physical ability to undergo initial and advanced training.

(1) Administer the physical screening test per MILPERSMAN 1220-410.

(2) Alterations to the test are not permitted; the test must be administered exactly as indicated.

(3) Physical screening test standards are identical for all applicants.

c. **Conduct a Hyperbaric Pressure Test**. The hyperbaric pressure test is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction. This test is conducted in a hyperbaric recompression chamber per reference (c).

d. **Interview the Applicant**. The interview is necessary to examine and evaluate each applicant's character traits, background, motivation, and potential for successfully completing SCUBA Diver Course (CIN A-433-0023) and subsequent assignments. The interviewer will:

(1) Discuss the nature of the NEC requirements with the applicant to include training, duty assignments, operational employment, pay, etc.;

(2) Review the applicant's official military personnel file (OMPF) or electronic service record (ESR) to fully assess his or her past performance, potential for successfully completing SCUBA Diver Course (CIN A-433-0023), and identify traits which could be beneficial;

(3) Determine the applicant's comfort level in the water. Applicants must have considerable comfort level when in a waterborne environment (this should not be determined solely by the physical screening test);

(4) Review the applicant's physical screening test;

(5) Review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver; and

(6) Complete the Report of SCUBA Diver Course of Instruction Screening (exhibit 1);

(a) All entry requirement waivers must be specified and supported with justification for approval;

(b) A negative response to any of the questions or traits identified in the applicant's OMPF or ESR could indicate unsuitability for the program; and

(c) Provide a positive or negative endorsement stating the suitability to attend SCUBA Diver Course (CIN A-433-0023).

e. **Submit SCUBA Diver Training Request**. Upon satisfactory completion of the screening process, applicant's command will send message request to SUBLANT or SUBPAC diving officer per reference (g).

NOTE: Prior to submission to SUBLANT or SUBPAC, applicant must have completed all medical screenings and finalized medical waiver(s), if required.

(1) NAVPERS 1306/7 Electronic Personnel Action Request will reference MILPERSMAN 1220-102 and include the following statement:

"Per NAVMED P-117, Manual of the Medical Department, article 15-102, I volunteer for SCUBA diver duty and request assignment to SCUBA Diver Course (CIN A-433-0023). I agree to serve on active duty for a period of 18 months from class graduation date or until completion of previously obligated service, whichever is greater, unless released earlier by Commander, Navy Personnel Command. I also agree to serve the period of minimum obligated service specified, regardless of whether I retain qualification as a SCUBA diver and NEC 840A during that period."

(2) NAVPERS 1301/85 Officer Personnel Action Request.

(3) COs are required to provide a statement concerning the applicant's suitability for type of training and assignment to duty.

(4) Required enclosures to NAVPERS 1306/7 and NAVPERS 1301/85:

Enclosure (1)	DD 2807-1, Report of Medical History
Enclosure (2)	DD 2808, Report of Medical Examination
Enclosure (3)	100, Report of SCUBA Diver Screening
Enclosure (4)	NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 through E-6) (accessible via OMPF), NAVPERS 1616/27 Evaluation Report and Counseling Record (E-7 through E-9), or NAVPERS 1610/2 Fitness Report and Counseling Record (W-2 through O-6) (accessible via OMPF) for previous 3 years, including any special or transfer evaluations or fitness reports
Enclosure (5)	ASVAB scores as documented on NAVPERS 1070/886 Member Data Summary (generated through Navy Standard Integrated Personnel System (NSIPS))
Enclosure (6)	Hyperbaric pressure test results. Provide a memorandum stating waiver justification if not completed
Enclosure (7)	Current cardiopulmonary resuscitation certification

9. **Transfer to SCUBA Diver Training**

a. The Service member's physical condition must be verified by performing the physical screening test approximately 30 days prior to transfer to SCUBA Diver Course (CIN A-433-0023). Test results will be placed in the Service member's ESR.

b. Service members who fail the physical screening test 30 days prior to transfer will retest approximately 15 days prior to transferring. If the Service members fail again, they will have their orders held in abeyance and commands must contact the SUBLANT or SUBPAC diving officer and or PERS-401DH (as applicable) via message.

c. A UMO or UME is required to sign the NAVPERS 1200/6 no later than a month prior to actual transfer to training. Place original NAVPERS 1200/6 in the Service member's medical record.

d. Commands with Service members who have received orders to attend SCUBA Diver Course (CIN A-433-0023) but develop any possible disqualifying factor, to include physical conditioning, medical, non-judicial punishment, court-martial, civil conviction, or security clearance eligibility are required to notify the SUBLANT or SUBPAC diving officer and PERS-401DH (as applicable) by message.

e. Service members are required to bring enclosures (1) through (7) per subparagraph 8e(4) to SCUBA Diver Course (CIN A-433-0023).

10. **Disenrollment From Training**

a. **Voluntary and Involuntary Disenrollments**. Service members who voluntarily or involuntarily disenroll from SCUBA Diver Course (CIN A-433-0023) will:

(1) Be made available for reassignment to their detailer as required, or if on temporary additional duty, returned to their command;

(2) Have NAVPERS 1070/613 Administrative Remarks entry made in their ESR stating the reason for disenrollment and a favorable or non-favorable recommendation from the CO of the course of instruction for which the member was disenrolled for suitability to return to the SCUBA Diver Program in the future.

(a) NAVPERS 1070/613 will cite "MILPERSMAN 1220-102" as the authority for this entry.

(b) These remarks will be signed as a "permanent" entry and submitted to their servicing transaction service centers or personnel offices for entry into NSIPS and ESR. The servicing transaction service center or personnel office will electronically submit the documents to the OMPF.

b. **OBLISERV**. Service members disenrolled where OBLISERV is required for "instruction received," with BUPERS-328's approval, may be permitted to execute a new NAVPERS 1070/621 Agreement to Extend Enlistment or NAVPERS 1070/622 Agreement to Recall or Extend Active Duty. See MILPERSMAN 1160-040 for explanation of "instruction received" and MILPERSMAN 1306-604, subparagraph 3b table, for OBLISERV requirements for schools.

c. **New Extension Agreement**. Upon execution of an extension, the previously executed extension agreement for the course of instruction will be canceled.

(1) For Service members who accepted accelerated advancement with a 1-year extension, this OBLISERV will be in addition to the previously agreed upon extension.

(2) OBLISERV for instruction cannot exceed the number of months of the original extension agreement. OBLISERV requirements will be executed from the date of disenrollment.

d. **Disenrollment Prior to Commencement of Training**. If a Service member is disenrolled for any reason prior to entry into the training, a request may be submitted per MILPERSMAN 1160-040.

e. **Executing New Extension Agreement**. Upon receipt of BUPERS-328's approval, COs or officers in charge (OIC) will:

(1) Execute extension agreement;

(2) Cancel old extension agreement;

(3) Submit NAVPERS 1070/621 and or NAVPERS 1070/622 per reference (h); and

(4) Generate NAVPERS 1070/613 entry within NSIPS and ESR and print, sign, and forward to NAVPERSCOM Records Management

Policy Branch (PERS-313) for inclusion in the Service member's OMPF as a "permanent" entry, citing this article as the authority per MILPERSMAN 1070-320.

"My active duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1220-102. I understand that my active duty obligation has been established as (expiration of active service date). _____ _____ Member's Signature Witnessing Officer's Signature"

11. **Voluntary NEC Removal**. Personnel holding NEC 840A may request removal of the NEC by submitting a NAVPERS 1221/6 to BUPERS-328.

12. **Involuntary NEC Removal**

a. COs or OICs may recommend revocation of NEC 840A by submitting a NAVPERS 1221/6 through their administrative chain of command to BUPERS-328. Recommendation for revocation must not be used as a punitive measure but based on the CO's or OIC's determination that the Service member is no longer suitable for assignment to NEC 840A duties and responsibilities. The NAVPERS 1221/6 must substantiate that determination by providing sufficient background and reasonable justification for removal of the Service member's NEC. Recommendations to revoke NEC must include one or more of the following statements:

"The member is considered suitable for assignment to rate or rating billets not requiring NEC 840A." "The member is considered unsuitable for reassignment and will be recommended for administrative separation by separate action." "The member may reapply for reinstatement of NEC 840A after completing at least 2 years assigned to a non-NEC billet." "The member is unsuitable for military diving duty in this or other military diving commands. The member may not reapply for reinstatement for NEC 840A and is unsuitable for duty at commands in a military diving capacity."

b. Primary reasons for revocation of NEC include (but are not limited to) the following:

(1) Failure or unwillingness to perform duties required of the NEC; and

(2) Failure to maintain NEC eligibility.

(a) Permanent revocation of the Service member's security clearance by the Defense Counterintelligence and Security Agency Adjudication and Vetting Services (DCSA AVS) ; and

(b) Permanent physical disability.

(3) Substandard performance as indicated by the following:

(a) Willful dereliction of duty;

(b) Breaches in diving safety or regulations; and

(c) Loss of CO's or OIC's faith and confidence in the Service member's ability to exercise sound judgment, reliability, and personal conduct.

(4) Service members identified as having misused alcohol will be locally suspended by their CO from duty pending the outcome of screening, disciplinary action, or rehabilitation procedures per reference (g). At any time, during or upon completion of those proceedings, the CO has the following options:

(a) If a counseling or rehabilitation program appears likely to succeed, the Service member will remain assigned to the command in a non-diving status and will have a program developed per reference (g). Commands will submit a NAVPERS 1221/6 to BUPERS-328 to effect suspension of NEC 840A. Upon successful completion of the rehabilitation program, the CO may request reinstatement of NEC 840A.

(b) If member continues to commit alcohol misuse or is determined to not have successfully completed a rehabilitation treatment per reference (i), the CO may initiate separation procedures per reference (j) for officers or MILPERSMAN 1910-152 for enlisted members. Commands will submit NAVPERS 1221/6 to BUPERS-328 to revoke NEC 840A.

(c) Personnel who voluntarily refer themselves for treatment in the absence (of either) credible evidence of an alcohol-related incident per reference (i) or substandard service and are found in need of treatment will not have their NEC removed but placed in a non-NEC status pending outcome of required treatment. Commands will submit NAVPERS 1221/6 to BUPERS-328 to affect suspension of NEC 840A. Upon successful completion of the rehabilitation program, the CO may request reinstatement of NEC 840A.

(5) Service members identified as having misused drugs or wrongfully used a substance(s) in violation of reference (h) are not eligible for diving duty or future reinstatement. Service members will be processed for administrative separation per MILPERSMAN 1910-146 or MILPERSMAN 1910-142. Commands will submit NAVPERS 1221/6 to BUPERS-328 to revoke NEC 840A.

Note: Removal of NEC 840A must not be used as a substitute for required disciplinary and or administrative action. Particular consideration must be exercised to ensure that NEC removal is not used to transfer Service members to other duty assignments when they do not clearly meet the established standards for continued naval service.

13. **Reinstatement**. Enlisted members who previously held NEC 840A and had their NEC removed by administrative action may request reinstatement by submitting a request via their present CO. If approved, the CO will submit NAVPERS 1221/6 to BUPERS-328 to concurrently effect reinstatement of NEC.

14. **Revocation or Reinstatement of AQD SD7**

a. Officers may request removal of AQD SD7 by sending a letter to NAVPERSCOM (PERS-421D) via their CO.

b. Revocation of diving officer designations must be considered only by an appointed board convened by the appropriate CO or group commander in the officer's chain of command. The board must be comprised of a minimum of two officers appointed by the CO to evaluate the operational ability, motivation, and reliability of the officer in his or her performance of duty. The board's recommendation must be forwarded to PERS-421D via COMSUBPAC or COMSUBLANT for final determination.

c. Officers may request reinstatement of former diving designations by sending a letter to PERS-421D via their CO.

15. **Insignia**. Service members who have their NEC or AQD removed, either voluntarily or involuntarily, will **not** be authorized to wear applicable distinguishing insignia.

a. Members whose NEC or AQD is involuntarily removed as a result of a permanent physical disqualification are authorized to wear the insignia if such action is recommended by members' CO, submitted to BUPERS-328 for review, and approved by BUPERS-32.

16. **Periodic Requalification**. Periodic requalification of Service members holding NEC 840A or AQD SD7 is necessary to maintain individual proficiency and unit capability. Personal safety during hazardous operations is directly related to proficiency. COs are directed to afford every opportunity for maintaining individual qualification without lapse.

a. **Specific NEC or AQD Requalification**. For policy on specific NEC or AQD requalification, refer to MILPERSMAN 7220-090. Documentation of diving operations per reference (c).

EXHIBIT 1

REPORT OF SCUBA DIVER COURSE OF INSTRUCTION SCREENING

Page 1 of 2

(Use proper letter format)

COMMAND LETTERHEAD

1200
Code/Serial No
Date

From: (Screening activity)
To: Commander, Navy Personnel Command (PERS-401DH)

Subj: REQUEST FOR SELF-CONTAINED UNDERWATER BREATHING APPARATUS DIVER TRAINING

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

1. (Rank or rate, name, DoD ID#), currently attached to (Service member's present command), was screened for self-contained underwater breathing apparatus diver training as specified per reference (a), article 1220-102.

2. The Service member completed the screening as indicated below:

a. Interview conducted by: (name, rank,+ position, command, date (interviewer should include any significant findings pertinent to selection or non-selection of Service member for requested training)).

(1) Does the applicant completely understand the mission and scope of the qualification? Yes _____ No _____

(2) Does the applicant fully understand the regimen of SCUBA diver training and what will be expected of him or her? Yes _____ No _____

(3) Is the applicant's motivation to become a SCUBA diver a sincere desire for professional growth and achievement and not solely for the money or as a method to escape present circumstances, etc.? Yes _____ No _____

(4) Does the applicant have the ability to adapt to the requirements required of a SCUBA diver? Yes _____ No _____

EXHIBIT 1
Page 2 of 2

REPORT OF SCUBA DIVER COURSE OF INSTRUCTION SCREENING (continued)

(5) Is the applicant mentally prepared for the arduous training? Yes _____ No _____

(6) Does the applicant have any financial, marital, or other hardships that would impede his or her ability to concentrate on and complete the training? Yes _____ No _____

b. Physical screening test conducted by: (name, rank, position, command, date)

(1) Swim Time: _____ min _____ sec

(2) Run Time: ____ min _____ sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. Hyperbaric test conducted by: (name, rank, position, command or facility, date) or waived (state justification).

d. Eligible for Secret security clearance based on a national agency check with local agency checks and credit check? Yes_____ No_____

3. Based on (satisfactory or unsatisfactory) completion of this screening and per rating conversion entry requirements per reference (a), MILPERSMAN 1220-102, the Service member (will or will not) be recommended for SCUBA diver training. (If Service member is not recommended, state the reason(s).)

(Signature)

Copy to:
CO, Service member's current command

MILPERSMAN 1220-200

EXPLOSIVE ORDNANCE DISPOSAL (EOD) RATING

Responsible Office	BUPERS-329F	Phone: DSN COM	882-2827 (901)874-2827

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330 MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) COMNAVCRUITCOMINST 1130.8N (b) NAVPERS 15665J, U.S. Navy Uniform Regulations (c) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II (d) NAVMED P-117, Manual of the Medical Department (e) NAVSEA SS521-AG-PRO-010, U.S. Navy Diving Manual (NOTAL) (f) OPNAVINST 1160.8B (g) OPNAVINST 5350.4E (h) SECNAVINST 5300.28F (i) SECNAVINST 5510.35D (j) BUPERSINST 1430.16G (k) OPNAVINST 1414.9C

1. **Purpose**. This article discusses personnel aspects of the explosive ordnance disposal (EOD) rating. The following topics are covered:

Topic	See Paragraph
Rating description	2
Suitability for assignment	3
Rating designation and authority to wear the insignia	4
Navy enlisted classification (NEC) codes	5
Navy veterans (NAVETS) and other Service veterans (OSVETS) accessions	6
Rating conversion entry requirements	7
Applying for rating conversion	8
Rating conversion screening requirements	9
Rating conversion screening process	10

Topic	See Paragraph
NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire	10
Transfer to EOD "A" School	11
Disenrollment from EOD "A" School	12
Change of rating	13
NEC revocation and forced conversion	14
Reinstatement	15
Supervisory status	16
Periodic requalification	17
Report of EOD rating conversion screening	Exhibit 1

2. **Rating Description**

a. EOD technicians locate, identify, render safe, and explosively dispose of foreign and domestic ordnance including conventional, chemical, biological, nuclear, underwater, and improvised explosive devices, enabling access during military operations in support of carrier and expeditionary strike groups, mine countermeasures, naval special warfare, and Army special operations forces (SOF). They provide training and assistance for military, federal, State, and local civilian law enforcement agencies in ordnance-related anti-terrorism and force protection procedures. EOD assignment involves the performance of hazardous duties involving demolition, diving, and parachute insertion.

b. All EOD technicians attend the EOD Preparatory Course, EOD Assessment and Selection Course, EOD Dive School, and Joint Explosive Ordnance Disposal (Common Core) and EOD Basic Navy (Underwater) courses of instructions.

c. Training and education are continued throughout EOD technicians' career through a combination of formal and informal processes including on-the-job skills training, attendance at various Service or SOF training, and civilian courses of instruction. Once qualified, EOD technicians can expect to spend the remainder of their career in the Expeditionary Community.

3. **Suitability for Assignment**

a. Accession Prerequisites. The distinct purpose and nature of duties involved in the EOD rating require adherence to

rating entry requirements, procedures, and policy for conversion and assignment to the EOD rating.

b. Professional Performance. While the highest standards of personal conduct, reliability, and judgment are required of all Service members, it is especially important that Service members assigned to duty involving the performance and supervision of EOD operations are of unquestioned personal conduct, reliability, judgment, and observance of military regulations.

c. Obligated Service (OBLISERV). Recruit candidates enlisting in the Navy with the intent to begin the EOD pipeline must satisfy OBLISERV requirements per reference (a) for initial accessions, and MILPERSMAN 1510-030 and MILPERSMAN 1306-604 for fleet-conversions.

d. Waiver Considerations. If not specifically stated, all waiver requests will be submitted via the Bureau of Naval Personnel (BUPERS) EOD Enlisted Community Manager (ECM) Technical Advisor (BUPERS-329F) for consideration.

4. Rating Designation and Authority to Wear the Insignia

a. Upon completion of the EOD "A" School training pipeline, enlisted members are awarded NEC code M02A and designated as an EOD technician. Recruits and fleet-conversions are authorized accelerated advancement to E-4 pay grade (EOD petty officer third class (EOD3)) per MILPERSMAN 1510-030.

b. Achievement of the EOD designation and NEC M02A, M03A, or M04A entitles the member to wear the EOD breast insignia per reference (b), and use the EOD Warfare Specialist (EWS) designation for members who attain NEC M03A or M04A.

(1) Members whose EOD rating NEC(s) is (are) removed by administrative action as set forth in this article are no longer authorized to wear the breast insignia.

(2) Members whose EOD rating NEC(s) is (are) involuntarily removed as a result of a permanent physical disqualification are authorized to wear the insignia if such action is recommended by the members' commanding officer (CO) and submitted to BUPERS-329F for assessment and final approval.

5. **NEC Codes**

a. Enlisted EOD personnel are designated by NEC codes per their qualifications. Reference (c) further describes each of the NEC codes:

NEC	Designation
M00A	EOD apprentice
M02A	Basic EOD technician
M03A	Senior EOD technician
M04A	Master EOD technician

b. Additionally, enlisted EOD personnel's careers are tracked via the following NECs:

NEC	Designation
M04L	Master EOD technician leading petty officer
M04P	Master EOD technician leading platoon leading chief petty officer
M04C	Master EOD technician company leading chief petty officer
M04M	Master EOD technician command master chief

6. **NAVETS and OSVETS Accessions**. The EOD rating is designated as an advanced technical field program. Reference (a) provides entry requirements and policy for recruit, NAVET, and OSVET accessions. All applicants must adhere to all requirements within this article.

7. **Rating Conversion Entry Requirements**. Conversion to the EOD rating requires successful completion of EOD "A" School. Approval to attend EOD "A" School will be based on the needs of the EOD Community as determined by BUPERS-329F. Due to the cost of permanent change of station orders, high-risk training, high attrition training rates, and to prevent undue delay in training, commands and Service members submitting requests for conversion must strictly adhere to the policy and requirements specified in this article.

a. Duty. Must be in the Active Component.

b. Schools. With respect to fleet-conversions, Service members who have been (voluntarily or involuntarily) disenrolled from previous attendance of Navy diver (ND), air rescue, special warfare boat operator (SB), special warfare operator (SO), or

EOD "A" School will require a minimum of 2 years prior to reapplying for EOD "A" School (waiverable based on community needs). Service members who previously disenrolled (voluntarily or involuntarily) from EOD "A" School and request to return must include NAVPERS 1070/613 Administrative Remarks statement in their application from the CO of the respective EOD "A" School course of instruction for which they were disenrolled, providing the recommendation to return to training (waiverable).

c. Age. Must be 30 years of age, or less, as of date of application receipt at Navy Personnel Command (NAVPERSCOM) ND/EOD/SO Schools Coordinator (PERS-401DH) (waiverable).

d. Rank. Must be in pay grades E-1 through E-5. Waiverable for E-6 members based on community needs.

e. Time in Service. Must have 6 years or less of active duty service as of the date of application received by PERS-401DH (waiverable).

f. Armed Services Vocational Aptitude Battery (ASVAB). Must meet ASVAB requirement per reference (a) and MILPERSMAN 1306-618, paragraph 2 (waiverable).

g. Medical Requirements. Service members must meet medical standards as specified in reference (d), articles 15-102 and 15-105. If required, an approved medical waiver must be included with applicants' rating conversion application package. Medical waivers must be submitted by the Service members' CO per reference (d).

h. Hyperbaric Pressure Test. A hyperbaric pressure test will be administered per reference (e). Hyperbaric pressure test may be waived if a hyperbaric chamber facility is not accessible due to geographic isolation.

Note: Reference (e) is available via the Naval Sea Systems Command Web site: https://www.navsea.navy.mil/Home/SUPSALV/

i. OBLISERV. The OBLISERV requirement for EOD "A" School is 48 months from class graduation date or until completion of previous OBLISERV, whichever is greater, unless released earlier by the Chief of Naval Personnel. COs must ensure applicants understand OBLISERV to train options specified in MILPERSMAN 1160-040, MILPERSMAN 1306-604, and reference (f).

j. Performance Standards. Service members must have evaluation trait marks of 3.0 or above in each of the evaluation reports covering the previous 3 years ("not observed" evaluations are to be included but are not used in the calculation of the evaluation average). For Service members with less than 3 years of service, submit all evaluations.

k. Misconduct. Service members must not have any non-judicial punishment, court-martial, or civil court conviction during the previous 12 months prior to the application.

l. Drug or Other Substance Misuse. Service members identified as having misused drugs, as defined in reference (g), or who wrongfully used a substance in violation of reference (h), may not apply for conversion to EOD **(no waivers)**.

m. Security Clearance. EOD "A" School requires eligibility for a Secret clearance based on a tier 3 investigation **(no waivers)**. Follow on EOD assignments require the following:

(1) A favorably adjudicated tier 5 investigation **(no waivers)**.

(2) Must meet reliability standards for assignment to the Personnel Reliability Program per reference (i) **(no waivers)**.

n. Physical Fitness. Must pass the physical screening test (PST) per MILPERSMAN 1220-410 **(no waivers)**.

o. CO's Recommendation. Be recommended for initial training by the Service member's current CO.

8. **Applying for Rating Conversion**. Applicants who are applying for rating conversion must take the following steps:

Step	Action
1	Access the Navy EOD ECM's Web site at: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Special-Operations/EOD/ and contact the ECM to schedule an interview and PST **Phone:** (901)874-2827 **E-mail:** eod comm mgr.fct@navy.mil
2	Undergo screening process
3	Receive report of rating conversion screening from screening activity (exhibit 1)
4	Assemble rating conversion package per subparagraphs 10e and 10f
5	Submit complete package to NAVPERSCOM SEABEE/SEAL/SWCC/ EOD/Diver Distribution Branch (PERS-401) via e-mail to MyNavy Career Center (MNCC) Human Resources Service Center (HRSC) at: askmncc@navy.mil/

9. **Rating Conversion Screening Requirements**. Applicants will be screened by approved personnel. Screening will normally be conducted by an EOD in-Service recruiter. If the in-Service recruiter is not available, screening may be conducted:

a. By a qualified master EOD technician, pay grades E-7 and above, or a qualified EOD officer;

b. If a master EOD technician or a qualified EOD officer is unavailable, by a qualified ND or SO of the same pay grade; or

c. If other than the above, the screener must be approved by the EOD ECM.

10. **Rating Conversion Screening Process**. Personnel conducting screening will ensure the following actions are taken:

a. Interview the Applicant. The interview is necessary to examine and evaluate each applicant's character, traits, background, motivation, and potential for successfully completing EOD "A" School and subsequent EOD career assignments. The interviewer will:

(1) Discuss the nature of the EOD rating with the applicant to include training, duty assignments, operational employment, career development, pay, advancement, etc.

(2) Review the applicant's electronic service record (ESR) to fully assess past performance, conversion effect on professional development, potential for successfully completing EOD "A" School, and to identify traits which could be beneficial to the community.

(3) Determine the applicant's comfort level in the water. The Service member must have considerable comfort level when in a waterborne environment. This should not be determined solely by the PST.

(4) Review entry requirements with the applicant.

(5) Complete exhibit 1 (must be coordinated through and signed by the approved screener per paragraph 9).

(a) A negative response to any of the questions or traits identified in the applicant's ESR could indicate unsuitability for the program and should be annotated in exhibit 1.

(b) Provide a positive or negative endorsement, stating the suitability to attend EOD "A" School in exhibit 1.

b. Conduct a Diving Medical Examination. Applicants must meet physical examination and standards per reference (d), articles 15-102 and 15-105.

(1) Medical Reports. Results of the diving medical examination will be recorded on the following reports:

(a) DD 2807-1 Report of Medical History;

(b) DD 2808 Report of Medical Examination;

(c) NAVPERS 1200/6, used to report any interval changes to health history or physical examination since last valid periodic dive medical examination. Must be completed no later than 1 month prior to actual transfer to training and must be placed in Service member's medical record.

(2) Validity. The initial diving medical examination will be valid for the time period stated in reference (d), articles 15-102 and 15-105. Candidates who have not reported to EOD "A" School within the specified time period must re-submit updated DD 2807-1 and DD 2808 to PERS-401DH.

c. Conduct the PST. The PST is designed to assess the applicant's physical ability to undergo initial and advanced training. Administer the PST per MILPERSMAN 1220-410. The PST will be valid for 6 months.

d. Conduct a Hyperbaric Pressure Test. The hyperbaric pressure test is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction. This test is conducted in a hyperbaric recompression chamber per reference (e). Waiverable for conversion application.

e. Submit a Rating Conversion Package. Upon satisfactory completion of the screening process, applicants will forward their completed application package to PERS-401 via MNCC HRSC.

Required enclosures for package:

Enclosure 1	NAVPERS 1306/7 Electronic Personnel Action Request requesting conversion with current CO's signature
Enclosure 2	NAVPERS 1070/613 recommendation to return to training from the CO of the respective "A" School from which the Service member was disenrolled (if applicable)
Enclosure 3	Personal statement addressing why the applicant wants to be an EOD tech. If previously disenrolled from "A" School, statement must also include background and reasons for disenrollment and what actions have been taken to correct deficiencies (limited to 500 words)
Enclosure 4	MILPERSMAN 1220-200, exhibit 1, signed by an EOD in-Service recruiter
Enclosure 5	ASVAB scores as documented on NAVPERS 1070/604 Enlisted Qualifications History or Enlisted Training Education and Qualification History (generated through the Navy Standard Integrated Personnel System (NSIPS))

Enclosure 6	NAVPERS 1616/26 for previous 3 years (include all reports for Service members with less than 3 years of service), including any special or transfer evaluations. OSVETs must include respective Service performance evaluation equivalents
Enclosure 7	Member Data Summary (generated through NSIPS) showing proof of qualifications, language proficiency, college transcripts, and any professional accreditations, etc.
Enclosure 8	DD 2807-1
Enclosure 9	DD 2808
Enclosure 10	Hyperbaric pressure test results (provide memorandum stating waiver justification, if not completed during application process)

f. NAVPERS 1306/7 must reference MILPERSMAN 1220-200, be signed by the applicant's current CO, and include the following statement:

> Per MILPERSMAN 1220-200, I volunteer for EOD duty and agree to remain on active duty for a minimum of 48 months from EOD "A" School graduation. If I fail to graduate, I agree to fulfill OBLISERV as required by MILPERSMAN articles 1306-604 and 1160-040.

11. **Transfer to EOD "A" School**

a. Physical Condition Verification. The Service member's physical condition must be verified by performing the PST approximately 30 days prior to transfer to EOD "A" School per MILPERSMAN 1220-410. The PST will be conducted per paragraph 9 of this article. Members who fail the PST 30 days prior to transfer will retest approximately 15 days prior to transferring. If the Service member fails again, his or her command must notify PERS-401 by e-mail within 24 hours of the failure and the Service member's orders will be held in abeyance.

b. Authorization. Per reference (d), all applicants must have NAVPERS 1200/6 completed and signed by an undersea medical officer no later than 1 month prior to actual transfer to training. NAVPERS 1200/6 should be added to the Service member's medical record.

c. Participation in Advancement Exams. Conversion to the EOD rating requires successful completion of EOD "A" School per reference (j):

(1) Personnel under instruction for conversion on scheduled date of examination are prohibited from taking any advancement examination.

(2) If otherwise qualified, personnel ordered to EOD "A" School for rating conversion may compete for advancement in their present rating until the class convening date; however, personnel selected for advancement to the pay grade E6 prior to class convening may lose eligibility to attend EOD "A" School and must update BUPERS-329F.

d. Disqualification Condition. Personnel who have received orders to attend EOD "A" School who develop any possible disqualifying condition contrary to rating conversion entry requirements outlined in paragraph 7, to include physical conditioning, medical, advancement to E-6, performance standards, non-judicial punishment, court conviction, or lack of security clearance eligibility, are required to notify BUPERS-329F.

12. **Disenrollment from EOD "A" School**

a. Reassignment and Suitability. Service members who voluntarily or involuntarily disenroll from EOD "A" School initial training will:

(1) Be made available for reassignment based on the needs of the Navy as determined by BUPERS Enlisted Community Management Division (BUPERS-32) or the Naval Education and Training Command Supply Chain Operations Department (N3); and

(2) Have NAVPERS 1070/613 entry made in their ESR stating the reason for disenrollment and a favorable or non-favorable recommendation of suitability to return to EOD "A" School in the future from the CO of the course of instruction for which the member was disenrolled.

(a) NAVPERS 1070/613 will cite "MILPERSMAN 1220-200" as the authority for this entry.

(b) These remarks will be signed as "permanent" entry and submitted to their servicing transaction service

center (TSC) and or personnel office for entry into NSIPS ESR, and the servicing TSC and or personnel office will electronically submit (E-Submission) the document in the official military personnel file.

b. OBLISERV. OBLISERV requirements will be met per MILPERSMAN 1510-030, MILPERSMAN 1306-604, and MILSPERSMAN 1160-040.

13. **Change of Rating**. Personnel designated in the EOD rating may request change of rating per MILPERSMAN 1440-010. Personnel are required to submit NAVPERS 1221/6 to BUPERS-329F to concurrently effect change of rating and removal of the EOD rating-related NEC.

14. **NEC Revocation and Forced Conversion**. Forced-conversion is BUPERS directed. Involuntary change of rating is based on Service members' loss of eligibility or suitability to further serve in their present rating as defined in MILPERSMAN 1440-011. Forced conversions will be conducted per MILPERSMAN 1440-011 and as further described in this article.

a. Submission of Recommendation for Forced-Conversion and NEC Revocation. COs may recommend forced-conversion and or revocation of the EOD rating NEC by submitting NAVPERS 1221/6 NEC Change Request to BUPERS-329F. Commands must inform their immediate superior in command of recommended NEC removals to ensure awareness and tracking of EOD Community issues and trends.

b. Basis for Revocation. Per MILPERSMAN 1440-011, revocation of the EOD rating NEC must not be used as a punitive measure, but based on the CO's determination that the Service member is no longer suitable for assignment in the EOD rating. COs should substantiate their determination by providing sufficient background and reasonable justification for removal of a Service member's NEC by submitting supporting documentation along with the NAVPERS 1221/6.

c. Supporting Documentation. Supporting documentation must be submitted along with NAVPERS 1221/6 and referenced in the "Amplifying Remarks" block at the bottom of the form.

d. Required Statements for NEC Revocation Recommendations. Recommendations to revoke an NEC must include one or more of the following statements:

"I have lost faith and confidence in the Service member's ability to perform the duties associated with or required by the member's current rating."

and

"The member is considered suitable for assignment to rate or rating billets not requiring NEC (fill-in)."

or

"The Service member is considered unsuitable for reassignment and will be recommended for administrative discharge by separate action."

and

"If retained in the Navy, the Service member may reapply for reinstatement of NEC (fill-in) after completing at least 2 years assigned to a non-EOD NEC billet."

or

"The Service member is unsuitable for duty in ND/EOD/SEAL/SWCC/UCT commands. The member may not reapply for reinstatement for NEC M0"X"A."

The CO's statement should also articulate any other pertinent duty or NEC restrictions deemed applicable by the Service member's performance (e.g., naval parachutist, helicopter rope suspension technique/cast master, dive supervisor). Primary reasons for forced-conversion or revocation of NEC include, but are not limited to the following:

(1) Duties. Failure or unwillingness to perform duties required of the rating.

(2) Failure to maintain rating eligibility

(a) Permanent revocation by Department of Defense Consolidated Adjudications Facility of the Service member's security clearance, and or

(b) Permanent physical disability

(3) Performance

(a) Willful dereliction of duty;

(b) Breaches in ammunition, arms, explosives, parachute, ordnance, diving, or other mission-critical safety procedures or regulations; and or

(c) Loss of CO's faith and confidence in the Service member's ability to exercise sound judgment, reliability, and personal conduct.

(4) EWS Qualification. Failure to attain EWS qualification as specified in this article and reference (k).

(5) Alcohol Misuse. Personnel identified as having misused alcohol will be locally suspended from duty by their CO pending the outcome of screening, disciplinary action, or rehabilitation procedures per reference (g). At any time during or upon completion of those proceedings, COs have the following options:

(a) If **future alcohol misuse is considered likely** or the Service member **does not successfully complete rehabilitation treatment**, the CO may certify that the Service member has no potential for further useful service and must initiate separation procedures as appropriate. Commands will submit NAVPERS 1221/6 to BUPERS-329F to seek revocation of the EOD rating-related NECs.

(b) Personnel who **voluntarily refer themselves** for treatment in the **absence of either an alcohol-related violation** (of local, State or federal law, or Uniform Code of Military Justice) **or substandard service** and are found in need of treatment, will not be force converted. Service members will retain NEC and all associated specialty pays but will be disqualified to supervise or conduct any operations until successful completion of treatment.

(6) Drug Misuse. Service members identified as having misused drugs, as defined in reference (g), are not eligible for future reinstatement. Service members will be processed for administrative separation per MILPERSMAN 1910-146. Commands must submit NAVPERS 1221/6 to BUPERS-329F to seek revocation of the EOD rating-related NEC.

(7) Other Substance Misuse. Service members who wrongfully used a substance in violation of reference (h) will be processed for administrative separation per MILPERSMAN 1910-142. Commands must submit NAVPERS 1221/6 to BUPERS-329F to seek revocation of the EOD rating-related NEC.

e. Documentation. When a forced-conversion is implemented, the command must annotate the conversion in the Service member's next evaluation.

f. Timeline to Request Conversion to Undermanned Rating. Service members whose EOD rating NEC have been revoked and who have been assigned NEC "0000" have 10 working days to request conversion to an undermanned rating per MILPERSMAN 1440-011, and the commands must remove advancement recommendation until Service members successfully convert to a new rating.

Note: Forced-conversion from the EOD rating must not be used as a substitute for required disciplinary and or administrative action. Particular consideration must be exercised to ensure that forced-conversion is not used to transfer Service members to other duty when they clearly do not meet the established high standards for continued naval service.

15. **Reinstatement**. Service members who were previously EOD-rated and force-converted or had their NEC removed by administrative action may request conversion back to the EOD rating by submitting a change in rating request per MILPERSMAN 1440-010 via their present CO. If approved, COs will submit NAVPERS 1221/6 to BUPERS-329F for reinstatement of the EOD rating related NEC. Service members who have their **M0"X"A NEC** reinstated must meet minimum eligibility time requirement, per reference (k), prior to applying for next higher NEC. Eligibility date commences the date the NEC was reinstated.

16. **Supervisory Status**. There are a few situations in which Service members are unable to meet the physical standards for special operations and diving, through no fault or lack of diligence on their part. In these few cases, Service members whose significant EOD experience is of continued value to the EOD Community may apply for "supervisory status, non-diving" designation and remain in the EOD rating.

a. Eligibility. Service members must be designated as an enlisted EWS and remain qualified for sea duty.

b. Request Designation. Requests for "supervisory status, non-diving" should be included in the physical standards waiver request as outlined in reference (d).

c. Designation. BUPERS-32 will designate Service members in "supervisory status, non-diving" based on the following considerations:

(1) Favorable endorsement of the Service member's request by the CO;

(2) Bureau of Medicine and Surgery recommendation concerning waiver of physical standard;, and

(3) Number of Service members presently assigned in a "supervisory status, non-diving" at the Service member's activity. Service members designated "supervisory status, non-diving" will be limited to a maximum of five percent of an activity's onboard NEC-related billet allowance or less if the number may be detrimental to operational capability.

d. Disapproval. If disapproved, the Service member will be forced-converted to another rating per MILPERSMAN 1440-011.

e. Tenure. Designation of personnel for "supervisory status, non-diving" will coincide with periodic diving duty physical examination tenure, or upon selection of orders to a different command.

(1) Re-designation must be requested in conjunction with required periodic physical examinations.

(2) If transferring during the normal tenure of diving duty physical examination, personnel designated "supervisory status, non-diving" may retain that status, with the concurrence of the gaining command.

f. Assignments. Personnel designated "supervisory status, non-diving" are assignable to all sea and shore duty billets, eligible for pay per their current NEC, and limited to performing non-operational supervisory duties only.

17. **Periodic Requalification**. Periodic requalification of EOD personnel is necessary to maintain individual proficiency and unit capability. Personal safety during hazardous operations is directly related to proficiency. COs are directed to afford

every opportunity for maintaining individual qualification without lapse.

a. Specific NEC Requalification. For policy on specific NEC requalification refer to the following articles:

Topic	See MILPERSMAN
Diving requalification	7220-090
Parachute requalification	1220-030
Demolition requalification	1220-280

b. Documentation. Documentation of diving operations is described in reference (e).

EXHIBIT 1
REPORT OF EOD RATING CONVERSION SCREENING
(Use proper letter format.)

COMMAND LETTERHEAD

1220
Code/Ser No
Date

From: (Screening Activity)
To: Bureau of Naval Personnel, BUPERS-329F
Via: Commander, Navy Personnel Command (PERS-410)

Subj: REPORT OF EXPLOSIVE ORDNANCE DISPOSAL RATING CONVERSION

Ref: (a) NAVPERS 15560D, Navy Military Personnel Manual (MILPERSMAN)

1. (rank or rate, name), currently attached to (member's present command), was screened for conversion to the explosive ordnance disposal (EOD) rating as specified in reference (a), MILPERSMAN 1220-200.

2. The member completed the screening as indicated below:

a. Interview conducted by: (name, rank, position, command, date). (Interviewer should include any significant findings pertinent to selection/non-selection of member for requested training).

(1) Does the applicant fully understand the mission and scope of the rating? Yes _____ No _____

(2) Does the applicant fully understand the training regimen during EOD "A" School and what will be expected of them? Yes _____ No _____

(3) Is the applicant's motivation for entry into the rating a sincere desire for professional growth and achievement and not solely for the money or as a method to escape applicant's present circumstances, etc.? Yes _____ No _____

EXHIBIT 1
REPORT OF EOD RATING CONVERSION SCREENING
(continued)

(4) Does the applicant have the ability to adapt to the requirements of the EOD rating? Yes _____ No _____

(5) Is the applicant mentally prepared for the arduous training? Yes _____ No _____

(6) Does the applicant have any financial, marital, or other hardships that would impede applicant's ability to concentrate on and complete the training? Yes _____ No _____

b. Physical Screening Test conducted by: (name, rank, position, command, date).

(1) Swim Time: _____min _____sec

(2) Run Time: ____ min _____sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. Hyperbaric test conducted by: (name, rank, position, command/facility, date) or waived (state justification).

d. Eligible for Secret security clearance based on a National Agency Check with local agency and credit checks (NACLC)? Yes _____ No_____

3. Based on (satisfactory/unsatisfactory) completion of this screening and per rating conversion entry requirements specified in reference (a), MILPERSMAN 1220-200, the member (is/is not) recommended for conversion to the EOD rating. (If member is not recommended, state reason(s).)

(Signature)

Copy to:
Member's present command

MILPERSMAN 1220-280

HAZARDOUS DUTY INCENTIVE PAY (HDIP) FOR DEMOLITION DUTY

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-5008 (703) 604-5008 604-6957

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1340.09 of 26 January 2018 (b) 37 U.S.C. (c) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR)

1. **Policy**. Personnel holding the following Navy enlisted classifications and officer designators perform duty involving demolition of explosives as part of their military duty and must maintain qualification in order to receive hazardous duty incentive pay (HDIP):

Navy Enlisted Classifications
OXXX
MXXX
758B
B16A
B17A
B18A

Officer Designators
113X
118X
715X
114X
119X
648X
748X

2. **Definitions**

a. **Demolition Operation.** Per reference (a), subparagraph 3.4.e.(1), demolition duty is duty performed by members who engage in the following activities under competent orders:

(1) Demolition using explosive objects, obstacles, or other explosives, or recover and render harmless, by disarming or demolishing, explosives which have failed to function as intended or have become a potential hazard;

(2) Participate as students or instructors in instructional training including in the field or fleet for the duties described in subparagraph 2a(1) above, provided live explosives are used in such training;

(3) Participate in currency training including that in the field or fleet for the proficiency of skill in the duties described in subparagraph 2a(1) above, provided explosives are used in such training; or

(4) Experiment with or develop tools, equipment, or procedures for the demolition and rendering harmless of explosives provided live explosives are used.

b. **Competent Orders.** Orders issued by:

(1) Commandant of the Marine Corps,

(2) Commander, Navy Personnel Command, or

(3) Commanders of units whose mission does not include demolition operations but have demolition-qualified personnel in their commands. In this circumstance, temporary additional duty orders may be issued for demolition-qualified personnel to a unit whose mission includes demolition operations to maintain qualification. These orders are for qualification purposes only and do not entitle a Service member to demolition pay.

3. **Maintaining Qualifications**

a. A member who is assigned to demolition duty by competent orders and performs such duty during the month involved is eligible provided preparation, placement, and detonation of live explosives are involved. If the member fails to meet the monthly minimum demolition requirement, the demolition duty pay will be discontinued and any overpayment or unearned portion of

pay will be subject to repayment per reference (b), sections 373 and 1007, and reference (c), volume 16, chapter 3.

b. Sailors unable to perform demolition duty due to an injury or illness which is not the result of the Sailor’s own misconduct may continue to receive demolition HDIP.

c. HDIP for demolition duty is $150 per month. Prorating the monthly demolition duty pay is required for Service members who fail to satisfy the eligibility requirements for the pay for the entire month. The amount of demolition duty pay authorized for qualifying service during a day or portion of a day will be the amount equal to 1/30th of the monthly amount.

d. Whenever feasible, performance of demolition duty requirements will include underwater placement of explosives. Routine demolition training or operations count for requalification purposes.

e. Service members who are assigned to demolition duty by competent orders outlined in subparagraph 2b(1) or 2b(2) above and who maintain qualifications will receive demolition pay, regardless of their assigned billets.

MILPERSMAN 1220-300

SPECIAL WARFARE OPERATOR (SO) RATING

Responsible Office	BUPERS-324	Phone: DSN COM	882-2858/3552 (901) 874-2858/3552

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference(s)	(a) COMNAVCRUITCOMINST 1130.8K, Navy Recruiting Manual – Enlisted (b) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (c) NAVMED P-117, Manual of the Medical Department, Article 15-105, Naval Special Warfare and Special Operations (NSW/SO) (d) NAVSEA SS521-AG-PRO-010, U.S. Navy Diving Manual (e) OPNAVINST 1160.8A (f) BUPERSINST 1430.16F (g) Defense Joint Military Training Guide (DJMS) Procedures Training Guide (PTG) (h) OPNAVINST 5350.4D (i) SECNAVINST 5300.28E

1. **Purpose**. This article discusses personnel aspects of the special warfare operator (SO) rating (sea, air, land (SEAL) operator). The following topics are covered:

Topic	See Paragraph
Rating Description	2
Suitability For Assignment	3
Rating Designation	4
Navy Enlisted Classification (NEC) Codes	5
Recruit, Navy Veterans (NAVET) and Other Service Veterans (OSVET) Accessions	6
Rating Conversion Entry Requirements	7
Applying For Rating Conversion	8

Rating Conversion Screening Requirements	9
Rating Conversion Screening Process	10
Transfer To SO "A" School	11
Disenrollment From SO "A" School	12
Change Of Rating	13
Forced Conversion	14
Supervisory Status	15
Periodic Requalification	16
SO Rating Description	exhibit 1
Report of SO Rating Conversion Screening	exhibit 2

2. **Rating Description**. SEALs are responsible for the training, preparation and execution of special operations in maritime, urban, desert, jungle, arctic and mountain environments. SEALs are experts in:

a. special operations tactics,

b. missions,

c. mission planning,

d. cultural awareness,

e. small-unit leadership,

f. operational risk management,

g. tactical, operational, and strategic thinking,

h. tactical communications,

i. tactical air control/terminal guidance,

j. combat diving and SEAL delivery vehicle operations,

k. paradrop operations,

l. small boat operations,

m. tactical ground mobility,

n. small arms and crew-served weapons,

o. fast roping and rappelling,

p. demolitions and explosive breaching,

q. tactical combat medicine and trauma care,

r. intelligence gathering and interpretation,

s. transportation and logistics, and

t. chemical, biological, radiological, and nuclear defense measures.

Note: The SO rating is sea-duty intensive. Exhibit 1 and the SEAL Web site provide a comprehensive description and information about a career in the SO rating.

3. **Suitability for Assignment**

a. **Accession Prerequisites.** The distinct purpose and nature of duties involved in the SO rating require adherence to eligibility criteria, procedures and policy for conversion and assignment to the SO rating.

b. **Professional Performance.** While the highest standards of personal conduct, reliability and judgment are required of all Service members, it is especially important that Service members assigned to duty involving the performance and supervision of SO operations are of unquestioned personal conduct, reliability, judgment and observance of military regulations.

c. **Obligated Service (OBLISERV).** Recruit candidates enlisting in the Navy with the intent to begin the SO training pipeline must satisfy OBLISERV requirements as directed by reference (a).

4. **Rating Designation**

a. SO "A" school training pipeline consists of the following required sequenced courses:

(1) Naval Special Warfare Preparatory Course (NSW PC), CIN K-431-0350, CDP 04WF

(2) Basis Underwater Demolition/SEAL Training (BUD/S) Orientation, CIN K-431-0037, CDP 173K

(3) BUD/S, CIN K-431-0024, CDP 169K

(4) SEAL Qualification Training (SQT), CIN K-431-0059, CDP 754F

(5) Cold WX, CIN K-431-0098, CDP 659S

(6) Navy Parachute, Static Line, CIN A-431-0135, CDP 757K

(7) Navy Parachute, Free Fall, CIN A-431-0136, CDP 757M

b. Upon completion of the SO "A" school training pipeline, enlisted personnel are awarded NEC O26A and designated as an SO. Recruit and fleet conversions are authorized accelerated advancement to E-4 (SO3) per MILPERSMAN 1510-030.

5. **NEC Codes**. Enlisted SO personnel are designated by NEC codes per their qualifications. Reference (b) further describes each of the NEC codes:

NEC	Designation
O26A	SO/SEAL, NEC O26A
O23A	SEAL delivery vehicle pilot/navigator/dry deck shelter operator
O91A/O92A	naval special warfare medic

6. **NAVET and OSVET Accessions**. The SO rating is designated as an advanced technical field program. Reference (a) provides entry requirements and policy for recruit, NAVET, and OSVET accessions.

7. **Rating Conversion Entry Requirements**. Conversion to the SO rating requires successful completion of SO "A" school. Approval to attend SO "A" school will be based on the needs of the community and determined by the Bureau of Naval Personnel, Special Warfare Enlisted Community Manager (ECM) (BUPERS-324). Except where specified "**no waiver**," BUPERS-324 may waive one or more entry requirements if the applicant is considered otherwise qualified. Due to the cost of permanent change of station orders, high risk training, historic high attrition training rates, and to prevent undue delay in training, commands and personnel submitting request for conversion must strictly adhere to the policy and requirements specified in this article.

a. **Duty.** Must be in the Active Component.

b. **Schools.** Service members who are (voluntarily or involuntarily) disenrolled from previous attendance of air rescue, explosive ordnance disposal (EOD), Navy diver (ND), special warfare boat operator (SB), or SO "A" school will require a minimum of 2 years prior to reapplying for SO "A" school. Personnel who previously (voluntarily or involuntarily) disenrolled from SO "A" school and request to return to SO "A" school must include the following in their application:

(1) NAVPERS 1070/613 Administrative Remarks statement, recommendation to return to training from the commanding officer (CO) of the respective SO "A" school course of instruction for which the Service member was disenrolled. **No waivers.**

(2) NAVPERS 1070/613 statement outlining reasons for previous disenrollment and actions taken to correct identified problem areas. **No waivers.**

c. **Age Requirement.** Must be less than 29 years of age as of date of application receipt at BUPERS-324.

d. **Rank.** Must be in pay grades E-1 through E-5.

e. **Time in Service.** Must have 6 years or less of active duty service as of the date of application receipt at BUPERS-324.

f. **Armed Services Vocational Aptitude Battery (ASVAB).** Must meet ASVAB requirement per current ASVAB NAVADMIN.

g. **Medical Requirements.** Service members must meet medical standards as specified in reference (c). If required, an approved medical waiver must be included with applicant's rating conversion application package. Medical waivers must be submitted by the Service member's CO to BUPERS-324 via the Bureau of Medicine and Surgery (BUMED), Undersea Medicine and Radiation Health (M5/50M2).

h. **Hyperbaric Pressure Test.** Administered per reference (d). Hyperbaric pressure test may be waived if a hyperbaric chamber facility is not accessible due to geographic isolation.

i. **OBLISERV.** The OBLISERV requirement for SO "A" school is 51 months from class graduation date or until completion of

previous OBLISERV, whichever is greater, unless released earlier by the Chief of Naval Personnel. COs must ensure applicants understand **OBLISERV to train** options specified in MILPERSMAN 1160-040 and reference (e). **No waivers.**

j. **Performance Standards.** Service members must have evaluation trait marks of 3.0 or above in each of the evaluation reports covering the previous 3 years ("not observed" evaluations are to be included, but are not used in the calculation of the evaluation average). For Service members with less than 3 years of service, submit all evaluations.

k. **Misconduct.** Service members must not have nonjudicial punishment, court-martial, or civil court conviction during the previous 12 months prior to the application.

l. **Security Clearance.** SO "A" school requires eligibility for a secret clearance, based on a national agency check with local agency and credit checks or tier 3 (T3).

m. **Physical Fitness.** Must pass the physical screening test (PST) per MILPERSMAN 1220-410. **No waivers.**

n. **CO's Recommendation.** Be recommended for initial training by the Service member's current CO.

8. **Applying for Rating Conversion.** Applicants who are applying for rating conversion must take the following steps:

Step	Action
1	Apply for SO convert in quota via Career Waypoints Program.
2	Access the NSW in-service recruiter's Web site to schedule an interview and PST. **Phone:** 1-888-USN-SEAL **E-mail:** scoutteam@sealswcc.com
3	Undergo screening process.
4	Receive report of rating conversion screening.
5	Assemble rating conversion package.
6	E-mail (encrypted) conversion package to: SEALSWCCECM@navy.mil All e-mails must be encrypted.

9. **Rating Conversion Screening Requirements.** Applicants will be screened by approved personnel and activity.

a. **Approved Screening Personnel.** A qualified SEAL or special warfare combatant-craft crewman (SWCC) E-6 and above or NSW officer is preferred to conduct the screening. If a SEAL or SWCC is unavailable, a qualified EOD or ND E-6 and above can conduct the screening. Approved screening personnel must submit PST scores to NSW SEAL SWCC scout team for official recommendation letter.

b. **Approved Physical Screening Activity.** Only commands with adequate facilities for screening applicants will conduct screening.

(1) An approved screening activity is any diving/EOD/SEAL/SWCC/UCT command or Navy Recruit Training Command (NAVCRUITRACOM). NSW commands should be the priority screening activity as it relates to the applicant's primary mission and capability.

(2) Screening conducted by other commands due to geographic isolation or absence of approved screening personnel must be coordinated through and approved by the Naval Special Warfare Center SEAL SWCC scout team's office.

10. **Rating Conversion Screening Process.** The screening activity will ensure the following:

Step	Action	Per
1	Interview the applicant	Para 10a
2	Conduct a Diving Medical Examination	Para 10b
3	Conduct a PST	Para 10c
4	Conduct a Hyperbaric Pressure Test	Para 10d
5	Submit a Request for Rating Conversion	Para 10e

a. **Interview the Applicant.** The interview is necessary to examine and evaluate each applicant's character, traits, background, motivation, and potential for successfully completing SO "A" school and subsequent SO career assignments. The interviewer will:

(1) Discuss the nature of the SO rating with the applicant to include training, duty assignments, operational employment, career development, pay, advancement, etc.

(2) Review the applicant's electronic service record (ESR) to fully assess past performance, conversion's effect on

professional development, potential for successfully completing SO "A" school, and identify traits which could be beneficial to the community.

(3) Determine the applicant's comfort level in the water. Service member must have a considerable comfort level when in a waterborne environment.

(4) Determine the applicant's physical fitness level.

(5) Review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver.

(6) Complete exhibit 2 Report of SO Rating Conversion Screening signed by NSW SEAL SWCC scout team representative.

(a) All rating conversion entry requirement waivers must be specified and supported with justification for approval.

(b) A negative response to any of the questions or traits identified in the applicant's ESR could indicate unsuitability for the program.

(c) Provide a positive or negative endorsement stating the applicant's suitability to attend SO "A" school.

b. **Conduct a Diving Medical Examination.** Applicants must meet physical examination and standards per reference (c).

(1) **Approved Location.** The medical examinations may be conducted at hospitals, clinics, or dispensaries capable of accomplishing or coordinating all required examination elements.

(2) **Approved Medical Examiner.** Per reference (c), examinations can be conducted by any physician, but an Undersea Medical Officer (UMO) or Diving Medical Officer (DMO) must approve and review all examinations/reports. BUMED (M3/50M2) can review and sign physical examinations for accessions performed by another credentialed medical provider where a Navy UMO or DMO is not proximately available.

(3) **Medical Reports.** Results of the medical examination will be recorded on the following reports:

(a) DD 2807-1 Report of Medical History,

(b) DD 2808 Report of Medical Examination and

(c) NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire. Used to report any interval changes to health history or physical exam since last valid periodic dive medical exam. Must be completed no later than 1 month prior to actual transfer to training and placed in Service member's medical record.

(4) **Validity.** The initial medical examination will be valid for the time period stated in reference (c). Candidates who have not reported to SO "A" school within the specified time period must re-submit an updated DD 2807-1 and DD 2808 to BUPERS-324.

c. **Conduct the PST.** The PST is designed to assess the applicant's physical ability to undergo initial and advanced training. PST will be valid for a period of 6 months.

(1) Administer the PST per MILPERSMAN 1220-410.

(2) No alterations to the test are permitted. The test must be administered exactly as prescribed in MILPERSMAN 1220-410.

d. **Conduct a Hyperbaric Pressure Test.** The hyperbaric pressure test is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction. This test is conducted in a hyperbaric recompression chamber per reference (d).

e. **Submit a Request for Rating Conversion.** Upon satisfactory completion of the screening process, applicants will forward their request to BUPERS-324 via NAVPERS 1306/7 Electronic Personnel Action Request.

(1) NAVPERS 1306/7 will reference MILPERSMAN 1220-300 and include the following statement:

"Per MILPERSMAN 1220-300, I volunteer for SO duty and request assignment to SO "A" school. I agree to serve on active duty for a period of 51 months from class graduation date or until completion of previously obligated service, whichever is greater, unless released earlier by Navy Personnel Command (NAVPERSCOM). I also agree to serve the period of minimum obligated service specified, regardless of whether I attain qualification as an SO and NEC O26A during that period."

(2) COs are required to provide a statement concerning the applicant's suitability for type of training and assignment to duty.

(3) Enclosures. The following are required enclosures for package:

Enclosure 1	DD 2807-1 Report of Medical History
Enclosure 2	DD 2808 Report of Medical Examination
Enclosure 3	MILPERSMAN 1220-300, exhibit 2 Report of SO Rating Conversion Screening
Enclosure 4	NAVPERS 1616/26 Evaluation Report and Counseling Record for previous 3 years (or all for Service members with less than 3 years of service), including any special or transfer evaluations
Enclosure 5	ASVAB scores as documented on NAVPERS 1070/604 Enlisted Qualifications History
Enclosure 6	Hyperbaric pressure test results (provide memorandum stating waiver justification if not completed)
Enclosure 7	NAVPERS 1070/613 Administrative Remarks recommendation to return to training from the CO of the respective "A" school course of instruction from which the Service member was disenrolled
Enclosure 8	NAVPERS 1070/613 statement outlining reasons for previous disenrollment and actions taken to correct identified problem areas (limited to one page)
Enclosure 9	Military awards, qualifications, and letters of recommendation pertinent to determining performance, professionalism, and potential. Proof of language proficiency, college transcripts, and any professional accreditations, etc. (if applicable)

11. **Transfer to SO "A" School**

a. **Physical Condition Verification.** The Service member's physical condition must be verified by performing the PST

approximately 30 days prior to transfer to SO "A" school per MILPERSMAN 1220-410. The PST will be coordinated through the NSW scout team on the Navy SEAL/SWCC Web site. Test results will be placed in the Service member's ESR. Personnel who fail the PST 30 days prior to transfer will retest approximately 15 days prior to transferring. If the Service member fails again, NAVPERSCOM, SEABEE/SEAL/SWCC/EOD/Diver Distribution Branch (PERS-401DH) will be notified by e-mail within 24 hours of the failure and the Service member's orders must be cancelled.

b. **Authorization.** A UMO or DMO is required to complete and sign NAVPERS 1200/6 no later than 1 month prior to actual transfer to training. Place original NAVPERS 1200/6 in the Service member's medical record.

c. **Participation in Advancement Exams.** Conversion to the SO rating requires successful completion of SO "A" school per reference (f).

(1) Personnel under instruction for conversion on scheduled date of examination are prohibited from taking any advancement examination.

(2) If otherwise qualified, personnel ordered to SO "A" school for rating conversion may compete for advancement in their present rating until the class convening date; however, personnel selected for advancement to E-6 prior to class convening may lose eligibility to attend SO "A" school.

d. **Disqualification Condition.** Personnel having received orders to attend SO "A" school who develop any possible disqualifying condition contrary to rating conversion entry requirements outlined in paragraph 7, to include physical conditioning, medical standards, advancement to E-6, performance standards, nonjudicial punishment or lack of security clearance eligibility, are required to notify PERS-401DH by message.

12. Disenrollment from SO "A" School

a. **Reclassification/Reassignment and Suitability.** Service members who voluntarily or involuntarily disenroll from SO "A" school initial training will:

(1) Be made available for reclassification or reassignment to their rating detailer. Service members should contact their detailer as soon as possible.

(2) Have NAVPERS 1070/613 entry made in their ESR stating the reason for disenrollment.

b. **OBLISERV.** Service members disenrolled where OBLISERV is required for instruction received, with approval of NAVPERSCOM, Career Administration Division (PERS-81), may be permitted to execute a new NAVPERS 1070/621 Agreement to Extend Enlistment or NAVPERS 1070/622 Agreement to Recall or Extend Active Duty.

Note: See MILPERSMAN 1160-040 for explanation of "instruction received."

c. **New Extension Agreement.** Upon execution of an extension, the previously executed extension agreement for the course of instruction must be cancelled.

(1) For those Service members who accepted accelerated advancement, this OBLISERV will be in addition to the 1-year extension incurred for accelerated advancement.

(2) OBLISERV for instruction cannot exceed the number of months of the original extension agreement. OBLISERV requirements must be executed from the date of disenrollment.

d. **Disenrollment Prior to Training Commencement.** If a Service member is disenrolled for any reason prior to entry into the training, a request may be submitted to PERS-81 for cancellation of OBLISERV agreement.

e. **Executing New Extension Agreement**

(1) Upon receipt of PERS-81 approval, COs or officers in charge must take the following steps/actions:

Step	Action
1	Execute extension agreement
2	Cancel old extension agreement
3	Submit NAVPERS 1070/621 and or NAVPERS 1070/622
4	Make a NAVPERS 1070/613 entry (see below)

(2) The following NAVPERS 1070/613 entry is required:

My active duty obligation remaining upon disenrollment from (school) has been explained to me per MILPERSMAN 1220-300. I understand that my active duty obligation has been established as (expiration of active obligated service date).
_____
Service member's Signature Witnessing Officer's Signature

13. **Change of Rating**. Personnel designated in the SO rating may request a change of rating per MILPERSMAN 1440-010. Personnel are required to submit NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request to BUPERS-324 to concurrently effect change of rating and removal of the SO rating related NEC.

14. **Forced Conversion**. Forced conversion is BUPERS-directed. Involuntary change of rating is based on a Service member's loss of eligibility or suitability to further serve in present rating as defined in MILPERSMAN 1440-011. Forced conversions will be conducted per MILPERSMAN 1440-011 and as further described in this article. COs may recommend forced conversion/revocation of the SO rating NEC by submitting NAVPERS 1221/6 to BUPERS-324; commands must inform their immediate superior in command (ISIC) of recommended NEC removals up to echelon II level in order to ensure awareness and tracking of NSW community issues and trends. Service members assigned NEC 0000 have 30 days to request conversion to an undermanned rating per MILPERSMAN 1440-011, and the command must remove advancement recommendation until Service member successfully converts to a new rating. This revocation must not be used as a punitive measure, but based on the CO's determination that the Service member is no longer suitable for assignment in the SO rating. NAVPERS 1221/6 must substantiate that determination by providing sufficient background and reasonable justification for removal of Service member's NEC; this may be accomplished by either including sufficient background information within NAVPERS 1221/6 or by way of submitting supporting documentation (e.g., a preliminary inquiry) along with NAVPERS 1221/6. If supporting documentation will be submitted along with NAVPERS 1221/6, it should be referenced in the block "Amplifying Remarks" at the bottom of the form. Once the SEAL NEC has been revoked, the Sailor may not reapply for that NEC. Recommendations to revoke NEC must include one or more of the following statements:

"I have lost faith and confidence in the Service member's ability to perform the duties associated with or required by their current rating."

and

"The Service member is considered suitable for assignment to rate or rating billets not requiring NEC (fill-in)"

or

"The Service member is considered unsuitable for reassignment and will be recommended for administrative discharge by separate action. If retained in the Navy, the Service member may not reapply for reinstatement for NEC O26A"

or

"The Service member is unsuitable for duty in diver/EOD/SEAL/SWCC/UCT commands. The Service member may not reapply for reinstatement for NEC O26A."

The CO's statement should also articulate any other pertinent duty or NEC restrictions deemed applicable by the Service member's performance (i.e., special operations forces medic, joint tactical air controller, special operations parachute rigger, etc.). Primary reasons for forced conversion/revocation of NEC include, but are not limited to:

a. **Duties**. Failure or unwillingness to perform duties required of the rating.

b. **Failure to maintain rating eligibility.**

(1) Permanent revocation by Department of Defense, Consolidated Adjudications Facility of the Service member's security clearance.

(2) Permanent physical disability.

c. **Performance**

(1) Willful dereliction of duty.

(2) Breaches in ammunition, arms, and explosives, parachute, ordnance, diving or other mission-critical safety procedures or regulations.

(3) Loss of CO's faith and confidence in the Service member's ability to exercise sound judgment, reliability and personal conduct.

d. **SEAL Qualification.** Failure to attain SEAL qualification as specified in MILPERSMAN 1220-085.

e. **Alcohol Abuse.** Personnel identified as having abused alcohol will be locally suspended by their CO from duty pending the outcome of screening, disciplinary action or rehabilitation procedures as outlined in reference (g). At any time during or upon completion of those proceedings, COs have the following options:

(1) If **future alcohol abuse is considered likely** or the Service member **fails rehabilitation treatment**, the CO must certify that the Service member has no potential for further useful service and must initiate separation procedures as appropriate. Commands must submit NAVPERS 1221/6 to BUPERS-324 to seek revocation of the SO rating-related NEC.

(2) Personnel who **voluntarily refer themselves** for treatment in the **absence of either an alcohol-related violation** (of local, state, or Federal law; Uniform Code of Military Justice) **or substandard service** and are found in need of treatment, will not be force converted. Service member will retain NEC and all associated specialty pays, but be disqualified to supervise any operations until successful completion of treatment.

f. **Drug Abuse.** Service members identified as having abused drugs, as defined in reference (h), are not eligible for future reinstatement. Service members will be processed for administrative separation as specified in MILPERSMAN 1910-146. Commands must submit NAVPERS 1221/6 to BUPERS-324 to seek revocation of the SO rating-related NEC.

g. **Other Substance Abuse.** Service members who wrongfully used a substance in violation of paragraph 5c of reference (i) will be processed for administrative separation as specific in MILPERSMAN 1910-142. Commands must submit NAVPERS 1221/6 to BUPERS-324 to seek revocation of the SO rating-related NEC.

Note: Forced conversion from the SO rating must not be used as a substitute for required disciplinary and or administrative

action. Particular consideration must be exercised to ensure that forced conversion is not used to transfer Service members to other duty when they clearly do not meet the established high standards for continued naval service.

15. **Supervisory Status**. There are a few situations in which personnel are unable to meet the physical standards for SO duties; to include diving, parachute, and demolition operations; through no fault or lack of diligence on the Service member's part. In these few cases, personnel whose significant SO experience is of continued value to the Navy may apply for "Supervisory Status" designation and remain in the SO rating.

a. **Eligibility**. Personnel must be designated as an SO SEAL.

b. **Request Designation**. Request designation for "Supervisory Status" by submitting NAVPERS 1306/7 via CO and BUMED (M3/50M2) to BUPERS-324. Request must contain the following information:

(1) Results of a recent diving physical examination as enclosure (1) and

(2) Brief synopsis of previous NEC-related experience as enclosure (2)

c. **Designation**. BUPERS-324 will designate personnel in either "Supervisory Status, diving" or "Supervisory Status, Non-diving," based on the following considerations:

(1) Favorable endorsement of the Service member's request by the CO,

(2) BUMED recommendation concerning waiver of physical standards and

(3) Number of personnel presently assigned in a "Supervisory Status, Diving" or "Supervisory Status, Non-diving" at the Service member's activity. Personnel designated "Supervisory Status, Diving" or "Supervisory Status, Non-diving" will be limited to a maximum of 5 percent of an activity's onboard diving-related billet allowance or less if the number may be detrimental to operational capability.

d. **Disapproval.** If disapproved, the Service member will be force converted to another rating per MILPERSMAN 1440-011.

e. **Tenure and Extensions.** Designation of personnel for "Supervisory Status, Diving" or "Supervisory Status, Non-diving" must be made to coincide with required diving duty physical examination tenure. Extension of "Supervisory Status" must be requested to coincide with completion of diving duty physical examinations. Personnel designated "Supervisory Status, Diving/Non-diving" may retain that status, dependent upon the receiving command's requirements, if transferred during the normal tenure of diving duty physical examination.

f. **Assignments.** Personnel designated "Supervisory Status, Diving" are assignable to sea duty, eligible for diving pay per their current NEC and limited to performing supervisory, inspection and re-qualification dives only per MILPERSMAN 1220-260.

g. **Sea Duty and Diving.** Personnel designated "Supervisory Status, Non-diving" will not normally be assigned to sea duty, unless the number of divers in a full diving status at an activity is sufficient to conduct safe diving operations. Personnel assigned in a "Supervisory Status, Non-diving" must not dive.

16. **Periodic Requalification.** Periodic requalification of SO personnel is necessary to maintain individual proficiency and unit capability. Personal safety during hazardous operations is directly related to proficiency. COs are directed to afford every opportunity for maintaining individual qualifications without lapse.

a. Specific NEC Requalification. For policy on specific NEC requalification refer to the following:

Topic	See MILPERSMAN
Diving Requalification	1220-260
Parachute Requalification	1220-030
Demolition Requalification	1220-280

b. Documentation of diving operations is described in reference (d).

EXHIBIT 1
SO RATING DESCRIPTION

Special warfare operators (SO) perform maritime and land-based special operations in urban, desert, jungle, artic, undersea, and mountain environments. Duties include combat diving, paradrop operations, small boat operations, tactical ground mobility, small arms and crew-served weapons, fast roping, rappelling, explosives, communications, trauma care, intelligence gathering and interpretation and chemical, biological, radiological, and nuclear explosive defense measures, and counter proliferation.

Naval special warfare (NSW) scout team and Navy Recruit Training Command (NAVCRUITRACOM) give presentations on the Navy's SEAL Program, conduct the physical training screening tests and assist interested personnel with their applications. NSW scout team has personnel located in Coronado, CA and Little Creek, VA. Call 1-888-USN-SEAL or refer to the Navy SEAL/SWCC Web site for more information.

A more stringent physical examination and medical screening is required of SEAL Program candidates. Applicants' entrance medical examinations will be reviewed for diving qualifications and further physical screening tests will be given at NAVCRUITRACOM and at the Basic Underwater Demolition/SEAL (BUD/S) "A" school.

BUD/S training is physically and mentally demanding, but the individual who accepts the challenge is rewarded with extra pay for diving, parachuting, and demolition; plus, extraordinary duty assignments.

Career Path After Recruit Training Enlistees are taught the fundamentals of NSW through formal Navy schooling and on the job training. BUD/S "A" school candidates attend 5 phases of training at Coronado, CA and various other locations.				
School	**Present Location**	**Approximate Training Time**	**Subjects**	**Training Methods**
NSW Preparatory	Great Lakes, IL	8 weeks	Physical and psychological preparation for BUD/S training	Group instruction, classroom and practical

BUD/S Orientation	Coronado, CA	3 weeks	Physical and psychological preparation for BUD/S training	Group instruction, classroom and practical
Basic Underwater Demolition/SEAL (BUD/S)	Coronado, CA	21 weeks	Physical conditioning, small boat handling, diving physics, basic diving techniques for open and closed circuit scuba, land warfare, weapons, demolitions, communications, and hydrographic reconnaissance	Group instruction, classroom and practical
Parachute Training	San Diego, CA	4 weeks	Basic skills required for combat static line and military freefall parachuting	Group instruction, classroom and practical
SEAL Qualification Training	Various	22 weeks	Core NSW tactical knowledge and skills	Group instruction, classroom and practical
During a 20-year period, SEALs spend about 70 percent of their time assigned to operational teams and 30 percent to shore stations. Advanced training opportunities in marksmanship, demolition, weapons, diving, communications, intelligence, parachuting, foreign language and a variety of other advanced skills provide the flexibility for specialization to complement a variety of interesting duty assignments.				

For SEAL challenge information, see reference (b), volume 5, chapter 2, section 1.

What They Do

- Special operations are characterized by the use of small units

with very unique capabilities to conduct surgical military actions that are beyond the capability of conventional military forces.

- SEALs master maritime special operations, with a combination of specialized training, equipment, and tactics.

- SEAL medics (special operations combat medics) provide combat trauma medical support during all operations, while also serving as SEALs.

Qualifications and Interests

SEAL challenge candidates should be mature, motivated, self-assured and self-confident, willing to follow orders, and able to work under stressful and hazardous conditions. They should be in excellent physical condition and motivated to withstand the rigorous physiological demands imposed by the maritime environment. The ability to swim and withstand fatigue is a major factor in successful completion of the training. Other necessary characteristics needed are good study habits and learning skills, knowledge of arithmetic and basic algebra, mechanical skills, and manual dexterity. Applicants must be U.S. citizens eligible for a security clearance.

Working Environment

SEALs perform special operations missions from fixed-wing aircraft, ground mobility vehicles, helicopters, ships, and submarines. They may be exposed to urban, arctic, desert, or jungle environments; including survival in enemy controlled areas and all water conditions. They may also perform administrative and foreign training missions in a wide variety of climates throughout the world.

Since Navy programs and courses are revised at times, the information contained in this section is subject to change.

Exhibit 2
Report of SO Rating Conversion Screening
(Use proper letter format)

From: (Screening activity)
To: Commander, Navy Personnel Command (PERS-401DH)

Subj: REQUEST FOR SPECIAL WARFARE OPERATOR (SO) RATING CONVERSION

Ref: (a) MILPERSMAN 1220-300

1. (Rate First MI last name), currently attached to (Service member's present command), was screened for application for assignment to SEAL training following the procedures specified in reference (a).

2. The Service member completed the screening as indicated below:

a. Interview conducted by: (name, rank/rate, position, command, date). (Interviewer should include any significant findings pertinent to selection/non-selection of Service member for requested training.)

(1) Does the applicant totally understand the mission and scope of the program? Yes _____ No _____

(2) Does the applicant fully understand the training regimen during initial training and what will be expected of them? Yes _____ No _____

(3) Is the applicant’s motivation for entry into the rating a sincere desire for personal growth, achievement, and not solely for the money or as a method to escape their present circumstances, etc.? Yes _____ No _____

(4) Does the applicant have the ability to adapt to the requirements of the desired community? Yes _____ No _____

(5) Is the applicant mentally prepared for the arduous training? Yes _____ No _____

(6) Does the applicant have any financial, marital, or other hardships that would impede their ability to concentrate on and complete the training? Yes _____ No _____

b. PST conducted by: (name, rank, position, command, date)

(1) Swim Time: _____min _____sec

(2) Run Time: ____ min _____sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. Pressure test conducted by: (name, rank, position, command/facility, date) or waived (state justification). Pressure test (results to be included as application package) contained in enclosure (1).

d. A secret clearance investigation has been initiated or successfully completed: ( ) Yes ( ) No

3. Based on (satisfactory/unsatisfactory) completion of this screening the Service member (is/is not) recommended for (type training). (If Service member is not recommended, state reason(s).)

(Signature)

Copy to:
Service member's present command

MILPERSMAN 1220-350

ASSAULT BOAT COXSWAIN QUALIFICATIONS

Responsible Office	NAVPERSCOM (PERS-402B)	Phone:	DSN COM FAX	882-3713 (901) 874-3713 882-2637

1. **Eligibility**. All enlisted members, except Hospital Corpsman and Dental Technicians, are eligible for qualification as assault boat coxswain.

2. **How to Qualify**. Each command is responsible for developing an examination and observing practical factors from the following criteria: (**NOTE**: Landing craft is defined as a craft which is specifically designed for beaching, unloading or loading on the beach, and retracting.)

a. **Examination**

(1)	Nomenclature. Use of hull fittings/equipment. Capacity of cargo/personnel maneuvering and special hull characteristics. Fuel capacity and fuel endurance of landing craft.
(2)	Procedures for starting engine, normal/maximum safe motor temperatures. Stopping/securing engine. Operation of bilge pumps/sand traps.
(3)	Boat signals, identification flags and insignia. Boat identification paddles in connection with ship-to-shore movement. Control vessels signals/signal procedures. Debarkation communications/visual designations. Voice radio procedures.
(4)	Standard formations: Distance/speeds employed in assembly/rendezvous area/assault waves. Procedures for boat group commanders and control vessels.
(5)	Special maneuvering rule and precautions observed during landing and retraction through surf. Procedures for rigging boat for salvage and maneuvering to avoid fouling of propellers with tow lines.
(6)	Identify beach markers and buoys.
(7)	Procedures for transferring personnel/equipment to LVT’s direct or via transfer barges; procedures at transfer line.

b. **Practical Demonstration**

(1)	Perform coxswain duties, supervise boat crew in hoisting/lowering operation, rig/secure all gear in landing craft, follow procedure in handling all types of cargo.
(2)	Handle a landing craft in protected waters, coming alongside, casting off from a vessel or pier. Observe all safety measures applicable to operation of the boat/equipment.
(3)	Use and identify boat signals, boat identification flags, insignia in connection with ship-to-shore movement.
(4)	Maintain assigned station in all phases of ship-to-shore movement, employing knowledge of standard formations, distance/speeds in assembly/rendezvous area. Steer by compass/observe rules of the road.
(5)	Beach boat through moderate surf and retract, singly and in assault wave formation using proper rudder and engine procedure.
(6)	Rig, use, secure anti-broaching lines. Demonstrate how to rig a broached landing craft for salvage. Proper use of engines to avoid fouling tow lines in assisting salvage boat.
(7)	Render first aid, rig stretcher slings, and use other methods of hoisting casualties.

3. **Documentation**

a. Members who demonstrate proficiency in practical factors and pass the written examination will be qualified as an assault boat coxswain and assigned the proper Navy Enlisted Classification (NEC) code.

b. Commands are to document the qualification on the NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualification History of the service record and submit NAVPERS 1221/1 (Rev. 6-92), Navy Enlisted Classification Code Change Recommendation to the Enlisted Personnel Management Center (EPMAC) (Code 52) to record/remove the NEC.

4. **Requalification**

a. Qualification shall continue in effect for 1 year from the date on which qualified. To avoid lapse of qualification upon expiration of 1 year, requalification may be accomplished at any time. Such requalification will supersede the previous

qualifications and shall be effective for 1 year from date of accomplishment.

b. Requirements for requalification shall be the same as for the original qualification.

MILPERSMAN 1220-360

DAMAGE CONTROL SCENE LEADER QUALIFICATIONS

Responsible Office	NAVPERSCOM (PERS-402A)	Phone: DSN COM FAX	882-3602 (901) 874-3602 882-2734

References	(a) NAVEDTRA 43119-I Personnel Qualification Standard (PQS) for Damage Control (DC)

1. **Requirements**

a. All enlisted members are encouraged to qualify as damage control scene leaders. To qualify members must complete the Personnel Qualification Standard (Damage Control Emergency Parties Qualification Standard) NAVEDTRA 43119-I.

b. Qualification of damage control scene leader shall be entered on NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History of the member’s service record.

2. **Continuation**

a. The command is responsible for maintaining continued qualification. A member not assigned to or performing duties as a damage control scene leader for a period of 1 year, must be requalified before assignment as a scene leader.

b. Requalification is subject to the same requirements as the original qualification.

MILPERSMAN 1220-370

ENLISTED EXPEDITIONARY WARFARE (EXW) SPECIALIST DESIGNATION

Responsible Office	CNO (N85)	Phone: DSN COM FAX	222-1574 (757) 692-1574 (757) 692-1514

References	(a) OPNAVINST 1414.7 (b) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Enlisted members E-5 and above shall obtain the Enlisted Expeditionary Warfare (EXW) Specialist qualification while assigned to a qualifying unit as outlined per reference (a). Enlisted members E-4 and below may voluntarily obtain EXW qualification while assigned to a qualifying unit and who meet eligibility requirements.

2. **Authority to Wear the Insignia**. Achievement of qualification entitles the member to wear the EXW insignia per reference (b), and to use the EXW designation. The Expeditionary Warfare designation is an "EXW" placed in parentheses immediately after the member's rate abbreviation, i.e., MM3(EXW), BMCS(EXW).

3. **Updating the Service Record**. When a member has been qualified as an EXW Specialist, an entry shall be made in the member's service record NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks as follows:

"(Date) Qualified as an Enlisted Expeditionary Warfare (EXW) Specialist this date and assigned the (EXW) designator."

4. **Updating the Evaluation**. Once qualification has been approved, relevant comments should be made in the member's next evaluation.

5. **Disqualification**. An enlisted member previously qualified shall be disqualified by an appropriate qualifying officer if that member fails to continue to meet the requirements set forth

in reference (a). Formal notification of disqualification shall be recorded in the member's service record NAVPERS 1070/613 as follows:

> "(Date) Failed to maintain qualification of an Enlisted Expeditionary Warfare (EXW) Specialist by (include specific rationale for disqualification). Member has been informed that, as of this date, he/she is disqualified and is no longer authorized to wear the EXW insignia or use the (EXW) designator as part of his/her rating."

Members, once notified of their disqualification, shall have the appropriate comments entered in the next periodic evaluation.

6. **Re-qualification**. Re-qualification shall be accomplished per policy guidance issued in reference (a).

MILPERSMAN 1220-400

SPECIAL WARFARE BOAT OPERATOR (SB) RATING

Responsible Office	BUPERS-324	Phone: DSN COM	882-2858/3552 (901) 874-2858/3552

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) COMNAVCRUITCOMINST 1130.8K, Navy Recruiting Manual – Enlisted (b) NAVPERS 15665J, U.S. Navy Uniform Regulations (c) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II (d) NAVMED P-117, Manual of the Medical Department (e) OPNAVINST 1160.8B (f) OPNAVINST 5350.4E (g) SECNAVINST 5300.28F (h) BUPERSINST 1430.16G (i) OPNAVINST 1414.9C

1. **Purpose**. This article discusses personnel aspects of the special warfare boat operator (SB) rating (special warfare combat crewmen (SWCC)). The following topics are covered:

Topic	See Paragraph
Rating Description	2
Suitability for Assignment	3
Rating Designation and Authority to Wear the Insignia	4
Navy Enlisted Classification (NEC) Codes	5
Recruit, Navy Veterans (NAVET), and Other Service Veterans (OSVET) Accessions	6
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Report of SB Rating Conversion Screening	exhibit 1

2. **Rating Description**

a. SBs, otherwise known as SWCCs, are specially selected and trained special operations forces (SOF) who operate Naval Special Warfare (NSW) combatant and other craft in maritime, coastal, and riverine environments. They conduct special operations such as over-the-beach and other insertion/extraction of SOF; waterborne guard post; maritime interception operations/visit, board, search and seizure; coastal patrol and interdiction; special reconnaissance; and foreign internal defense, with or without sea-air-land (SEAL) or other SOF.

b. All SWCCs attend Basic Crewman Selection and Basic Crewman Training (BCT) at the NSW Center. Upon completion of BCT, all SWCCs undergo Crewman Qualification Training. Those who graduate are awarded the basic crewman insignia, which signifies a qualified SWCC, and earn the SB Navy rating. After graduation, select members will continue for additional advanced training to become SOF medics, while all other graduates will report to their first operational special boat team.

c. Training and education is continued throughout their careers through a combination of formal and informal processes including on-the-job skills training, attendance at various service or SOF training courses, and civilian courses of instruction. Once qualified, SWCCs can expect to spend the remainder of their career in the Special Operations Community.

3. **Suitability for Assignment**

a. Accession Prerequisites. The distinct purpose and nature of duties involved in the SB rating require adherence to eligibility criteria, procedures, and policy for conversion and assignment to the rating.

b. Professional Performance. While the highest standards of personal conduct, reliability, and judgment are required of all Service members, it is especially important that Service members assigned to duty involving the performance and

supervision of SB operations exemplify unquestioned personal conduct, reliability, judgment, and observance of military regulations.

c. Obligated Service (OBLISERV). Recruit candidates enlisting in the Navy with the intent to begin the SB training pipeline must satisfy OBLISERV requirements as directed by reference (a).

d. Waiver Considerations. If not specifically stated, all waiver requests will be submitted via the Bureau of Naval Personnel (BUPERS) (NSW) Enlisted Community Manager (BUPERS-324) to the Office of the Chief of Naval Operations (OPNAV) NSW Program Manager (OPNAV N137) for consideration.

4. **Rating Designation and Authority to Wear the Insignia**

a. Upon completion of the SB "A" School training pipeline, enlisted personnel are awarded Navy enlisted classification (NEC) code O52A and designated as an SB (SWCC). Recruits and fleet conversions are authorized accelerated advancement to E-4 (SB3) per MILPERSMAN 1510-030.

b. Achievement of the SB designation and NEC O52A entitles the member to wear the SWCC warfare insignia per reference (b) and use the SWCC designation. The acronym "SWCC" will be placed in parentheses immediately after the member's rating abbreviation, e.g., SB2(SWCC).

(1) Members whose SB rating NEC(s) is/are removed by administrative action as set forth in this article are no longer authorized to wear the insignia.

(2) Members whose SB rating NEC(s) is/are involuntarily removed as a result of a permanent physical disqualification are authorized to wear the insignia if such action is recommended by member's commanding officers (CO), submitted to BUPERS-324 for review, and approved by OPNAV N137.

5. **NEC Codes**. Enlisted SB personnel are designated by NEC codes per their qualifications. Reference (c) further describes each of the NEC codes:

NEC	Designation
O52A	Special Warfare Combat Crewman (SWCC)
O91A/O92A	Naval Special Warfare Medic

6. **Navy Veteran (NAVET) and Other Service Veteran (OSVET) Accessions**. The SB rating is designated as an advanced technical field program. Reference (a) provides entry requirements and policy for recruit, NAVET, and OSVET accessions. All applicants must adhere to all requirements within this article.

7. **Rating Conversion Entry Requirements**. Conversion to the SB rating requires successful completion of SB "A" School. Approval to attend SB "A" School will be based on the needs of the NSW Community as determined by BUPERS-324. Due to the cost of permanent change of station orders, high risk training, high attrition training rates, and to prevent undue delay in training, commands and personnel submitting requests for conversion must strictly adhere to the policy and requirements specified in this article.

a. Duty. Must be in the Active Duty Component.

b. Schools. Service members who are (voluntarily or involuntarily) disenrolled from previous attendance of Air Rescue, Explosive Ordnance Disposal (EOD), Navy Diver, SB, or Special Warfare Operator (SO) "A" Schools will require a minimum of 2 years prior to reapplying for SB "A" School. Personnel who previously (voluntarily or involuntarily) disenrolled from SB or SO "A" School who request to return to SB "A" School must include a NAVPERS 1070/613 Administrative Remarks statement in their application from the CO of the respective SO or SB "A" School course of instruction from which they were disenrolled, providing the recommendation to return to training.

c. Age. Must be less than 31 years of age as of the date that BUPERS-324 receives the member's application.

d. Rate. Must be in pay grades E-1 through E-5.

e. Time in Service. Must have 6 years or less of active duty service as of the date that BUPERS-324 receives the member's application.

f. Armed Services Vocational Aptitude Battery (ASVAB). Service members must meet ASVAB standards as specified in MILPERSMAN 1306-618.

g. Medical Requirements. Service members must meet medical standards as specified in reference (d), article 15-105. If required, an approved medical waiver must be included with applicant's rating conversion application package. Medical waivers must be submitted by the Service member's CO per reference (d).

h. OBLISERV. The OBLISERV requirement for SB "A" School is 48 months from class graduation date or until completion of previous OBLISERV, whichever is greater, unless released earlier by the Chief of Naval Personnel. COs must ensure applicants understand OBLISERV to train options specified in MILPERSMAN 1160-040, MILPERSMAN 1306-604, and reference (e).

i. Performance Standards. Service members must have evaluation trait marks of 3.0 or above in each of their evaluation reports covering the previous 3 years ("not observed" evaluations are to be included, but not used in the calculation of the evaluation average). For Service members with less than 3 years of service, submit all evaluations.

j. Misconduct. Service members must not any have non-judicial punishment, court-martial, or civil court conviction during the previous 12 months prior to application.

k. Drug or Other Substance Abuse. Service members identified as having abused drugs, as defined in reference (f), or who wrongfully used a substance in violation of reference (g) may not apply for conversion to SB.

l. Security Clearance. SB "A" School requires eligibility for a secret clearance based on a tier 3 investigation.

m. Physical Fitness. Must pass the physical screening test (PST) per MILPERSMAN 1220-410.

n. CO's Recommendation. Be recommended for initial training by the Service member's current CO.

8. **Applying for Rating Conversion**. Applicants who are applying for rating conversion must take the following steps:

Step	Action
1	Visit the NSW Assessment Command (NSWAC) Website to schedule an interview and PST. Web site: www.sealswcc.com
2	Assemble a rating conversion package per this MILPERSMAN article. Visit the NSW ECM Web page on the MyNavyHR Web site for specific submission dates and supplemental information.
3	Submit complete package, via encrypted e-mail, to the conversion application inbox: SEALSWCCECM@navy.mil. All packages must be encrypted.

9. **Rating Conversion Screening Requirements**. Applicants will be screened by approved personnel. Screening will normally be conducted by the NSWAC. If NSWAC personnel are not available, screening can be conducted:

a. By a qualified SEAL or SWCC, E-6 or above, or an NSW officer;

b. If a SEAL or SWCC is unavailable, by a qualified EOD or ND E-6 and/or above Service member; or

c. If other than the above, the screener must be approved by the NSWAC.

10. **Rating Conversion Screening Process**. Personnel conducting screening will ensure the following actions are taken:

a. Interview the Applicant. The interview is necessary to examine and evaluate each applicant's character, traits, background, motivation, and potential for successfully completing SB "A" School and subsequent SB career assignments. The interviewer will:

(1) Discuss the nature of the SB rating with the applicant to include training, duty assignments, operational employment, career development, pay, advancement, etc.

(2) Review the applicant's electronic service record (ESR) to fully assess past performance, conversion effect on professional development, potential for successfully completing

SB "A" School, and to identify traits that could be beneficial to the community.

(3) Review entry requirements with the applicant.

(4) Complete exhibit 1, Report of SB Rating Conversion Screening. Completion of exhibit 1 must be coordinated through and signed by the NSWAC.

(a) A negative response to any of the questions or traits identified in the applicant's ESR could indicate unsuitability for the program and should be annotated in exhibit 1.

(b) Provide a positive or negative endorsement in exhibit 1 stating the applicant's suitability to attend SB "A" School.

b. Conduct a Medical Examination. Applicants must meet the physical examination and standards per reference (d), article 15-105.

(1) Medical Reports. Results of the medical examination will be recorded on the following reports:

(a) DD 2807-1 Report of Medical History

(b) DD 2808 Report of Medical Examination

(2) Validity. The initial medical examination will be valid for the time period stated in reference (d), article 15-105. Candidates who have not reported to SB "A" School within the specified time period must re-submit an updated DD 2807-1 and DD 2808 to BUPERS-324.

c. Conduct the PST. The PST is designed to assess the applicant's physical ability to undergo initial and advanced training. Administer the PST per MILPERSMAN 1220-410. The PST will be valid for 6 months.

d. Submit a Rating Conversion Package. Upon satisfactory completion of the screening process, applicants will forward their completed application package to BUPERS-324 through an approved Department of Defense encrypted method. Required enclosures for package include the following documents:

Enclosure 1	NAVPERS 1306/7 Enlisted Personnel Action Request requesting conversion with current CO's signature
Enclosure 2	NAVPERS 1070/613 Administrative Remarks recommendation to return to training from the CO of the respective "A" school from which the Service member was disenrolled (if applicable)
Enclosure 3	Personal statement addressing why applicant wants to be an SB. If previously disenrolled from "A" school, statement must also include background and reasons for disenrollment, and what actions have been taken to correct the deficiencies (limited to one page).
Enclosure 4	MILPERSMAN 1220-400 Exhibit 1, Report of SB Rating Conversion Screening, signed by the NSWAC
Enclosure 5	ASVAB scores as documented on Enlisted Qualifications History or Enlisted Training Education and Qualification History
Enclosure 6	NAVPERS 1616/26 Evaluation Report and Counseling Record for previous 3 years (include all reports for Service members with less than 3 years of service) including any special or transfer evaluations. OSVETs must include respective Service performance evaluation equivalents.
Enclosure 7	Member Data Summary form printed from the Navy Standard Integrated Personnel System (NSIPS) showing proof of qualifications, language proficiency, college transcripts, and any professional accreditations, etc.
Enclosure 8	NSIPS Award Record, Navy Department Awards Web Service, official printed form or awards citations
Enclosure 9	Letters of recommendation pertinent to determining performance, professionalism, and potential
Enclosure 10	DD 2807-1 Report of Medical History
Enclosure 11	DD 2808 Report of Medical Examination

e. NAVPERS 1306/7 Enlisted Personnel Action Request will reference MILPERSMAN 1220-400, be signed by the applicant's current CO, and include the following statement:

Per MILPERSMAN 1220-400, I volunteer for SB duty and agree to remain on active duty for a minimum of 48 months from SB "A" School graduation. If I fail to graduate, I agree to fulfill OBLISERV as required by MILPERSMAN articles 1306-604 and 1160-040.

11. **Transfer to SB "A" School**

a. Physical Condition Verification. The Service member's physical condition must be verified by performing the PST approximately 30 days prior to transfer to SB "A" School per MILPERSMAN 1220-410. The PST will be coordinated through the NSWAC. Personnel who fail the PST 30 days prior to transfer will retest approximately 15 days prior to transferring. If a Service member fails again, Naval Personnel Command (NAVPERSCOM) SEABEE/SEAL/SWCC/EOD/Diver Distribution Branch (PERS-401) will be notified by e-mail within 24 hours of the failure; the Service member's orders will be held in abeyance.

b. Participation in Advancement Exams. Conversion to the SB rating requires successful completion of SB "A" School per reference (h).

(1) Personnel under instruction for conversion on the scheduled date of examination are prohibited from taking any advancement examination.

(2) If otherwise qualified, personnel ordered to SB "A" School for rating conversion may compete for advancement in their present rating until the class convening date; however, personnel selected for advancement to E-6 prior to class convening may lose eligibility to attend SB "A" School.

c. Disqualification Condition. Personnel having received orders to attend SB "A" School who develop any possible disqualifying condition contrary to rating conversion entry requirements outlined in paragraph 7 above, to include physical conditioning, medical standards, advancement to E-6, performance standards, non-judicial punishment, court conviction, or lack of security clearance eligibility are required to notify BUPERS-324.

12. **Disenrollment From SB "A" School**

a. Reassignment and Suitability. Service members who voluntarily or involuntarily disenroll from SB "A" School training will:

(1) Be made available for reassignment based on the needs of the Navy as determined by BUPERS Enlisted Community Management Division (BUPERS-32) or the Naval Education and Training Command Supply Chain Operations Department (N3).

(2) Have NAVPERS 1070/613 entry made in their ESRs stating the reason for disenrollment.

b. OBLISERV. OBLISERV requirements will be met per MILPERSMAN 1306-604 and MILPERSMAN 1160-040.

13. **NEC Revocation and Forced-Conversion**. Forced-conversion is BUPERS directed. Involuntary change of rating is based on Service members' loss of eligibility or suitability to further serve in their present rating as defined in MILPERSMAN 1440-011. Forced-conversions will be conducted per MILPERSMAN 1440-011 and as described in this article.

a. Submission of Recommendation for Forced-Conversion and NEC Revocation. COs may recommend forced-conversion/revocation of the SB rating NEC by submitting NAVPERS 1221/6 NEC Change Request to BUPERS-324. Commands must inform their immediate superior in command of recommended NEC removals in order to ensure awareness and tracking of NSW Community issues and trends.

b. Basis for Revocation. Revocation of the SB rating NEC must not be used as a punitive measure, but based on the CO's determination that the Service member is no longer suitable for assignment in the SB rating. COs should substantiate that determination by providing sufficient background and reasonable justification for removal of a Service member's NEC by submitting supporting documentation along with the NAVPERS 1221/6.

c. Supporting Documentation. If supporting documentation will be submitted along with NAVPERS 1221/6, it should be referenced in the block, "Amplifying Remarks," at the bottom of the form.

d. Ineligibility for NEC Reapplication. Once a Sailor's SB rating NEC has been revoked, the Sailor may not reapply for that NEC.

e. Required Statements for NEC Revocation Recommendations. Recommendations to revoke an NEC must include one or more of the following statements:

"I have lost faith and confidence in the Service member's ability to perform the duties associated with or required by the member's current rating."

and

"The Service member is considered suitable for assignment to rate or rating billets not requiring NEC (fill-in)."

or

"The Service member is considered unsuitable for reassignment and will be recommended for administrative separation by separate action. If retained in the Navy, the Service member may not reapply for reinstatement of NEC O52A."

or

"The Service member is unsuitable for duty in Diver/EOD/SEAL/ SWCC/UCT commands. The Service member may not reapply for reinstatement of NEC O52A."

The CO's statement should also articulate any other pertinent duty or NEC restrictions deemed applicable by the Service member's performance (e.g., (SOF) medic, joint terminal attack controller, special operations parachute rigger, etc.). Primary reasons for forced-conversion or revocation of NEC include, but are not limited to, the following:

(1) Duties. Failure or unwillingness to perform duties required of the rating.

(2) Failure to Maintain Rating Eligibility

(a) Permanent revocation of the Service member's security clearance by Department of Defense Consolidated Adjudications Facility, and or

(b) Permanent physical disability

(3) Performance

(a) Willful dereliction of duty,

(b) Breaches in ammunition, arms and explosives, parachute, ordnance, or other mission-critical safety procedures or regulations, and or

(c) Loss of CO's faith and confidence in the Service member's ability to exercise sound judgment, reliability, and personnel conduct

(4) SWCC Qualification. Failure to maintain SWCC qualification as specified in this article and reference (i).

(5) Alcohol Abuse. Personnel identified as having abused alcohol will be locally suspended from duty by their CO pending the outcome of screening, disciplinary action, or rehabilitation procedures outlined in reference (f). At any time during or upon completion of those proceedings, COs have the following options:

(a) If **future alcohol abuse is considered likely** or the Service member **fails rehabilitation treatment**, the CO must certify that the Service member has no potential for further useful service and must initiate separation procedures as appropriate. Commands must submit a NAVPERS 1221/6 to BUPERS-324 to seek revocation of the SB rating-related NECs.

(b) Personnel who **voluntarily refer themselves** for treatment in the **absence of either an alcohol-related violation** (of local, State, Federal law, or Uniform Code of Military Justice) or **substandard service** and are found in need of treatment will not be force-converted. Service members will retain NECs and all associated specialty pays, but will be disqualified to supervise any operations until successful completion of treatment.

(6) Drug Abuse. Service members identified as having abused drugs, as defined in reference (f), are not eligible for future reinstatement. Service members will be processed for administrative separation as specified in MILPERSMAN 1910-146. Commands must submit NAVPERS 1221/6 to BUPERS-324 to seek revocation of the SB rating-related NEC.

(7) Other Substance Abuse. Service members who wrongfully used a substance in violation of reference (g) will be processed for administrative separation as specified in MILPERSMAN 1910-142. Commands must submit NAVPERS 1221/6 to BUPERS-324 to seek revocation of the SB rating-related NEC.

f. Timeline to Request Conversion to Undermanned Rating. Service members whose SB rating NECs have been revoked and who have been assigned NEC 0000 have 10 working days to request

conversion to an undermanned rating per MILPERSMAN 1440-011. The command must remove advancement recommendation until Service members successfully convert to a new rating.

Note: Forced-conversion from the SB rating must not be used as a substitute for required disciplinary and or administrative action. Particular consideration must be exercised to ensure that forced-conversion is not used to transfer Service members to other duty when they do not clearly meet the established high standards for continued naval service.

14. **Supervisory Status**. There are a few situations in which personnel are unable to meet the physical standards for special operations duties, through no fault or lack of diligence on their part. In these few cases, personnel whose significant SB experience is of continued value to the NSW may apply for "Supervisory Status" designation and remain in the SB rating.

a. Eligibility. Personnel must be designated as an SB (SWCC).

b. Request Designation. Requests for "Supervisory Status" designation must be included in the physical standards waiver request outlined in reference (d).

c. Designation. BUPERS-32 will designate personnel in "Supervisory Status, Special Operations Duty" based on the following considerations:

(1) Favorable endorsement of the Service member's request by the CO,

(2) Bureau of Medicine and Surgery recommendation concerning waiver of physical standards, and

(3) Number of personnel presently assigned in a "Supervisory Status, Special Operations Duty" at the Service member's activity. Personnel designated "Supervisory Status, Special Operations Duty" will be limited to a maximum of 5 percent of an activity's onboard NEC-related billet allowance or less if the number may be detrimental to operational capability.

d. Disapproval. If disapproved, the Service member will be forced-converted to another rating per MILPERSMAN 1440-011.

e. Tenure. Designation of personnel for "Supervisory Status, Special Operations Duty" will coincide with periodic special operations duty physical examination tenure. Re-designation must be requested in conjunction with required periodic physical examinations. Personnel designated "Supervisory Status, Special Operations Duty" may retain that status, dependent upon the receiving command's requirements, if transferred during the normal tenure of special operations duty physical examination.

f. Assignments. Personnel who are designated "Supervisory Status, Special Operations Duty" are assignable to sea duty, eligible for pay per their current NECs, and are limited to performing non-operational supervisory duties only.

15. **Periodic Requalification**. Periodic requalification of SB personnel is necessary to maintain individual proficiency and unit capability. Personal safety during hazardous operations is directly related to proficiency. COs are directed to afford every opportunity for maintaining individual qualifications without lapse. For policy on specific requalification refer to MILPERSMAN 7220-114.

Exhibit 1

Report of SB Rating Conversion Screening

(Use proper letter format)

1440
Ser XX/
Date

From: Commander, Naval Special Warfare Assessment Command
To: Chief of Naval Personnel (BUPERS-324)

Subj: **REQUEST FOR CONVERSION TO THE SPECIAL WARFARE BOAT OPERATOR RATING**

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

1. (Rate First MI last name), currently attached to (Service member's present command), was screened for application for assignment to Special Warfare Combat Crewman (SWCC) training following the procedures specified in reference (a), MILPERSMAN 1220-400.

2. The Service member completed the screening as indicated below:

a. Interview conducted by: (name, rank/rate, position, command, date). (Interviewer should include any significant findings pertinent to selection or non-selection of Service member for requested training.)

(1) Does the applicant totally understand the mission and scope of the program? ( ) Yes ( ) No

Comments:

(2) Does the applicant fully understand the training regimen during initial training and what will be expected of him or her? ( ) Yes ( ) No

Comments:

Subj: **REQUEST FOR CONVERSION TO THE SPECIAL WARFARE BOAT OPERATOR RATING**

(3) Does the applicant fully understand the historical chances of success in the desired training, as well as obligation service requirements per MILPERSMAN if he or she is unsuccessful? ( ) Yes ( ) No

Comments:

(4) Is the applicant's motivation for entry into the rating a sincere desire for personal growth and achievement and not solely for the money or as a method to escape his or her present circumstances, etc.? ( ) Yes ( ) No

Comments:

(5) Does the applicant have the ability to adapt to the requirements of the desired community? ( ) Yes ( ) No

Comments:

(6) Is the applicant mentally prepared for the arduous training?

(7) Does the applicant have any financial, marital, or other hardships that would impede his or her ability to concentrate on and complete the training? ( ) Yes ( ) No

Comments:

b. Physical screening test (PST) conducted by: (name, rank, position, command, date)

(1) Swim time: _____min _____sec

(2) Run time: ____ min _____sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. A secret clearance investigation has been initiated or successfully completed: ( ) Yes ( ) No

Comments:

Subj: **REQUEST FOR CONVERSION TO THE SPECIAL WARFARE BOAT OPERATOR RATING**

3. Based on this screening, Service member: ( ) is ( ) is not qualified to apply for special warfare boat operator (SB) training. (Explain positive or negative recommendation)

Comments:

4. Based on subjective assessments, Service member: ( ) is ( ) is not recommended for SB training. (Provide comments explaining positive or negative recommendation)

Comments:

5. The applicant is responsible for including this document as enclosure (4) when applying for SB training.

(Signature)

Copy to:
Service member's present command

MILPERSMAN 1220-410

SEA-AIR-LAND (SEAL)/EXPLOSIVE ORDNANCE DISPOSAL (EOD)/SPECIAL WARFARE COMBATANT-CRAFT CREWMAN (SWCC)/DIVER/AVIATION RESCUE SWIMMER (AIRR) PHYSICAL SCREENING TESTING STANDARDS AND PROCEDURES

Responsible Office	BUPERS-3	Phone: DSN BUPERS-323 COM BUPERS-324 COM BUPERS-329 COM FAX	882-2827 (901) 874-2074 (901) 874-2858/2195 (901) 874-2827/3116 882-2041
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC askmncc@navy.mil https://my.navy/mil/

Reference	(a) OPNAVINST 6110.1J (b) Manual of the Medical Department (NAVMED P-117

NOTE: Qualifying Requirements for Rate. Prior to taking the physical screening test, each candidate must meet all medical requirements in the applicable references (a) and (b), chapters 15-102 and 15-105. Qualifications standards for his or her prospective program can be found in one of the following Navy Military Personnel Manual (MILPERSMAN) articles:

- MILPERSMAN 1210-220, Naval Special Warfare (NSW) Officer Sea, Air, Land (SEAL)
- MILPERSMAN 1210-230, Explosive Ordnance Disposal (EOD) Officer
- MILPERSMAN 1220-010, Air Crew and Aviation Rescue Swimmer Programs
- MILPERSMAN 1220-100, Navy Diver (ND) Rating
- MILPERSMAN 1220-200, Explosive Ordnance Disposal (EOD)
- MILPERSMAN 1220-300, Special Warfare Operator (SO)

- MILPERSMAN 1220-400, Special Warfare Boat Operator (SB) Rating

1. **Overview**

a. Physical Screening Test (PST). The sea-air-land (SEAL), special warfare combatant-craft crewmen (SWCC), explosive ordnance disposal (EOD), Navy diver (ND) and aviation rescue swimmer (AIRR) physical screening test (PST) must be completed as a single event. All candidates must meet the minimum scores listed below to receive an officer or enlisted contract and maintain eligibility in their respective program throughout the initial training pipeline. **Candidates will complete each required physical event according to the standards outlined in paragraph 2 below and followed in the sequence listed below:**

(1) 500 yard swim;

(2) 10-minute rest;

(3) Maximum push-ups in 2 minutes;

(4) 2-minute rest;

(5) Maximum curl-ups in 2 minutes;

(6) 2-minute rest;

(7) Maximum pull-ups no time limit;

(8) 10-minute rest; and

(9) 1.5 mile run.

b. Minimum Scores. All candidates must meet the minimum standards for their respective programs at each phase of the selection and training pipeline. Minimum scores are subject to change via this medium. It should be stressed that candidates should strive to achieve significantly more than the minimum standards listed below:

(1) AIRR PST Minimum Standards:

Swim	12:00
Push-ups	42

Curl-ups	50
Pull-ups	4
Run	12:00

(2) EOD PST Minimum Standards:

Swim	Swim + Run ≤21:00
Push-ups	50
Curl-ups	50
Pull-ups	6
Run	Swim + Run ≤21:00
NOTE: Swim and run combined must be equal to or less than 21 minutes. Individually, the run or swim time cannot be more than 12:30	

(3) ND PST Minimum Standards (M2DV):

Swim	12:00
Push-ups	50
Curl-ups	50
Pull-ups	6
Run	11:30

(4) ND PST Minimum Standards (M1DV):

Swim	12:30
Push-ups	50
Curl-ups	50
Pull-ups	6
Run	12:30

(5) SEAL PST Minimum Standards:

Swim	12:30
Push-ups	50
Curl-ups	50
Pull-ups	10
Run	10:30

(6) SWCC PST Minimum Standards:

Swim	13:00
Push-ups	50
Curl-ups	50
Pull-ups	6
Run	12:00

2. **Event Standards and Test Procedures**

a. Swim Event

(1) The swim event is a timed 500 yard (450 meter) swim. For special warfare operator (SO), special warfare boat operator (SB), EOD, and ND, the swimmer must use the side-stroke or the breaststroke. Both strokes must be conducted without an overhand recovery (i.e., the swimmer's hand must remain below the surface of the water). AIRR candidates may use the American crawl, sidestroke, or breaststroke.

(2) The event will only be conducted in a standard 25 or 50 yard/meter swimming pool.

(3) The uniform for the swim portion may be any swimsuit.

(4) The swim event will be conducted as follows:

(a) The swimmers enter the water;

(b) The timer will signal the start;

(c) The candidates will call out the lap number as each lap is completed;

(d) Swimmers may push-off from sides with their hands and feet after each pool length;

(e) Resting is permitted by conducting survival float or by treading water. Candidates may not stand on the bottom of the pool, or hang on the side of the pool or lane lines;

(f) Goggles or facemasks are optional, but swimmers may **not** use swim caps, ear plugs, fins, snorkels, a wet suit, or flotation and or propulsion devices;

(g) Upon completion of the final lap, the candidate will call out "time" and the timer will call out the time to the nearest second; and

(h) The candidate then reports the event time to the recorder.

(5) The swim event is ended if the candidate:

(a) Completes the prescribed distance;

(b) Receives or requires assistance from a lifeguard or other person;

(c) Uses an overhand recovery at any time (unless screening for AIRR only); or

(d) Uses the bottom, side of the pool, or lane lines to stand or rest.

b. Push-up Event

(1) The push-up event will be conducted per reference (a). Push-ups executed by the candidate using improper form should not be counted towards the candidate's total.

Figure 1: The "up" position of the push-up. Notice that the arms are straight and the back, buttocks, and legs are in line.

Figure 2: The "down" position of the push-up. Notice the arms form right angles and the back, buttocks, and legs are in line. The upper portion of the arms should be parallel to the deck.

(2) Push-ups should be performed on a firm (or suitably padded) level surface.

(3) Push-ups must be performed as follows:

(a) The candidate will begin in a "front-leaning rest" position with the palms of the hands placed on the deck directly beneath or slightly wider than the shoulders. Both feet must be together on the deck;

(b) The back, buttocks, and legs must be straight from head to heels and must remain so throughout test. The toes and palms of the hands must remain in contact with the deck. The feet must not contact a wall or other vertical support surface;

(c) The timer will signal the start for the candidate and call out 15-second time intervals until 2 minutes have elapsed;

(d) The candidate must lower entire body as a single unit by bending the elbows until the arms form right angles and the upper arms are parallel to the deck;

(e) The candidate shall return to starting position by extending the elbows, raising the body as a single unit until the arms are straight; and

(f) The candidate may only rest in the "up" position while maintaining arms, back, buttocks, and legs in a straight position.

(4) Push-ups are repeated correctly as many times as possible in 2 minutes and are counted aloud by the candidate's partner. Incorrect push-ups will not be counted. Candidates will receive a verbal warning for any incorrect push-ups. Results for an event ending in less than 2 minutes will be the number of push-ups properly performed at the time of termination.

(5) The event is ended if the candidate:

(a) Touches the deck with any part of his or her body except for the hands and feet;

(b) Raises one or both hands or feet off the deck or ground;

(c) Fails to maintain back, buttocks, and legs in a straight line from head to heels; or

(d) Receives more than two verbal warnings for executing incorrect procedures.

c. Curl-up Event

(1) The event must be conducted with a partner on a level surface, using a blanket, mat, or other suitable padding.

Figure 3: The "down" position of the curl-up. Notice the partner holding the member's feet. Any other means of securing the member's feet is not authorized. The candidate's buttocks and feet must remain flat on the ground throughout the curl-up

Figure 4: The "up" position of the curl-up. Notice that the elbows touch the thighs no more than 3 inches below the knees while the hands remain in contact with the shoulders or chest.

(2) Curl-ups are conducted as follows:

(a) The candidate will start by lying flat on his or her back with knees bent (so the feet are flat on the ground). The arms will be folded across and touching the chest with the hands touching the upper chest or shoulders;

(b) The candidate's feet must be held to the deck by a partner's hands. Any other means of securing the member's feet is not authorized.

(c) The timer will signal the start for the candidate and call out 15-second time intervals until 2 minutes have elapsed;

(d) The candidate curls body up, touching the elbows to his or her thighs no more than 3 inches below the knees while keeping the hands in contact with the chest or shoulders;

(e) After touching the elbows to his or her thighs, the candidate lies back, touching the lower edge of the shoulder blades to the deck; and

(f) The candidate may rest in the up or down position, but the hands must remain touching the upper chest or shoulders at all times.

NOTE: When in the "up" position, the candidate may only rest with the elbows touching the thighs, not on top of his or her knees.

(3) Curl-ups are repeated correctly as many times as possible in 2 minutes and are counted aloud by the candidate's partner. Incorrect curl-ups shall not be counted. Candidates will receive a verbal warning for any incorrect curl-ups. Results for an event ended in less than 2 minutes shall be the number of curl-ups properly completed at the time of termination.

(4) The event is ended if the candidate:

(a) Lowers his or her legs;

(b) Raises the feet off the deck or ground;

(c) Lifts the buttocks off the deck or ground;

(d) Fails to keep his or her arms folded across and touching the chest;

(e) Fails to keep his or her hands in contact with the chest or shoulders;

(f) Remains in the down position for more than 5 seconds; or

(g) Receives more than 2 verbal warnings for executing incorrect procedures.

d. Pull-Up Event

(1) The event must be conducted at a pull-up bar.

(2) The proctor will inform the candidate to begin the event. At that time, the candidate mounts the bar.

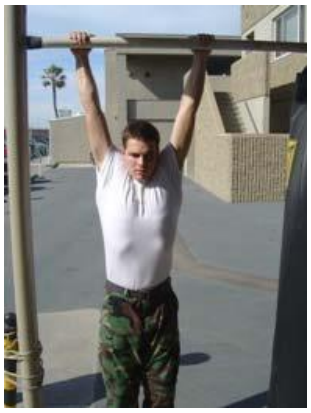

Figure 6: The "down" position of the pull-up. Notice that the arms are fully extended.

Figure 7: The "up" position of the pull-up. Notice that the chin is even with the top of the bar.

(3) Pull-ups are conducted as follows:

(a) The candidate will mount the bar, starting with the arms and shoulders fully extended in a dead hang;

(b) The candidate must pull his or her body up until the chin is even with, or above, the top of the bar;

(c) The candidate must not use lateral, forward, or backward "kipping" motion while performing a pull-up.

(d) After the chin has passed the bar, the candidate must return to the starting position to complete the repetition;

(e) The candidate may rest in the starting position at any time. Both hands must remain on the bar for the duration of the event; and

(f) The event is completed when the candidate dismounts the bar.

(4) Pull-ups are repeated correctly as many times as possible and are counted aloud by the candidate's partner.

(a) Incorrect pull-ups will not be counted.

(b) Candidates will receive a verbal warning for any incorrect pull-ups.

(c) Results for an event, will be the number of pull-ups properly completed.

(5) The event is ended if the candidate:

(a) Touches anything other than the horizontal portion of the pull-up bar,

(b) Removes his or her hands from bar, or

(c) Receives more than two verbal warnings for executing incorrect procedures.

(6) The candidate will report the push-ups, curl-ups, and pull-ups he or she completed to the recorder after completing the pull-up event.

e. Run Event

(1) The run is a timed 1.5 mile run to be completed as quickly as possible. The uniform for the timed run is running shoes, t-shirt, and shorts.

(2) The event must be conducted on a flat, solid surface as follows:

(a) The candidate will stand at start line;

(b) The timer will signal the start and call out time intervals until the completion of the test;

(c) The candidate calls out lap number when passing the timer;

(d) Upon completion of the final lap, the candidate will call out "time," and the timer will call out the time to the nearest second; and

(e) The candidate will report his or her time to the recorder.

(3) The event is ended if the candidate:

(a) Stops running or walking other than to retie his or her shoelace, or to remove foreign objects from the shoes;

(b) Deviates from prescribed course; or

(c) Completes the 1.5 miles.

MILPERSMAN 1221-021

NAVY ENLISTED CLASSIFICATION (NEC) CODE AWARD AND REMOVAL PROCEDURES

Responsible Office	BUPERS-328	Phone: DSN COM	882-4465 (901) 874-4465

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II

1. **Purpose**. This article establishes Navy-wide procedures for submitting a request to award, remove, or archive a Navy enlisted classification (NEC) code.

2. **Policy**. Personnel are automatically assigned NECs upon satisfactory completion of applicable courses through the Corporate Enterprise Training Activity Resource System (CeTARS) if all prerequisite requirements are met as outlined in reference (a). This ensures faster NEC assignments and reduces paperwork at the command level. NECs earned through on-the-job training, job qualification requirements, personnel qualification standards, factory training, and or non-Navy training are not automatically assigned. In these cases, recommendations for assignment of NECs should be forwarded to the Bureau of Naval Personnel (BUPERS) Community Management Support Branch (BUPERS-328) by submitting NAVPERS 1221/6 Navy Enlisted Classification Change Request. NAVPERS 1221/6 provides a standard format for naval activities reporting NEC data for inclusion into the Navy Standard Integrated Personnel System (NSIPS).

3. **Instructions**. NECs may be awarded, removed, or archived as follows:

a. To request an award of an NEC, personnel must meet the requirements of reference (a), chapter 4, and submit NAVPERS 1221/6 to BUPERS-328.

b. To request a removal or archival of an NEC code, submit NAVPERS 1221/6 with the endorsement of the commanding officer or officer in charge to BUPERS-328.

4. **Submission of Requests**. Requests may be submitted via e-mail or mail. If submitting a request for the same NEC for more than one member, enter "see attached" in blocks 1 and 2 of NAVPERS 1221/6. Attach a list containing the rating, name, and assigned unit identification code (if different than block 4) of all members. Block 14 must contain the e-mail address for the point of contact.

a. Send e-mail requests to askmncc@navy.mil

b. Mail requests to:

BUREAU OF NAVAL PERSONNEL
ATTN: BUPERS-328 (NEC MANAGEMENT)
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055

MILPERSMAN 1221-030

PURPOSE AND SCOPE OF NAVY PERSONNEL CLASSIFICATION SYSTEM

Responsible Office	NAVMAC (Code 10)	Phone:	DSN COM FAX	882-6220 (901) 874-6220 882-6475

References	(a) NAVPERS 18068F, Manual of Navy **Enlisted** Manpower and Personnel Classifications and Occupational Standards (b) NAVPERS 15839I, Manual of Navy **Officer** Manpower and Personnel Classifications

1. **Introduction**. The Navy classification system and the supporting occupational structures provide the means to identify skills and capabilities of personnel, as well as the Navy's requirements for these skills and capabilities. This system facilitates the following:

- Personnel planning, procurement, and selection for training.
- Development of training requirements.
- Promotion, distribution, assignment, and the orderly call to active duty (ACDU) of inactive duty personnel in times of national emergency or mobilization.

2. **Mission**. **Navy Manpower Analysis Center (NAVMAC)** is tasked to collect, process, and analyze occupational information involving job content and tasking of enlisted ratings and officer specialties within the Navy. To accomplish this mission NAVMAC administers the following:

- **Navy Enlisted Occupational Classification System (NEOCS)**
- **Navy Officer Occupational Classification System (NOOCS)**

3. **Definition**. **Classification** encompasses the following:

a. Classification of **personnel** which is the collection, evaluation, recording, dissemination, and use of information

regarding the aptitudes, abilities, education, training, work experience, and qualification of members.

b. Classification of **billets** which is the collection, evaluation, recording, dissemination, and use of significant occupational information for presenting characteristics, definitions, qualifications, requirements, and standards for naval billets.

4. **Classification System**

a. NEOCS/NOOCS structures are revised on a continuing basis to

- utilize individual versatility and specialization, and provide needed occupational flexibility in the naval organization;
- recognize individual differences and enhance career opportunities; and
- keep abreast of technological developments and the resultant operational requirements of both fleet and shore activities.

b. Commanding Officer, NAVMAC is the Executive Secretary, and provides the recorder and administrative/technical services for the NEOCS and NOOCS boards.

c. NAVMAC publishes the following manuals (references (a) and (b)) in support of NEOCS and NOOCS:

(1) **NAVPERS 18068F**, **Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards**
Volume I, **Navy Enlisted Occupational Standards**
Volume II, **Navy Enlisted Classifications (NECs)**

(2) **NAVPERS 15839I**, **Manual of Navy Officer Manpower and Personnel Classifications**
Volume I, **Major Code Structures**
Volume II, **The Officer Data Card**

5. **NEOCS**. Provides the means by which all Navy enlisted personnel are classified and supports enlisted personnel planning, procurement, training, promotion, distribution, assignment, and mobilization within the classification system.

NEOCS consists of the **Enlisted Rating Structure** and its supplement, the **NEC Structure**.

a. **Enlisted Rating Structure** - Reference (a), Volume I

(1) The enlisted data collection and study point for **all** Navy ratings and occupational areas. Updates to Occupational Standards (OCCSTDs) are accomplished through the Navy Occupational Analysis Process which determines the occupational quality of enlisted manpower requirements using data collection tools.

(2) Consists of:

- **occupational fields** (i.e., broad groupings of similar occupations);
- **ratings** (i.e., occupational specialties); and
- **rates** (i.e., a paygrade within a rating).

(3) Provides a framework for enlisted career development and advancement, and is the primary administrative means for classifying and identifying enlisted personnel.

(4) Enlisted ratings are **established** or **disestablished** with the approval of Secretary of the Navy (SECNAV) and **implemented** by Navy Personnel Command (NAVPERSCOM). Any changes would be based on:

- technological advances;
- administrative requirements;
- recommendations received from the fleet, bureaus, personnel managers, and warfare sponsors within the Office of Chief of Naval Operations (OPNAV) and systems commands; and
- research studies, and recommendations made by the NEOCS board.

b. **NEC Structure** - Reference (a), Volume II

(1) The NEC system, of which the NEC coding system is a part, supplements the enlisted rating structure in identifying personnel on active or inactive duty and billets.

(2) NEC codes identify a non-rating-wide skill, knowledge, aptitude, or qualification that must be documented to

identify both personnel and manpower authorizations for management purposes. Additionally, an NEC can be used to identify special circumstances or situations with approval via the NEOCS process.

(3) NAVPERSCOM is responsible for the formulation and implementation of the NEC coding system.

(4) Navy Enlisted Classifications (NECs) shall be reviewed and verified for accuracy and currency upon detachment, receipt, change in rate or rating, separation, reenlistment, transfer to the Fleet Reserve, or retirement.

6. **NOOCS**. The method the Navy uses to identify skills, education, training, experience, and capabilities related to both officer personnel and manpower requirements. This system forms the basis for officer personnel planning, manpower management, procurement, training, promotion, distribution, career development, and mobilization.

a. Reference (b) (two volumes published quarterly, each issued separately) explains NOOCS codes and other code structures and established abbreviations used to identify the qualitative needs for officer manpower, and for reporting and recording officer qualifications and other personnel data.

b. The NOOCS Board serves as the central point for changes to the NOOCS. Activities proposing establishment, deletion, or revision to NOOCS subsystems should send recommendations via the appropriate chain of command.

c. **Reference (b)**, **Volume I** consists of four major subsystems:

(1) The **Designator (DESIG)/Grade (GR) structure** consists of designators and paygrades that provide a framework for officer career development and promotion. This structure is the primary administrative means for classifying, identifying, and documenting officer manpower resources and requirements.

(a) The **DESIG** structure identifies primary naval specialty qualifications, associated legal and specialty categories, and competitive categories for promotion.

(b) The **GR** structure identifies occupational levels associated with the scale of naval officer paygrade and rank.

(2) The **Navy Officer Billet Classification (NOBC)** structure functionally describes general occupational duties.

(3) The **Subspecialty (SSP)** structure identifies postgraduate education (or equivalent training and/or experience) in various fields and disciplines.

(4) The **Additional Qualification Designation (AQD) structure** identifies additional qualifications or skills not included in the other NOOCS structures.

d. **Reference (b)**, **Volume II** contains a description of the Officer Data Card (ODC), a listing of non-occupational manpower and personnel codes which provide foreign language data elements, ship and station, service school, education, and other identifiers. The ODC (which is prepared for ACDU officers only) is available for review online at www.bol.navy.mil.

7. **Support of Deputy Chief of Naval Operations (DCNP) (Manpower, Personnel, Training, and Education) (N1)**. NAVMAC supports the DCNP (N1) mission by:

a. **developing and issuing notices** on major NEOCS and NOOCS changes;

b. **acting as Navy point of contact (POC)** for all Department of Defense (DoD) merger/feasibility studies, which involve rating/requirement commonalities;

c. **conducting special surveys** for the DoD Interservice Training Review Organization (ITRO) and supporting DoD requirements for joint occupational studies;

d. **providing support** to the Naval Education and Training Professional Development and Technology Center (NETPDTC) and the Health Sciences Education and Training Command (HSETC);

e. **conducting systematic reviews** of the enlisted occupational rating structure to assess the scope, OCCSTDS, NEC codes, and special qualifications to develop initial recommendations for improvement;

f. **maintaining the Navy officer and enlisted occupational databases and histories**; and

g. **verifying rating data** contained in Navy Training System Plans (NTSPs).

8. **Role of Commands and Activities**. Commands and activities provide assistance in achieving the objectives of NAVMAC by facilitating data collection efforts and by ensuring the timely completion and return of data. Support for this data collection effort is key to ensuring the quality of information used in manpower, personnel, and training decision-making within claimancies of the United States Navy.

MILPERSMAN 1223-010

ENLISTED PAYGRADES AND TITLES

Responsible Office	NAVMAC (Code 10)	Phone:	DSN COM FAX	882-6220 (901) 874-6220 882-6475

1. **Enlisted Paygrades and Titles**

a. The enlisted paygrades with their general titles and abbreviations are listed below in order of precedence.

b. The term "**Petty Officer" (PO)** applies to a member of the Navy in paygrades **E-4 through E-9**. The rating title or abbreviation may be substituted for the words "Petty Officer" or letters "PO", **except** in cases where that abbreviation would precede the abbreviation for a paygrade **between E-7 and E-9** (other than the Master Chief Petty Officer of the Navy (MCPON)). In those cases, the rating abbreviation for **Chief Petty Officer (CPO)**, "**C**" shall precede an "**S**" for **Senior Chief Petty Officer (SCPO)**, or "**M**" for **Master Chief Petty Officer (MCPO)**. Examples are: Master Chief Boatswain's Mate (BMCM) and Boatswain's Mate Second Class (BM2).

Paygrade	Title
E-9	Master Chief Petty Officer of the Navy (MCPON)
E-9	Master Chief Petty Officer (MCPO)
E-8	Senior Chief Petty Officer (SCPO)
E-7	Chief Petty Officer (CPO)
E-6	Petty Officer First Class (PO1)
E-5	Petty Officer Second Class (PO2)
E-4	Petty Officer Third Class (PO3)
E-3	General Apprenticeship (No Abbreviation)
E-2	General Apprenticeship, Apprentice (No Abbreviation)
E-1	General Apprenticeship, Recruit (No Abbreviation)

2. **Master Chief Petty Officer of the Navy (MCPON)**. The title of "**Master Chief Petty Officer of the Navy" (MCPON)** has been established in paygrade **E-9**, and is designated the **senior enlisted member of the Navy**.

3. **Rates**. The **apprenticeships** are referred to as **rates**. When the general title or abbreviation for a paygrade **between E-4 and E-9 is combined with a rating**, it is referred to as a **rate**.

MILPERSMAN 1236-010

ARMED FORCES CLASSIFICATION TEST (AFCT) ADMINISTRATION AND PROCEDURES FOR NAVY PERSONNEL

Responsible Office	NETC (N55)	Phone: DSN COM FAX	604-5103 (703) 604-5103 604-6973

MyNavy HR	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) https://www.mynavyhr.navy.mil https://my.navy.mil/

1. **Policy**

a. The Armed Forces Classification Test (AFCT) is the in-service version of the Armed Services Vocational Aptitude Battery (ASVAB) test, and is used to qualify current enlisted military personnel (Active or Reserve Component) for reclassification. Navy personnel may improve their qualifications for a rating conversion or other desired career options by improving their scores via AFCT retest.

b. Navy personnel may retest periodically using the AFCT, but their most recent scores will be their official scores of record retained in their enlisted master file (EMF), even if lower than previous scores. AFCT scores will not replace Service members' initial enlistment ASVAB scores in the reenlistment eligibility data display generated by the Defense Manpower Data Center (DMDC).

2. **Authorization to Administer AFCT**

a. Naval Education and Training Command (NETC) Navy Testing Sciences Division (N55) is the test control office and AFCT program manager for the Navy. Navy sites wishing to administer the AFCT must obtain authorization and test materials from NETC (N55).

b. Authorization is limited to larger platform ships (e.g., nuclear aircraft carriers, general purpose amphibious assault ships, or multipurpose amphibious assault ships), personnel support detachments (PSD), and Navy Reserve activities (NRA).

If needs warrant, other sites may be considered, but they must have a minimum of 50 military personnel permanently assigned, sufficient full-time staff, and infrastructure to administer and properly safeguard AFCT materials. Waivers will be considered on a case-by-case basis. Test sites are authorized to test Sailors and all other Service members.

c. Navy commands are encouraged to request authorization to administer the test in order to increase availability and accessibility of the AFCT for military personnel. However, only one site within a 150-mile geographical area should be established to avoid redundancy with other Navy or Department of Defense (DoD) AFCT sites. All command requests to establish an AFCT site must be endorsed via the command's immediate superior in command (ISIC). Upon request, a template for establishing a test site is available from NETC (N55) via e-mail at: NavyAFCT@navy.mil or AFCThelpdesk@navy.mil

d. Navy AFCT sites have been established at sea and ashore in locations throughout the world to ensure adequate retesting of Navy personnel desiring to expand their career and or rating conversion opportunities. Once a command has been designated as an AFCT site, it is expected that the site will continue to offer testing opportunities to Sailors and other Service members until such site has been authorized to terminate testing. A request to terminate testing must be submitted to NETC (N55), via the ISIC, with justification (e.g., decommissioning of command) explaining why the command wishes to cease AFCT testing. If testing termination is approved, the Navy AFCT site must conduct a closeout inventory and return all testing materials to NETC (N55) within 30 days of termination.

3. **AFCT Administration**

a. All test booklets, answer sheets, scoring keys, and other associated classification test material are controlled items. Commanders of AFCT sites are responsible for the control and security of all testing material in their custody per MILPERSMAN 1236-030. They will issue written instructions to ensure the establishment of sound security and compromise prevention measures as follows:

(1) Authorized Navy and other Service AFCT sites must designate a test control officer (TCO) who will obtain test materials and accept responsibility for proper safeguarding and handling material per MILPERSMAN 1236-030. TCOs must be

commissioned officers or civilians (GS-07 or above). A copy of the designation letter will be forwarded to NETC (N55) no later than 30 days after assignment.

(2) TCOs are authorized to designate test administrators (TA) to assist with the administration of the AFCT. TAs must be a chief petty officer or above or civilian GS-05 or above, and cannot assume the responsibilities of the TCO. Pay grade waivers will be considered on a case-by-case basis. A copy of the designation letter will be forwarded to NETC (N55) no later than 30 days after assignment.

(3) Individuals who hold a position in the testing process (e.g., TAs) may not test during their assigned period, and for a period of 6 months following their reassignment without approval from NETC (N55).

b. The AFCT is available on paper (in versions 18F and 19G) at Navy AFCT sites and on computer at most other DoD Military Service sites. Navy personnel may take either test format at any service site.

4. **AFCT Inventory**

a. Navy AFCT sites are required to designate a TCO and must certify their TCOs and TAs (if applicable) annually. Every Navy AFCT site must also conduct an annual inventory, listing all serial numbers of test materials currently in custody and verifying that all test materials are accounted for and have not been compromised. These inventories are due to NETC (N55) no later than 30 September each fiscal year. The standard AFCT inventory report will be provided by NETC (N55) with the test site approval letter.

b. Upon relief of a TCO, a joint turnover inventory of all testing material will be conducted by the current TCO and the person relieving the TCO. This turnover inventory and a copy of the TCO designation letter will be forwarded to NETC (N55) within 30 days of appointment.

5. **AFCT Prerequisites**

a. Navy personnel desiring to take the AFCT must have written authorization from their command which affirms a legitimate reason for testing (e.g., to qualify for a rating conversion or special program) and confirms scholastic

improvement since the ASVAB or AFCT through achievement of at least one of the following:

(1) Passed the U.S. citizenship test, or obtained an accredited U.S.-based high school diploma or general educational development (GED).

(2) Completed Online Academic Skills Course, available at: https://www.dantes.doded.mil/EducationPrograms/PrepFORcollege/Refresher.html

(3) Completed an educational software course (e.g., Plato) or a college or correspondence course in math, science, English, history, or social studies.

Note: Completion of Navy "A" or "C" schools or Navy correspondence courses does not meet the above conditions. Service members desiring a retest must satisfy above criteria for each retest.

b. Navy personnel are prohibited from taking any local or practice test which contains actual ASVAB test material, and from enrolling in any non-DoD-approved program intended to prepare students for taking the AFCT.

6. **Frequency of Testing**. Navy personnel may repeat the AFCT only after their most recent scores post to their EMF. However, no Service member may repeat the AFCT less than 30 days since his or her last test, regardless of format, whether paper or computer-based. Personnel repeating a Navy paper-based test (versions 18F or 19G) must take the alternate version with each subsequent test session, or their test session will be invalidated.

7. **AFCT Results Posting**

a. The process for grading and posting AFCT scores differs, depending on the version taken:

(1) **Computer-Based AFCT.** Members taking a computer-based AFCT will have their EMF updated electronically by Navy Personnel Command (NAVPERSCOM) Records and Data Quality Maintenance Division (PERS-33) via monthly data transfers from DMDC. If new scores do not appear within 30 days of testing, Service members should obtain a report from the test site or contact NETC (N55) to request a score validation letter of

their most recent test. This letter may be submitted to a PSD or an NRA for posting of the new scores to their EMF.

(2) **Paper-Based AFCT.** All Navy Service members taking a paper-based AFCT must have their answer sheets sent via fastest traceable means to:

Commander Naval Education and Training Professional Development Center (NETPDC) Code N321 6490 Saufley Field Road Pensacola, FL 32509

b. NETPDC will transmit Service members' AFCT test results to the Navy Enlisted Advancement System (NEAS). NEAS information transmittals update the EMFs, which then feed into Service members' Navy Standard Integrated Personnel System (NSIPS) electronic service record. Scores for Active Component Sailors should be uploaded to the EMF within 30 days. PSDs have the ability to process an NSIPS transaction to update Sailors' EMF. Reserve Component Selected Reserve Sailors must take their letters to their NRAs to process an NSIPS-Reserve transaction.

8. **AFCT Inquiries**. Questions regarding the Navy AFCT Program (e.g., template or waiver requests, mailing instructions) must be directed to NETC (N55) at: AFCTHelpdesk@navy.mil or NavyAFCThelpdesk@navy.mil.

MILPERSMAN 1236-020

POST ACCESSION RECLASSIFICATION PROGRAM

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	224-6863 (703) 614-6863 224-6502

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1220.2

1. **Definition**

a. As a general rule, the Post Accession Reclassification Program is a continuation of the enlisted classification process that begins before each member enlists in the Navy. Per reference (a), the Navy enlisted accession supply chain is managed by Bureau of Naval Personnel (BUPERS), Production Management Office (PMO) (BUPERS-00C2) that is responsible for executing the Post Accession Reclassification Program per Deputy Chief of Naval Operations (DCNO), Manpower, Personnel, Training and Education (OPNAV (N1)) total force objectives and policies.

b. Sailors who have completed Basic Military Training (BMT), but have not completed their initial Navy skills pipeline training (e.g., “A” school preparation courses, “A” school, “C”-school, etc.), and have not reached their first fleet assignment since initial entry into naval service, will be processed as follows:

(1) Reclassified per reference (a) and PMO guidance; or

(2) Processed for administrative separation (if warranted per MILPERSMAN 1910-100).

c. All recruits and most dropped students will receive the benefit of a one-on-one interview by an enlisted classifier at the supporting Personnel Support Activity Detachment (PERSUPPDET). These interviews are required for personnel ineligible for initial contract guarantee or selected for a new

rating at Navy Recruit Training Command, and for students dropped at initial "A" school training.

2. **Purpose**. Purpose of the Post Accession Reclassification Program is to:

a. Optimize Navy accession assets to meet OPNAV (N1) strategic manning goals; and

b. Ensure Sailors are being placed into career paths for which they are best suited.

3. **The Enlisted Classifier**

a. The enlisted classifier must be supported by the servicing PERSUPPDET and the training activity. The enlisted classifier will comply with BUPERS-00C2 post accession reclassification guidance and policies set forth by DCNO, Military Personnel Plans and Policy (OPNAV (N13)).

b. The enlisted classifier, with the necessary training in vocational counseling and in the unique position of trust on behalf of the Navy, will interview and counsel the member as to the best course of action given the circumstances. The purpose of the enlisted classification interview is as follows:

(1) Document the events, make appropriate service record entries, and ensure corporate pay and personnel systems are updated.

(2) Arrange additional training for the member (if appropriate).

NOTE: Any PERSUPPDET providing reclassification services for training activities will provide these services using an assigned **PS-2612** or civilian equivalent. BUPERS-00C2 shall be informed of this designation.

4. **Not Eligible for Assignment to Another "A" School**. The following categories are not eligible for assignment to another Class "A" school:

a. Dropped from a second Class "A" School.

b. Dropped for disciplinary reasons (may be re-interviewed on a case basis at the request of the training activity).

5. **Dropped for Academic Reasons**. A member dropped from Class "A" School for academic reasons, and not excluded by above categories, will be considered for reassignment to a second school for which member is qualified, and for which there is a Navy need. The member must be eligible in all respects for the second school (i.e., test scores, security clearance, obligated service (OBLISERV) requirements, etc.). No waivers are authorized for assignment to a second Class "A" School.

6. **Interview** The enlisted classifier will conduct the reclassification interview per reference (a).

MILPERSMAN 1236-030

SAFEGUARDING ENLISTED CLASSIFICATION TEST MATERIAL

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	225-4449 (703) 695-4449 227-7751

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) COMNAVCRUITCOMINST 1130.8H (b) BUPERSINST 1001.39F (c) COMNAVRESFORINST 1001.5F (d) COMNAVCRUITCOMINST 5400.2E

1. **Policy**. Enlisted classification test materials, including examination questions and answers, are official information and warrant protection under statutory requirements or in the public interest. This article sets forth minimum protection and control and applies specifically to all enlisted classification test materials such as the following:

a.	Armed Forces Classification Test (AFCT)
b.	Armed Services Vocational Aptitude Battery (ASVAB)
c.	Defense Language Aptitude Battery (DLAB)
d.	Navy Advanced Programs Test (NAPT)
e.	Radio Code Aptitude Battery (RCAT)

2. **Labeling and Handling**

a. All tests (including examiner's copy) and scoring keys are designated "For Official Use Only" and must be so labeled.

b. Test answer sheets must be handled as "For Official Use Only."

c. Handling of unwrapped tests, scoring keys, copies of tests, and completed answer sheets after test administration must be limited as follows:

ACTIVITY (authorized by Office of the Chief of Naval Operations (OPNAV), Manpower, Personnel, Training and Education Division (N13) to hold enlisted classification tests)	TEST CONTROL OFFICER (TCO) (by written order of the commanding officer or readiness commander)	TEST ADMINISTRATOR (testing and grading)	ENLISTED CLASSIFICATION TESTS
Personnel Support Activity Detachments	Officer in Charge	Assigned Enlisted Classifier (PN-2612) (exception - designated in writing by TCO) **NOTE:** Also determines retesting eligibility	AFCT ASVAB DLAB RCAT
Navy Recruiting Districts (NRD)	A commissioned officer	See reference (a) for NAPT administration and grading	NAPT
Naval Reserve Readiness Command (NAVRESREDCOM)		The assigned Enlisted Classifier (PN-2612) **NOTE:** Also oversees activity Enlisted Classifiers	ASVAB DLAB RCAT
Naval Air Station (NAS)			
Naval Air Facility (NAF)			
Naval Air Reserve (NAVAIRES)			
Naval Reserve Center (NAVRESCEN)	Classification Coordinator	Classification Coordinator Reserve Activity assets who meet the requirements of reference (b) or (c).	
Naval and Marine Corps Reserve Center (NMCRC)			
Naval Air Reserve Center (NAVAIRESCEN)			

3. **Accounting for Materials**. Enlisted classification test materials must be carefully accounted for and stored as specified in this article when not in use.

a. A log must be kept on access to classification test materials with the below minimum information entered:

(1)	Time and date safe opened and closed.
(2)	Who had access.
(3)	Test materials removed and returned.
(4)	Reason removed and returned.
(5)	A positive indication that all materials are accounted for.
(6)	Daily entries as to whether or not the safe was opened.

b. Inventory shall be by:

(1)	Serial number.
(2)	Number of each item on board.

c. Other inventories will be per reference (a) and (d).

d. After testing, but prior to the departure of the examinee(s), all test materials will be collected (i.e., test booklet, answer sheet, scratch paper, pencils, etc.) and handled as follows:

(1)	The test booklet will be given a page-by-page check.
(2)	All pencil marks will be erased from the test booklet before it is used again.
(3)	Copies that are too marked-up or deteriorated beyond use will be destroyed as prescribed in this article and reported as destroyed on the next semi-annual Classification Report. (Exception: NAPT materials held by NRDs shall be returned to (OPNAV), Nuclear Enlisted Program (N133D).

4. **Travel**

a. Enlisted classification test materials must not be taken to geographical locations other than the one designated an enlisted classification site by Chief of Naval Operations (CNO) or Commander, Naval Reserve Force (COMNAVRESFOR) (i.e., enlisted classification test materials shall not be taken on road trips without proper authorization).

b. Requests to perform travel with enlisted classification test materials must be forwarded to OPNAV (N13) via the chain of command and must state:

(1)	the specific reason and justification for travel;
(2)	that test materials will remain in personal custody of those persons authorized to handle such materials;
(3)	that the travel can be completed in less than 1 day;
(4)	that a safe is available at the testing site to which travel is desired;
(5)	that no one except the TCO, enlisted classifier, or enlisted coordinator (for naval Reserve activities) has access to the safe;
(6)	that local funding of the travel is available; and
(7)	that no other reasonable means exists to accomplish the desired testing.

c. For NRDs, for all regulations regarding traveling with the NAPT, refer to reference (a).

5. **Transfer**

a. Enlisted classification test materials must not be transferred between activities unless specifically authorized by OPNAV (N13).

b. For Naval Reserve activities, enlisted classification test material custody must not be transferred between activities unless specifically authorized by:

(1)	COMNAVRESFOR (Code 22A6) for air activities.
(2)	COMNAVRESREDCOM for surface activities, with a copy to COMNAVRESFOR (Code 22A6).

6. **Replacement**

a. Replacement test materials must be requested by letter stating the reason for the test materials requested.

(1)	For **NRDs -** a letter of request must go to OPNAV (N13) via Commander, Navy Recruiting Command, Millington, TN.
(2)	For **Naval Reserve activities -** a letter of request must go to COMNAVRESFOR (Code 22A6) via the proper chain of command (i.e., NAVRESREDCOM/NAS/NAF/NAVAIRES).

b. Old test materials must be destroyed per this article upon receipt of replacements (except NAPT test materials held by NRDs, which shall be returned to OPNAV (N133D)).

7. **Transmittal**

a. Transmittal of test materials (except blank answer sheets) must be as follows:

(1)	By registered mail.
(2)	Packages of classification test materials must be: • double wrapped, • tape sealed, and • accompanied by a delivery receipt for all test materials.
(3)	The inner and outer envelopes must reflect the address of both the sending and receiving commands.
(4)	The inner wrapper must be plainly marked: • on the tape seal, and • on both sides at the top and bottom, and • at both ends, "TO BE OPENED ONLY BY PERSONNEL AUTHORIZED TO HANDLE NAVAL MILITARY PERSONNEL TEST MATERIAL."

b. Upon receipt and determination by the receiving activity that the package contains test materials and prior to removal of the marked wrapping, it must be delivered only to the designated enlisted classification test control officer to preclude the possibility of compromise.

8. **Storage**. Minimum storage requirements for test materials are as follows:

a.	Non-portable metal file cabinets with a locking bar, or safes that have a 3-tumbler combination security lock or equivalent must be used. For NAPT storage requirements, refer to reference (a).
b.	For combination locks, the lock combination shall be periodically changed as prescribed for classified material containers.
c.	For NRDs, refer to reference (a) for regulations regarding storage of the NAPT while traveling.

9. **Destruction**

a. Destruction of test materials must be by burning or shredding and must be accomplished under the supervision of personnel designated to handle test materials, who must certify:

(1)	date of destruction;
(2)	title of material;
(3)	NAVPERS number;
(4)	serial number; and
(5)	number of copies destroyed.

b. The certification shall be retained by the responsible custodian of test materials until 2 years after the test series is canceled.

c. For naval Reserve activities, test material destruction must be reported to NAVRESREDCOM (for surface) and COMNAVRESFOR (Code 22A6) (for air) on the next semi-annual classification report.

d. For the NAPT, scratch paper used during the test must be accounted for by the test grader, but may be destroyed immediately by shredding or burning without the destruction certification specified in 9a above.

10. **Compromise or Loss**

a. Compromise or loss of any enlisted classification test material must be reported by both message and letter as follows:

(1)	Brief **message to OPNAV (N13)** (with information addressee as appropriate) within 24 hours of discovery.
(2)	**Letter to OPNAV (N13)** reporting missing, lost, or stolen Government property (via the appropriate chain of command) providing: • pertinent information about the loss or compromise; • specific corrective action taken to preclude recurrence; • findings of fact; and • recommendations of the investigator.

b. An investigation is required in all cases of compromise, probable compromise, or loss of enlisted classification test material.

MILPERSMAN 1300-010

FLAG LEVEL REVIEW CONCERNING PERSONNEL ASSIGNMENT

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4185 (901) 874-4185 882-2693

1. **Policy**

a. Officers in command may request a flag level review of a member's assignment when normal avenues of appeal have been exhausted.

b. 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. **Request Submission**. 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 Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4), with information copies to the chain of command. The minimum information required from the commanding officer (CO) requesting the flag level review is

a. the member's name,

b. social security number (SSN),

c. specific reasons the CO believes the member was unfairly treated,

d. the results of the command's discussions with the appropriate assignment branch head and division director, and

e. any additional information considered pertinent.

3. **Responsibility of NAVPERSCOM (PERS-4)**

a. 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.

b. 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 NAVPERSCOM, Distribution Management Division (PERS-45).

c. NAVPERSCOM (PERS-45) will investigate the circumstances surrounding the assignment issue and recommend appropriate action to NAVPERSCOM (PERS-4) via the cognizant division director.

d. NAVPERSCOM (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 NAVPERSCOM (PERS-45).

MILPERSMAN 1300-035

ASSIGNMENTS OUTSIDE THE DEPARTMENT OF DEFENSE (DOD)

Responsible Office	NAVPERSCOM (PERS-441) (PERS-4010F)	Phone: DSN COM	882-4074/3880 (901) 874-4074 (901) 874-3880
	OPNAV (N123)	Phone: DSN COM	664-5784 (703) 604-5784

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoDI 1000.17 of 30 Oct 13 (b) OPNAVINST 3006.1 (c) DoDI 4000.19 of 25 Apr 13 (d) JAGINST 5800.7F (e) OPNAVINST 5450.209D (f) DoD 7000.14-R-11A, DoD Financial Management Regulation (DoD FMR)

1. **Purpose**. This article defines the roles and responsibilities for assignment of and providing administrative support to Sailors detailed to organizations outside the DoD.

2. **Background**

a. Reference (a) establishes policy and provides the general guidelines for the management and administration of military members supporting non-DoD organizations. The use of DoD members to support non-DoD organizations is monitored by the Office of the Secretary of Defense (OSD), and all new positions must be approved or acknowledged by the Executive Secretary, OSD. Sailors selected for assignment to duties outside DoD are to be screened carefully, and should be able to complete the requested assignment without curtailment or extension. Members on their final tour, prior to retirement or separation, will not normally be assigned outside the DoD. All details will be for the minimum possible duration, and extensions may be considered on a case-by-case basis. Sailors should not be detailed outside the DoD for any period that exceeds 4 consecutive years.

b. MILPERSMAN 1300-060 establishes the procedures for the procurement, accounting, and administration of Sailors performing duty with the Army, Air Force, and Coast Guard (USCG); and defines the duties and responsibilities of an administrative commander. Sailors assigned to the USCG, which falls under the Department of Homeland Security, are covered under MILPERSMAN 1300-035 and 1300-060.

c. MILPERSMAN 1320-140 establishes the reporting policy for permanent changes of station (PCS), and defines the administrative commander and associated responsibilities for assisting Sailors assigned to permanent duty stations where there is no Navy administrative command (e.g., outside DoD organizations). The term "administrative support" in this article refers to all specified and implied administrative responsibilities delineated in MILPERSMAN 1300-060 and 1320-140, as well as those listed below.

d. Command Personnel/Pay Administrative Support System (PASS) coordinator (CPC) responsibilities are described in MILPERSMAN 1000-021. Sailors assigned outside the DoD will utilize the Navy regional commander, or designee, as their CPC.

e. Reference (b) addresses the Navy regional commander's responsibility for personnel accountability (PA) in conjunction with catastrophic events. PA applies to all Sailors, regardless of where assigned, and is a shared responsibility between organizations (Navy and host outside DoD organization) and the individual.

f. Reference (c) establishes policy, assigns responsibilities, and prescribes procedures for support agreements.

g. Reference (d) implements the Navy's Manual of the Judge Advocate General (JAGMAN), which discusses and names the various court-martial convening authorities.

h. Reference (e) details the mission, which includes assignment functions and tasks of Commandant, Naval District Washington, as the general court-martial convening authority with administrative duties over the national capital region.

3. **Responsibilities**

a. **Office of the Chief of Naval Operations (OPNAV), Joint Manpower Requirements (N123)** will analyze outside DoD manpower requests and coordinate with OSD, the Office of Assistant Secretary of the Navy (ASN), Manpower and Reserve Affairs (M&RA) (as needed), Navy Personnel Command (NAVPERSCOM), and or other stakeholders to formulate Navy's recommendation to the Executive Secretary, OSD. OPNAV (N123) will update the Total Force Manpower Management System database, assigning regional commander's unit identification codes (UICs) as a parent and or immediate superior in command UIC(s) (if appropriate).

b. **NAVPERSCOM** will annotate PCS orders for Sailors assigned to non-DoD activities with administrative support arrangements, to include points of contact for the respective Navy region and any additional offices providing support services within the Navy region assigned.

(1) **NAVPERSCOM, Enlisted Distribution Division (PERS-40)** is responsible for ensuring enlisted Sailors are detailed into outside DoD billets, and will ensure documentation of PCS orders by the applicable detailers, per MILPERSMAN 1320-140, with administrative commander designation.

(2) **NAVPERSCOM, Staff and Restricted Line Officer Career Management Division (PERS-44)** is responsible for placing officers into outside DoD billets, ensuring documentation of PCS orders by the applicable detailers, per MILPERSMAN 1320-140, with administrative commander designation, and ensuring no such details take place without proper authorization.

(3) **NAVPERSCOM, Distribution Management Division (PERS-45)** is responsible for making changes to orders' text that assigns an administrative commander, which will be provided by NAVPERSCOM (PERS-44).

(4) **Bureau of Naval Personnel (BUPERS), Financial Operations Branch (BUPERS-704)** is responsible for collection, reconciliation, and reimbursement of pay and allowances received by Sailors working outside the DoD.

c. **Assignment of Department of Navy (DON) Personnel to Congressional Staffs.** Personnel will not be detailed or otherwise assigned to committees of Congress or to the personal staffs of members of Congress, unless such assignment is

pursuant to an established congressional fellowship program, or in the case of an assignment to perform duties for a specific duration in a specific program. DON activities are not authorized to establish independent congressional fellowship programs. In the case of an assignment to perform duties for a specific duration in a specific project, the assignment must be approved in advance by the Navy Comptroller or Chief of Legislative Affairs (as appropriate) and ASN (M&RA).

d. **Commander Navy Installations Command (CNIC) regional commanders, as Administrative Commanders** are responsible for providing or ensuring administrative support to personnel detailed outside the DoD per reference (e). Based on current policy and courts-martial convening authorities, codified in reference (d), the CNIC regions are generally best positioned to perform this function. In order to enable efficient communication in areas affected by catastrophic events, PA must be via a geographic PA reporting chain, which may entail a reporting relationship that is outside the traditional operational and or administrative chain of command. CNIC establishes PA procedures and exercises administrative control over all Navy regions. Regional commanders will designate the PA reporting chain to outside DoD Sailors.

e. **Administrative Commanders.** The activity to which a member is directed to "report if present, otherwise by message, for administrative purposes" is responsible for performing all functions necessary to support reporting personnel as defined in MILPERSMAN 1300-060 and 1320-140. Normally, the activity to which a member reports for duty will also be the member's administrative command. However, when a member is assigned to a permanent duty station where there is no naval administrative command (e.g., joint or unified commands, civilian universities or laboratories, other Government agencies, and foreign Governments) the orders will direct the member to report to the nearest senior naval command for administrative purposes. The administrative commanders' responsibilities include, but are not limited to, the following:

(1) Performing records management, keeping electronic service and pay records, processing PCS orders, and leave accounting. For administrative commands supported by PASS for personnel, pay, or both; the above functions (as appropriate) will be performed by the supporting personnel support detachment (PERSUPP DET).

(2) Preparing and retaining accurate, up-to-date reports and forms on Service members. For administrative commands supported by PASS, the servicing PERSUPP DET will prepare and retain certain reports and forms.

(3) Reporting personnel statuses and accountability, per reference (d), Personnel Tempo System (PERSTEMPO), and casualty assistance, unless otherwise specified in the orders.

(4) Executing performance and discipline functions, and military non-judicial punishment (as applicable).

(5) Processing career progression actions (e.g., promotions, advancements, retirements, separations) and providing career counseling.

(6) Processing security clearance actions.

(7) Supporting Navy college authorizations and general military training.

(8) Conducting Government Travel Credit Card Program management. Providing funding for Navy related TDY travel (e.g., emergency leave, hospitalization etc.) and preparing TDY travel orders.

(9) Providing 21st Century Sailor support to include, but not limited to, equal opportunity advice, complaint processing, personal fitness assessment, urinalysis, sexual assault prevention and response, substance abuse support, and suicide prevention support.

f. **Sailors** are responsible for contacting their administrative commander upon checking into their outside DoD organization. Sailors are also responsible for keeping administrative databases (Defense Enrollment Eligibility Reporting System (DEERS), Navy Family Accountability and Assessment System (NFAAS), milConnect Web site, PERSTEMPO) up-to-date and responding to PA exercises and events. Outside DoD Sailors are responsible for knowledge of and complying with reference (b) and reporting their status as required by their administrative commander and per CNIC established PA procedures. Enlisted Sailors will complete sections A, B, and D2 on NAVPERS 1306/92 Special Program Screening, which may be accessed using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms /NAVPERS/Pages/default.aspx. Required obligated service for this program is 36 months.

4. **Generating Orders**

a. Orders for all Sailors assigned outside the DoD in the national capital region must contain the following text:

MEMBER DIRECTED: ACTION REQUIRED (AFFECTS ADMINISTRATIVE SUPPORT): PER OPNAVINST 5450.209D, SAILORS ASSIGNED TO AN OUTSIDE DOD ORGANIZATION **INSIDE THE NATIONAL CAPITAL REGION (NCR)** WILL REPORT TO NAVAL DISTRICT WASHINGTON COMMAND ADMINISTRATION DIRECTORATE FOR CHECK-IN PURPOSES. NAVAL DISTRICT WASHINGTON COMMAND ADMINISTRATION DIRECTORATE IS LOCATED AT 1411 PARSONS AVENUE SE, BLDG. 101, 3RD FLOOR, WASHINGTON NAVY YARD DC 20374-5001. COMMAND ADMINISTRATION REPRESENTATIVES MAY BE REACHED AT (202) 433-0288/4657 OR (202) 685-1879/8035. MEMBER IS DIRECTED TO UPDATE NFAAS (HTTPS://NAVYFAMILY.NAVY.MIL) AND DMDC MILCONNECT (HTTPS://WWW.DMDC.OSD.MIL/MILCONNECT) SEMI-ANNUALLY AND AS NEEDED WHEN CHANGES OCCUR. SAILORS ARE ALSO REQUIRED TO OBTAIN PERSONNEL ACCOUNTABILITY REPORTING POINTS OF CONTACT FROM CNIC REGIONAL COMMANDER IN THE EVENT OF A MAN-MADE OR NATURAL DISASTER PER OPNAVINST 3006.1. SAILORS MAY NEED TO OBTAIN A COMMON ACCESS CARD READER TO ENSURE ACCESS TO THESE WEB SITES AND TO REPORT MONTHLY PERSTEMPO IF NOT REPORTED BY THE ADMINISTRATIVE COMMANDER.

b. Orders for Sailors assigned outside the DoD not in the national capital region must contain the following text:

MEMBER DIRECTED: ACTION REQUIRED (AFFECTS ADMINISTRATIVE SUPPORT): PER MILPERSMAN 1320-140, SAILORS ASSIGNED **OUTSIDE THE NATIONAL CAPITAL REGION** TO AN OUTSIDE DOD ORGANIZATION WHERE A COMMAND'S ADMINISTRATIVE SUPPORT IS NOT ESTABLISHED WILL CONTACT THEIR COMMANDER, NAVY INSTALLATION COMMAND (CNIC) REGIONAL COMMANDER OR REPORT TO THE NEAREST SENIOR NAVAL COMMAND FOR ADMINISTRATIVE SUPPORT PURPOSES IF DESIGNATED. A LISTING OF CNIC REGIONAL COMMANDERS IS AVAILABLE AT THE WEB SITE (LOWERCASE): HTTP://WWW.CNIC.NAVY.MIL/MAP.HTML. MEMBER IS DIRECTED TO UPDATE NFAAS (HTTPS://NAVYFAMILY.NAVY.MIL) AND DMDC MILCONNECT (HTTPS://WWW.DMDC.OSD.MIL/MILCONNECT) SEMI-ANNUALLY AND AS NEEDED WHEN CHANGES OCCUR. SAILORS ARE ALSO REQUIRED TO OBTAIN PERSONNEL ACCOUNTABILITY REPORTING POINTS OF CONTACT FROM CNIC REGIONAL COMMANDER IN THE EVENT OF A MAN-MADE OR NATURAL DISASTER PER OPNAVINST 3006.1. SAILORS MAY NEED TO OBTAIN A COMMON ACCESS CARD READER TO ENSURE ACCESS TO THESE WEB SITES AND TO REPORT MONTHLY PERSTEMPO IF NOT REPORTED BY THE ADMINISTRATIVE COMMANDER.

c. Except in unusual cases, orders for officers assigned to non-DoD agencies and activities must contain reimbursable accounting data.

(1) The following wording will be added to the orders:

"Pay, allowances, and cost of travel are originally chargeable to MPN (accounting data for travel (reimbursable accounting data line)) and ultimately reimbursable from non-DoD agency, activity, or foreign Government case number."

(2) Reimbursement will be based on rates and procedures established in references (c) and (f), section 0102 Policy and Procedures.

(3) ASN (M&RA) publishes reimbursable accounting data guidelines for non-DoD agencies and activities of foreign governments. BUPERS-704 receives specific reimbursable guidelines for non-DoD organizations from support agreements.

(4) The following personnel texts (PTEXTS) will be included in the orders:

P34025: SELECTIVE SERVICE SYSTEM, STATE DEPARTMENT, U.S. COAST GUARD, ARMS CONTROL AND DISARMAMENT AGENCY, FEDERAL AVIATION AGENCY, MERCHANT MARINE ACADEMY, NATIONAL SCIENCE FOUNDATION (NAVY ANTARCTICA), NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, DEPARTMENT OF ENERGY, MARITIME ADMINISTRATION, AND OTHERS.

P34035: NO-COST MOVE, USE INSTEAD OF P34025.

(5) Further assistance for application of reimbursable accounting data and the above PTEXTs is available from NAVPERSCOM, Distribution Management Division (PERS-455D).

d. DoD instructions permit billing at one standard rate and reference (f) state work will be charged using the annual military composite standard pay rates for personnel working outside the DoD. This standard rate is charged for reimbursement, regardless of actual pay received by the Sailor.

(1) In order to determine the reimbursable charges, the disbursing office holding the member's pay record is required to submit a monthly letter report to NAVPERSCOM for each officer assigned to a reimbursable billet.

(2) All matters concerning reimbursables will be addressed to BUPERS-704.

MILPERSMAN 1300-060

ADMINISTRATION OF NAVAL MEMBERS PERFORMING DUTY WITH THE ARMY, AIR FORCE, OR COAST GUARD

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

References	(a) Joint Publication (JP) 2-0 (b) Manual for Courts-Martial United States (2000 ed.) (c) Uniform Code of Military Justice, Article 15 (d) NAVPERS 15665I, U.S. Navy Uniform Regulations (e) BUPERSINST 1610.10

Forms	**NAVPERS 1610/2** (Rev. 07/95), Fitness Report and Counseling Record (E7-O6) **NAVPERS 1616/26** (Rev. 07/97), Evaluation Report and Counseling Record (E1-E6) **NAVPERS 1611/2-1** (Rev. 06/03), Performance Assessment of a Flag Officer – Rear Admiral **NAVPERS 1611/2-2** (Rev. 06/03), Performance Assessment of a Flag Officer – Vice Admiral

1. **Guidance**

a. This article establishes the procedure for the procurement, accounting, and administration of Navy members performing duty with the Army, Air Force, or Coast Guard.

b. This article does not pertain to administration of naval members assigned to international staffs, joint staffs, joint activities, joint agencies, or joint committees (reference (a) pertains).

2. **Request Procedures**

a. Requests for Navy members to perform duty with the Army, Air Force, or Coast Guard will be addressed to Chief of Naval Operations (CNO) indicating the billet description, number, grade, length of tour, and special qualifications desired.

b. Upon approval of the request, Chief of Naval Personnel (CHNAVPERS) will be responsible for any additional liaison required in connection with the administration and personnel matters affecting such members. This activity will normally be located in close proximity to the Army, Air Force, or Coast Guard activity and is hereinafter referred to as the **administrative commander**.

c. When the designated administrative commander is serviced by a Pay/Personnel Administrative Support System (PASS) office, the administrative functions will be assigned as described in MILPERSMAN 1320-140 as circumstances warrant.

3. **Administrative Commander Duties**. The administrative commander is responsible for custody and maintenance of the member's service record, dissemination of Department of the Navy (DON) directives and publications, issuing instructions and appropriate forms for required Navy reports, and providing necessary administrative assistance to the Navy member. Personnel accounting responsibilities will be assigned by CHNAVPERS. Changes in the personal status of the Navy member, i.e., marital status, children, address, or such other data required to be entered in personnel records will be processed throughout the administrative commander.

4. **Tours of Duty**. The normal tour of duty with the Army or Air Force for Navy members is 24 months inclusive of training. Maximum tour lengths will be 36 months. Tours with the Coast Guard will vary from 18 to 24 months. Exceptions or adjustments to tour lengths will be based on mutual agreement between the participating services. If a tour of duty other than 24 months is desired or if a tour must be shortened, CHNAVPERS will notify the proper Army, Air Force, or Coast Guard authorities sufficiently in advance in order to maintain continuity within the command and to provide orderly planning for a relief. When a billet is no longer required or a change in the billet requirement is desired, the commanding officer (CO) of the Army, Air Force, or Coast Guard activity will notify CHNAVPERS of the change a minimum of 6 months in advance of the effective date.

5. **Governing Provisions for Members Performing Duty with the Army, Air Force or Coast Guard**. Navy members will be governed by the following provisions, with concurrence by Departments of the Army, Air Force, and Coast Guard:

a. In general, Army, Air Force, and Coast Guard COs should exercise court-martial jurisdiction over Navy personnel under their command only when the subject individual cannot be delivered to Navy for appropriate disciplinary action without manifest injury to the service or services involved. Accordingly, an Army, Air Force, or Coast Guard CO may initiate appropriate court-martial action to avoid manifest injury; however, in such event, CHNAVPERS and the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard should be notified of such proposed action before the court-martial is convened. In all other cases, when it is determined that disciplinary action should be taken by court-martial, a request shall be made to have the Navy member concerned relieved from duty with the respective service. Such request, with full supporting data, should be forwarded to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or Commandant of the Coast Guard. COs must use due diligence to comply with the requirements for speedy trial under reference (b), Rules for Courts-Martial (R.C.M.) 707.

b. As a matter of policy, nonjudicial punishment (NJP) under provisions of reference (c) should not be imposed by a commander of one service upon a member of another service. When it is determined that such action should be taken for a Navy member serving with the Army, Air Force, or Coast Guard, a request shall be made to CHNAVPERS to have the member concerned relieved from duty with the respective service or to have the member concerned ordered to temporary additional duty (TDY) with the administrative commander or with the geographically nearest Navy commander whose CO is authorized to impose NJP. Such request shall be made to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard. The request shall set forth a summary of the circumstances and a recommendation as to whether to retain the individual at the Army, Air Force, or Coast Guard command. When both such transfers are impractical, and the need to discipline the Navy member concerned is deemed urgent, the Army, Air Force, or Coast Guard CO may impose such punishment. Such CO shall, using discretion, determine if such transfers are impractical and whether the need to administer the punishment is urgent; however, when such reference (c) jurisdiction is exercised over a member of the Navy by an Army, Air Force, or Coast Guard CO,

a report of the circumstances, including the grounds for the aforementioned determinations, will be made to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard as soon as practical.

c. This article does not limit an Army, Air Force, or Coast Guard CO in the use of nonpunitive measures not intended to become part of the permanent record of the Navy member concerned.

6. **Disposition of Official Correspondence**

a. Official correspondence initiated by Navy members, such as requests for change of duty or schools shall be sent to CHNAVPERS via the appropriate channels of the Army, Air Force, or Coast Guard. Navy members serving with the Air Force Training Command shall send such correspondence via Commander, Naval Education and Training Command (NETC). A copy of such correspondence shall be sent to the administrative commander for filing in the member's service record.

b. Granting of leave will be controlled and leave authorization issued by the CO of the Army, Air Force, or Coast Guard activity. All requests for leave will be forwarded by the CO of the Army, Air Force, or Coast Guard activity to the administrative commander to verify the member's leave balance. The administrative commander shall inform the requesting activity by return endorsement, prepare a NAVCOMPT 3065 (2-83), Leave Request/Authorization, and send Part 3 to the requesting activity. Upon return of the Navy member from leave, Part 3 of the leave authorization, with the hour and date of departure and return noted, will be sent to the administrative commander.

c. The Navy member will continue to receive pay support from the Defense Finance and Accounting Service (DFAS) Cleveland Center, Navy regional finance centers, and other Navy disbursing officers while performing duty with the Army, Air Force, or Coast Guard. The administrative commander will determine the appropriate finance office for this purpose.

d. Health records of Navy members will be maintained by the medical facility that maintains the health records for members of the Army, Air Force, or Coast Guard activity. When Navy members are hospitalized in Army or Air Force medical facilities, the appropriate service Clinical Record Cover Sheet

will be used to record such treatment. Upon completion of hospitalization, the original Clinical Record Cover Sheet will be filed in the Navy member's health record and one copy sent to:

Chief
Bureau of Medicine and Surgery (BUMED-481)
Navy Department
Washington, D.C. 20372-5120

e. Navy members shall follow reference (d) and wear Navy uniforms appropriate to those prescribed for personnel of the Army, Air Force, or Coast Guard for the local geographical area in which stationed. In combat areas or where the wearing of the Navy uniform would be inappropriate, Navy members may wear appropriate Army, Air Force, or Coast Guard uniforms if provided at no expense to the member. When such clothing is worn, proper Navy insignia shall be worn.

7. **Disposition of Orders**. Upon reporting and detaching, the CO of the Army, Air Force, or Coast Guard activity will send one copy of the Navy member's orders with endorsements to CHNAVPERS and one copy to the administrative commander. TDY orders in connection with Army, Air Force, or Coast Guard matters will be originated and funded by the respective service to which the Navy member is attached. CHNAVPERS will fund and issue orders to Navy members for Navy-sponsored TDY.

8. **Reports Submitted by COs**. COs of Army, Air Force, and Coast Guard activities shall submit officer and chief petty officer (CPO) fitness reports and enlisted evaluation reports on Navy members using **NAVPERS 1610/2** and **NAVPERS 1616/26**, per reference (e). (Exception: **NAVPERS 1611/2-1** and **NAVPERS 1611/2-2** shall be used for fitness reports on flag officers and flag selectees.) Evaluation forms of other services shall not be used. The administrative commander shall ensure that supported activities are aware of reporting requirements and due dates, and shall provide forms, instructions, and advice as necessary.

9. **Service Awards**. Army, Air Force, and Coast Guard COs may determine the eligibility of Navy members for campaign and service awards that have identical Army, Air Force, Coast Guard, and Navy requirements. Recommendations for campaign and service awards peculiar only to the Navy will be submitted to CHNAVPERS. In the case of personal decorations and citations for

outstanding heroism or achievement, Army, Air Force, and Coast Guard COs may submit recommendations via official channels to the proper authority.

MILPERSMAN 1300-070

ADMINISTRATION OF ARMY AND AIR FORCE MEMBERS PERFORMING DUTY WITH THE NAVY

Responsible Office	OPNAV (N13F)	Phone: DSN COM	(312) 664-6267 (703) 604-6267

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) Manual for Courts-Martial United States, Paragraph 13 (b) Uniform Code of Military Justice (UCMJ), article 15 (c) Army Regulation 623-3 Evaluation Reporting System (d) AR 623.3 (e) Army Regulation 690-400, Chapter 4302, Total Army Performance Evaluation System (f) DA PAM 623-3 Evaluation Reporting System

1. **Purpose**. This article provides guidelines for commanding officers (CO) of naval activities in the procurement, accounting, and administration of Army and Air Force members performing duty with the Navy. Nothing in this article is intended to pertain to the administration of Army or Air Force members assigned to the following:

a. International staffs;

b. Joint staffs;

c. Joint activities;

d. Joint agencies; or

e. Joint committees.

2. **Process**

a. A CO requiring the services of Army or Air Force members (officer or enlisted) must submit a request for an allowance to Chief of Naval Operations indicating:

(1) Billet description;

(2) Billet number;

(3) Grade;

(4) Branch of Service;

(5) Justification for assignment; and

(6) Whether duty will be of a continuing nature.

b. Upon approval of the request, a representative of the Department of the Army or the Department of the Air Force will coordinate the request and issue an allowance within the ceiling allowed by the respective Service. Strength accountability for Army members on duty with the Navy will be maintained by the Army unit to which attached, except for those members accounted for by the Adjutant General; Headquarters, Department of the Army.

c. Upon approval of an allowance and when available, the appropriate Service will order members to the naval activity for assignment by the CO.

3. **Tour Length**

a. See table for normal tours of duty with the Navy.

Branch of Service	Minimum	Maximum
Army	18 months	36 months
Air Force	24 months inclusive of training	36 months

b. Adjustments of tour lengths will be based on mutual agreement between the departments of the affected Services.

4. **Billet Requirement**. When a billet is no longer required or a change in the billet requirements is desired, the CO of the naval activity must notify Chief of Naval Personnel (CHNAVPERS)

of the changes a minimum of 6 months advance of the incumbent's projected rotation date (PRD). Parent Navy commands will submit DA 872 Requisition for Individual Officer Personnel, 6 to 10 months prior to incumbent's PRD to ensure a replacement officer is identified. DA 872 may be accessed by using the following Web address:
http://armypubs.army.mil/eforms/DA0001_to_DA1299_1.html.

5. **Administrative Policy**

a. Each member of the Army or Air Force assigned to a permanent tour of duty with the Navy will be attached to a parent service unit for administration. This unit, referred to in the Army as the administering agency and in the Air Force as a carrier unit, will be designated in assignment orders by each member's Service.

b. Personnel records of officers and enlisted members will be in the custody of and maintained by the administering agency or carrier unit. Changes in personal status of Army or Air Force member (i.e., marital status, children, address, or such other data required to be entered in personnel records) will be handled through the administering agency or carrier unit.

6. **Correspondence**

a. Correspondence initiated by Army or Air Force members will be forwarded, via the CO of the naval activity, to the designated agency or carrier unit which will take action or endorse the correspondence to the respective department for further action (requests for change of duty, schools, promotions, etc.).

b. Correspondence concerning relief of members and other matters requiring action on departmental level will be sent to CHNAVPERS for action.

c. Copies of all official correspondence will be forwarded to the administering agency or carrier unit. Information which would normally be brought to the attention of all Army or Air Force members (i.e., copies of publications, regulations, and required blank forms) will be provided by the administering agency or carrier unit to the naval activity (as necessary) for dissemination to and administration of Army and Air Force members.

7. **Leave Authorization**. Granting of leave will be controlled and the leave authorization issued by the CO of the naval activity. All requests for leave for Army members will be forwarded by the CO of the naval activity to the administering agency for a check of the member's record to determine if sufficient leave credits permit taking leave. The administering agency will inform the CO of the naval activity by return endorsement. Upon return of the member from leave, the original leave authorization, with the hour and date of departure, and return noted, must be sent to the administering agency.

8. **Pay Support**

a. Army members will continue to receive pay support from an Army finance and accounting officer while performing duty with the Navy. The administering agency will determine the appropriate finance office for this purpose.

b. Pay records for Air Force members must be maintained by the carrier unit or the Air Force accounting and finance office at the nearest military personnel flight or military personnel section for Defense Finance and Accounting Services (DFAS) transactions.

9. **Medical Care**

a. Health records of Army and Air Force members will be maintained by the medical facility which maintains the health records for members of the naval activity.

b. The Air Force carrier unit will notify Air Force members when physical examinations are required. These examinations must be conducted by a medical officer of any branch of the Armed Forces, and must be recorded on SF 88 Medical Record - Report of Medical Examination. Two copies of this report must be forwarded to the carrier unit. SF 88 may be accessed by using the following Web address: http://www.gsa.gov/portal/forms/type/SF.

10. **Clothing and Equipment for Army Members**. Enlisted Army members will receive necessary clothing and equipment or replacement thereof, through a system to be arranged by the CO of the naval activity, the administering agency, and the senior Army officer performing duty with the Navy command.

11. **Discipline**. Army and Air Force members performing duty with the Navy will be governed by the following provisions, concurred in by the Departments of the Army and Air Force:

a. In general, jurisdiction by a Navy CO over personnel of the Army or Air Force should be exercised **only** when the accused cannot be delivered to the Army or Air Force without manifest injury to either Service (see reference (a)). Accordingly, a Navy CO may initiate appropriate court-martial action to avoid manifest injury to either Service.

(1) No such court-martial will be convened for a member of the Army or Air Force; however, without prior notification of CHNAVPERS.

(2) In all other cases, when it is determined that disciplinary action should be taken by court-martial, a request must be made to the Department of the Army or the Department of the Air Force via CHNAVPERS to have the member concerned relieved from duty with the Navy. Such requests should contain full supporting data.

b. As a matter of policy, nonjudicial punishment (under the provisions of reference (b)) should not be imposed by a commander of one Service upon a member of another Service. When it is determined that nonjudicial punishment should be administered, a request must be made to the Department of the Army or the Department of the Air Force via CHNAVPERS to have the member concerned relieved from duty with the Navy, or ordered to temporary additional duty (TAD) with the administering agency or carrier unit, or with the nearest Army or Air Force command whose CO is authorized to impose nonjudicial punishment.

(1) When both such transfers are impractical, and the need to discipline the Army or Air Force member concerned is deemed urgent, nonjudicial punishment may be imposed by the appropriate Navy CO who must, in their discretion, determine when the required impracticality of transfer and urgency of discipline exist.

(2) A report of these determinations, the reasons therefor, and the circumstances surrounding the punishment must be made to the Department of the Army or the Department of the Air Force via CHNAVPERS as soon as practical.

Note: This article does not limit a Navy CO in the use of non-punitive measures which a CO is authorized to use to further the efficiency of the command, such as exhortations, disapprovals, criticisms, or oral admonitions or reprimands not intended to become part of the permanent record of the member concerned.

12. **TAD**. Upon reporting and detachment of an Army or Air Force member, the CO of the naval activity must send one copy of the member's orders with endorsements to CHNAVPERS and one copy to the administering agency or carrier unit. TAD orders in connection with Navy matters will be originated and funded by the CO of the naval activity to which Army or Air Force members are attached. The Department of the Army or the Department of the Air Force must fund and issue orders to Army or Air Force members for Army or Air Force sponsored TAD.

13. **Efficiency Report for Army Personnel**

a. The administering agency will request the CO of the naval activity to submit an efficiency report using DA Form 67-9 U.S. Army Officer Evaluation Report and reference (c) on the annual report date for each Army officer assigned. Navy raters will prepare Army personnel evaluations per reference (d); for Army civilian evaluations use reference (e). DA Form 676-9 may be accessed by using the following Web address: http://armypubs.army.mil/eforms/DA0001_to_DA1299_1.html.

b. Efficiency reports for other than annual periods (detachment of the reporting senior, detachment of the officer, and other cases as prescribed in reference (c)) will be initiated by the CO of the naval activity and sent to the administering agency in the same manner as described above. The distribution of DA Form 67-9 and reference (c) to the appropriate naval activity will be the responsibility of the administering agency.

c. The administering agency will request the CO of the naval activity to submit (on dates required) an enlisted efficiency report using DA 2166-8 NCO Evaluation Report, DA 2166-8-1 NCOER Counseling and Support Form, and reference (c) and (f) for each Army enlisted member assigned. DA 2166-8 and 2166-8-1 may be accessed by using the following Web address: http://armypubs.army.mil/eforms/DA1300_to_DA2199_1.html. Such reports must be initially prepared by

(1) a member who has supervised the Army member for a minimum period of 30 calendar days; and

(2) who is pay grade E-6 or above, and at least one pay grade higher than the Army member.

d. Each report must be reviewed by a warrant or commissioned officer in the direct line of supervision and sent to the administering agency for processing. Distribution of DA 2166-8, and reference (c) and (f) to the naval activity is the responsibility of the administering agency.

14. **Performance Report for Air Force Personnel**

a. It is the responsibility of the Air Force carrier unit to request the CO of the naval activity to complete AF 707 Officer Performance Report (LT Thru COL) at the appropriate times for each Air Force officer assigned. AF 707 may be accessed by using the following Web address: http://www.e-publishing.af.mil/.

b. The instructions for preparing the report will be furnished by the carrier unit. The effectiveness report should be originated by the immediate supervisor of the Air Force officer, endorsed by the immediate supervisor of the preparing official, and forwarded to the carrier unit.

15. **Receipt of Naval Awards**

a. Recommendations for Army members to receive Navy awards for heroism or meritorious service/achievement must be sent to the following address for concurrence prior to approval:

Adjutant Department of the Army Attn: ACPB-AB Washington, D.C. 20310

Eligibility of Army members for service awards, campaign medals, and qualification or special skill badges (applicable to all services or peculiar only to the Department of the Army) will be determined by the administering agency. Navy service awards and qualification or special skill badges may be awarded to Army members without referral to the Department of the Army.

b. COs of naval activities may present awards or letters of commendation to Air Force members attached to their command as prescribed by Navy directives.

c. One copy of the announcement of such an award must be sent to the administering agency or carrier unit for inclusion in the member's record.

16. **Expiration of Enlistment for Army Personnel**

a. The administering agency will notify the CO of the naval activity 3 months in advance of the expiration of enlistment for Army enlisted members assigned. The CO of the naval activity will send this information to CHNAVPERS, indicating the desires of the member as to

(1) reenlistment for other duty;

(2) separation; or

(3) reenlistment for the same duty.

b. In the case of reenlistment for the same duty, the recommendation of the CO of the naval activity will also be included.

17. **Personnel Casualty Report**. The administering agency or carrier unit may be contacted in the event of death or serious/very serious injury, per MILPERSMAN 1770-010, of an Army or Air Force member. The casualty must be reported using the procedure outlined in MILPERSMAN 1770-030.

MILPERSMAN 1300-081

INTERSERVICE TRANSFER OF AN OFFICER OUT OF THE NAVY

Responsible Office	NAVPERSCOM (PERS-8331)	Phone: DSN COM FAX	882-2085 (901) 874-2085 882-2621

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 USC (b) DoD Instruction 1300.4 of 27 Dec 06 (c) NAVSO P-6048, DoD Military Pay and Allowance Entitlements Manual (d) DoD Instruction 1312.03 of 6 Oct 06

1. **Policy**

a. Under reference (a), section 716 the President may, within authorized strengths, transfer any commissioned officer with the officer's consent from the:

(1) Navy,

(2) Army,

(3) Air Force,

(4) Marine Corps,

(5) Coast Guard,

(6) National Oceanic and Atmospheric Administration (NOAA), or

(7) Public Health Service (PHS),

and appoint the officer in any of the other Uniformed Services, except for Reserve officers on inactive duty. The interservice transfers are approved by the Secretaries concerned, or a designated representative, for the President.

b. In the case of an inactive duty officer, Navy Personnel Command (NAVPERSCOM), Reserve Officer Status Branch (PERS-911) is designated approval authority.

c. The transfer must be within authorized strength limitations of the gaining Uniformed Service and must be mutually agreed upon by the two departments concerned, that the transfer is in the best interests of the national defense. Interservice transfers will be disapproved if either the gaining or losing department does not concur.

2. **Conditions of Transfer**. Implementing regulations state the following:

a. Transfers are normally made only between equivalent services, that is, Reserve to Reserve and Regular to Regular. (The NOAA commissioned corps does not have a Reserve component.)

b. The opportunity for interservice transfer is offered to those officers who are especially qualified to contribute to the success of another Uniformed Service without interruption to their service careers. While the authority for interservice transfers is used primarily in the technical fields to permit the fullest possible use of individuals with critical or unusual skills, it is not restricted to technical specialists.

c. Release of a commissioned officer for an interservice transfer under reference (b) does not constitute a release from, or fulfillment of, the Uniformed Service obligation established by reference (a), section 651; however, additional service performed after transfer is counted toward fulfillment of the Uniformed Service obligation.

d. Upon transfer, the officer is credited with the total amount of service accrued as of the date before the transfer.

e. No transfer is made without the request or written consent of the officer concerned.

f. If a commissioned officer transferring between two military services is on a select list for promotion to the next higher grade under reference (a), section 624, the secretary of the military department concerned will integrate the officer into the promotion list of the gaining military service based on

the officer's date of rank in their current grade in the losing military service.

g. Except for commissioned officers in the PHS and officers previously awarded constructive service credit, a commissioned officer on extended active duty will continue to hold the same grade and date of rank held in the losing Uniformed Service.

3. **Basis for Denial**. Interservice transfers are considered on a case-by-case basis and may be denied if the officer:

a. Has not completed all obligated service (OBLISERV) prescribed in the officer program through which accessed and which was incurred by the officer in consideration for being tendered an initial appointment.

b. Has not completed all OBLISERV for funded education programs including:

(1) Naval Academy;

(2) Naval Reserve Officer Training Corps (NROTC);

(3) Armed Forces Health Professions Scholarship (AFHPS);

(4) Uniformed Services University of Health Sciences (USUHS); and

(5) Equivalent funded education programs.

c. Has not completed OBLISERV incurred for advanced education or technical training requiring additional OBLISERV including:

(1) Postgraduate education,

(2) Service school or college,

(3) Law school,

(4) Medical residency,

(5) Flight training,

(6) Naval flight officer training, and

(7) Equivalent education programs.

d. Has not completed OBLISERV incurred for:

(1) Transfer to the Regular Navy;

(2) Lateral transfer between competitive categories or designators;

(3) Entering a program; or

(4) Receiving an incentive pay, continuation pay, or bonus.

e. Is serving in a competitive category, designator, or other authorized officer classification in which NAVPERSCOM determines that significant personnel shortages result in compelling necessity for retention.

f. Is serving in designators 2100, 2200, 2300, or 2900 and seeks transfer to the Marine Corps or Coast Guard, since those services do not have an equivalent medical service.

g. Has been officially notified of permanent change of station (PCS) orders (telephone call, telegram, postcard, letter, or receipt of orders), or has executed PCS orders and has not served the required period of time at the new duty station as prescribed in MILPERSMAN 1920-200.

h. Is a Navy Reserve Full Time Support officer (FTS) on active duty who has been issued Release from Active Duty (RAD) orders, unless the interservice transfer request is received by NAVPERSCOM, Officer Favorable Separations Section (PERS-8331) at least 6 months in advance of the scheduled release date.

i. Is a probationary Navy officer on active duty who has attrited from a Navy training program and does not have prior service in the gaining service.

j. Has failed selection for promotion to the next highest grade, for the second time, before submitting a request for transfer to another Uniformed Service.

k. Has been notified of mandatory retirement for any reason.

l. Has applied for transfer to the gaining service within the last year.

m. Is subject to administrative separation processing which has been initiated or the officer has adverse information pending.

4. **Application Process**

a. Regular officers desiring transfer to another Uniformed Service must submit applications in letter form at least 6 months, but not more than 9 months, in advance of the desired detachment month. This lead time is necessary to provide for:

(1) A contact relief;

(2) Minimize gapping of the billet; or

(3) To process requests from the time of receipt until favorable endorsement by Secretary of the Navy (SECNAV); and

(4) Forwarding of the request to the gaining service.

b. Requests will be addressed as follows:

To SECNAV.
Via the commanding officer (CO) and
NAVPERSCOM (PERS-8331).
Copy to (not via) each level of the administrative chain of command through the Fleet Commander (PAC or LANT) of the unit to which the officer is assigned.

If the officer is in a drill status, the request must include endorsements from the officer's chain of command.

c. A Reserve officer on inactive duty desiring transfer to another service component must have that gaining service submit DD 368 (Nov. 94), Request for Conditional Release, to NAVPERSCOM (PERS-911).

5. **CO's Responsibility**. The CO must follow the steps listed below:

Step	Action
1	Forward the request within 10 days.
2	Certify that the information provided in the officer's interservice transfer letter is correct.
3	Indicate in the forwarding endorsement whether the transfer would, in CO's opinion, be in the best interest of the national defense.

6. **Request Initiated by the Gaining Service**. Requests may be initiated by the gaining service. These requests should be submitted as follows:

> **Through** the secretary of the gaining department and NAVPERSCOM (PERS-8331).
> **To** SECNAV.

The request must be accompanied by consent to the transfer from the naval officer concerned. The request should include sufficient justification to show that the transfer is in the best interest of the national defense and the officer.

7. **Personal Data**. The personal data contained in the requests is used by appropriate authorities to evaluate the proposed transfer. The disclosure of this information is voluntary; however, failure to provide sufficient justification may result in the disapproval of the request or extensive delays in processing.

8. **Active Duty Transfer Request Contents**. Requests should include the following information:

a. Applicant's last, first, and middle name.

b. Grade, date of rank, frocked rank.

c. Branch of service.

d. Command to which presently assigned.

e. Total active federal commissioned service.

f. Summary of any previous interservice transfers.

g. Age and place of birth.

h. Citizenship and how acquired.

i. Summary of military duties performed.

j. A complete statement of professional or technical qualifications and educational background.

k. Reason for requesting transfer.

l. Home address.

m. Daytime telephone number, DSN and commercial, if available.

n. Contingent resignation, including the following statement:

"I hereby tender my resignation from the (U.S. Navy, U.S. Navy Reserve) and request that it be accepted contingent upon final approval of my application for transfer to the (specify service) and effective as of the day preceding my acceptance of an appointment in the (specify service)."

o. Scheduled date of separation from active duty (if any).

9. **Request Enclosure**. Requests must have the following information attached to the application as enclosures:

a. Current DD 2808 (10-05), Report of Medical Examination; original and one copy. If requesting transfer for aviation programs, include the following information on DD 2808: Block 60-refraction and Block 62-prism diversion, buttock-leg length, and sitting height.

b. A copy of chest X-ray and Electrocardiography - EKG.

c. Current DD 2807-1 (3-07), Report of Medical History; original and one copy.

10. **Closeout of Navy Records**

a. Upon final approval of an interservice transfer from the Navy, the termination of the Navy commission and subsequent reappointment in the gaining Uniformed Service is completed without interruption of the continuity of the officer's total

service. Officers so transferred are credited with the total amount of unused leave and service accrued as of the date before the transfer. The gaining service forwards the applicant's initial appointment and the first duty orders to NAVPERSCOM (PERS-8331). These documents are then forwarded to the officer as enclosures to the NAVPERSCOM orders accepting the officer's resignation from the Navy and are executed the day following separation from the Navy.

b. Navy records are closed out as follows:

(1) **Health and Service Records.** The original health (medical and dental) and original service record are closed and forwarded under letter of transmittal to NAVPERSCOM (PERS-8331). The mailing envelope is marked "DO NOT OPEN IN MAIL ROOM - INTERSERVICE TRANSFER." Copy 7 of the DD 214 (8-09), Certificate of Release or Discharge from Active Duty, is inserted in the health record. A copy of the health record is reproduced and given to the officer for delivery to the gaining service.

(2) **Leave.** Per reference (c), accrued leave is not payable in the case of an officer executing an interservice transfer. The number of days of accrued leave is noted in the remarks section of the DD 214 to assist the gaining service in accurately crediting the officer's leave account.

(3) **Endorsement.** Separation orders are endorsed as required.

(4) **Pay and Allotments.** Pay records and pay allowance entitlements are processed and computed under the instructions contained in pay directives and Navy travel instructions. A possibility exists that an officer's allotment payments may be interrupted during the transfer process. The transferring officer should ensure that direct payments are made for insurance premiums for any period, which may elapse, between the dates Navy allotments are stopped and the date allotments are started by the gaining service.

(5) **Transfer Withdrawal.** If the officer desires to withdraw an interservice transfer before accepting the commission in the gaining service, the CO must inform NAVPERSCOM (PERS-8331) by e-mail upon receipt of the withdrawal request and forward the written request with endorsement within 10 days.

The gaining service is notified by NAVPERSCOM (PERS-8331). Once the request to withdraw the original request is received, NAVPERSCOM (PERS-8331) will return the original request package to the officer.

(6) **Reserve officers.** For Reserve officers not on active duty, NAVPERSCOM (PERS-911) will complete the discharge upon receipt of a copy of the member's gaining service oath of office. The order-issuing authority will cancel any reserve orders in effect on the date of discharge and forward medical records to the Department of Veterans' Affairs (VA) per MILPERSMAN 6150-010.

11. **Rank and Status**. The following conditions apply to officers who have transferred out of the Navy:

a. A Regular Navy officer transferred out of the Navy under this article, except for physician, dentist, nurse, or medical service corps officer, continues to hold the same rank and date of rank as that held in the Navy the day before the transfer. The officer is placed on the active duty list of the gaining Uniformed Service under regulations of the gaining Uniformed Service.

b. A Reserve Navy officer on active duty (FTS) or inactive duty, except for a physician, dentist, nurse, or medical service corps officer, transferred out of the Navy under this article is awarded a permanent Reserve grade and the date of rank as determined by applying the amount of service accrued in the Navy to the appointment laws then in effect for the gaining Uniformed Service. The officer is placed on the active duty list following regulations of the gaining service.

c. In the case of a physician, dentist, nurse, or medical service corps officer, federal service already served will be considered in the constructive service credit, as if the time was served in the gaining service, per the law governing promotion, seniority, and retirement in that service.

d. A commissioned officer awarded constructive service credit, who does not transfer to the same or a comparable professional category, loses any constructive service credit granted per reference (d). The officer must be renominated by the President and confirmed by the Senate in an appropriate grade commensurate with total active commissioned service.

No commissioned officer is transferred from one Uniformed Service and appointed to another, with a precedence or relative rank higher than held on the day before such transfer per (reference (a), section 716).

MILPERSMAN 1300-082

INTER-SERVICE TRANSFER OF AN OFFICER INTO THE NAVY

Responsible Office	BUPERS-31 (Active officer members)	Phone:	DSN: COM: FAX:	882-3102 (901) 874-3102 (901) 874-2063
	NAVPERSCOM (PERS-911)	Phone:	DSN: COM: FAX:	882-4753 (901) 874-4753 882-2753

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) DoD Instruction 1300.04 of 25 July 2017 (c) AR 614-120 Inter-Service Transfer of Commissioned Officers, 2022 (d) COMDTINST 1000.4B (e) SECNAVINST 1000.7G (f) DCNO ltr 5612 Ser N00/012 of 9 Mar 23

1. **Policy**

a. Per reference (a), section 651, the President may, within authorized strengths, transfer any commissioned officer, with the officer's consent, from the United States:

(1) Army,

(2) Air Force,

(3) Marine Corps,

(4) Space Force,

(5) Coast Guard, or

(6) Public Health Service to any of the other Uniformed Services.

b. The Secretaries concerned, or a designated representative for the President, approve the inter-Service transfers, except for Reserve officers on inactive duty.

c. The inter-Service transfer must be within the authorized strength limitations of the gaining Uniformed Service and, by mutual agreement of the two departments concerned, be in the best interests of the national defense. Inter-Service transfers will be disapproved if either the gaining or losing Service does not concur.

2. **Request from Officers on Active Duty**. Officers on an active duty list of another Uniformed Service submitting requests for inter-Service transfer into the Navy are discussed in this article. Bureau of Naval Personnel (BUPERS) Military Community Management Department (BUPERS-3) must receive applications no later than 9 months in advance of the requested transfer date. Preferred method to send request is through e-mail: bupers3-ist.fct@navy.mil and the alternate method is through mail:

Bureau of Naval Personnel (BUPERS-3)
ATTN: BUPERS-31 Bldg. 453 Room 238
5720 Integrity Drive
Millington, TN 38055-0003

3. **Active Duty Application Contents**. Applications must contain the information required and comply with the format prescribed by the parent Uniformed Service per references (b) through (e). Additionally, the following information and documents must be included:

ACTIVE DUTY APPLICATION CONTENTS	
a.	Conditional release from parent Service. Note: The Marine Corps' conditional release must be approved by the Commandant of the Marine Corps
b.	Verified statement from parent Service headquarters that the officer concerned has neither failed selection for promotion in present grade, nor had his or her name been removed from a promotion list
c.	Source of original commission
d.	Current DD 2808 Report of Medical Examination (original and one copy)
e.	Current DD 2807-1 Report of Medical History

f.	Resume of flying experience (aeronautical applicants only) including: (1) Date Service member entered training for original aeronautical rating (2) Rating held and date it was awarded (3) Total flying time (4) Total jet time
g.	A verified statement of service
h.	One of the statements of understanding shown in the paragraphs below
i.	A digital copy of the officer's master personnel record

4. **Delegation of Authority**

a. The Secretary of the Navy is responsible for approving or disapproving inter-Service transfer requests, which was delegated to the Deputy Chief of Naval Operations for Personnel, Manpower, and Training (CNO N1). Per reference (f), authority to approve or disapprove all inter-Service transfer requests was further delegated to Deputy Chief of Naval Personnel (DEP CHNAVPERS).

b. In the event the delegation authority changes, the approval process will update to the newly revised authority. In the case of no delegated authority, the responsibility for approving or disapproving reverts to the Secretary of the Navy.

5. **Approval Process**. Officers should send their applications to DEP CHNAVPERS at the address shown in paragraph 2 for processing, review, and evaluation.

IF ...	THEN ...
DEP CHNAVPERS disapproves request,	The disapproved application will be returned to BUPERS-31 with a memorandum noting disapproved, which will be forwarded by BUPERS-31 to the parent Service and member concerned
DEP CHNAVPERS approves request,	The approved package will be sent to Navy Personnel Command (NAVPERSCOM) Board Administration Branch (PERS-804) for preparation and submission of the scroll to the Office of the Secretary of Defense and the Senate for approval, as required. Once the approved scroll is received, it is sent to NAVPERSCOM Officer Accessions and Promotions

	Branch (PERS-806) for appointment documents, which PERS-806 will send to the Service member via the parent Service. NAVPERSCOM Career Management Department (PERS-4) will prepare active duty orders, obtain appointment documents from PERS-806, and coordinate the transfer with the parent Service.

b. If an officer enters the Navy on active duty, is subject to placement on the active duty list, and would be eligible for consideration by a promotion selection board as an "in-zone" or "above-zone" eligible officer within a year of placement on the active duty list, he or she will be deferred unless he or she specifically request consideration. The officer may waive this deferment and request consideration for promotion, in writing, as specified in the naval administrative (NAVADMIN) message which announces the officer's eligibility. Requests must be received no later than the convening date of the board.

6. **Statement of Understanding for Officers on Active Duty**. Officers on active duty must read and sign the following statement of understanding:

"I understand that if my request is approved, I will be required to serve at least 4 years of active service in the Regular Component and retain my commission for a minimum of 8 years at the option of the Service. I understand my active duty obligation, permanent grade, and date of rank will be that assigned to me by NAVPERSCOM upon appointment. I understand that if this transfer is for flight training, I will incur a minimum service obligation corresponding to chapter 37, section 653 of U.S. Code, Title 10 law. I further understand that, as an officer on active duty, I may be assigned to a government-sponsored training program or directed on permanent change of station (PCS) orders to meet the needs of the Service. If I am required to undergo such training or PCS, I understand this additional active service may be served concurrently with the initial period of minimum required service."

(signature of officer)
(typed name, grade)

7. **Applications from Officers on Inactive Duty**

a. Applications for appointment into the U.S. Navy Reserve (USNR) may be made by officers on inactive duty of another Service without interruption to their career.

(1) Reservists must initiate the inter-Service transfer process through an USNR officer recruiter.

(2) Officers on inactive duty will normally be transferred in the grade held in their parent Service on the day before transfer.

(3) If the officer is on a promotion list to the next higher grade per reference (a), section 14308, the officer will be added to the Reserve active status list based on the officer's date of rank in his or her current grade in his or her current branch of Service.

(4) Per reference (e), an officer who has failed to select for promotion one or more times in his or her present grade or has been notified of mandatory retirement processing is ineligible to apply for an inter-Service transfer.

(5) Navy officer recruiters will do the following:

(a) Serve as the initial point of contact for inactive duty officers, except for aviators and flight officers seeking duty in a flight status, considering inter-Service transfer into the Navy.

(b) Assist the officer, as necessary, with completing SF-86 Questionnaire for National Security Positions.

(c) Schedule, as necessary, an applicant's required medical examination with a military entrance processing station.

(d) Obtain Commander, Navy Recruiting Command (NAVCRUITCOM)(COMNAVCRUITCOM) "physically qualified" determinations.

(e) Witness and sign NAVPERS 1000/4 Officer Appointment Acceptance and Oath of Office into the USNR.

(f) Following appointment in the USNR, affiliate approved officers with a drilling USNR unit.

8. **Inactive-Duty Application Contents**. Requests are subject to the appropriate directives of the respective Service. At a minimum, the following information must be included:

INACTIVE DUTY APPLICATION CONTENTS	
a.	Name (applicant's last, first, and middle names)
b.	Department of Defense identification number and designator or military occupation specialty
c.	Current grade, date of rank, military occupation specialty, and designator for which the Service member is applying
d.	Branch and component
e.	Present assignment (organization to which presently assigned)
f.	Service (total years of commissioned service (active and reserve)
g.	Previous inter-Service transfers (summary of any previous inter-Service transfers)
h.	Birth (date and place of birth)
i.	Citizenship (citizenship and how acquired)
j.	Summary of duties (summary of military duties performed)
k.	Education and qualifications (brief statement of educational credentials and military and civilian professional or technical qualifications)
l.	Reason for requesting transfer
m.	Recruiter’s contact information (rank, name, phone number, and e-mail address (if applicable))
n.	Contingent resignation including the following statement: “I hereby tender my resignation from the (specify component) and request that it be accepted upon final approval of my application for transfer to the (specify component) and be effective as of the day before the date of my acceptance of the appointment in the (specify component).”

o.	The following documents will be enclosures to the official letter request: 1. Current DD 368 Request for Conditional Release approved by officer's Reserve Component headquarters or authorized personnel command per reference (b) 2. Resume 3. Last three fitness reports 4. DD 214 Certificate of Release or Discharge from Active Duty (if applicable) 5. Verified statement from officer's Reserve Component headquarters of the officer's grade, date of rank, military occupation specialty, and number of failed selections for promotion in current grade 6. Complete up-to-date microfiche or digital record, or entire paper copy of service record to complete an accurate statement of service 7. Defense Information System for Security printout indicating current security clearance or a completed SF 86 Questionnaire for National Security Positions. If clearance is not current and SF 86 is not completed, include legal action, pending legal action, convictions, or financial delinquencies since the last security clearance investigation. The Information Warfare Community requires a completed sensitive compartmented information suitability pre-screen with the local Naval Information Forces Reserve readiness center's special security officer. 8. DD 2807-1 9. Current DD 2808 10. COMNAVCRUITCOM "physically qualified" or "not physically qualified" letter (as applicable) 11. Latest point-capture report from the officer's Reserve Component

	12. For aviator and flight officers requesting aviation duty, the following additional items are required: a. Current DD 2992 Medical Recommendation for Flying or Special Operation Duty (flight physical examination) b. OPNAV 3710/37A (07-05) Anthropometric Data Measurement Record c. SF 507 Medical Record as a continuation of SF 93 Report of Medical History (note "Special Aviation Applicant" on block 6 of SF 93) d. Naval Operational Medical Institute's endorsement stating the officer is physically qualified for aviation e. Current aeronautical rating f. Endorsement from the Reserve command possessing the available flying billet to which the individual will be assigned g. Endorsement from the wing commander of the unit to which the officer will be assigned 13. Medical Corps, Dental Corps, Medical Service Corps, or Nurse Corps applicants who are applying for a clinical sub-specialty will include a favorable credentials verification letter from the Bureau of Medicine and Surgery Centralized Credentials and Privileging Department in their application package.

9. **Submission and Approval Process**. Applications will be submitted through Personalized Recruiting for Immediate and Delayed Enlistment Modernization II (PRIDE Mod II) to NAVCRUITCOM's Navy Veteran Program Manager (N31) who will then forward the application to NAVPERSCOM Reserve Officer Status Branch (PERS-911). PERS-911 will coordinate a review of the application with BUPERS Reserve Officer Community Management Branch (BUPERS-351) for evaluation and recommendation per this article and reference (b).

a. If NAVPERSCOM disapproves the application, PERS-911 will notify COMNAVCRUITCOM by letter via PRIDE MOD II, and file the application without further action.

b. If NAVPERSCOM approves the application, PERS-911 will notify COMNAVCRUITCOM by letter via PRIDE MOD II, to request the NAVPERS 1000/4 from NAVPERSCOM Career Progression Division (PERS-80) and coordinate the transfer with PERS-911 and the parent Service.

MILPERSMAN 1300-090

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - OVERVIEW

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	604-5477 (703) 604-5477 (703) 604-3916

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVSO P-6034, Joint Travel Regulations (JTR)

1. **Purpose**. This article provides general and specific policies per reference (a) for use by commanders, supervisors, personnel and finance specialists, and Service members to determine entitlements that accrue to members' incident of permanent change of station.

2. **PCS Policy**. This article contains the following MILPERSMAN articles related to important aspects of the PCS entitlement policy:

Title	See MILPERSMAN
Permanent Change of Station (PCS) Entitlement Policy - General and Specific Policies	1300-100
Determining Effective Date of PCS Orders	1300-110
Permanent Change of Station (PCS) Entitlement Policy - Issuing Change of Home Port Certificates	1300-120
Permanent Change of Station Entitlement Policy - General Reimbursement Rules for POC Travel	1300-130
Permanent Change of Station (PCS) Entitlement Policy - Policies for Unique Categories of Travel/Relocation Entitlements	1300-140

MILPERSMAN 1300-100

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - GENERAL AND SPECIFIC POLICIES

Responsible Office	OPNAV (N13)	Phone:	DSN COM FAX	225-3322 (703) 695-3322 225-3311

References	(a) JFTR, Volume 1, Chapter 5

1. **General Policy**. Service members who are ordered to make a permanent change of station (PCS) move are entitled to personal travel and transportation allowances per reference (a).

a. No command will deny any member of travel and transportation allowances or entitlements associated with PCS movement of a Service member from one permanent duty station (PDS) to another.

b. PCS and PDS are defined per reference (a), Appendix A.

c. Issuance of a PCS order does not, in and of itself, carry travel and transportation entitlements. The orders must be read to determine if there is, in fact, a change of permanent station and not just a change of activity.

2. **Definition of "In Proximity."** PDS's are "in proximity" to each other when they are both in an area ordinarily serviced by the same local transportation system, and Service members could reasonably commute daily from home to either PDS. An example follows.

3. **Example**. A Service member receives PCS orders to detach from the Navy Yard, Washington D.C. and to report to a place located 3 miles outside the Washington, D.C. corporate limits.

a. The Service member could commute daily to the new PDS from the same residence occupied while assigned to the old PDS (Washington, D.C.).

b. There is no entitlement to movement of household goods (HHG); the Service member is not entitled to personal travel and transportation allowances incident to the transfer. No travel time is provided; basic allowance for housing is not stopped.

c. If the Service member relocates the household, there would still be no PCS entitlements, other than personal travel and transportation allowances of the Service member unless:

(1) The gaining commanding officer issues a statement that the relocation was necessary as a direct result of the PCS; and

(2) Appropriate accounting data is provided by Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4).

4. **Rules for PCS Entitlements**. Use the rules in the table below to determine what PCS entitlement actions are appropriate for a number of specific PCS situations:

WHEN...	AND...	THEN...	THEN SEE ...
a member is transferring between two non-shipboard activities/unit identification code (UIC)s and/or units located at the same PDS location in the 48 contiguous United States and the District of Columbia (CONUS),		the member is not making a change of permanent station, and no PCS entitlements will be provided. Entitlements remaining from PCS moves will be provided.	
the member's household relocation is mission essential and in the best interest of the government,		a local move of HHG may be authorized by the commanding officer by issuing a statement that such a local move is necessary as a direct result of the transfer,	Reference (a), Para. U5355-B1.
dealing with the dislocation allowance (DLA),		PCS includes 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,	MILPERSMAN 7220-220 and reference (a), Para. U5630.
a member transfers between two non-shipboard activities or units in proximity to each other but not at the same PDS,		the member is not entitled to personal travel and transportation allowances, and is not automatically entitled to HHG shipment, dependent travel and transportation, or DLA,	JFTR, reference (a), Para. U5100.

WHEN...	AND...	THEN...	THEN SEE ...
the gaining commanding officer does not issue a statement that HHG shipment is mission essential and in the best interest of the government,	appropriate accounting data is not provided by NAVPERSCOM (PERS-4) in the PCS order,	shipment of HHG is not authorized in connection with a PCS between PDSs in proximity to each other.	
the PCS order does not have the appropriate accounting data,		a request for a modification to the PCS order must be submitted to NAVPERSCOM (PERS-4), prior to executing the orders to obtain the accounting data,	order modification request procedures.
PCS orders are issued between ships in the same home port or between a ship and a shore activity in the vicinity of the same home port,		they may be issued without accounting data for HHG shipment or dependent travel and transportation.	
a household relocation is to occur, including local moves,	accounting data was not issued in the PCS order,	a request for a modification to the PCS order to include appropriate accounting data must be sent to NAVPERSCOM (PERS-4) prior to executing the orders,	MPM 1320-311 for order modification request procedures.

MILPERSMAN 1300-110

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - DETERMINING EFFECTIVE DATE OF PCS ORDERS

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members

1. **Introduction**. The effective date of permanent change of station (PCS) orders is important for determining entitlements for transportation of dependents and shipment of household hoods (HHG).

a. The basic definition of the effective date of PCS orders is contained in reference (a), Appendix A.

b. For orders amended, modified, canceled, or revoked, the effective date will be per reference (a), para. U2140-A.

2. **Effective Date for Specific Types of Orders**. The effective date of orders for specific types of orders is as given in the table below:

WHEN orders involve...	THEN effective date is the date...	AND see...
a change in home port of a ship, ship-based staff, or other afloat-based mobile unit,	announced by Chief of Naval Operations (CNO), normally by message.	
a change of permanent duty station (PDS) location of a shore-based mobile unit,	following the announcement of the change by the CNO on which the member must commence travel to the new station for the purpose of remaining and performing normal duties. This is regardless of whether the travel is commenced before or after the announced effective date of the change.	
release from active duty,	of release.	
a unit which has received an official alert notice that it would be moved to a restricted PDS outside the Untied States and that movement is contemplated to commence within 90 days after such alert notice was received,	such orders are received by the servicemember,	reference (a), paras. U5222-D and U5240-D.
removal of restrictions from a restricted area,	travel of dependents actually begins after the date restrictions are removed,	reference (a), para. U5222-D.
unusual/emergency circumstances or evacuation,	the dependents are actually removed from the overseas station or area involved,	reference (a), para. U5240 or Chapter 6.
dependents retained at previous duty station,	of the current PCS order,	reference (a), paras. U5203-A and U5222-D.

MILPERSMAN 1300-120

PERMANENT CHANGE OF STATION (PCS) ENTITLEMENT POLICY - ISSUING CHANGE OF HOMEPORT CERTIFICATES

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

References	(a) Joint Federal Travel Regulations (JFTR)

1. **Policy**. The change of homeport of a ship, mobile unit, or afloat staff is a permanent change of station (PCS), except for Service member travel. The commanding officer may issue a change of homeport/PDS certificate. For sample format see MILPERSMAN 1306-1800.

2. **Restrictions on Issue of Homeport Change Certificates**. Table below contains the restrictions to issuance of a homeport change certificate:

WHEN...	THEN...	AND ALSO SEE...
the member is entitled to and plans to ship household goods (HHG) or a privately owned vehicle (POV) incident to the change,	the member will be issued a change of homeport certificate.	
the member has been issued, or expects to be issued PCS orders,	the member will not be issued a change of homeport certificate.	
the member has less than 90 days obligated service remaining on the effective date of homeport change,	the member will not be issued a change of homeport certificate. Separation or relief from active duty orders may be issued immediately.	
the member’s service can be spared,	the member will be transferred for separation.	

WHEN...	THEN...	AND ALSO SEE...
the member's service cannot be spared,	the member will be required to accompany the ship/staff to the new homeport/PDS,	MILPERSMAN 1910-102 and MILPERSMAN 1306-1800 for authorization for early separation of enlisted personnel due to homeport change.
the member extends the present enlistment or reenlists prior to being detached from the unit and other criteria, such as non receipt of orders, are met,	a change of homeport certificate can be issued.	
the member has the official homeport change notification authorizing the member to proceed to the old homeport and then to the new homeport when necessary to assist in the movement of dependents, shipment of HHG, or to bring the member's privately owned conveyance (POC) to the new homeport,	the commanding officer may issue a PCS travel authorization,	reference (a), paragraph U5120-F. Also see **NOTE 1** below.
the member is permanently assigned aboard a ship, whose homeport is changed to the port of overhaul or inactivation,	the member may elect periodic travel between the overhaul port and former homeport instead of PCS entitlements,	reference (a), paragraph U7115. . Also see **NOTES 2** and **3** below.
the initial assignment of a homeport is made, i.e., when the ship is placed in commission,	the commanding officer of a pre-commissioning unit may not issue a homeport change certificate. Instead, PCS orders must be issued.	

NOTE 1: This also applies to a newly commissioned ship when the ship’s homeport is different from the member’s old PDS.

NOTE 2: Periodic travel accrues under reference (a) and also applies to a ship that is undergoing overhaul or inactivation at a place other than its homeport, that is, the homeport is not changed.

NOTE 3: Periodic travel entitlements may only be provided to Service members whose dependents reside in the reasonable commuting area of the former homeport. The entitlement applies to all Service members who have dependents within the reasonable commuting area of the former homeport. The former homeport need not be specified as the ship’s homeport on the Service member’s orders. Instead of member travel, dependents may travel to the overhaul or inactivation port with limited reimbursement. See reference (a), paragraph U5222.

MILPERSMAN 1300-130

PERMANENT CHANGE OF STATION ENTITLEMENT POLICY - GENERAL REIMBURSEMENT RULES FOR POC TRAVEL

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

References	(a) Joint Federal Travel Regulations (JFTR)

1. **Basis for Rules.** The general reimbursement rules for privately owned conveyance (POC) travel incident to permanent change of station (PCS) travel are based on the official mileage provided in the Defense Table of Distance (DTOD) multiplied by the mileage rate and the number of privately owned conveyances authorized for PCS travel. The number of travelers in a POC has no relationship to the mileage rate. PCS Monetary Allowance in Lieu of Transportation (MALT)/mileage is paid based on the POC. If two or more members under PCS orders travel together in the same POC, only the owner/operator of the POC may claim MALT/mileage. Both are authorized flat rate per diem.

2. **Reimbursement Rules.** Use the rules contained in the table below to determine entitlement to reimbursement for POC travel during PCS moves:

WHEN...	THEN...	AND...
member and dependents travel between permanent duty stations in one POC,	the per mile rate paid is for one POC per reference (a).	
the member travels separately from dependents,	the member is paid a per mile rate,	the payment for dependents is a per mile rate. COMMENT: No specific authority for more than one POC is needed as the group; the dependents in this case are using only one POC. per diem is also paid.

WHEN...	THEN...	AND...
member and dependents travel together using two POCs or; if five or more dependents travel together using more than two POCs,	the per mile rate (See reference (a), paragraph (U2605) for two POCs is paid, unless authority is granted for payment based on over two POCs.	
permission is received under reference (a), for use of more than two POCs,	payment may be made for use of more than two POCs by the group traveling together,	the per mile rate is paid for each POC based on the number of authorized POCs.
there are five or more travelers in the group,	commanding officers may approve payment for the use of more than two POCs by a group traveling together as long as there are an adequate number of qualified dependent drivers.	
a dependent needs special accommodations,	commanding officers may also approve payment. See reference (a).	
less than five travelers are involved,	payment for use of more than two POCs is unlikely.	
a member believes that a valid reason exists for needing more than two POCs for less than five travelers,	the member may submit a request via the member's commanding officer to the member's detailer for a final determination by PERS-451H, either prior to or after execution of orders. Details must be provided. Owning a compact car(s) is not a valid reason.	
in the situations described per reference (a), paragraphs U5205-A2c or U5205-A2e, dependents travel separately from the member due to official reasons,	reimbursement for such travel will not be made, unless supported by a statement from the member certifying the circumstances involved,	doubtful situations will be sent to the member's commanding officer for resolution.

MILPERSMAN 1300-150

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - OVERVIEW

Responsible Office	OPNAV (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) Joint Federal Travel Regulations (JFTR) (b) OPNAVINST 4650.15A (c) OPNAVINST 4630.25C (d) DOD Instruction 1315.18 of 12 Jan 2005

1. **Introduction**. This article consists of six sub-titles as listed below.

2. **Purpose**. The purpose of this article is to provide general and specific policies for use by commanders, supervisors, personnel and finance specialists, and Service members in determining the entitlements associated with the sponsorship of dependents at overseas duty stations where the members are assigned. Refer to references (a) through (d) for further guidance

3. **In This Article**. This article contains the following sub-titles related to important aspects of the dependent command sponsorship policy:

Title	See MILPERSMAN
Applicability and Definitions	1300-160
Criteria and Status	1300-170
Status Change, Prohibitions, and Dependent Entry Approval	1300-180
Policies on Transportation at Government Expense	1300-190
Policies on Overseas Station Allowances	1300-200
Policies on Noncommand-Sponsored Dependents	1300-210

MILPERSMAN 1300-160

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - APPLICABILITY AND DEFINITIONS

Responsible Office	CNO (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members, Chapter 5 (b) DoD Instruction 1315.18 of 12 Jan 2005

1. **Applicability**. This article is applicable to all active duty (ACDU) Navy personnel assigned to, ordered to, or who request transfer to permanent duty at an overseas permanent duty station (PDS) **outside** the contiguous 48 United States and the District of Columbia (continental United States (CONUS)). This includes personnel ordered overseas in connection with a change of homeport or PDS location.

2. **List of Terms to be Defined**. For the purpose of this article, the terms and their definitions listed below apply:

Acquired dependent
Appropriate military commander
Appropriate overseas commander
Command-sponsored dependent
Dependent entry approval
Formerly command-sponsored dependent
Noncommand-sponsored dependent

3. **Acquired Dependent**

a. An acquired dependent is an individual who becomes a dependent through birth, marriage, adoption, or other action during the course of a Navy servicemember’s current overseas tour of duty.

b. The term does not include those individuals dependent upon the servicemember or children born of a marriage that existed before commencement of the current overseas tour.

c. In servicemember-married-to-servicemember situations, a servicemember separating from the service becomes an acquired dependent of the servicemember remaining on ACDU on the day of separation.

d. A dependent, returned early for personal reasons from an overseas area under references (a) and (b) will, however, be treated as an acquired dependent upon return to the overseas area at personal expense.

4. **Appropriate Military Commander**

a. The appropriate military commander is normally the commander authorized to grant dependent entry approval for the overseas area. See reference (b).

b. For those areas for which prior approval for dependent entry is not required, the appropriate overseas commander is the authority for authorizing command sponsorship.

c. The appropriate overseas commander, as defined below, is the appropriate military commander for servicemembers who request dependent entry approval after reporting to the overseas PDS.

5. **Appropriate Overseas Commander**. The appropriate overseas commander is the commanding officer (CO) of the servicemember's overseas PDS, except where the area or appropriate military commander has issued supplementary instructions restricting such authority.

6. **Command-Sponsored Dependent**

a. A command-sponsored dependent is a dependent

(1) whose servicemember sponsor is authorized to serve the accompanied tour in an area that has an accompanied tour prescribed,

(2) whose servicemember sponsor is granted authorization for dependents to be present in the vicinity of the overseas PDS, and

(3) who is residing with the servicemember at the overseas PDS.

b. If a servicemember's spouse is command-sponsored, children born of that marriage during the current tour of duty are command-sponsored at birth.

7. **Dependent Entry Approval**

a. Dependent entry approval is a procedure for authorizing dependents to enter overseas PDSs.

b. In those areas designated as requiring dependent entry approval, such approval allows dependents to travel to the overseas PDS at government expense and constitutes command sponsorship.

8. **Formerly Command-Sponsored Dependent**. Formerly command-sponsored dependent is a dependent who

a. was command-sponsored; and

b. temporarily continues to reside in the vicinity of the overseas PDS at which command sponsorship was conferred following PCS transfer of the sponsor; or

c. permanently continues to reside in the vicinity of the overseas PDS at which command sponsorship was conferred while the dependent's sponsor serves a consecutive unaccompanied overseas tour in another country, serves a dependent restricted tour, or is assigned to unusually arduous sea duty at a different PDS or homeport.

9. **Noncommand-Sponsored Dependent**. Noncommand-sponsored dependent is a dependent, residing in an overseas area, who is not command-sponsored, including formerly command-sponsored dependents and dependents residing at an Office of Chief of Naval Operations (OPNAV), Pay and Compensation Branch (N130) approved overseas designated place of residency.

MILPERSMAN 1300-170

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - CRITERIA AND STATUS

Responsible Office	OPNAV (N130E)	Phone:	DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) DoD Instruction 1315.18 of 12 Jan 2005 (b) Joint Federal Travel Regulations(JFTR)

1. **Policy**. Navy Service members, regardless of rank or length of service, may elect the accompanied or unaccompanied tour in overseas areas with an accompanied tour prescribed. If the accompanied tour is elected, the Service member may have dependents command-sponsored.

2. **Criteria**. Per reference (a), in order for dependents to be command-sponsored by the appropriate military commander, the Service member must meet the following criteria, as applicable:

a. **Accompanied-by-Dependents Tour**: Be assigned to a location where an accompanied-by-dependents tour is authorized, and the member agrees to serve the prescribed accompanied tour.

b. **Dependents Permanent Duty Station (PDS) Vicinity Presence**: Be granted authorization by the appropriate military commander for dependents to be present in the vicinity of the overseas PDS.

c. **Contractual Obligated Service (OBLISERV)**: Have sufficient contractual OBLISERV to complete the accompanied-by-dependents tour.

(1) **Exception**: Exception to serve less than the accompanied-by-dependents tour length on an intra-theater consecutive overseas tour must be requested from Secretary of the Navy (SECNAV) via Chief of Naval Personnel (CHNAVPERS). For exceptions that result in an overseas tour of 12 months or less, the Office of the Principal Deputy, Under Secretary of Defense (Personnel & Readiness) must approve the request.

(2) A shorter tour length granted as an exception shall require an enlisted Service member to serve until expiration of active obligated service.

(3) See MILPERSMAN 1300-180 regarding change in status and prohibitions relating to command sponsorship.

d. **Projected Rotation Date** (**PRD) Extension**: Request PRD extension, if needed, to complete the appropriate accompanied-by-dependents tour.

e. **Overseas Suitability Screening**: Have all dependents meet overseas suitability screening requirements so that they may be command-sponsored and transported to the overseas PDS at Government expense.

f. **Military Couple Situation**: In Service member-married-to-Service member situations, children born of that marriage may travel under either, but not both, parent's permanent change of station (PCS) orders. Either Service member may apply for command sponsorship for the children providing the criteria above has been met.

g. One Service member parent could be entitled to dependent travel and transportation allowances, overseas station allowances, and dislocation allowance (DLA) at the with-dependent rate, while the other Service member parent receives a second housing allowance at the without-dependents rate.

h. The entitlement to dependent travel and transportation allowances, DLA, and cost-of-living allowance (COLA) is independent of which member claims the dependents for housing allowance purposes, per reference (b). See MILPERSMAN 7220-220, 7220-240, 1300-090, and 1300-100.

3. **Granting/Rescinding Command Sponsorship Status**

a. Determination of command sponsorship will be made a matter of record.

b. Command sponsorship shall be effective from the date of determination and shall not be retroactively granted, i.e., dated prior to the Service member's request, for any reason.

c. Command sponsorship carries with it travel and transportation entitlements and shall not be rescinded while the dependents are at the overseas PDS except with the authorization of SECNAV via Chief of Naval Operations (CNO) (N13). Such authorization to rescind command sponsorship will not affect transportation entitlements but will affect station allowance payment and use of dependent support facilities at the overseas PDS.

MILPERSMAN 1300-180

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - STATUS CHANGE, PROHIBITIONS, AND DEPENDENT ENTRY APPROVAL

Responsible Office	OPNAV (N130E)	Phone:	DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) Joint Federal Travel Regulations (JFTR), Volume I, Chapter 5 (b) DoDI 1315.18

1. **Intra-Theater Assignments and Moves**

a. Personnel reassigned under permanent change of station (PCS) orders between units ashore and or afloat units at the same overseas location, or other homeports in the same country, shall retain the command-sponsored status for their dependents, if previously conferred.

b. Members reassigned under permanent change of assignment orders with no new permanent duty station (PDS) identified, shall retain command sponsorship for their dependents at the overseas PDS. The Department of Defense (DoD) Comptroller General has ruled this situation does not constitute a PCS. The overseas PDS remains, until a new PDS is ordered.

c. If the consecutive overseas tour is an intra-theater move as the result of a base closure or similar action:

(1) Service members accompanied by command-sponsored dependents, who are moved involuntarily from one overseas PDS to another, shall have their dependents command-sponsored at the new PDS, regardless of the length of the consecutive tour.

(2) The new PDS, however, must have an accompanied-by-dependents tour prescribed in order for dependents to accompany the Service member.

2. **Prohibitions and Limitations**

a. In no case may dependents be command-sponsored in the overseas area unless the Service member has sufficient contractual obligated service (OBLISERV) to complete the prescribed accompanied-by-dependents tour. See MILPERSMAN 1300-170 for exceptions.

b. Dependents that existed on the effective date of orders, that elected initially to travel to the overseas PDS, must be command-sponsored prior to travel in order to travel to the overseas PDS at Government expense.

c. In no case may dependents be command-sponsored in an area:

(1) For which no accompanied-by-dependents tour is prescribed; or

(2) Declared as a “dependent restricted” area by the Assistant Secretary of Defense (Force Management and Personnel).

3. **Acquired/Tourist/Returnee Dependents**

a. In the case of:

(1) Locally acquired dependents; or

(2) Dependents who initially arrive in the vicinity of the overseas PDS at no cost to the Government while taking up residence with the evident intent to set up a permanent household, the appropriate overseas commander may, upon application by the member, grant command sponsorship to the dependents if the member meets the command sponsorship criteria per MILPERSMAN 1300-170. Specifically, the member agrees to serve the prescribed accompanied tour and has the service retainability to do so. Command sponsorship will be granted as soon as the member has the retainability. If the member is already serving the equivalent of the accompanied tour of the PDS location, command sponsorship shall be immediate upon acquiring the dependents or upon arrival of the dependents in the overseas area.

b. Children born to command-sponsored dependent spouses are command-sponsored at birth. Children born to command-sponsored

dependents that are not the spouse of the member, are not eligible for sponsorship unless they become legal dependents through separate legal action. These infants may be provided medical care as DoD and service regulations permit.

c. In cases of adoption, sponsorship is effective on the date of placement in the house, including pre-adoptive placement prior to final adoption.

d. In cases where one member of a Service member-married-to-Service member couple separates from the service, the separating member may be command-sponsored the day following separation, provided the remaining member is serving the accompanied tour length and the separating member did not travel back to continental United States (CONUS) at Government expense at the time of separation. To facilitate sponsorship for the separating member, commands should enable that member to conduct out-processing at the overseas PDS.

e. Dependents, who return to an overseas PDS after having been early returned from the overseas area under reference (a), Para U5222, may be command-sponsored only after

(1) The Service member obligates to serve 24 months after returning; and

(2) All other command sponsorship criteria are met.

4. **Changing Tour Election**

a. If, after electing an “all others” tour, the Service member desires dependents to be command-sponsored in the overseas area:

(1) The Service member’s commanding officer (CO) will reverify the suitability of dependents; and

(2) Command sponsorship may then proceed as outlined above as long as dependent travel and transportation of household goods (HHG), or a mobile home at Government expense has not occurred per reference (a), Para U5203.

b. Service members who:

(1) Elect unaccompanied tours; and

(2) Have their dependents moved to a designated place at Government expense, cannot have their dependents transported to the vicinity of the overseas PDS at Government expense in connection with that tour.

c. This does not preclude a second movement of dependents or HHG from a designated place to the overseas area in connection with an accompanied tour election, when a previously issued denial of entry approval, for a period of 20 or more weeks, led to the move.

5. **When Dependent Entry Approval is Required**

a. Approval by the appropriate military commander for a member to have dependents present in the overseas area, dependent entry approval constitutes command sponsorship of dependents.

b. This form of command sponsorship is only valid for dependents:

(1) Who have successfully completed suitability screening; and

(2) Whose member sponsor is eligible for command sponsorship of dependents.

c. See reference (b) for specific dependent entry approval information.

6. **When Dependent Entry Approval is not Required**

a. For those areas for which dependent entry approval is not required, the distribution authority, by directing the PCS transfer confers command sponsorship on dependents who have successfully completed suitability screening.

b. Members must still elect the accompanied-by-dependents tour for dependent travel to the overseas PDS to be at Government expense.

MILPERSMAN 1300-190

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - POLICIES ON TRANSPORTATION AT GOVERNMENT EXPENSE

Responsible Office	OPNAV (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Joint Federal Travel Regulations (JFTR) (b) DoDI 1315.18 of 12 Jan 2005

1. **Policy Applicability**. The policies addressed below apply to command sponsorship and dependent/household goods (HHG) transportation at Government expense.

2. **Traveling at Government Expense**

a. Only command-sponsored dependents that were dependents on the effective date of orders may travel at Government expense. See reference (a), Appendix A for definition of effective date of orders.

b. Dependent travel at Government expense will not occur if the dependents are not sponsored, the member has less than 12 months remaining on station after dependents are scheduled to arrive in the vicinity of the permanent duty station (PDS), or the member has received permanent change of station (PCS) orders to a different PDS.

c. **Exception**: The exception is provided in reference (a), chapter 5 or chapter 6, pertaining to moves from non-command-sponsored to command-sponsored areas or evacuation.

3. **Limitation on Shipping HHG**

a. Shipment of HHG shall not be provided to an overseas area unless the Service member has at least 12 months scheduled

to remain on the tour after the scheduled arrival of the HHG, except as noted above.

b. The Deputy Assistant Secretary of the Navy , Military Personnel Policy may grant exceptions on an individual basis and in cases involving organized unit moves. Such requests should be forwarded via Office of the Chief of Naval Operations (OPNAV (N13)).

4. **Temporary Denials of Sponsorship or Entry**

a. If command sponsorship or dependent entry approval is temporarily denied for a period of 20 or more weeks from the date the Service member reports to the port of debarkation for the overseas PDS, travel, and transportation entitlements for dependents to a designated place in the continental United States are contained in reference (a), Chapter 5.

b. Commanders, temporarily denying command sponsorship or dependent entry approval, will indicate the period of denial, less than 20 weeks or 20 weeks or more, and will address any entitlements which accrue as a result.

c. Temporary denial of command sponsorship makes the overseas area “restricted” within the meaning of reference (a), for members and dependents concerned during the operative period of the denial. The subsequent granting of command sponsorship or dependent entry approval lifts the “restricted” status, and transportation may be provided if the provision of above paragraph 3, Limitations on Shipping HHG, is satisfied.

d. As required per reference (b), approval of the Assistant Secretary of Defense (Force Management and Personnel) (ASD (FM&P)) will be obtained by the overseas command, via the appropriate chain of command, when the presence of all command-sponsored dependents in a location becomes undesirable and authority is sought to withhold permission for any further movement of command-sponsored dependents to the location.

5. **Unaccompanied to Accompanied Tour Change**. If a Service member is ordered to an overseas location that does not have an accompanied tour prescribed, the Service member may, after an accompanied tour is prescribed by ASD (FM&P), request the accompanied tour.

a. If that tour is authorized, travel and transportation of dependents and shipment of HHG may be authorized to the overseas PDS regardless of previous movement at Government expense to another location. See paragraphs 2 and 3 regarding requirements for dependent travel and shipment of HHG at Government expense.

b. The Service member must have sufficient obligated service for and agree to serve the prescribed accompanied tour.

c. The conditions of MILPERSMAN 1300-170 must be satisfied before command sponsorship is granted.

MILPERSMAN 1300-200

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - POLICIES ON OVERSEAS STATION ALLOWANCES

Responsible Office	OPNAV (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) Joint Federal Travel Regulations(JFTR), Volume 1, Uniformed Service Members, Chapters 5 and 9

1. **Policy Applicability**. The policies specified below apply to command sponsorship and overseas station allowances.

2. **General Station Allowance Policy**. Reference (a) provides general overseas station allowance policy guidance.

3. **Policy for Command-Sponsored Dependents**. Personnel will receive station allowances per reference (a), on behalf of dependents, if the dependents are command-sponsored.

4. **Policy for Formerly Command-Sponsored Dependents**

a. Personnel may request designated place of residency status and associated station allowances per reference (a), for dependents who were formerly command-sponsored and

(1) remain at the old permanent duty station (PDS) during the member’s subsequent tour (this location becomes a designated place), or

(2) move to an outside continental United States (OCONUS) designated place from the servicemember’s old overseas PDS during the member’s subsequent tour.

Requests for designated place status must be sent to Office of Chief of Naval Operations (OPNAV), Pay and Compensation Branch (N130) for approval, and circumstances must meet the requirements of reference (a).

b. These formerly command-sponsored dependents are eligible for subsequent travel and transportation from the overseas PDS where they remained, or from the designated place to which they were moved at government expense.

c. The servicemember is entitled to station allowances at the with-dependent rates based on the old PDS where they remained or, if moved, for the designated place overseas per reference (a).

5. **Loss of Status**. Dependents shall not be considered command-sponsored

a. after permanent change of station (PCS) detachment of the servicemember, or

b. upon arrival at an overseas designated place.

6. **Temporary Continuation of Allowances**. In circumstances where dependent travel from an OCONUS PDS is delayed due to circumstances beyond the control of the member, continuation of station allowances (Overseas Housing Allowance (OHA) or Cost of Living Allowance (COLA)) may be requested from Navy Personnel Command (NAVPERSCOM), Distribution Management and Procedures Branch (PERS-451H)

7. **Status under Status of Forces Agreement (SOFA)**. The servicemember and the dependents shall be advised of the dependents' status under the governing SOFA or other bilateral agreements when there is a change in sponsorship status. See MILPERSMAN 1300-210 concerning noncommand-sponsored dependents.

MILPERSMAN 1300-210

COMMAND SPONSORSHIP OF DEPENDENTS AT OVERSEAS DUTY STATIONS - POLICIES ON NONCOMMAND-SPONSORED DEPENDENTS

Responsible Office	OPNAV (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Joint Federal Travel Regulations (JFTR) (b) DoDI 1315.18 of 12 Jan 2005 (c) OPNAVINST 4630.25B

1. **Policy Applicability**. The policies specified below apply to noncommand-sponsored dependents.

2. **Transportation Eligibility**

a. They are ineligible for transportation at Government expense.

b. Exception: Exception is provided per reference (a), Chapters 5 and 6.

3. **Space Available Transportation**. Space available transportation may be provided in some instances, details provided per references (b) and (c).

4. **Station Allowance Eligibility**. Service members are ineligible for the overseas station allowances on behalf of noncommand-sponsored dependents. See MILPERSMAN 1300-200 for exceptions regarding formerly command-sponsored dependents and overseas-designated place of residency.

5. **Medical Services**. All noncommand-sponsored dependents shall be furnished medical service as provided by law.

6. **Use of Support Facilities**. Noncommand-sponsored dependent use of exchange, commissary, Government quarters, schools, and other on-base facilities will be governed by Status of Forces Agreements, applicable bilateral agreements, and policy of the appropriate military commander.

MILPERSMAN 1300-302

SUITABILITY FOR OVERSEAS/REMOTE DUTY ASSIGNMENT AND SUITABILITY REPORTING

Responsible Office	NAVPERSCOM (PERS-454)	Phone: DSN COM E-mail:	882-3867 (901) 874-3867 overseas_screening@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1300.14E (b) OPNAVINST 1300.20A (c) SECNAVINST 5300.39B (d) BUMEDINST 1300.2B (e) 8 U.S.C. (f) DoD Instruction 1315.18 of 28 October 2015 (g) DoD Instruction 1315.19 of 23 June 2023 (h) OPNAVINST 1752.2C (i) OPNAVINST 6110.1K (j) SECNAVINST 1740.4A (k) Joint Travel Regulations (JTR) (l) OPNAVINST 1740.5D (m) 10 U.S.C.

1. **Policy**. Per references (a) through (f), overseas screening is a requirement for all Service members and dependents transferring to overseas or remote duty, whether the transfer is from the continental United States (CONUS) to CONUS remote duty, CONUS to overseas outside continental United States (OCONUS), OCONUS to CONUS remote duty, or from OCONUS remote duty (sea or shore) to OCONUS remote duty (sea or shore). Per reference (g), Service members assigned to Hawaii and Alaska with dependent(s) enrolled in the Exceptional Family Member Program (EFMP) will require screening for the EFMP dependent(s) per MILPERSMAN 1300-700.

2. **Procedures**

a. Commanding Officer (CO) responsibility

(1) The responsibility for determining suitability for overseas service rests with the CO of the transferring command.

(2) The CO will ascertain, per references (a) through (f), whether Service members or dependent(s) possess any:

(a) performance,

(b) disciplinary,

(c) financial,

(d) psychological,

(e) medical, or

(f) other attributes which would preclude them from conducting themselves as suitable representatives of the United States (U.S.) in a foreign country.

(3) In all cases, the CO must sign NAVPERS 1300/16 Report of Suitability for Overseas Assignment. This authority will not be delegated, except to the acting CO or to the officer in charge of isolated detachments.

(4) For training commands and flag staffs, division directors, no lower than a commander (O-5), may be delegated as the approving official. Commands exercising this option must provide a memorandum of understanding or delegation to Navy Personnel Command (NAVPERSCOM) Distribution Management Division (PERS-45).

(5) Per reference (d), the CO of the transferring (parent) command must ensure each Service member's screening is initiated within 3 business days of receipt of transfer orders, and is required to be fully completed within 30 days of receipt of transfer orders or overseas screening notification, and each dependent is screened within 60 days. Medical, dental and educational screening should not be delayed and may be completed concurrently. Service members and dependents will not transfer until satisfactory completion of the suitability screening process and issuance of official area clearance.

(6) If there is a delay, or when results of screening are pending, the transferring command will notify NAVPERSCOM Deployability Assessment and Assignment Branch (PERS-454) via Bureau of Naval Personnel (BUPERS) Online (BOL) within the overseas screening module or via naval message if BOL is not accessible.

b. Determining Suitability. This determination begins with the Service member's selection for assignment to overseas duty and ends with the CO's endorsement of the Service member and dependents' suitability for overseas or remote duty with the command's update of status via BOL overseas module. Suitability screening includes reviewing the Service member's service record, evaluating the medical and dental fitness of the Service member and their dependent(s) per reference (d), and conducting a review of any potential disqualifying issues. If a disqualifying issue is identified on the NAVPERS 1300/16 and the CO determines a waiver is warranted, an unsuitable report will be submitted via BOL with justification and or amplifying information supporting waiver recommendation in the "member comments" section of BOL. The Service member will be considered unsuitable and is not authorized to transfer until a waiver authorization is obtained from appropriate NAVPERSCOM authority as outlined in subparagraphs 10a through 10b(2)(h) below.

c. Unsuitability Due to Medical Reasons. Any Service member found unsuitable due to medical reasons must be identified via naval message sent to PERS-454 for adjudication and potential action (see exhibit 2). Service members with orders to operational duty will be required to complete an overseas screening and an operational duty screening per MILPERSMAN 1300-800.

d. Records Review and Interviews. A face-to-face interview including the CO of the transferring command, the Service member, and dependent(s) is highly desirable. If this is not feasible, the CO must ensure such an interview is conducted by an experienced, knowledgeable representative. For officers, the interviewer should be a senior officer. For enlisted personnel, the interviewer may be a senior enlisted advisor. For enlisted personnel, the command master chief (CMC), chief of the boat, or senior enlisted leader of the transferring command will endorse the overseas assignment. Upon request by the CO, a skilled interviewer (such as a command career counselor (CCC), CMC, Navy social worker, or specified fleet and family service center (FFSC) staff member) may also be included in the interview

process to determine overseas suitability. Part 1 of NAVPERS 1300/16 will be completed prior to sending the Service member and dependent(s) to a Navy medicine readiness and training command (NAVMEDREADTRNCMD) with medical cognizance (MEDCOG) for completion of the medical and dental suitability review.

e. Completion of NAVPERS 1740/6 Department of the Navy Family Care Plan Certificate and Annual Certification. Dual-military married couples with dependents, single parents, and Service members in a blended family (the Service member has custody of a child(ren) from a previous relationship) are required to complete NAVPERS 1740/6 per reference (e). See MILPERSMANs 1610-015, 1910-124, and 1300-1000 for guidance on Service member's failure to complete NAVPERS 1740/6.

f. Briefing. Brief the Service member and dependent(s) on Standard Installation Topic Exchange Services (SITES) data available during command review. Provide the Service member with the name and number of the FFSC relocation assistance managers (RAM) to obtain a SITES data package containing living conditions information about the prospective overseas duty station. Further guidance is available at https://www.militaryonesource.mil/moving-housing/oconus-moves.

3. **Suitability Decision Factors**. The CO of the transferring command must ensure the following factors are addressed and used as the basis for the overseas suitability decision.

a. Medical Fitness. The Service member and dependent(s) must have a full medical history screening which includes interviews with a medical screener and thorough medical records review per reference (d). Documented medical conditions which preclude overseas assignment or would be complicated by overseas assignment are disqualifying.

(1) Medical treatment facilities (MTF) are required to utilize the following forms per reference (d):

(a) NAVMED 1300/1 Medical, Dental and Educational Suitability Screening for Service and Family Members

(b) NAVMED 1300/2 Medical, Dental, and Educational Suitability Screening Checklist and Worksheet

(c) DD 2807-1 Report of Medical History

(d) DD 2792 Family Member Medical Summary (for each family member enrolled in the EFMP)

(e) DD 2792-1 Early Intervention/Special Education Summary (for each school-aged dependent child enrolled in the EFMP)

NOTE: Locally-generated forms are not authorized.

(2) Per reference (d), the transferring MTF will make a suitability inquiry with the gaining MTF and or operational platform when any shaded block on NAVMED 1300/1 is checked. This is a crucial step in the screening process that requires confirmation that the gaining MTF and operational platform can accept and treat the Service member's medical condition(s). For operational screening, refer to MILPERSMAN 1300-800. It is the Service member's responsibility to report any medical status changes to his or her screening MTF. **If the medical status changes after screening, but prior to transfer, the Service member or dependent(s) will be re-evaluated for suitability.**

NOTE: If dependent(s) are medically unsuitable, the Service member may be required to serve an unaccompanied tour.

(3) Service members and dependents who use TRICARE network providers for suitability screening must coordinate with their Navy MEDCOG MTF's overseas suitability screening coordinator and beneficiary counseling and assistance coordinator (as listed in the MEDCOG Responsibility Guide in reference (d), enclosure (6)) prior to using a TRICARE provider to ensure TRICARE will cover any costs associated with the screening. NAVPERS 1300/16 **Part II must be signed by the Navy MTF.** Final recommendation for suitability of the Service member or dependent(s) by a non-Navy MTF or non-MTF civilian health care provider **will not be accepted.**

(4) Dependents who require medical screening and reside where TRICARE or Department of Defense (DoD) medical facilities are unavailable, or who utilize third party insurance, will satisfy the medical overseas and remote duty screening requirements listed on NAVMED 1300/1 and are responsible for forwarding completed forms to the Navy MEDCOG MTF listed in reference (d). Service members are responsible for any costs associated with this requirement if costs are not already covered under current TRICARE medical coverage.

NOTE: An entrance physical meets requirement for medical component of overseas screening 12 months from the time performed to the execution of the overseas orders.

b. Dependent(s) Suitability

(1) All dependents accompanying Service members will be screened to ensure suitability for overseas or remote duty assignment. Dependents' suitability must be determined before they can be granted dependent entry approval (DEA). When dependents are not co-located with the Service member, are enrolled in a civilian health care program such as TRICARE, or receive medical care at an Army, Air Force, Coast Guard, or United States Public Health Service MTF, suitability screening may be completed by a non-Navy MTF with the coordination of a Navy MEDCOG MTF listed in reference (d), enclosure (6), for final review. Only a Navy MTF can provide a recommendation regarding the capabilities at a gaining Navy MTF and or operational platform, make overall final recommendation for suitability of the Service member or dependents, and sign Part II of NAVPERS 1300/16.

(2) If the Service member's dependent(s) refuse to be screened, refer to paragraph 6 below.

NOTE: Unscreened dependents cannot be provided government- funded travel OCONUS per MILPERSMAN 1300-210.

(3) If, during the overseas screening process, a Service member's dependent is identified as having medical or educational needs that require recurring care, the dependent(s) must be enrolled in the EFMP. **The screening process should not be delayed while waiting for an EFMP categorization.** Refer to MILPERSMAN 1300-700 and reference (g) for EFMP guidance.

NOTE: Changes in medical status of dependent(s) after screening may result in an early return (ER) or early return of dependents (ERD) from the overseas location after transfer (see MILPERSMAN 1300-306 for information on ER and ERD).

c. Dental Fitness

(1) When a Service member is assigned dental class 3, the transferring medical and dental treatment facility will ensure any ongoing care or treatment can be provided at the

ultimate activity. Class 3 situations will be addressed prior to overseas or remote assignments.

(2) Elective orthodontic treatment may cause an assignment liability and may be disqualifying for overseas assignment.

(3) Service members ordered to the following locations must not have any dental defects which are likely to require extensive or prolonged treatment:

(a) Isolated overseas locations,

(b) Remote CONUS stations with limited dental capabilities listed in paragraph 4 below and reference (d), and

(c) Standing North American Treaty Organization (NATO) Maritime Groups 1 and 2 (unit identification codes 66141 and 3220A).

(4) Dependents' dental screening will be obtained from the nearest MTF or military dental facility and will not usually be a disqualifying factor in determining suitability for overseas activities where dental facilities exist. However, if dependents' dental problems disqualify them for transfer to an overseas area, the Service member may be required to serve an unaccompanied tour. Per reference (d), dependents' dental examinations may be performed by a non-MTF civilian provider, if current within the past 6 months. However, the dental screening must be completed at the MTF screening office. Dental care will be available to dependents to the extent that overseas dental capabilities and requirements permit. Overseas dental activities are staffed to a level only to maintain oral health for Service members and dependents.

(5) Service members and dependents with dental braces or implants installed may be ineligible for overseas assignment if the overseas dental care facility cannot provide dental implant services.

d. Family Advocacy. Service members and dependents who are nominated for overseas assignments and are involved in open Family Advocacy Program (FAP) cases or require follow-on action must complete all screening requirements and coordinate with the gaining command prior to final determination of suitability for overseas duty. The intent of this screening is to ensure

families are not placed at risk through assignment to isolated duty or stressful locations. Families identified as having met the criteria for a FAP incident are disqualified from overseas assignment while in treatment. Exceptions may be made on a case-by-case basis, based on written recommendation of the local family advocacy representative (FAR) or clinical site director and with the gaining command's concurrence. Per reference (h), revocation of command sponsorship, overseas screening or ERD, or recommending permanent change of station (PCS) orders for the sponsor Service member may be concluded by the local FAR or MTF healthcare provider. The clinical case staff meeting (CCSM) must make treatment recommendations to the command and forward recommendations to Navy Installations Command Family Readiness Division (N91) to coordinate with NAVPERSCOM Post Selection Board Matters and Security Branch (PERS-833) or NAVPERSCOM Officer Performance and Separations Branch (PERS-834) to flag the Service member's records to restrict personnel actions and moves until the case is resolved or treatment is completed. An assignment control flag restricting transfers or PCS moves is placed by recommendation of the CCSM on domestic and child abuse incidents for personnel who require a temporary flag and is normally removed within a year from the date the flag is set. **This flag is not utilized for officers.**

e. Physical Fitness. Failure of physical fitness assessment(s) (PFA) may impact suitability determination. See latest PFA guidance and reference (i) for further guidance.

f. Drug-Related Problems. Service members and dependents with a documented history of drug misuse or drug-related offenses within the last 24 months are unsuitable for overseas duty.

g. Alcohol-Related Problems. Service members and dependents with a documented history of alcohol misuse or dependency, to include driving under the influence, within the last 24 months are unsuitable. Service members and dependents who do not successfully complete an aftercare program must be reported as unsuitable.

h. Sex Offenses. Per reference (f), Service members or dependents convicted of a sex offense will not be assigned overseas. COs will ensure members are screened using https://www.nsopw.gov/en/.

i. Psychiatric Disorders. Service members or dependents who have had one period of inpatient hospitalization, or have a history of extensive outpatient psychiatric treatment and have medical documentation demonstrating therapeutic efficacy by a behavioral health provider for a period of a year, may be suitable for overseas assignment. Service members or dependents with two or more hospitalizations for psychiatric disorders may be considered unsuitable for overseas assignment. Dependents who require continued mental health care must be enrolled in the EFMP and concurrence from gaining MTF is required per reference (f).

j. Performance. Service members with a history of unsatisfactory or below standard performance (any marks below 3.0, except for PFA-related performance) in the last 24 months will be considered unsuitable for overseas assignment.

k. Disciplinary History. Service members with a history of courts-martial, non-judicial punishment (NJP), or involvement with civil authorities in the previous 24 months will be considered unsuitable for overseas assignment.

l. Pregnancy. Women (Service members or dependents) who are in their third trimester of pregnancy (7 to 9 months) will not be transferred overseas. Arrival at the overseas ultimate duty station must be prior to the 28th week of pregnancy. Women who will be in the third trimester at time of transfer will be eligible to be screened 6 weeks after delivery of newborn children. Newborn children will also be screened at that time. Pregnant women are not to be transferred, during any stage of pregnancy, to any other location where obstetric and pediatric care is not available. Notification of Service members' pregnancy must be submitted to PERS-454 and include expected date of delivery. Female Service members transferring overseas will be screened for pregnancy per reference (d) prior to transfer. Pregnant E-3 and below single Service members are unsuitable for OCONUS assignment per MILPERSMAN 1300-1306. Women who become pregnant overseas may be required to travel on temporary duty to a birthing center.

m. Financial Stability

(1) E-5 and Above. Serious financial problems or indebtedness which have not been reconciled, or a documented history of indebtedness (e.g., bankruptcy) over a period of the last 3 years, may be considered disqualifying per reference (j).

(2) E-4 and Below. A debt-to-income ratio will be performed by the command financial specialist or FFSC counselor per reference (a) to ensure the proposed overseas assignment will not pose an undue hardship on the Service member's financial circumstances. Based on limited employment opportunities, the spouse's current income cannot be used to determine future debt-to-income ratio unless the spouse can provide proof of employment in the overseas location. If debt-to-income ratio is 30 percent or greater, the Service member is unsuitable for overseas assignment.

n. Service Member and Dependent 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 items discussed above, when conducting the suitability assessment interview with Service members and dependents, care must be taken to assess personal and dependent characteristics and attitudes.

o. Single Mothers Assigned to the Middle East Region. Some Middle Eastern countries have local laws that prohibit the assignment of single mothers and unwed pregnant females to these countries. Verification of local laws must be conducted before approving the assignment of single mothers. Verification can be completed via https://www.fcg.pentagon.mil/fcg.cfm.

p. Obligated Service (OBLISERV). Ensure enlisted Service members obtain minimum service requirement or OBLISERV within 30 days of receipt of PCS orders per Bureau of Naval Personnel (BUPERS) transfer orders and MILPERSMAN 1306-106. **Use of NAVPERS 1070/613 Administrative Remarks in lieu of extensions or reenlistments is not authorized for overseas locations.** Officers who execute orders are obligated to the DoD area tour length for overseas shore duty or the prescribed sea tour for sea duty per MILPERSMAN 1301-110. Enlisted Service members holding selective reenlistment bonus (SRB) awardable skills and or ratings per latest naval administrative (NAVADMIN) message, who must reenlist to meet OBLISERV prior to reaching SRB awardable zone, should contact BUPERS Enlisted Community Management Support Branch (BUPERS-328) for guidance.

NOTE: Members who request to separate or retire while assigned to overseas tours will be held to the completion of the prescribed tour length.

q. Non-U.S. Citizen Dependents. It is important to inquire regarding U.S. citizenship status for accompanying Service member's dependent(s).

(1) If accompanying dependent(s) is not a U.S. citizen, the Service member and dependent(s) should be informed immediately of reference (e) policy regarding expeditious naturalization for dependents. This law allows military dependents to apply for U.S. citizenship prior to normal eligibility time requirements by waiving physical presence and residence requirements for U.S. citizenship. If a dependent desires naturalization no earlier than 180 days prior to departure abroad, the Service member or dependent(s) must submit entry approval for overseas assignment and military travel orders to their transaction service center (TSC). TSC office staff will complete DD 1278 Certificate of Overseas Assignment to Support Application to File Petition for Naturalization. Applicants for naturalization must submit DD 1278 to U.S. Citizenship and Immigration Services to expedite their naturalization. **This form is the only document that can be used to expedite naturalization.** Further information regarding expeditious naturalization of dependents is available via the following offices:

(a) Office of the Judge Advocate General Legal Assistance Policy Branch (Code 16) at (202) 685-4637 or https://www.jag.navy.mil/organization/code 16 immigration info.htm, or

(b) U.S. Citizenship and Immigration Services Military Help Line at 1-877-247-4645 or militaryinfo@uscis.dhs.gov.

(2) Non-U.S. citizen dependents who are not authorized a military passport and desire to travel with the Service member to an OCONUS location will require a valid passport. Passage through an intermediate OCONUS location may also require a valid passport and travel authorization for each country traveled through. The Service member and dependent(s) will have to coordinate with all nations concerned, as well as the nation of citizenship, for required documents.

4. **Screening Requirements for Personnel Assigned to Remote CONUS Locations**

a. Remote Locations. Based on accessibility of health care services, the Bureau of Medicine and Surgery and PERS-45 have designated the following locations in the United States as remote. These locations require an overseas and remote screening per this article and reference (d):

Alaska	Kodiak
California	Bridgeport, China Lake, San Clemente Island, San Nicolas Island
Florida	Key West
Hawaii	Barking Sands
Nevada	Fallon
West Virginia	Sugar Grove

b. Dental Readiness. Class 3 dental status personnel are not normally suitable for remote assignment due to limited dental capabilities.

5. **Military Member Married to Military Member**. Per MILPERSMAN 1300-1000, regardless of each Service member's pay grade, the tour of duty overseas for a married Service member whose spouse is also a member of the Military Services will be as follows:

a. Married Service members accompanied or joined by command-sponsored dependent(s) will serve the accompanied tour length.

b. Married Service members assigned to, or living in the same overseas location or locale, will serve the accompanied 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 tour length. If one spouse arrives on station later than the other, the second arriving spouse’s tour will not be cut short to match projected rotation date with the first arriving spouse.

c. Married Service members assigned to different locations will serve the unaccompanied tour length. However, when the said Service member establishes a joint residence (e.g., reside together), they will serve the accompanied tour length, when

such a tour is authorized for the location or locale where they are residing.

d. If a Service member marries another Service member while both are assigned overseas, their original tours will be maintained. Exceptions to this policy are Service members who voluntarily agree to serve the longer tour.

6. **Dependent Considerations**

a. Definition. Command-sponsored (authorized) dependents are defined as dependents of entitled Service members of the U.S. Military Services for whom entry approval (from the appropriate military commander) has been received per MILPERSMAN 1300-150 through 1300-210.

b. Counseling. COs will ensure Service members are thoroughly counseled regarding the risks involved in formulating premature plans for movement of dependents. During this review, Service members should be specifically cautioned if they desire their dependent(s) to accompany them, the dependent(s) should not move until final disposition of entry approval has been received from the overseas regional commander.

c. Dependent Entry Approval (DEA). Upon completion of overseas screening, the transferring command must submit DEA requests for Service members who have elected an accompanied tour. Message template for requesting DEA, as well as additional guidance, can be found at https://www.mynavyhr.navy.mil/Support-Services/Distribution-Management/Dependent-Entry-Approval/. Additional guidance can be found on the DoD Electronic Foreign Clearance Guide Web site https://www.fcg. pentagon.mil/fcg.cfm.

d. Entry Approval Denied and Family Relocation Desired. Service members whose dependent(s) are denied entry approval and desire to relocate their dependent(s) to a designated place other than the contiguous U.S. should be advised that approval from the Office of Chief of Naval Operations (OPNAV) Military Pay and Compensation Policy Branch (OPNAV (N130C)) is required. Designated place packages should be sent via e-mail to OPNAV (N130C). Information on required documentation and the current e-mail distribution can be found at the OPNAV (N130C) Web site: https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130C/.

e. More than Three Dependents. Service members with more than three dependents may require a waiver from the regional commander for their dependents to be command-sponsored at the overseas location. Current exceptions include Japan and Hawaii (no limit on number of dependents) and Europe (more than four); all other countries require waivers from regional commanders for entry approval.

f. Non-Screened Dependents. Dependents who do not or refuse to screen are not authorized government-funded travel per MILPERSMAN 1300-210. In such cases, the following action is required:

(1) Report of Suitability for Overseas Assignment. Record the results using NAVPERS 1300/16 and interview the member to identify existing conditions that are likely to preclude the Service member from completing the overseas assignment.

(2) Administrative Remarks. Make the following permanent NAVPERS 1070/613 entry (use of the Navy Standard Integrated Personnel System (NSIPS) electronic service record (ESR) is mandatory unless not available to the customer command):

"I have indicated all known conditions of my dependent member(s) that may interfere with me serving the appropriate tour length. I understand that any pre-existing disqualifying dependent member's screening factors cannot serve as the basis for my early return to CONUS from overseas. If later, my dependent member(s) desire to accompany or join me overseas, I understand they must be screened and dependent entry approval granted (where applicable) before they leave CONUS. I understand I will be required to serve the appropriate tour length per Joint Travel Regulations or prescribed Navy sea tour."

_____
Member's Signature

Witnessed: _____
F. Last
Rank, USN, Personnel Officer

(3) **Completed and Signed NAVPERS 1070/613.** Once the NAVPERS 1070/613 has been completed and signed, file one copy with the command pay and personnel administrator (CPPA) files and forward the original to the supporting TSC for NSIPS ESR

verification and electronic submission to the official military personnel file (OMPF).

7. **Defense Enrollment Eligibility Reporting System (DEERS) Verification**. DEERS verification must be conducted on all dependents being transferred overseas to ensure potential problems are resolved before seeking medical treatment.

8. **Custody Agreements**. Divorce decrees concerning custody and control of dependent children may impact whether dependents are moved at Government expense and entitled to overseas station allowances. Divorce decrees issued by a court of competent jurisdiction may require the Service member or spouse to obtain court approval, if not stated in the divorce decree, for removal of dependent(s) from CONUS per reference (k).

a. Forms Completion. Overseas screening cannot be processed until DD 93 Record of Emergency Data (located in NSIPS electronic service record (ESR)), is completed.

b. Detailed Information Required. The authority to grant DEA lies with the overseas regional commander. The regional commander may have questions concerning the custody and control of dependent(s); therefore, this information should be detailed in the remarks section of the DEA request.

9. **Overseas Screening Process After Member Arrives at Overseas Permanent Duty Station**. Once a Service member has reported aboard an overseas command and is requesting command sponsorship for acquired dependent(s), or dependent(s) decide to accompany the member at a later date, it is the responsibility of the Service member's command to initiate and approve the screening process per this article.

10. **Screening Requirements Waivers**. While the importance of adherence to overseas or remote screening requirements cannot be over-emphasized, waivers may be granted on a case-by-case basis as conditions warrant.

a. Upon completion of the overseas or remote screening interview, if a Service member is not qualified for overseas assignment but the CO believes a waiver is in order, an unsuitability report must be submitted via BOL with justification and amplifying information in the Service member's comments section describing why a waiver is recommended. The Service member will be **considered unsuitable and is not**

authorized to transfer until a waiver authorization is obtained from NAVPERSCOM. If a waiver is approved, the transferring command will update BOL to reflect that the Service member is suitable and input "waiver approved by (name and title of approver) on (approval date)" in the comments section. See exhibit 4 for a recommended waiver request template.

b. The transferring CO **does not** have waiver authority. NAVPERSCOM is the final authority for all suitability waivers as outlined below:

(1) Fitness Reports and Evaluations Issues. Waiver requests for evaluations and fitness reports issues will be routed via the gaining command CO. Approval authority is the appropriate detailing division director.

(2) Legal-Related Matters. Waiver requests for legal-related issues, to include child custody matters, will be routed via the region staff judge advocate (SJA) to the gaining command for compliance with status-of-forces agreement (SOFA). Approval authority is Assistant Commander NAVPERSCOM for Career Management (PERS-4).

(a) NJP-Related (Drug or Alcohol) Issues. Waiver requests for alcohol or drug-related issues will be routed via SJA to the gaining command for compliance with SOFA. The Service member must successfully complete treatment and aftercare program. Approval authority is PERS-4.

(b) NJP-Related (Non-Drug or Alcohol) Issues. Waiver requests for NJP related issues will be routed via the gaining command CO. Approval authority is the respective detailing division director.

(c) Issues for Dependents. Waiver requests for dependents relating to drugs, alcohol, and or criminal matters will be routed via the SJA to the gaining command for compliance with SOFA. Approval authority is PERS-4.

(d) PFA Waivers. All PFA waiver requests must comply with governing NAVADMIN(s) and reference (i). Per reference (i), requests must be submitted via the respective detailer for routing. Service members with obligation to complete the proposed overseas assignment will not require a waiver. All other Service members will require waivers.

Contact respective detailer before submitting PFA waivers for further guidance.

(e) Financial-Related Issues. Financial-related issues will be documented per reference (l) and routed via the gaining CO. Approval authority is the respective detailing division director.

(f) Family Advocacy-Related Issues. Waiver requests will be routed via the gaining CO and FFSC. Approval authority is PERS-4.

(g) All Other Issues. Waiver request will be routed via the gaining CO. Approval authority will be determined on a case-by-case basis by NAVPERSCOM.

(h) Pre-Service Moral Waiver. Pre-Service moral waivers are no longer applicable for overseas assignments.

(3) Personally Identifiable Information. Waiver packages containing personally identifiable information must be protected per the Privacy Act of 1974.

11. **Reporting**. The responsibility for properly reporting Service members' and dependents' suitability for overseas or remote assignment rests with the CO of the transferring command, who will complete the following:

a. Time Requirements. Ensure each Service member and dependent transferring to an overseas or remote location is screened and a status update is submitted within 30 days for the Service member and 60 days for dependents upon receipt of the transfer directive (i.e., letter of intent or PCS orders). All report updates and final determination will be posted via BOL. Commands at sea that experience connectivity problems may submit a report via naval message to PERS-454 utilizing the format in exhibit 1.

NOTE: Delaying the reporting of unsuitability creates gaps, do not delay reporting.

b. Overseas Screening Notification Message. Notification messages are released to the transferring command for delivery to the Service member in conjunction with orders. The notification message is issued to begin the overseas or remote

screening process and defines the timelines for completing a suitability determination.

12. **Reporting Procedures**

a. Report Suitability

(1) Report pending updates and final suitability determination of overseas or remote screenings via BOL https://www.bol.navy.mil/.

(2) Only personnel assigned a BOL access level of CCC or higher will have access to the overseas or remote screening application to input the command's suitability determination.

(3) Prior to submitting the final suitability report within BOL, the following documentation is required:

(a) NAVPERS 1300/16 must be completed and signed by the Service member's CO.

(b) Part II of NAVPERS 1300/16 must be signed by the MTF CO, executive officer, or officer in charge.

b. Report Unsuitability. When reporting unsuitability, state the reasons why the Service member is unsuitable.

(1) If unsuitability is for medical reasons, obtain the appropriate international classification of diseases (ICD-10) code from the servicing MTF **(do not include any other medical diagnosis or treatment information)**. Include what action has been taken (e.g., limited duty (LIMDU), physical evaluation board (PEB)); and state when the Service member will be fit for duty or provide assignment limitations utilizing the format in exhibit 2. **For Service members found unsuitable,** provide the following information:

(a) ICD-10 code(s);

(b) Additional information from the MTF;

(c) Specific limitations;

(d) Prognosis for improvement;

(e) LIMDU or PEB status;

(f) Provider's name, rank, telephone number, and e-mail address; and

(g) CO's recommendation.

(2) Dependent Suitability Status (if applicable):

(a) If unsuitable, provide the reason

(b) If the reason is medical, obtain the appropriate ICD-10 code from the servicing MTF

(c) If found medically unsuitable, enrollment in the EFMP is required

(3) Waiver requests must be submitted by the detaching CO via BOL and cited on NAVPERS 1300/16, part IV. See paragraph 10 above for further guidance on waivers.

(4) If submitting a pending report, include the applicable reasons for the delay in the comments block. If the delay is a result of dependent's determination, proceed with the Service member's suitability screening while awaiting the dependent's outcome. Additionally, if waiting for an EFM categorization, do not delay the screening process for the Service member or the dependent(s). Send the medical issue to the gaining MTF and verify if services are available per reference (d). If the services are available and the gaining MTF accepts the condition, do not designate the Service member unsuitable due to an EFM category.

NOTE: When a Service member's dependent is unsuitable to go overseas, commands will only mark the dependent as unsuitable in BOL and the Service member as suitable, as appropriate. The command will put a comment in the Service member's information in BOL stating the dependent is unsuitable. The respective detailer may make a determination whether the Service member will proceed with unaccompanied orders or whether orders may be canceled.

c. Distribution of Completed Overseas or Remote Screening Forms. Once completed and endorsed by the CO, the command will:

(1) File the original and maintain for a minimum of 2 years.

(2) Submit one copy to the supporting CPPA. Final ticketing and or travel advances will not be made by the supporting TSC without receipt of a properly completed NAVPERS 1300/16.

(3) Ensure a copy is attached to the Service member's "original orders" and direct the Service member to hand-carry the copy for delivery to their ultimate duty station.

d. Limited Duty Officer (LDO), Chief Warrant Officer (CWO), or Commissioning of Personnel With Active Enlisted Records. For enlisted personnel being commissioned and have orders to an overseas location, submit the overseas or remote screening via BOL and ensure the "LDO/CWO" button is selected.

NOTE: Failure to select the "LDO/CWO" button for any enlisted Service member who is pending commissioning as a naval officer of any type may result in an automatic overseas screening deficiency report.

13. **Change of Suitability Determination**. Once a Service member has been successfully screened by the transferring command, if any subsequent information, misconduct or emergent medical condition renders the Service member or dependent(s) unsuitable (occurring at the transferring command or at any intermediate activity en route), hold orders in abeyance and notify the respective NAVPERSCOM detailer immediately. Ensure the Service member and dependent(s) are aware of their responsibility to report any circumstances that may change their suitability status immediately to avoid disciplinary action under references (d) and (m).

NOTE: Transferring command and TSC will ensure Service members sign NAVPERS 1070/613, utilizing exhibit 3, stating no change has occurred with the Service member and dependent(s) since the original completion of the screening. This will be done during the checkout process prior to transfer.

EXHIBIT 1

REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT

(Use proper message format containing the following:)

FM USS SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN
GAINING COMMAND
INFO APPLICABLE COMMANDS FOR WAIVERS
BT
UNCLAS FOUO //N01300//
PASS TO OFFICE CODES:
COMNAVPERSCOM MILLINGTON TN/40/451/454//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF SUITABILITY OR PENDING REPORT FOR OVERSEAS ASSIGNMENT FOR NAME, RATE, OR RANK//
REF/A/DOC/DATE//
REF/B/GENADMIN/PCS ORDERS/DATE//
REF/C/TYPE DOC, LTR, GENADMIN/ORIGINATOR/DATE OR DATE-TIME-GROUP//
NARR/REF A IS MILPERSMAN, REF B IS PCS ORDERS, REF C IS (CORRESPONDENCE TO GAINING MEDICAL TREATMENT FACILITY FOR AVAILABILITY OF SERVICE, ETC., IF APPLICABLE.)//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL: NUMBER// **(MANDATORY)**
RMKS/1. OVERSEAS ASSIGNMENT SUITABILITY SCREENING PER REFS A AND B HAS BEEN COMPLETED. SAILOR (AND DEPENDENTS IF APPLICABLE) IS/ARE SUITABLE OR PENDING REPORT (AS APPLICABLE) FOR OVERSEAS ASSIGNMENT:

A. COMPLETED NAVPERS 1300/16 REPORT OF SUITABILITY FOR OVERSEAS ASSIGNMENT WAS FILED IN ELECTRONIC SERVICE RECORD AND SIGNED BY NAME/RANK/TITLE/DATE.

B. MEMBER HAS SUFFICIENT OBLIGATED SERVICE AND RETAINABILITY (OR WILL INCUR) TO COMPLETE PRESCRIBED TOUR LENGTH.

C. ANTI-TERRORISM TRAINING HAS BEEN COMPLETED AND FILED IN ELECTRONIC SERVICE RECORD (INCLUDING DEPENDENTS).

D. (PENDING REPORT ONLY) REASON FOR PENDING REPORT.

2. NUMBER OF DAYS TO COMPLETE SCREENING. (CALCULATE FROM DATE OF THE ORDERS//
BT

EXHIBIT 2

REPORT OF UNSUITABILITY FOR OVERSEAS ASSIGNMENT
(Use proper message format containing the following:)

FM USS SCREENING COMMAND
TO COMNAVPERSCOM MILLINGTON TN
GAINING COMMAND
INFO APPLICABLE COMMANDS FOR WAIVERS
BT
UNCLAS //N01300//
PASS TO OFFICE CODES:
COMNAVPERSCOM MILLINGTON TN/40/451/454//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF UNSUITABILITY REPORT FOR OVERSEAS ASSIGNMENT FOR NAME, RATE, OR RANK//
REF/A/DOC/DATE//
REF/B/GENADMIN/PCS ORDERS/DATE//
REF/C/TYPE DOC, LTR, GENADMIN/ORIGINATOR/DATE OR DATE-TIME-GROUP//
NARR/REF A IS MILPERSMAN, REF B IS PCS ORDERS, REF C IS (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 PER REFS A AND B HAS BEEN COMPLETED. SAILOR IS UNSUITABLE FOR (LIST SPECIFIC UIC/BILLET).
2. REASON FOR SCREENING: ORDERS TO OVERSEAS ASSIGNMENT
3. REASON FOR UNSUITABILITY: (UTILIZE ICD-10 CODES **if applicable or other reasons if unsuitable for non-medical** reason)
4. ADDITIONAL INFO FROM MTF (PER REF B):
   A. SPECIFIC LIMITATIONS.
   B. PROGNOSIS FOR IMPROVEMENT.
   C. SAILOR IS/IS NOT ON LIMDU OR PROCESSED FOR PEB.
   D. PROVIDER'S NAME, RANK, TELEPHONE NUMBER AND E-MAIL ADDRESS.
5. TYCOM'S RECOMMENDATION FOR RETENTION:
6. NUMBER OF DAYS TO COMPLETE SCREENING. (CALCULATE FROM DATE OF THE ORDERS//
BT

EXHIBIT 3

NO CHANGE OF SUITABILITY DETERMINATION
(NAVPERS 1070/613 format example)

_____: I have read and understand my NAVPERS 1300/16 Report of Suitability for Overseas Assignment that relates to the suitability of Sailors and their dependents as stated in paragraph 5 of OPNAVINST 1300.14 (current revision).

_____: Neither I nor my dependent(s) possess any physical or mental diagnosis, except as indicated, which might result in a determination that we are disqualified for such duty.

_____: I do not have a dependent(s).

_____: I do have a dependent(s). I am aware that failure to divulge disqualifying information may ultimately result in disciplinary action punishable under the Uniform Code of Military Justice, or the requirement that I complete my tour in an unaccompanied status, should existing abnormalities result in an early return of dependents from the overseas area.

_____: I understand that I must report all medical emergencies and concerns or changes to my overseas suitability (including the suitability of my dependent(s)) to my detaching command, gaining command, and my detailer while I am on transfer leave or prior to being gained by my gaining command.

_____
Sailor's Signature /Date

Witnessed: _____
F. Last
Rank, USN, Personnel Officer

EXHIBIT 4

RECOMMENDED WAIVER REQUEST TEMPLATE

COMMAND LETTERHEAD

1306
Code/Serial No
Date

From: Commanding Officer, [Detaching Command]
To: Commander, Navy Personnel Command (PERS-4)

Subj: **OVERSEAS [NJP/LEGAL/FINANCIAL/FAP] WAIVER REQUEST FOR [RANK FIRST NAME LAST NAME], USN**

Ref: (a) NAVPERS 15560D, Navy Military Personnel Manual (MILPERSMAN)

1. Per reference (a), MILPERSMAN 1300-302, an overseas screening waiver is requested for [NJP/legal/financial/FAP] for [rank] [first name] [middle initial] [last name].

2. Reason for waiver: [Provide justification synopsis, along with expected date of completion, if applicable].

3. My point of contact for this matter is [rank] [name], [phone number], [e-mail address].

// Signed //
[DETACHING CO]

Copy to:
ISIC
TYCOM
DIVISION DIRECTOR
BRANCH HEAD
NAVPERSCOM (PERS- applicable detailer)
NAVPERSCOM (PERS- applicable placement office)

MILPERSMAN 1300-306

OVERSEAS SCREENING DEFICIENCY REPORTS AND EARLY RETURN REQUEST

Responsible Office	NAVPERSCOM PERS-451	Phone: DSN COM	882-4142 (901) 874-4142

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1315.18 of 12 Jan 05 (b) OPNAVINST 1300.15A (c) OPNAVINST 1300.14D (d) Joint Federal Travel Regulations, Volume 1, Uniformed Service Members (e) OPNAVINST 1754.2C (f) OPNAVINST 6000.1C (g) OPNAVINST 1740.4C (h) BUPERSINST 7040.6A

1. **Purpose**. The purpose of the Early Return/Reassignment Program is to ensure the availability and continuity of care for military dependents currently stationed outside the continental United States (OCONUS), or remote locations within the continental United States (CONUS) listed in MILPERSMAN 1300-304, where required care is **not** available through military or civilian resources. The program is designed as a means through which members may be returned to a non-remote CONUS location for required care due to unusual circumstances per references (a), (b), and (c).

2. **Types of Reports/Requests**. There are four different types of reports/request for issues that are identified for personnel assigned overseas or at CONUS remote locations.

a. **Overseas Screening Deficiency Report (OSDR) only**. Submitted when a member and/or dependent(s) arrive overseas with a discrepancy that occurred during the screening process or was not identified during the screening process. This report documents the screening deficiency but does not require an early return as the overseas command intends to allow the servicemember and dependents to remain overseas.

b. **Overseas Screening Deficiency Report/Request for Early Return (OSDR/ER)**. This request/report is used when the member and/or dependent(s) arrive at an overseas/remote location with a disqualifying condition that should have been detected in the overseas screening, and the care required is beyond the capabilities of local resources. With this request the intent is to Early Return the entire family.

c. **Early Return (ER) Request**. This request is used when a condition develops after the member's or dependent's arrival and care is beyond local resources. This request is also used when a medical screening condition was identified during the screening process and the gaining Medical Treatment Facility (MTF) waived the disqualifying condition as treatable; however, after arrival the condition worsened, or is determined to have been misdiagnosed and is now beyond the local MTF capabilities.

d. **Early Return of Dependents (ERD) Only**

(a) This request is submitted when the servicemember will remain overseas and the family is returned to CONUS for reasons authorized in reference (d), par. U5900. Dependent information and destination of travel is required. **NOTE**: Family members that are returned to CONUS under the ERD program will not be able to rejoin the service member at government expense until the servicemember is issued the next set of permanent change of station (PCS) orders.

(b) If a service member has been issued orders to a new duty station, the dependents are authorized travel on the new orders per reference (d), par. U5200. Do not submit an ERD request when PCS orders have already been issued.

3. **Transfer/Assignment Decision**. Navy Personnel Command (NAVPERSCOM) will decide each case on its own merits. If request for early return/reassignment is approved, ensure the appropriate service record entry is completed on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, indicating reason for submission of request. Enlisted assignments will be per requisition priority and sea/shore rotation to valid billets of member's rate. Assignments made due to exceptional family member issues do not alter sea/shore rotation.

4. **Exceptional Family Member(s) (EFM(s))**. Members with EFM(s) will complete forms per MILPERSMAN 1300-700. Enrollment in the

EFM program is mandatory per reference (e) and must be completed prior to submission of an early return/reassignment request.

5. **Early Return is not a Discipline Substitute**. This procedure shall not be used as a means of transferring personnel in lieu of appropriate disciplinary or administrative action, i.e., nonjudicial punishment (NJP), courts-martial, administrative separation processing, etc.; but shall be restricted to those cases where transfer is the only feasible solution; or the issue is causing, or will cause, problems with the host nation.

6. **E-3 and below Personnel**

a. As stipulated in MILPERSMAN 1300-304, E-3 and below with dependent(s), or E-3 and below personnel who are pregnant, will not normally be assigned OCONUS.

b. If an E-3 or below member is found to be pregnant or have dependents upon arrival, submission of an OSDR/Request for Early Return or Early Return of Dependent must be submitted immediately. Servicemembers in paygrades E-3 and below that moved dependents to an overseas location without approval must be counseled that dependents will be returned but servicemember may have to complete the assigned tour.

7. **Medical Issues**. Members with medical issues which require hospitalization for which the local MTF cannot provide the appropriate care or treatment should use the medical evacuation (MEDEVAC) process instead of the Early Return/Reassignment Program.

a. Enlisted only. For pregnancies of members that occur after arrival at new permanent duty station (PDS), submit a pregnancy avails (DP availability) report.

b. Enlisted only. If a member detaches an old PDS while pregnant or becomes pregnant en route and reports to the new overseas PDS and an early return/reassignment is deemed appropriate, submit a DP availability and OSDR.

c. Officers only. If an officer detaches an old PDS while pregnant, or becomes pregnant en route, and reports to the new overseas PDS, and an early return/reassignment is deemed appropriate, submit the request/deficiency via BUPERS ONLINE (BOL).

8. **Pregnancy**. Reference (f) contains policies and procedures regarding pregnant members.

9. **Single Members and Military Married to Military**. Information relative to single members and military married to military with dependent(s) is contained in reference (g).

10. **Requirements and Procedures for Submitting a Report or Request on BOL**

a. Each of the reports requires extensive information that will need to be collected prior to submission. The following information will be required based on the type of request/report:

SSN: (Full SSN will be required for system verification.)
Name:
Rank:
Rate/Designator:
Unit Identification Code (UIC) member is assigned:
Was a copy of NAVPERS 1300/16 (2-03), Report of Suitability for Overseas Assignment filed in service record or transfer package?:
Have you contacted the transferring command to obtain a copy of the screening?:
Was a copy of NAVMED 1300/1 (Rev. 6-06), Medical, Dental and Educational Suitability Screening for Service and Family Members filed in medical record(s)?:
Have you contacted the transferring MTF to obtain a copy of the screening?:
UIC of command that screened member and/or family:
UIC of MTF that screened member and/or family (only for medical issues):
Were dependents screened at the same facility as service member?:
Identify MTF screener for family:
Is enrollment in EFM program completed?:
Select from one of the categories provided on BOL that best fits the issue regarding the discrepancy:
Was the member aware of disqualifying factors prior to transfer?:
Should these reasons have been detected in the overseas screening process?:
Should dependents have been enrolled in EFM Program prior to transfer?
Command Point of Contact
Last Name:
First Name:
Rank:
Commercial telephone number (no spaces):
DSN (no spaces):
Official Military E-Mail:
Command PLAD:

b. Once the command has compiled all of the above information for the Member and/or dependents being early returned, a command representative with command career counselor

(CCC) or above access will need to log into BOL and select the OVERSEAS/IA Screening Tab. At the top of the overseas screening menu page there will be a menu which will list Early Return application; select this option (this is not available to CONUS non remote location). After submitting the request, return to the application to view status and final determination.

c. Requests will be submitted expeditiously to allow for coordination of timely medical, educational, or other support services not readily available at the current duty station. An understanding of all the factors that necessitated the request is required prior to making a decision. Inclusion of additional information to ensure clarity and provide justification for submitting the request is strongly recommended; however, to protect the privacy of the member and/or dependents use only ICD 9 codes to identify medical issues.

d. When it is determined that it is necessary to return dependents to CONUS without the service member, submit Early Return of Dependents (ERD) via BOL. Once the approval and line of accounting are posted to the BOL Web site, create a Standard Transfer Order (STO) utilizing reference (h), Chapter 3, Section A for officers or Section B for enlisted. On the STO, cite Early Return of Dependents authorization as reference (d), par. U5900-D2e and U5905-C for HHG U10410; and utilize the line of accounting provided by NAVPERSCOM.

e. Ships or Submarines at sea with limited connectivity to BOL can use Exhibit 1 to submit reports. NPC will input the information into the BOL application and respond via the overseas screening application. It is imperative complete POC information be provided, including E-Mail, so that the command POC can be contacted.

EXHIBIT 1

OVERSEAS SCREENING DEFICIENCY REPORT/REQUEST FOR EARLY RETURN FOR SHIP OR SUBMARINE USE ONLY

(Use proper message format.)

FM PARENT COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-451//
BT
UNCLAS //N01300//
MSGID/GENADMIN/PARENT CMD//
SUBJ/OVERSEAS SCREENING DEFICIENCY REPORT and/or /REQUEST FOR EARLY /RETURN ICO NAME/RATE/RANK/DESIGNATOR/SSN(LAST FOUR)//
REF/A/DOC/MILPERSMAN/DATE//
AMPN/REF A IS MILPERSMAN 1300-306//
POC/NAME/RANK/RATE/IDENTIFIER/LOCATION/TEL: /EMAIL// **(MANDATORY)**
RMKS/1. PER REF A, THE FOLLOWING IS SUBMITTED DUE TO IMPROPER SCREENING AND/OR REQUEST FOR EARLY RETURN FROM OVERSEAS DUTY:
A. MEMBER: NAME, RATE/RANK
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. PREVIOUS DUTY STATION AND UIC.
PREVIOUS MEDICAL TREATMENT FACILITY AND UIC. (if medical)
D. EXPLAIN FULLY THE REASON SNM/FAMILY MBR IS CONSIDERED IMPROPERLY SCREENED. INCLUDE THE FOLLOWING: **(MANDATORY)**
(1) DID THESE REASONS EXIST PRIOR TO TRANSFER FROM CONUS?
(2) WAS 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 PER MILPERSMAN 1300-700?
F. IF SNM WAS PROPERLY SCREENED; DID PROBLEMS DEVELOP AFTER ARRIVAL OVERSEAS? EXPLAIN FULLY.
G. IS SNM (AND/OR FAMILY MEMBER(S)) 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. **(MANDATORY)**//
BT

NOTE: This form can be utilized for overseas screening deficiency reports/requests for early returns. Delete portions that are not applicable. Include additional information as appropriate to justify and support a decision for early return/reassignment. All data will be loaded into BOL and all responses from NAVPERSCOM will be posted to the BOL Web site.

MILPERSMAN 1300-308

OVERSEAS TOUR LENGTHS AND TYPES

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-4518 (901) 874-4518

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1315.18 of 28 Oct 15 (b) NAVSO P-6034, Joint Travel Regulations (JTR) (c) DIA Directive 1350-100 Duration of Tours at Attaché Stations of 27 June 2017 (d) OPNAVINST 1300.15A

1. **Key Billets**. Key billets are reserved for only those positions in which the continued presence of an officer, warrant officer, or senior enlisted Service member (E-8 or E-9) is determined to be absolutely essential to the mission of the activity, unit, or the U.S. presence in that area. Assignment to key billets must require Service members to serve the accompanied tour length, even if the Service member declines to serve the tour accompanied. Key billets will be established only at overseas duty stations where the accompanied tour length is at least 24 months per reference (a).

2. **Overseas Tour Lengths**. Overseas tour lengths are the standard tours of duty established for specific locations outside the continental U.S. (OCONUS) per references (a) and (b).

a. **Commencement of Tour**

(1) Time Creditable. An overseas tour begins with the day of departure from the continental U.S. (CONUS) and ends with the day of return. Authorized leave taken en route to an overseas duty station will be excluded from the computation.

(2) Overseas duty for Service members on board vessels during a change of homeport from CONUS to OCONUS, including commissioning of a vessel to be homeported OCONUS, commences on

the effective date of the homeport change, regardless of location of the vessel on that date.

b. **Adjusted Tour Lengths.** Service members who report on unaccompanied orders to an overseas area that allows accompanied tours, then are later joined by dependent(s) at the Service member's expense, will have their tour adjusted to the accompanied tour length or an additional 1 year on board, computed from the date command sponsorship is granted, whichever is longer.

Note: Commanding officers (CO) must report command sponsorship and request tour length adjustment from Navy Personnel Command (NAVPERSCOM), Career Management Department PERS-4XX (appropriate detailer code).

c. **Shortened Tour Length.** Tours must meet Department of Defense (DoD) overseas tour lengths. Service members may be reassigned up to 60 days prior to completion of the full tour length and be considered as having completed the full tour.

Note: Service members assigned to 12-month overseas tours will serve the full 12-month tour.

d. **Officer Only**

(1) Overseas Homeports. Tour length for ships and squadrons homeported overseas will normally be followed per MILPERSMAN 1301-110 or exhibit 1 below.

(2) Hawaii and Alaska. Hawaii and Alaska have a minimum tour of 36 months with no mandatory rotation date established. Shore tours will be 36 months (or other DoD area tour specified). Sea tour lengths guidance is followed per MILPERSMAN 1301-110.

(3) DoD Area Shore Tour. Officers assigned to overseas shore duty must be ordered to serve the applicable DoD area shore tour. Exceptions to this policy are contained in reference (a) and include, but are not limited to, Service members assigned to the Defense Attaché System (reference (c)), government-to-government contracts Personnel Exchange Program (PEP) (reference (a), and medical officers assigned per reference (a) and outlined in MILPERSMAN 1301-110.

e. **Enlisted Only**

(1) Hawaii and Alaska Tour Lengths. Projected rotation dates (PRD) for enlisted Service members assigned to duty in Hawaii and Alaska will coincide with their assigned sea shore flow (SSF) per applicable SSF NAVADMIN, but in no case for less than 3 years.

(2) Nuclear Qualified and Trident Technicians. Tour lengths for enlisted nuclear qualified operators and enlisted trident technicians are currently excluded from the provisions of this article. Tour lengths for such Service members will be dictated by situational requirements.

(3) Submarines Permanently Homeported in Guam and Nuclear Trained Sailors on Nuclear Aircraft Carriers (CVN) Permanently Homeported in Japan. Tour length for enlisted Service members assigned to submarines permanently homeported in Guam or on CVNs permanently homeported in Japan will be 36 months.

f. **PEP Tours**. Per reference (a), PEP tours are normally 24 months, PEP tours in a flying status will be 30 months (24 months plus 6 months of training).

3. **Overseas Tour Length Types and Options**. During the interview conducted per MILPERSMAN 1300-300 through 1300-304, Service members must be given the opportunity to elect whether they desire to be accompanied by family member(s) in an overseas area that is authorized accompanied tours or serve in an unaccompanied status.

Note: Dependents are not authorized in areas indicated by "N/A" in the accompanied tour length column in appendix Q of reference (b) or exhibit 1 below.

a. **Types**. Overseas tour length types are as follows:

(1) **Accompanied with Family Member(s)**. Tour length assigned to Service members accompanied or joined by command-sponsored family member(s).

(2) **Unaccompanied (All Others)**. Tour length assigned to single Service members or those who either voluntarily or involuntarily are not accompanied by command-sponsored family member(s).

b. **Service Record Entries.** The CO must ensure the following electronic service record entries made when the Service member indicates a decision has been reached regarding options available.

(1) **For accompanied tours,** make the following entry on NAVPERS 1070/613 Administrative Remarks:

"I fully understand the contents of MILPERSMAN 1300-308 and have elected the accompanied (with family member(s)) tour prior to my transfer from my present duty station."

_____
Member's Signature

Witnessed: _____
G. Jasper
CDR, USN, Personnel Officer

(2) **For unaccompanied (all others) tours,** make the following entry on NAVPERS 1070/613:

"I fully understand the contents of MILPERSMAN 1300-308 and have elected the unaccompanied (all others) tour prior to my transfer from my present duty station. I also understand, per Joint Travel Regulations, family member(s) travel to overseas duty station at Government expense is not authorized.

_____
Member's Signature

Witnessed: _____
C. Poullard
CDR, USN, Personnel Officer

c. **Change from Unaccompanied to Accompanied.** If, after choosing an unaccompanied (all others) tour and orders have been endorsed accordingly, and the Service member desires the longer accompanied (with family member(s)) tour, the Service member must request command sponsorship and dependent entry approval prior to submitting PRD extension. Service member must submit request to NAVPERSCOM (PERS-4XX) (appropriate detailer code) using NAVPERS 1306/7 Electronic Personnel Action Request for enlisted memo or NAVPERS 1301/85 Officer Personnel Action Request for officers.

(1) The request will not normally be approved in any instance where the Service member has already been furnished transportation of family member(s) or household effects at Government expense to a place designated by the Service member.

(2) If the request is approved, a modification of the Service member's PRD routed via division director. NAVPERS 1070/613 entry must be made by the personnel support detachment.

(3) All requests to change tour length must be per references (a) and (b).

d. **Tour after Early Return of Family Member(s).** Service members whose family member(s) were furnished early return transportation from the Service member's overseas duty station under the provisions of references (a), (b), and (d) will be required to complete the prescribed accompanied tour.

4. **Tour Adjustments**

a. Requests for adjustments of overseas tours must be submitted to the Service member's detailer (see paragraph 2 above).

(1) After orders are executed, tours may not be shortened to change from accompanied to unaccompanied, unless travel by dependents and household goods movement has not yet occurred.

(2) Tour lengths that are changed subsequent to orders execution may incur indebtedness to the Government due to the change in station allowances caused by the tour adjustment.

b. Such requests must contain sufficient information to facilitate an accurate determination. Examples of situations when PRDs require adjustments are as follows:

(1) Correction of erroneous PRDs

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

(3) Service member voluntarily elects to extend the tour.

5. **Consecutive Overseas Tour (COT)**. A COT occurs when a Service member executes an assignment order from one overseas assignment to another as defined in reference (a).

a. **Eligibility**. Service members under COT orders will normally serve the full DoD area shore tour or full prescribed sea tour on both the initial and follow-on tours (either accompanied or all others (as appropriate)).

(1) For COTs (costed PCS orders), the tour will be ordered for the DoD tour listed in reference (b), appendix Q, SECNAV prescribed sea tours or exhibit 1 below (accompanied or unaccompanied) as appropriate. A request for waiver may be submitted to NAVPERSCOM (PERS-4) for a determination when two full tours cannot be completed. For waiver requests, each tour must be at least the unaccompanied tour length.

(2) Family member(s) are entitled to COT leave travel only when they

(a) are an eligible dependent as defined in reference (b), appendix A;

(b) are command sponsored for both tours; and

(c) they will accompany the Service member during both tours.

b. **In-place Consecutive Overseas Tour (IPCOT).** IPCOT is a subset of COT. Service members serving on an accompanied or unaccompanied tour may request an IPCOT before completing the initial tour, including voluntary extensions of that tour. The Service member is agreeing to serve another tour within the local commuting area of the original permanent duty station, whether it is an accompanied or unaccompanied tour. Waivers are not authorized for IPCOT.

c. **COT/IPCOT Leave Travel.** Service members assigned to COTs may travel between assignments under provisions of reference (b). Refer to MILPERSMAN 1050-410 for execution and deferral information.

Exhibit 1

Navy-Specific Overseas Sea Duty Tour Lengths

1. DoD area tour lengths are listed in reference (b), appendix Q. The following Navy-specific overseas sea tour lengths are exceptions to the standard DoD area tour length for the area or unit as authorized per reference (a).

2. Nuclear trained Service members are presently being assigned for 24 months, regardless of tour election to overseas duty on performance monitoring teams, in radiological control divisions, and nuclear planner or nuclear repair billets in overseas home-ported tenders in Guam.

Country, Area, or Command	**Accompanied**	**Unaccompanied**
Guam		
-Submarines	36	36
-Nuclear trained on board submarine tenders	24	24
Italy		
-Pachino Target Range at Marza (47201)	N/A	12
Japan		
-Nuclear trained on board USS *Ronald Reagan*	36	36
-COMEXSTRIKGRU, White Beach, Okinawa (55308)	24	18
Bahrain		
-All Sea Duty Commands (Type 4 and TAC D)	24	18

MILPERSMAN 1300-310

OVERSEAS EXTENSIONS

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC

References	(a) CJCSI 1001.01, Joint Manpower Program Procedures of 28 Dec 04

1. **Voluntary Overseas Tour Extensions**. An extension of an overseas tour is an authorized voluntary/involuntary increase beyond the appropriate (accompanied or unaccompanied) tour prescribed for the area.

a. **Officer and Enlisted**:

(1) Requests for overseas extensions are encouraged, but must be considered on a case-by-case basis. An important factor to be considered is whether other members of the same rank/rating desire rotation overseas and are otherwise qualified.

(2) Requests should be submitted not more than 18 months, but not less than 9 months, prior to current projected rotation date. All requests must include a positive recommendation by the commanding officer indicating the desirability of the member's continued service overseas.

b. **Enlisted only**:

(1) For extensions of less than 12 months, forward requests on NAVPERS 1306/7 (01/03), Enlisted Personnel Action Request to appropriate Navy Personnel Command (NAVPERSCOM) detailer.

(2) The Overseas Tour Extension Incentive Program (OTEIP) may apply for enlisted personnel requesting extensions beyond 12 months. Refer to MILPERSMAN 1306-300 for additional information.

(3) Enlisted personnel (first termers are not eligible) attached to Guam or Diego Garcia homeported ships, who extend their tours by at least 1 year on Guam or Diego Garcia homeported ships, will receive double sea days credit for the period of the 1-year extension. Additionally, members may be eligible to receive OTEIP benefits for the 1-year extension as outlined in MILPERSMAN 1306-300.

c. **Officer only**: Forward requests to the appropriate assignment officer.

2. **Involuntary Overseas Tour Extensions**. Before involuntary extensions are imposed, members shall be given the opportunity to extend voluntarily their enlistment or contract periods to provide sufficient obligated service to complete a minimum tour of duty. Involuntary overseas tour extensions may be assigned only by NAVPERSCOM under the following circumstances:

a. The voluntary or involuntary extension of a member serving an overseas tour of duty in a "key Military Assistance Advisory Group position" (as defined in reference (a) will be subject to the approval of Assistant Secretary of Defense (International Security Affairs).

b. The voluntary or involuntary extension of a member serving an overseas tour of duty with a defense agency under the above provisions will be subject to the concurrence of the defense agency.

c. The maximum period that members may be involuntary extended at an overseas site is 180 days.

d. Maximum involuntary extension of sea duty aboard vessels which operate in an overseas area for a contemplated period of 1 year or more, despite having continental United States (CONUS) homeports, will be 3 months.

MILPERSMAN 1300-312

UNITS TRANSITIONING TO OVERSEAS LOCATIONS

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-3516 (901) 874-3516 882-2693

1. **Policy**

a. As soon as it becomes known that a sea unit will change status, the Manning Control Authority (MCA) or Navy Personnel Command (NAVPERSCOM), Enlisted Personnel Readiness Support Branch (PERS-4013) will direct the commanding officer of the unit to provide NAVPERSCOM a listing of all personnel who are planned to be on board on the effective date of the change.

b. The listing will identify personnel who

(1) **do** desire to remain on board to complete an overseas tour (volunteer (VOL)),

(2) **do not** desire to remain on board (non-volunteer (NON-VOL)), and

(3) are not qualified for overseas service per this article and applicable directives (non-qualified (NON-QUAL)).

c. In each case, special procedures will be developed by NAVPERSCOM to provide replacements for all NON-QUALs and as many NON-VOLs as possible.

2. **Transitioning Categories**. Transitioning of units to overseas locations shall be considered in two distinct categories:

a. **Category l**. Transition from continental United States (CONUS) to an overseas location.

b. **Category 2**. Transition from an overseas location to CONUS incident to overhaul, conversion, or aircraft transition, and return to previous overseas location.

3. **Manning**

a. It is desirable that units transitioning to overseas locations be manned with VOLs to the maximum extent feasible; however, it is often necessary to retain some NON-VOLs on board to fill key billets during the transition period, to maintain crew stability, and to man units per specified manpower level when sufficient VOLs are not available.

b. Detailed guidance for determining VOL/NON-VOL status of personnel, tour lengths, obligated service (OBLISERV) requirements, 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.

4. **Tour Lengths**

a. **Category 1**. The following guidelines pertain to tour lengths for personnel assigned to transitioning units in category l.

(1) **VOLs**. Personnel who desire to accompany the transitioning unit to the new overseas location will complete the appropriate accompanied (with family members) tour, or unaccompanied (all others) tour for the area.

(a) Members who elect to bring their family member(s), privately owned vehicles (POV), or household goods (HHG) must remain attached to the unit for a minimum period of 1 year subsequent to the scheduled arrival of family members/POV/HHG at the overseas location, to receive these entitlements.

(b) Enlisted personnel will ensure OBLISERV requirements have been met per MILPERSMAN 1306-106 and will be based on the effective date of the change of homeport/permanent duty station (HP/PDS). It is emphasized that personnel shall have sufficient OBLISERV, prior to departure of the transitioning unit from CONUS, for the tour length elected (i.e., Accompanied or All Others).

(2) **NON-VOL** personnel who are required to remain on board during the transition period will not have their projected rotation date (PRD) involuntarily extended.

(a) NON-VOLs who choose to have their family member(s) accompany them to the new overseas location will be considered VOLs and have their PRDs adjusted to reflect an accompanied (with family member(s)) tour, or prescribed sea tour, whichever is least.

(b) NON-VOLs who elect to bring their POV or HHG must remain attached to the unit for a minimum period of 1 year subsequent to the scheduled arrival of POV or HHG at the overseas location, to receive these entitlements.

b. **Category 2**. Since overhaul, conversion, or aircraft transition periods vary from 6 months to a period in excess of 17 months, 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 HP/PDS notice which will assign, for the purpose of travel entitlements, a CONUS HP/PDS. Specific guidelines and procedures for personnel in category 2 will be provided to the transitioning unit by letter, or during the Crew Manning Conference.

MILPERSMAN 1300-314

DIEGO GARCIA ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-451)	Phone DSN	882-4142 (901) 874-3516

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone Toll Free	1-866-U ASK NPC

1. **Policy**

a. Navy's practice of not assigning both members of a service couple to Diego Garcia simultaneously will continue.

b. All members currently assigned or under orders to Diego Garcia will be counseled that accompanied quarters are not available, nor will provisions for joint occupancy be made.

c. **Enlisted Only**:

(1) All follow-on assignment guarantees, per provisions of MILPERSMAN 1306-200, will be void if action on part of the member (e.g., marriage) prevents the member from completing a normal tour on Diego Garcia.

(2) All members currently assigned or under orders to Diego Garcia will be required to make the following entry on NAVPERS 1070/613 Administrative Remarks:

"I have read and fully understand the provisions of MILPERSMAN 1300-314. I am aware that follow-on assignment guarantee, authorized by MILPERSMAN 1306-200, will be invalid should an action on my part (e.g., marriage) prevent my completion of a normal tour on Diego Garcia as prescribed."

_____
Member's Signature

Witnessed: _____
J. Christopher
CDR, USN, Personnel Officer

2. **Marriages on Diego Garcia**

a. Although marriage between military personnel on Diego Garcia is not prohibited as a matter of policy, continued assignment of both members on Diego Garcia cannot be accommodated.

b. The following guidelines regarding marriages are established:

(1) When marriages occur between Navy members assigned on Diego Garcia, including marriages entered into during off-island visits and continental United States leave, one member of the new couple will be immediately reassigned off-island duty based on Service needs.

(2) If marriage occurs between a Navy member and the member of another service, the Navy member will be immediately assigned off-island duty based on Service needs.

(3) If marriage occurs between a Navy member and a host national, third country national, civil service employee, or civilian contractor employee, the Navy member will be immediately assigned off-island duty based on Service needs.

MILPERSMAN 1300-316

DEPENDENT ENTRY APPROVAL INFORMATION

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-3516 (901) 874-3516 882-2693

Reference	(a) DOD 4500.54-G, DOD Foreign Clearance Guide (b) OPNAVINST 4650.15

1. **Policy**. Dependent entry approval (DEA) is a Navy process to obtain permission from an area commander to bring dependents into a specific area. Approval/disapproval is based on Status of Forces Agreements (SOFA); family support capabilities and/or limited local support based on geographically isolated areas; and is only required for the areas listed on the Navy Personnel Command (NAVPERSCOM), Distribution Management and Procedures Branch (PERS-451) website at http://www.npc.navy.mil/CommandSupport/DistributionManagement/Procedures/Dependent+Entry+Approval.htm. DEA is an area commander responsibility and all questions regarding DEA should be directed to the designated action address listed on the NAVPERSCOM (PERS-451) website. **DEA must be used in conjunction with additional information/requirements in references (a) and (b)**.

2. **Requests**. All personnel executing permanent change of station (PCS) orders who desire to have family members accompany them to the locations listed on the above NAVPERSCOM (PERS-451) website must submit a request for DEA upon completion of overseas screening (MILPERSMAN 1300-300 applies). **The request must be submitted at least 4 months prior to arrival**.

3. **Requirements and Procedures**. Dependent entry requirements and procedures can be found on the above NAVPERSCOM (PERS-451) website. This information is posted for the convenience of the area commanders. Area commanders or their designated representative are responsible for the information and may contact **Commander, Navy Personnel Command (COMNAVPERSCOM), Millington, TN; E-mail** Pers451@navy.mil; to update this website.

4. **Personnel Exchange Program (PEP) Dependent Entry**. Navy personnel ordered overseas with the PEP should liaise with the gaining command to determine if DEA is required.

MILPERSMAN 1300-320

NUCLEAR WEAPONS (NW) PERSONNEL RELIABILITY PROGRAM (PRP) PRELIMINARY SUITABILITY SCREENING

Responsible Office	SSP (SP31)	Phone:	COM (202)433-7766 DSN 288-7766
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free 1-866-U ASK NPC

Reference(s)	(a) SECNAVINST 5510.35C (b) DoDM 5210.42, Nuclear Weapons Personnel Reliability Program Manual, 13 Jan 15 (c) SECNAV M-5510.30, DON Personnel Security Program (d) Uniform Code of Military Justice (UCMJ)

1. **Policy**. The safety, security, and reliability of nuclear weapons are of paramount importance to the security of the United States. The Personnel Reliability Program (PRP) preliminary suitability screening process is designed to ensure that only those personnel who have demonstrated the highest degree of reliability, trustworthiness, personal conduct, and integrity are assigned to PRP duties.

2. **Responsibility**. The responsibility for PRP preliminary suitability screening of personnel to determine their suitability for assignment to a PRP billet rests with the commanding officer (CO) of the transferring command. The CO must ensure members receiving orders to billets requiring PRP certification undergo PRP preliminary suitability screening under the provisions of this article and references (a) and (b) using NAVPERS 1300/27 PRP Preliminary Suitability Screening. NAVPERS 1300/27 may be accessed using the following link: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/ Pages/default.aspx. The results (suitable or unsuitable) must be forwarded to the gaining command and rating detailer by naval message, using the format in exhibit 1, within the time limits prescribed below. This authority will not be delegated, except to "acting" COs or officers-in-charge of isolated detachments. For training commands, an O5 division director may be delegated as the approving official.

3. **Applicability**. Personnel who have been selected or have received orders for assignment to a billet requiring PRP certification must receive PRP preliminary suitability screening, unless the member is currently certified in the PRP. The intent of this article is to eliminate personnel early in the transfer process who are clearly not fit for assignment to PRP positions. Full PRP certification of the member is not the intent.

a. PRP preliminary suitability screening is required for the following categories:

(1) **Personnel at Formal Courses of Instruction**. Members attending initial training (e.g., "A" School) who have been selected for follow-on assignment requiring PRP certification will undergo PRP preliminary suitability screening at the first available opportunity in their training program per reference (a). In addition to the requirements of reference (a), NAVPERS 1300/27 will be used to assist with the PRP preliminary suitability screening. Training commands will also document PRP preliminary suitability screening on OPNAV 5510/414 Nuclear Weapon Personnel Reliability Program (PRP) Screening and Evaluation Record per reference (a). NAVPERS 1300/27 will be attached to OPNAV 5510/414 and forwarded to the gaining PRP command. PRP preliminary suitability screening conducted at a previous training command (e.g., "A" School, Basic Enlisted Submarine School, Submarine Officer Advance Course, etc.) satisfies the requirement and need not be performed by follow-on schools (e.g., "C" School, P-WEPS pipeline, etc.). OPNAV 5510/414 may be accessed by using the following Web address: https://navalforms.documentservices.dla.mil/.

(2) **Non-PRP Personnel Transferring to Formal Training Requiring PRP Preliminary Suitability Screening**. The Catalog of Navy Training Courses (CANTRAC) identifies courses of instruction or training requiring PRP preliminary suitability screening prior to transfer. CANTRAC may be accessed by using the following link: http://www.netc.navy.mil/Development.htm. COs will ensure designated members are screened per this article using NAVPERS 1300/27. PRP preliminary suitability screening completion is documented on a temporary NAVPERS 1070/613 Administrative Remarks (using the format in exhibit 2). This document will be forwarded in the Service member's transfer package and submitted to the servicing personnel office for entry into the electronic service record (ESR). A naval message to the training command is not required.

(3) **Non-PRP Personnel Transferring to a PRP Position.** Non-PRP personnel at either PRP or non-PRP commands who are in receipt of orders to a PRP billet require preliminary suitability screening for the PRP. COs will ensure designated members are screened per this article using NAVPERS 1300/27. The PRP preliminary suitability screening results must be reported suitable or unsuitable via naval message, using the format in exhibit 1, to the gaining command and the applicable detailer within 30 days of receipt of orders. Results of the PRP preliminary suitability screening must also be documented, per reference (a), on a temporary NAVPERS 1070/613 using the format in exhibit 2. NAVPERS 1300/27 will be attached to OPNAV 5510/414 and then forwarded to the gaining PRP command.

b. PRP preliminary suitability screening is not required for members currently serving in a PRP billet since they are under continuous evaluation. If the member is suspended from the PRP, the CO will inform the gaining activity and applicable detailer at Navy Personnel Command of the member's PRP status and anticipated resolution within 30 days of receipt of orders.

PRP Preliminary Suitability Screening Applicability Overview				
Category	**Prescreen**	**NAVPERS 1300/27**	**Exhibit 1**	**Exhibit 2**
Training (paragraph 3a(1))	Yes	Yes	No	No(1)
Non-PRP going to training (paragraph 3a(2))	Yes	Yes	No	Yes
Non-PRP going to PRP billet (paragraph 3a(3))	Yes	Yes	Yes	Yes
Current PRP (paragraph 3b(1))	No	No	No(2)	No

Note 1: Exhibit 2 is required only if the member is found to be unsuitable for the PRP.

Note 2: Message is required to inform the gaining command that member is currently in the PRP under continuous evaluation.

4. **PRP Preliminary Suitability Screening Criteria and Process**. Conduct PRP preliminary suitability screening per this article and references (a) and (b) using NAVPERS 1300/27. The designated PRP preliminary suitability screener will thoroughly review the

member's service record, Joint Personnel Adjudication System (JPAS) record or the Defense Information System for Security (DISS) record, medical and dental records, and conduct a personal interview. Report PRP suitability in the format provided in exhibits 1 and 2 (as required). PRP preliminary suitability screeners are not required to be in the PRP, but are required to be trained in Privacy Act and personally identifiable information (PII) requirements. Mandatory annual PII training for users of DON information systems fulfills the requirement for Privacy Act and PII training. PII training is available through My Navy Portal, Total Workforce Management System, MarineNet, and the Department of the Navy Chief Information Officer Web site, which may be accessed by using the following link: http://www.doncio.navy.mil/PIIcourse/.

a. **Authorization for Disclosure of Medical or Dental Information.** If not already completed, the member must fill out OPNAV 5510/419 Nuclear Weapons Personnel Reliability Program Authorization for Disclosure of Medical and Dental Information, prior to the PRP preliminary suitability medical screening process. OPNAV 5510/419 Nuclear Weapons Personnel Reliability Program Authorization for Disclosure of Medical and Dental Information may be accessed using the following link: https://navalforms.documentservices.dla.mil. Once completed, OPNAV 5510/419 must be maintained in the Service member's transfer package until arrival at the gaining PRP command.

b. **Military Personnel Record Review.** All available personnel records, including the ESR and the official military personnel file (OMPF), will be reviewed for adverse information as defined in references (a) and (b).

c. **Personnel Security Investigation (PSI).** Nominated members must meet the security requirements as defined in references (a), (b), and (c) for their proposed position. For the purposes of this article, PSI results (the actual report of the PSI) must not be requested or reviewed by the transferring command. This will be accomplished by the gaining PRP command.

d. **STR (Medical and Dental) Review.** Nominated members must be physically and mentally suitable for PRP assignment.

(1) The PRP preliminary suitability medical screener must verify that the member has completed and signed OPNAV 5510/419 prior to conducting any medical record screening. DD 2807-1 Report of Medical History must be used for the medical portion of

the PRP preliminary suitability screening process, which may be performed by any physician, physician assistant, nurse practitioner, or independent duty hospital corpsman. DD 2807-1 may be accessed by using the following Web address: http://www.esd.whs.mil/ Directives/forms/. Preliminary medical screeners must review and become familiar with the Bureau of Medicine and Surgery (BUMED) PRP preliminary training presentation available on the Joint Knowledge Online (JKO) Web site located at: https://intelshare.intelink.gov/sites/jko/prp/ sitepages/PRP Pre-screening.aspx prior to conducting the medical screening process. Preliminary PRP medical screeners are not required to be qualified or designated as CMA or PRP medical personnel.

(2) Any medical information of a concerning nature that is not obviously disqualifying, but requires adjudication by PRP CMA prior to PRP certification, is not required to be further investigated by the transferring command. Training commands having access to an appropriately PRP trained and qualified CMA may (if time permits) have the concerning medical information adjudicated by a CMA.

(3) Health Insurance Portability and Accountability Act and Privacy Act regulations must be observed when reviewing medical records. Due to the sensitivity and confidential nature of these records, access must extend only to those who normally work with these records and have completed the requisite Privacy Act and PII training. All PRP preliminary suitability screeners must protect health information and ensure that the provisions of the Privacy Act are not violated.

e. **Personal Interview.** The purpose of the interview is to assess whether the member has a positive attitude toward nuclear weapons-related duties, determine the member's willingness to work with nuclear weapons or nuclear weapons-related material, and to identify and or discover any additional information that would disqualify the member from PRP-related duties.

5. **Suitability or Unsuitability Determination.** Determine suitability or unsuitability for PRP based on JPAS or DISS, OMPF, medical and dental record review, personal interview, and any other reliable information available (i.e., chain of command, chaplain, Drug and Alcohol Program Advisors, etc.). If the member is found to be unsuitable, in addition to the reporting requirements in paragraph 3 of this article, PRP disqualification requirements in reference (a) must be followed including:

(a) Letter to Director, Strategic Systems Programs (SP31);

(b) Permanent NAVPERS 1070/613 entry (for enlisted personnel) or a letter to Navy Personnel Command (NAVPERSCOM), Post Selection Board Matters Branch (PERS-833) (for officers); and

(c) Other appropriate administrative actions (depending on the circumstance). The permanent NAVPERS 1070/613 format in exhibit 2 satisfies this requirement.

6. **Reporting Procedures**

a. **Preliminary Screening**. Initiate the PRP preliminary suitability screening process immediately upon receipt of orders.

b. **Report Suitability**. Report the suitability determination of PRP preliminary suitability screening using exhibits 1 and 2 within the time constraints provided in paragraph 3. Do not include sensitive medical information when reporting PRP suitability and ensure Privacy Act requirements are met.

c. **Copy of Enlisted or Officer Screening**. In all cases, a copy of the completed NAVPERS 1300/27 and exhibit 2 (where applicable) will be included in the Service member's transfer package.

7. **Change of Suitability Determination**. If any subsequent information renders the member unsuitable, (occurring at the transferring command, any intermediate activity, or enroute), hold orders in abeyance and notify the applicable detailer at Navy Personnel Command immediately. Ensure the member is aware of his or her responsibility to report any circumstances that may change his or her suitability status immediately to avoid disciplinary action under reference (d), article 107 (false official statements) for failing to do so.

8. **Policy Support**. Questions about PRP policy and PRP preliminary suitability screening requirements may be forwarded to (NIPRNET) prp@ssp.navy.mil or (SIPRNET) prp@ssp.navy.smil.mil.

EXHIBIT 1

REPORT OF PRELIMINARY SUITABILITY FOR PRP ASSIGNMENT MESSAGE
(Use proper message format containing the following)

```
FM USS SCREENING COMMAND
TO USS RECEIVING COMMAND
COMNAVPERSCOM MILLINGTON TN//PERS-4//
BT
UNCLAS//N01300//
MSGID/GENADMIN/SCREENING COMMAND//
SUBJ/REPORT OF SUITABILITY or UNSUITABILITY FOR PRP ICO
NAME, RATE OR RANK//
REF/A/DOC/MILPERSMAN/1300-320/DDMMMYY//
REF/B/DOC/SECNAVINST 5510.35C/9AUG16//
REF/C/GENADMIN/CNPC ORDER/DATE//
NARR/ REF A IS MILPERSMAN. REF B IS DEPARTMENT OF THE NAVY
NUCLEAR WEAPONS PERSONNEL RELIABILITY PROGRAM (PRP)
INSTRUCTION. REF C IS BUPERS ORDER NNNN.//
POC/NAME/RANK/IDENTIFIER/TEL:/EMAIL://
RMKS/1. AS DIRECTED BY REFS A AND B AND PER REF C, SNM PRP
SUITABILITY PRESCREENING HAS BEEN COMPLETED. MBR IS
(SUITABLE/UNSUITABLE) FOR PRP ASSIGNMENT.//
BT
```

EXHIBIT 2

PRP PRELIMINARY SUITABILITY SCREENING/NAVPERS 1070/613
ADMINISTRAIVE REMARKS

COMMANDING OFFICER, NAVAL STATION ANYTOWN (UIC 12345)

DDMMYYYY: Member has been prescreened for suitability in the Nuclear Weapons Personnel Reliability Program (PRP) per provisions of DoDM 5210.42 and SECNAVINST 5510.35C and is recommended/not recommended (circle one) for duties involving nuclear weapons.

_____
A.B. SEA, CDR, USN
Commanding Officer

(if recommended for a PRP position)

DDMMYYYY: I have read and understand the qualifying and disqualifying criteria for the Personnel Reliability Program (PRP) contained in DoDM 5210.42 and SECNAVINST 5510.35C.

_____
MEMBER'S SIGNATURE/DATE

(if not recommended for a PRP position)

DDMMYYYY: DISQUALIFIED for assignment to nuclear weapons positions.

I have read and understand the qualifying and disqualifying criteria for the Personnel Reliability Program (PRP) contained in DoDM 5210.42 and SECNAVINST 5510.35C. I understand that I am not qualified for assignment to nuclear weapons positions and the PRP due to my inability to meet the PRP standards.

I also understand that I have the right to appeal this decision per SECNAVINST 5510.35C and that there is no statute of limitation for submitting the request.

_____
MEMBER'S SIGNATURE/DATE

Witnessed:

_____
A.B. SEA, CDR, USN
Commanding Officer

MILPERSMAN 1300-400

DISLOCATION ALLOWANCE (DLA) AND SECRETARY OF THE NAVY FINDS (SECNAVFIND)

Responsible Office	NAVPERSCOM (PERS-451H)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulations, Chapter 5

1. **Policy**

a. A dislocation allowance (DLA) is payable to

(1) a member **with** family members, when family members perform an authorized move in connection with a permanent change of station (PCS);

(2) a member **without** family members, when not assigned adequate government quarters upon reporting at a new permanent duty station (PDS) and occupies private quarters; or

(3) incident to an evacuation.

b. A member is not entitled to more than one DLA payment during any fiscal year unless Secretary of the Navy finds (SECNAVFIND) exigencies of the service require more than one PCS move during the same fiscal year.

c. Requests for a SECNAVFIND must be submitted at an early date, as approximately 4 weeks are required for processing.

2. **SECNAVFIND not Required**. Secretary of the Navy (SECNAV) has determined the following events are exigencies required by the Navy and 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 Chief of Naval Operations (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 a member **from outside the United States to a hospital in the United States** for observation and treatment.

d. Transfer of a member **within the United States to a hospital in the United States** for observation and treatment, provided

(1) the commanding officer (CO) of the receiving hospital issues a statement the treatment will be of a prolonged duration, and

(2) the member's CO requests a permanent replacement for the hospitalized member as an operational necessity.

e. Transfer of a member to, from, or between duty under instruction (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," or emergency evacuation of family members as provided in reference (a).

3. **SECNAVFIND Submittal Procedures for Navy Personnel Command (NAVPERSCOM)**. Detailers and assignment officers with PCS order writing authority are required to determine the need for a SECNAVFIND for each assignment.

a. If required, they will submit a SECNAVFIND request (see Exhibit 1) to NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451H) and obtain approval before issuing PCS orders.

b. NAVPERSCOM (PERS-451H) will staff the SECNAVFIND and submit it to NAVPERSCOM, Assistant Commander Navy Personnel Command (ACNPC) for Career Management (PERS-4).

c. When NAVPERSCOM (PERS-4) response is received, NAVPERSCOM (PERS-451H) will inform the detailer/assignment officer so the appropriate SECNAVFIND statement can be included in the orders.

d. When a PCS order is issued that would entitle a member 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:

(1) "SECNAVFIND APPROVED" when the approval is obtained before the orders are issued.

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

(3) "SECNAVFIND NOT REQUIRED" when it is determined a SECNAVFIND is not required.

4. **SECNAVFIND Submittal Procedures for Individual Commands**

a. When PCS orders are received for a member and it is determined at the command level that a SECNAVFIND is required, but the PCS orders do not indicate a SECNAVFIND is approved, pending, or not required, the member's CO will request a SECNAVFIND from NAVPERSCOM (PERS-451H) utilizing Exhibit 1.

b. Under no circumstances will any PCS order entitling a member 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 NAVPERSCOM (PERS-451H).

5. **SECNAVFIND Master File**. NAVPERSCOM (PERS-451H) will maintain the master file of SECNAVFIND requests for statistical and record purposes. Each record in the master file will contain the following:

a. Copy of all requests for SECNAVFINDs.

b. Copy of all correspondence between NAVPERSCOM (PERS-451H), detailers, assignment officers, and external activities pertaining to each SECNAVFIND.

c. Comeback copy of all SECNAVFIND requests returned from NAVPERSCOM (PERS-4).

EXHIBIT 1

SECNAVFIND REQUEST

(Use proper letter format containing the following:)

From: Activity, Division Director, or Branch Head
To: Commander, Navy Personnel Command (PERS-451H))

Subj: REQUEST FOR A SECNAVFIND

Ref: (a) MILPERSMAN 1300-400

1. Per reference (a), request a SECNAVFIND for the member named below. The following information is provided:

a. Name, rank/rate, last four numbers of 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 dislocation allowance was involved.

c. Present duty station.

d. New duty station.

e. Entitled to with/without family members' payment.

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 Secretary of the Navy would need to make a decision, etc.).

MILPERSMAN 1300-500

REASSIGNMENTS FOR HUMANITARIAN REASONS (HUMS)

Responsible Office	NAVPERSCOM (PERS-40HH)	Phone: DSN COM FAX E-mail	882-3542 (901) 874-3542 882-2647 Mill_pers-40hums @navy.mil
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1754.2F (b) NAVSO P-6034, Joint Travel Regulations, Volume 1, Uniformed Service Members

1. **Policy**

a. Detailing authorities are aware of the hardships that confront Navy families and the additional aggravation imposed by long absences of Service members from their families. Emergency leave frequently provides sufficient time to alleviate such hardships; however, when Service members require more time than leave can provide and have a chance of resolving the hardship within a reasonable period, reassignment for humanitarian reasons (HUMS) may be requested.

b. A request for reassignment will not be disapproved because a Service member is needed in duties assigned. This article contains the general guidelines concerning application and assignment options available.

2. **Screening by Service Member's Command**

a. Prior to considering HUMS reassignment for Service members assigned overseas, review MILPERSMAN 1300-306 to see if early return might be a more appropriate course of action.

b. Assignment procedures and resources available to Service members whose family member(s) require continued access to specialized treatment or educational facilities are contained in reference (a).

c. If time is a significant factor in a Service member's hardship and the need for expeditious handling is evident, commanding officers (COs) may render invaluable assistance by establishing an internal screening process to determine whether a request for HUMS assignment is warranted.

(1) The screening process listed in this article should be tailored to the individual command's size and include members such as chaplains, doctors, senior officers, and chief petty officers to evaluate the case, provide command assistance, and recommend required action.

(2) If it is determined that a request for HUMS assignment is warranted, the preparation of such requests must be screened for clarity, accuracy, and comprehensiveness to preclude unnecessary delays in administrative processing.

3. **Processing by Navy Personnel Command (NAVPERSCOM)**

a. Once NAVPERSCOM receives a HUMS assignment request, NAVPERSCOM, Enlisted Distribution Division (PERS-40HH) will administratively process **enlisted** requests and NAVPERSCOM, Career Management Department (PERS-4) will administratively process **officer** requests.

b. A board, consisting of senior officers and chief petty officers, will review all cases and consider them on an individual basis with the final determination based solely on the information and documentation submitted.

c. NAVPERSCOM will notify parent commands, via naval message, of any discrepancy causing requests to be held in abeyance. Packages not corrected within 60 days of receipt will be cancelled, and parent commands will be notified via naval message.

4. **Basic Criteria for Determining Humanitarian/Hardship Situations**. The Service member’s request must show the hardship meets the following established criteria for eligibility for HUMS reassignment:

a. A severe hardship exists that is not normally encountered and resolved by other Service members of the naval Service;

b. The hardship occurs or has been excessively aggravated since the Service member has been serving on active duty;

c. The problem affects the Service member's immediate family. Immediate family is defined as a spouse, child, stepchild (if the stepchild is in fact dependent upon the Service member), parent, parent-in-law, brother, sister, stepparent, or other person acting in loco parentis for a period of 5 years before the Service member became 21 years of age or any bona fide dependent to the Service member;

d. There are no other family member(s) or relative(s) who are capable of providing necessary assistance;

e. The Service member has made every reasonable effort to alleviate the hardship and it cannot be reasonably alleviated through leave (including emergency leave if the Service member is overseas), correspondence, power of attorney, or by other professional people (e.g., lawyers, counselors, clergy, doctors, psychiatrists, etc.);

f. The Service member's presence is required for specific reasons other than for morale or financial purposes alone;

g. The hardship is resolvable within a reasonable period (normally 6-12 months); and

h. If hardship involves illness of a dependent of the Service member, enrollment in the Exceptional Family Member Program must be initiated prior to submission of HUMS reassignment request.

5. **Special Considerations**. The following circumstances involving the applicant’s family members normally warrant special consideration when it is determined that the Service member’s presence is essential to alleviate the problem and it is solvable within a reasonable period (not an all inclusive list):

a. Death of applicant's spouse or child,

b. Divorce when the Service member has court awarded custody of the children and time is needed to make arrangements for their permanent care, or

c. Severe illness (physical or mental) resulting in the affected person's hospitalization or scheduled hospitalization.

6. **Humanitarian Reassignments Not Considered Within the Purview of this Article**. Requests that are not within the purview of this article will not be approved. Examples include:

a. Financial or business reasons (including the operation of family business),

b. Indebtedness,

c. Personal convenience,

d. Attending to or assisting persons not identified as immediate family,

e. Children in school (exception is made for children requiring specialized education),

f. Part-time employment of Service member or employment of spouse,

g. Service member's physical or mental condition,

h. Settling of estates (use leave or liberty, other family member(s), or a lawyer),

i. Being a single parent; raising children is considered a long-term situation and should normally be considered for a hardship discharge or parenthood discharge (refer to MILPERSMAN 1910-110 and 1910-124),

j. Service member has bought or owns a home,

k. The death of a parent where other family member(s) are surviving,

l. Threatened separation or divorce action, or normal anxiety or depression due to military assignments, or

m. Normal pregnancy, threatened miscarriage, breech birth, Cesarean section, or Rhesus (Rh) incompatibility.

7. **Costed Humanitarian Reassignment**. All approved HUMS assignments will be considered fully funded permanent change of

station travel for Sailor and dependents. Service members will renegotiate for follow-on orders at the completion of HUMS.

a. **Service Members Serving on Sea Duty**

(1) If Service members are within 6 months of completion of a prescribed sea tour (PST), they may be reassigned in the area desired for a normal shore duty tour if an authorized billet is available.

(2) If Service members have more than 6 months remaining on PST, consideration may be given for assignment to a special tour for HUMS on a case-by-case basis; however, in such cases an authorized billet must exist for the Service members in the area desired. Such assignment will be approved only when there is ample evidence the hardship can be resolved in a reasonable period.

(3) Upon completion of the special tour, the Service members will be reassigned to either a sea or shore duty activity. The reassignment decision will be based on the amount of time the Service members have remaining on PST, sea or shore requirements, etc.

(4) All enlisted Service members will have their sea duty commencement date (SDCD) adjusted for periods of HUMS assignment.

b. **Service Members Serving on Shore Duty**

(1) Consideration may be given for an extension beyond the normal tour at the present duty station. Such extensions will be determined on a case-by-case basis, but will not normally exceed 6 months.

(2) Consideration may be given for reassignment to a desired shore activity for the remainder of a normal tour, provided there is an authorized billet available in the area desired. When such reassignment is authorized, the Service members' projected rotation date (PRD) will be adjusted (if applicable) to allow a minimum of 12 months at the new command.

8. **Indefinite Hardship**. When there is evidence that a severe hardship cannot be resolved within a reasonable period of time (1 year or more) or when the demands of the hardship

situation will not permit Service members to perform their duties in a proficient manner, they should consider requesting one of the following options per MILPERSMAN 1910-110, 1920 080, and 1920-090 (as appropriate):

a. hardship discharge

b. release from active duty

c. retirement (if eligible)

d. resignation

9. **Inter/Intra-Fleet Transfers**. If a Service member is encountering a hardship that an inter/intra-fleet transfer could resolve and is otherwise ineligible for such inter/intra-fleet transfer, member may receive an eligibility requirement waiver under the criteria established for HUMS assignment.

10. **Reassignment While in Limited Duty (LIMDU) Status**. HUMS reassignments will be considered on a case-by-case basis for Service members while in accounting category code "105" LIMDU status.

11. **HUMS Reassignments Beyond Expiration of Active Obligated Service (EAOS)**. Enlisted Service members may not reenlist or extend while serving on a HUMS assignment without approval from PERS-40HH.

12. **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, COs should ensure Service members are aware of the contents of this article, and in the event they subsequently desire to request HUMS reassignment, they may contact any naval activity in the area of their leave address to request administrative support.

b. **Letter Request**. Message requests are discouraged because 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 Service member via the naval activity nearest the Service member's leave address. Commands should review reference (b), chapter 7, part

H, and chapter 5, part C, (where applicable) in conjunction with emergency leave.

c. **Requests While in Leave Status.** Requests submitted while in a leave status will be submitted to NAVPERSCOM via the CO of any naval activity in the vicinity of the Service member's leave address. Copies, to include enclosures (when required), will be submitted to the Service member's CO for review and endorsement (as appropriate). The CO of the Service member's parent command is required to endorse requests. Message endorsements are acceptable for deployed units.

(1) If the amount of leave granted is insufficient to enable submission of a request for HUMS reassignment, the assisting activity should direct a request for extension of leave to the Service member's parent command or (in applicable cases) to the next intermediate reporting station as directed in the Service member's leave authorization or transfer order. Do not request leave extensions from NAVPERSCOM.

(2) When a bona fide emergency hardship exists that meets the criteria for reassignment and insufficient time remains to request extension of leave or further leave would cause the Service member to be in excess of leave (i.e., more than 30 days or in excess of that which could be earned in Service member's remaining obligated service (OBLISERV)), the assisting command will send a message to the Service member's parent command with the following information:

(a) A brief, meaningful explanation of the hardship, along with the following statement:

"unless otherwise directed, the Service member will be retained on board 15 days in a no-cost temporary additional duty (TEMADD) status pending decision of Navy Personnel Command."

(b) Effective time and date of retention.

(3) Final determination of a Service member's retention at an assisting command rests with the Service member's CO at the permanent duty station.

(4) If retention is authorized, the Service member will be issued TEMADD orders or an endorsement of present orders, which will include the statement in subparagraph 12c(2)(a) above concerning no-cost.

(5) 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.

(6) If the Service member does not have service, health, and dental records in possession, **do not** request these from the parent command prior to receiving disposition of the request.

(7) In the case of a disapproved request, the Service member will be detached in a leave status within 3 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 for the reason why the Service member is not being detached by message.

(8) This article is not authorization for a CO to issue TEMADD or temporary duty (TEMDU) orders to a Service member for the purpose of proceeding to the area of a hardship and gathering documentation for submitting a request; the Service member must use leave for that purpose.

13. **Submission of Requests for HUMS**

a. Requests for HUMS reassignment will be sent to the following:

(1) **Officer** - Cognizant assignment division within PERS-4.

(2) **Enlisted** - PERS-40HH or scan to e-mail: mill pers-40hums@navy.mil.

(3) **Enlisted Full Time Support (FTS)** - NAVPERSCOM (PERS-40HH) or scan to e-mail: mill pers-40hums@navy.mil.

(4) **Mobilized Reservists** - NAVPERSCOM, Full-Time Support Distribution and Augmentation Division (PERS-46).

b. Required information and formats for requests and endorsements are provided in exhibits 1 and 2. When service records are not available, necessary information should be obtained by interviewing the Service member involved; the endorsement should reflect this information. Incomplete

requests or requests containing insufficient information on which to base a decision will be held in abeyance at NAVPERSCOM until the information is provided and cancelled if not corrected within 60 days.

14. **Supporting Statements Required for Service Member's Basic Letter Request for HUMS**. Prior to initiating a request for HUMS reassignment, the Service member will obtain the following statements as enclosures to the basic request (this may not be an all inclusive list). Each statement made in the request must be backed with a written statement from a professional who is aware of the hardship.

a. A statement from the immediate family member(s) experiencing the hardship indicating the nature of the hardship and why the Service member's presence is considered mandatory,

b. Statements from all immediate family member(s) stating what assistance they are providing or can provide, or reason assistance is unavailable,

c. Statements from one or more responsible citizens who have personal knowledge of the situation,

d. If illness is involved, a current (within 2 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 the **diagnosis** and **prognosis**, and if hospitalization is involved, the probable **length of hospitalization**. The life expectancy of the family member concerned should also be included (if applicable). When mental illness is involved, the physician's statement should include pertinent background information concerning the patient's mental health and the possibility and probability of a recurrence. Allergies suffered by member(s) of the family due to climatic conditions normally will not constitute a basis for a change of assignment. Evaluation will include the following:

(1) Current morbidity or mortality trends for the disease or medical condition,

(2) Prognosis for recovery from the disease or solution of medical condition, and

(3) Expected results to be achieved from the assignment and whether the problem can be satisfactorily resolved without assignment.

e. 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 HBC can work with the attending physician(s) to determine where prescribed treatment or special schooling may be obtained. In all such cases, a statement from the HBC will also be included. Commands should ensure Service members are briefed that HBCs are available to assist them. Reference (a) provides guidance as to long-term problems involving handicapped dependents.

f. Statements are to be forwarded from social workers who have investigated the home situation (where applicable). Commands should initiate such investigations through the local health welfare agency or the American Red Cross (if necessary and appropriate).

g. If the hardship involves divorce action and or custody of dependent children, a current statement from the attorney involved, indicating court dates (if applicable). Copy of all previous and current separation, divorce, and custody documents must accompany the request.

h. If release from active duty or resignation is requested, statements of prospective employment and current financial situation will be included.

i. Statements from law enforcement agencies, schools, lawyers, etc. will be included as the request warrants.

15. **Contents of Service Member's Basic Letter Request for HUMS**. The basic request will be submitted in naval letter format to include enclosures indicated in exhibit 1.

a. Paragraph and subparagraph headings will be included in all cases.

b. If information is not available or not applicable, indicate so under the appropriate heading.

c. If the Service member is in a leave status and the service record is not available, copies, for the purpose of submission, will be completed by interviewing the Service member concerned and a notation made to this effect.

d. The basic request must contain the following information:

(1) The locality where the assignment is requested and type of assignment being requested,

(2) A description of the hardship or humanitarian problem,

(3) A detailed description of what has been done to alleviate this hardship or humanitarian problem prior to submission of this request,

(4) A brief statement or plan outlining how reassignment of the Service member will either alleviate or resolve the hardship or humanitarian problem to allow the Service member to return to a normal rotational pattern,

(5) The names, addresses, and ages of the Service member and his or her family member(s),

(6) The names, addresses, ages, and relationship of all other immediate family member(s) (including parents, brothers, and sisters), regardless of location,

(7) The location of household goods and rough estimate of total weight,

(8) The attending physician's name, area code, and telephone number,

(9) The dates of any previous requests for reassignment for HUMS and or hardship discharge,

(10) A statement as to whether or not a hardship discharge is requested in the event the request for HUMS reassignment is not approved. Ensure Service member is briefed on the provisions of MILPERSMAN 1910-110, 1920-080, and 1920-090,

(11) Location of records and personal effects, and

(12) Telephone number where Service member may be contacted.

16. **Enclosures to be Forwarded With Service Member's Basic Letter Request**. In addition to the statements required in paragraph 15, the following enclosures will be attached to the basic request: (If Service member is in a leave status and the service record is not available, copies, for the purpose of submission, must be completed by interviewing the Service member concerned and notation made to this effect.)

a. Up-to-date, signed NAVPERS 1070/602 Dependency Application/Record of Emergency Data (located in Navy Standard Integrated Personnel System (NSIPS)) and

b. Complete copies, with all enclosures, of any previous hardship discharge(s).

17. **CO's Endorsement**. The CO's endorsement will be submitted, using exhibit 2 format, and must contain the following information. (Requests that are incomplete or contain insufficient information on which to base a decision will be held in abeyance up to 60 days at NAVPERSCOM until the information is provided or the package is cancelled. "By direction" is not authorized for CO endorsements.)

a. A definite recommendation (i.e., approval, disapproval, for consideration, etc.) or, if in the CO's opinion, assignment to TEMDU HUMS and or assignment for HUMS is not the answer to the problem, a recommendation as to the proper course of action. The Service member's performance of duty should not be the basis for recommending approval or disapproval, nor is that factor considered by the board,

b. A brief synopsis of applicant's case and any new information not contained in the applicant's request that the CO has learned by personal interview or other contact.

(1) Include a statement as to what assistance has been provided by the command and local Navy and civilian agencies (e.g., clergy, social workers, HBC, Navy Wives Club, Navy Relief, American Red Cross, etc.). Ensure these agencies (when appropriate) have been contacted to give assistance.

(2) Provide information if Service member has required previous special consideration, leave, etc., due to this problem or similar circumstances.

c. Applicant's disciplinary status or pending disciplinary action. Cases of Service members awaiting disciplinary action will be held in abeyance by NAVPERSCOM until disciplinary action has been resolved,

d. Applicant's current duty status (i.e., on board for duty, on board in a leave status, or on board for further assignment or transfer, etc.),

e. Miscellaneous personal data to include date Service member reported aboard present duty station, date reported aboard assisting command (if applicable), active duty service date, and PRD. If service record is not available, obtain data by interviewing Service member involved and indicate in this paragraph (ensure EAOS, SDCD, and shore duty commencement date is included for enlisted Service members),

f. If applicant is 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 applicant may be reached; whether or not leave extension is being requested; and status of request. Provide statement of current leave balance.

Note: If applicant is not on leave, but granting leave is anticipated, include the data stated in subparagraph 17f).

g. Information concerning OBLISERV remaining as a result of advancement, school, etc. (if any),

h. Homeport or permanent duty station,

i. Activity dates such as dates of forthcoming deployments, completion of deployment, etc. Do not classify endorsement; use approximate dates (if necessary),

j. State whether or not the command assisting in submission of the request has facilities to process separation of Service member, and, if not, the nearest separation activity that could process separation,

k. If applicant desires consideration for hardship discharge, include a breakdown of earnings and withholdings from current pay record, and

l. Name and telephone number (DSN and COM with area code) for a point of contact (POC).

18. **Request for Reconsideration**. If the Service member desires reconsideration of a disapproved request, a formal letter request from the Service member with command endorsement and additional substantiating documentation is required. Disapproved requests will be kept on file with NAVPERSCOM for 6 months. Reconsideration requests need not contain documents submitted with original request if the 6-month period has not passed.

19. **Request for Assignment on Permissive Orders**. Service members who request transfer at the Government's expense that 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 Service member agrees to bear all expenses involved.

20. **Assignment Procedures**. Directive (cost) orders will be issued when a Service member is being permanently reassigned and the following conditions are met:

a. The Service member is being assigned to a vacant billet requiring Service member's rank or rate or designator or Navy enlisted classification code, and

b. The Service member has been assigned to the current duty station 1 year or more.

21. **Extension of TEMDU HUMS**. Requests for extension of TEMDU HUMS will be granted on a case-by-case basis. Requests must be submitted at least 1 month prior to expiration of current TEMDU HUMS assignment. They will be forwarded by the command to which the Service member is attached for TEMDU HUMS to NAVPERSCOM. It is essential that included substantiation be current. An availability report will be enclosed with the extension request.

22. **Administration of Service Members on TEMDU HUMS**

a. Activities receiving Service members on board for TEMDU HUMS will gain them immediately via NSIPS.

b. When the hardship ceases to exist or has been alleviated before completion of the period of TEMDU assigned, the activity to which the Service member is assigned for TEMDU HUMS will promptly submit an availability report to NAVPERSCOM (as appropriate).

23. **Service Members on TEMDU HUMS Desiring to Remain on Active Duty**

a. **Officers**. Officers who desire to remain on active duty will forward their requests to NAVPERSCOM (assignment officer), via their COs, 6 weeks prior to completion of the assignment. (Unless the hardship that generated the TEMDU HUMS has been alleviated or ceased to exist, retention on active duty normally will not be authorized.)

b. **Enlisted**. Enlisted Service members will not be allowed to reenlist or voluntarily extend their enlistment, unless specifically authorized by NAVPERSCOM.

(1) This restriction is applicable to Service members whose enlistment or enlistment, as extended, expires within 6 months after PRD of TEMDU HUMS assignment.

(2) Service members who desire to reenlist or extend their enlistment must forward their requests to PERS-40HH, via their COs, 6 weeks prior to completion of assignment.

(3) Unless the hardship that generated the TEMDU HUMS has been alleviated or ceased to exist, reenlistment or extension normally will not be authorized.

(4) When NAVPERSCOM has directed the CO to make a permanent NAVPERS 1070/613 Administrative Remarks entry stating that a Service member's record is to be flagged and that member is not to be reenlisted or extended on active duty without prior PERS-40HH approval:

(a) Such an entry does not automatically preclude the Service member's reenlistment, but is intended to require NAVPERSCOM to reevaluate cases, which involve hardships of

sufficient duration to jeopardize the Service member's future assignability.

(b) If the Service member does not desire reenlistment and is separated at EAOS, COs must ensure that reenlistment code "RE-4" is issued, unless otherwise directed by NAVPERSCOM.

24. **Reassignment of Service Members at Expiration of TEMDU HUMS**

a. Service members on TEMDU HUMS will be considered for reassignment approximately 1 month prior to the scheduled completion of their temporary assignments.

b. Six weeks prior to the Service member's HUMs expiring, activities will interview the Service member to determine if the hardship has been resolved before submitting an availability message to NAVPERSCOM.

c. Service members coming off TEMDU HUMS will be considered immediate rollers and must select from priority billets as offered by the Service member's rating assignment detailer. If Service members coming off TEMDU HUMS orders fail to accept orders offered by their detailer within 30 days of availability date, the detailer will issue "needs of the Navy orders" for immediate transfer to a valid billet per sea/shore flow and other current directives.

EXHIBIT 1

BASIC LETTER FOR HUMS REASSIGNMENT/EXTENSION
(Use the proper letter format containing the following:)

From: Rank/Rate, First, MI, Last, USN
To: Commander, Navy Personnel Command ((PERS-40HH) (for enlisted Service Members) and PERS-4 (for officers))
Via: Commanding Officer,

Subj: REQUEST FOR REASSIGNMENT OR EXTENSION FOR HUMANITARIAN REASONS

Ref: (a) MILPERSMAN 1300-500

Encl: (1) Copy of updated NAVPERS 1070/602 Dependency Application/Record of Emergency Data
(2) Complete copies, with all enclosures, of any previous requests submitted for HUMS reassignment or hardship discharge (if applicable)

(List all letters and documents as individual enclosures.)

1. Request: I request to be assigned/extended in the area of ( ) or (temporary duty (TEMDU) humanitarian reasons (HUMS)/normal tour of shore duty/special shore tour) for the reasons indicated below:

a. Description of hardship: (A complete and meaningful description of the hardship without reference to enclosures, which ensures all information addressees 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 applicant expects to alleviate or resolve the hardship if request is approved: (A brief statement outlining how reassignment of the Service member will either alleviate or resolve the hardship/humanitarian problem.)

2. Necessary information to facilitate decision:

a. Names, addresses, and ages of the Service member and dependent(s).

b. Names, addresses, and ages of all other immediate family member(s): (Parents, brothers, and sisters are to be listed, regardless of location.)

c. Location of household goods and rough estimate of total weight.

d. Service member’s work and home area code and telephone number.

e. Attending physician's name, area code, and telephone number.

f. Dates of any previous requests for reassignment for HUMS and or release from active duty, or resignation for HUMS.

g. "I understand that if my request for TEMDU HUMS is granted, my assignment will be effected at no cost to the Government and I am aware of the restrictions stated in MILPERSMAN 1300-500."

h. Hardship discharge statement:

(For enlisted Service members not eligible for retirement) "Having been briefed on the contents of MILPERSMAN 1910-110 and 1920-200 I desire/do not desire release from active duty should this request for reassignment/extension for HUMS be denied."

(or)

(For officers not eligible for retirement) "Having been briefed on the contents of MILPERSMAN 1910-110 and 1920-200 I desire/do not desire resignation should this request for reassignment/extension for HUMS be denied."

(or)

(If Service member has sufficient military service that would allow retirement, transfer to the Fleet Reserve, or is within 6 months of eligibility for retirement or transfer to the Fleet Reserve) "I desire/do not desire consideration for retirement or transfer to the Fleet Reserve should this request for reassignment/extension be denied."

i. Include application for retirement or Fleet Reserve as an enclosure if Service member desires consideration.

j. Location of records and personal effects.

3. PRIVACY ACT STATEMENT:

The authority to request this information is derived from 5 U.S.C. section 301 and departmental regulations. The purpose of this request is to request transfer and or 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 Service member will not be able to receive the requested status.

_____
(Service member's Signature)

Copy to:
Commanding Officer (if request submitted while in a leave or TEMADD status.)

EXHIBIT 2

CO's ENDORSEMENT OF HUMS REASSIGNMENT/EXTENSION REQUEST
(Use the proper letter format containing the following:)

FIRST ENDORSEMENT on (Basic letter - completely identified)

From: Commanding Officer,
To: Commander, Navy Personnel Command (PERS-40HH for enlisted Service members, PERS-4 for appropriate detailer for officers)

Subj: REQUEST FOR REASSIGNMENT or EXTENSION FOR HUMANITARIAN REASONS

1. Commanding officer's (CO's) recommendation. A definite recommendation (i.e., approval, disapproval, for consideration, etc.). If, in the CO's opinion, assignment to temporary duty (TEMDU) humanitarian reasons (HUMS) and or assignment for HUMS is not the answer to the problem, a recommendation as to the proper course of action should be provided. The Service member'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 Service member's case and any new information not contained in the Service member'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, health benefits counselor, Navy Spouses Club, Navy Relief, American Red Cross, etc.). Ensure these agencies (when appropriate) have been contacted to give assistance. Provide information if the Service member has required previous special consideration (e.g., leave), etc. due to this problem or similar circumstances.

3. Service member's disciplinary status or pending disciplinary action. Cases of Service members awaiting disciplinary action will be held in abeyance by Navy Personnel Command until disciplinary action has been resolved.

4. Service member'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.

_____
Commanding Officer's Signature

Copy to:
Service member

MILPERSMAN 1300-600

TWILIGHT TOURS

Responsible Office	NAVPERSCOM (PERS-40)	Phone Toll Free	1-800-U ASK NPC
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) **askmncc@navy.mil** **https://my.navy.mil/**

1. **Purpose**. This article sets forth eligibility criteria for Service members requesting assignment to the area of their choice, on their last tour of active duty, who will complete 30 or more years of active duty upon the completion of that tour.

2. **Eligibility**

a. **Officers.** Officers eligible for voluntary non-disability retirement, per MILPERSMAN 1810-020, with 27 or more years of service are eligible for assignment under the provisions of this article.

b. **Enlisted.** Enlisted members eligible for voluntary non-disability retirement per MILPERSMAN 1810-010 (i.e., members who will complete either 30 years of active duty day-for-day or 30 years of active service computed by including constructive service, less minority enlistment constructive service credit, earned prior to 1 January 1978) are eligible for assignment under the provisions of this article. Enlisted personnel with more than 27 years of service who have not requested a twilight tour may do so.

(1) Members previously transferred to the Fleet Reserve who are serving on active duty are placed on the "Retired List" without application per MILPERSMAN 1820-010.

(2) Fleet reservists on active duty are ineligible for reassignment under the provisions of this article, even though they have been on continuous active duty for their entire period of service.

(3) Members approaching retirement eligibility who are currently serving a tour of overseas duty are cautioned that

requirement to complete the Department of Defense (DoD) area tour may disallow their eligibility to request a twilight tour, if it will result in exceeding 30 years and their rate or rating is not approved for retention beyond 30 years.

3. **Choice of Assignment**. Although needs of the Navy must prevail, Service members may request assignment to the geographic area of their choice (specific cities, localities or units may be identified). Overseas areas may be requested; however, members will be required to complete the applicable DoD accompanied or all others tour for the area to which assigned.

a. **Officers.** The final tour of duty prior to retirement should reflect personal preference, provided a billet requirement exists in the area requested.

(1) Normally, assignments will be to duty at sea or shore, except when officers are completing normal tours of shore duty and their services are required at sea or overseas.

(2) Officer shortages preclude assignment in excess of allowance.

b. **Enlisted.** The final tour of duty prior to retirement should reflect personal preference, provided a billet requirement exists in the area requested. Service members will be assigned per their normal sea/shore flow to an activity within the geographic area of their choice, provided a valid requisition for their rate and rating is available.

4. **Request Procedures**

a. **Regular Navy.** Service members eligible for voluntary retirement who desire reassignment under the provisions of this article must submit applications for retirement as prescribed in MILPERSMAN 1810-010 and 1810-020 (as applicable).

(1) Officer requests for reassignment must be submitted via NAVPERS 1301/85 Officer Personnel Action Request.

(2) Enlisted requests for reassignment must be submitted via NAVPERS 1306/7 Electronic Personnel Action Request.

(3) Requests should be forwarded at least 9 months, but no more than 12 months in advance of the requested commencement of twilight tour.

b. **Reserve.** Full-time support Service members who will complete at least 30 years of active duty service, and desire reassignment under the provisions of this article must submit applications for transfer to the Fleet Reserve as prescribed in MILPERSMAN 1830-040.

(1) Requests for reassignment must be submitted in letter format and forwarded as an enclosure to the Service member's request for transfer to the Fleet Reserve.

(2) Requests should be submitted at least 9 months, but no more than 12 months in advance of the desired commencement of the twilight tour.

5. **Commanding Officer (CO) Responsibility.** COs must promptly forward all requests from eligible Service members and submit per this article, to the Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) applicable detailer.

a. **Enlisted High Year Tenure (HYT) Waiver.** Approval of twilight tours beyond 30 years require a separate NAVPERS 1306/7 requesting an HYT waiver for the amount of time a Service member will exceed 30 years. If an HYT waiver is denied, the twilight tour request will not be granted.

b. **Questionable Eligibility.** Should doubt exist as to the Service member's eligibility, the request will be promptly forwarded and a determination will be made by the PERS-4 applicable detailer. If the CO's endorsement recommends disapproval of such request, the reason for disapproval must be stated in the endorsement to assist the applicable detailer with making a decision.

6. **Cancellation or Modification of Date of Retirement.** Requests for cancellation or modification of retirement date, or requests for retention on active duty in a retired status, submitted by Service members who have been reassigned under the provisions of this article will not normally be approved.

Note: Only in exceptional circumstances, involving severe hardship or critical designator or rating shortage, will the Secretary of the Navy revise the date of retirement, or NAVPERSCOM retain retired personnel on active duty.

MILPERSMAN 1300-700

EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP)

Responsible Office	NAVPERSCOM (PERS-456)	Phone: DSN COM FAX	882-2435 (901) 874-2435 882-2629

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) SECNAVINST 1754.5B (b) OPNAVINST 1754.2F (c) DoD Instruction 1315.19 (d) Uniform Code of Military Justice (UCMJ) (e) Individuals with Disabilities Education Act (IDEA) (f) BUMEDINST 1300.2B (g) 10 U.S.C. §1781

1. **Policy**. Detailing authorities are sensitive to hardships that confront Navy families and difficulties imposed by the long absence of members from their families.

a. When a Sailor's family member is identified as having a chronic medical, mental health, or special education need, the Sailor will enroll the family member in the Exceptional Family Member Program (EFMP). Chronic conditions for EFMP purposes are those conditions expected to last 6 months or longer. Some conditions may warrant temporary enrollment lasting 6-12 months.

b. Enrollment in the EFMP is mandatory. The individual enrolled must be an authorized (enrolled in Defense Enrollment Eligibility Reporting System) family member who resides with the member (unless on an unaccompanied tour) and who has a chronic medical, mental health, or educational condition requiring more than routine primary care. Enrollment helps ensure the availability of required medical and educational services at future assignment locations. The EFMP is a detailing tool that ensures service availability, but **cannot** validate the quality of those services. Additional information regarding the EFMP may be found in references (a) through (c).

c. The location and timing of a member's assignment must be carefully managed while enrolled in the EFMP. Officer and enlisted detailers will work with the Navy member to develop a career path that permits normal sea and shore rotations.

d. While not always feasible, every attempt will be made to coordinate the Sailor's career progression needs with the special needs of the family member. The EFMP **does not** preclude members from:

(1) Sea duty;

(2) Normal sea/shore rotation;

(3) Unaccompanied assignments;

(4) Global support assignments;

(5) Standing watches;

(6) Performing normally assigned duties; or

(7) Advancing to the next pay grade and rank.

e. Ultimate responsibility for enrolling in the EFMP rests with the Service member. Per reference (c), Sailors failing to enroll or knowingly provide false information are subject to articles 92 and 107 of reference (d).

2. **Background**

a. The EFMP was established in compliance with reference (e) and Department of Defense (DoD) policy, which require early intervention, special education, and related services for children with disabilities attending or eligible to attend DoD schools overseas.

b. In September 1988 the Navy expanded the EFMP **to include all authorized family members** (spouse, child, stepchild, adopted child, foster child, or dependent parent) residing with the Service member who have:

(1) Physical, intellectual, or emotional disability; or

(2) Long-term chronic medical condition that requires special medical or educational services.

c. The EFMP

(1) Confirms the availability of medical, early intervention, or special education services at overseas locations;

(2) Ensures availability of medical services at isolated continental United States (CONUS) locations;

(3) Identifies members requiring assignment to CONUS facilities adjacent to major medical facilities; and

(4) Identifies members eligible for stabilization assignment per reference (g).

3. **Enrollment Procedures**. Service members must enroll eligible family members using DD 2792 Family Member Medical Summary and appropriate addenda, and DD 2792-1 Special Education/Early Intervention Summary at: http://www.esd.whs.mil/Directives/forms/dd2500 2999/. The medical treatment facility (MTF) EFMP coordinator may assist the Service member or adult family member with the enrollment process.

a. Completion of DD 2792.

(1) **Demographics/Certification**. Information must be completed and signed by the member, spouse, or guardian of minor children and verified by an MTF EFMP coordinator. Personal notes and or additional information may be included.

(2) **Medical Summary**. Information must be completed and signed by a military or civilian medical provider if the family member has a physical disability or long-term chronic medical condition. A signed medical summary **must be** included for all children, even when no medical condition is apparent.

(3) **Addendum 1 - Asthma/Reactive Airway Disease Summary**. Information must be completed and signed by a military or civilian medical provider if the family member has a history of asthma or reactive airway disease. Mark **N/A** across addendum if no asthma/reactive airway disease exists.

(4) **Addendum 2 - Mental Health Summary**. Information must be completed by a military or civilian mental health provider if the family member has a history of mental health

conditions. Mark **N/A** across addendum if no mental health condition exists.

b. DD 2792-1 must be completed and signed by an early intervention or school official.

(1) A legible copy of the current Individualized Family Service Plan and Individualized Education Plan **must be** submitted.

(2) A letter or report from the school may be included.

(3) If enrolling a school-age child with medical needs only, the school must endorse the appropriate section of DD 2792-1 to verify that special education is not required.

(4) DD 2792-1 is required for all dependent children ages 3-18.

c. Service members or adult guardians must review the forms and addenda prior to signature to ensure the information is accurate and complete, and retain a copy for future update requirements.

d. If the Service member is stationed within an area serviced by an MTF, the MTF EFMP coordinator will forward the forms, addenda, and any accompanying documents (after reviewing them for accuracy and completeness) to the appropriate central screening committee (CSC) via the EFMP utility in the Navy Family Accountability and Assessment System (NFAAS).

e. If the Service member is stationed within an area not serviced by an MTF and a civilian health care provider completes the forms, the member will forward the EFMP forms directly to the appropriate medical cognizance as outlined in enclosure (6) of reference (f).

Note: Do not send forms directly to Navy Personnel Command (NAVPERSCOM), Exceptional Family Member Program (PERS-456).

4. **Submission Procedures**. EFMP enrollment applications must be forwarded to the appropriate CSC via the EFMP utility in the NFAAS based on the EFMP's current place of residence.

a. For members with EFMPs who reside **east of the Mississippi; in the European, South American, Middle Eastern, and African areas; and in the Atlantic/Caribbean region:**

Navy Medicine East EFMP Central Screening Committee
Naval Medical Center
620 John Paul Jones Circle
Portsmouth, VA 23708-5900

b. For members with EFMPs who reside **west of the Mississippi in CONUS, Canada, Alaska South Pacific, Asia, and Hawaii:**

Navy Medicine West EFMP Central Screening Committee
Naval Medical Center
34520 Bob Wilson Drive
San Diego, CA 92134-2102

c. MTF health care providers refer family members for EFMP enrollment when a condition warranting enrollment is identified (reference (f) contains a list of enrollment conditions, but it is not all inclusive). This may occur during routine health care, suitability screening, or when an individual self-identifies a condition.

d. The appropriate CSC promptly reviews the EFMP application, recommends enrollment/non-enrollment and forwards the application to NAVPERSCOM (PERS-456) via the EFMP utility for final action.

e. Further program guidance and general information may be obtained by contacting the EFMP manager at the following address and phone numbers:

Navy Personnel Command
Exceptional Family Member Program (PERS-456)
5720 Integrity Drive
Millington, TN 38055
Toll Free: 1 (866) 827-5672
COMM: (901) 874-2435
DSN: 882-2435

f. Questions regarding assignments and orders must be addressed to the member's detailer.

5. **Categories**. The CSC validates that enrollment is appropriate and recommends one of the following categories to NAVPERSCOM (PERS-456):

a. **Category 1**. No assignment restrictions. Enrollment is for monitoring purposes due to medical or educational needs. If orders are for overseas or remote duty, the family must successfully complete suitability screening.

b. **Category 2**. No CONUS assignment restrictions. Outside of the continental United States (OCONUS) and remote assignments may be restricted if the qualifying condition cannot be supported due to the nonavailability of required services. If orders are for overseas or remote duty, the family must successfully complete suitability screening.

c. **Category 3**. Some CONUS and OCONUS assignments may be limited based on diagnosis and requirements. If orders are for overseas or remote duty, the family must successfully complete suitability screening.

d. **Category 4**. Normally, no overseas assignments. CONUS assignments only and must be near major medical areas, including Hawaii and Alaska. The family member's special medical condition or educational needs require assignment to billets within a 2-hour drive under most conditions to access specialty care. This may be an MTF or a civilian TRICARE facility.

e. **Category 5**: The EFMP meets criteria for stabilization to remain in a particular geographic location, if the sponsor chooses. The family member's needs are highly specialized, complex, or severe, requiring continuity of care. Sponsors may be required to take unaccompanied assignment to meet mission requirements if resources are not available for the EFMP at the gaining duty location.

f. **Category 6**. Temporary category. The medical or educational condition requires a stable environment for 6 months to 1 year due to ongoing treatment or diagnostic assessments. This category must be updated within 1 year to receive permanent category or disenrollment.

g. Assignments are based on the EFMP's requirements listed in the current enrollment case file in NFAAS and the availability of resources at the gaining duty geographical location.

6. **Final Process**. NAVPERSCOM (PERS-456) EFMP Manager:

a. Reviews the enrollment recommendation made by the CSC and consolidates with all other available information;

b. Flags the detailing record, which notifies the detailer of EFMP status;

c. Reviews the EFMP enrollment when PCS orders are proposed to ensure the availability of resources at the gaining assignment location.

7. **Updating Enrollments**. Enrollment updates are due every 3 years from the date the current enrollment is approved by NAVPERSCOM (PERS-456). Exceptions are as follows:

a. Category 6 (temporary category) must be updated within 6-12 months of enrollment

b. There is a change in medical diagnosis or new diagnosis

c. There is a change in early intervention or special education needs

d. There is a change in the custody status of a minor child enrolled in the EFMP

8. **Disenrollment**. Disenrollment may be requested when any of the following situations occur:

a. Special medical, early intervention, or educational services are no longer required for a family member as validated by a physician/school official.

b. An updated DD-2792 and DD 2792-1 (as applicable) will be submitted through the MTF EFMP coordinator and reviewed by the appropriate CSC who will determine if EFMP no longer meets the criteria to remain enrolled.

c. In the event of divorce, loss of custody, or death of the EFMP; the CO or delegated signature authority must submit a naval letter on command letterhead to NAVPERSCOM (PERS-456). Required information includes:

(1) First name and relationship to the sponsor of the EFMP (in case of multiple EFMPs or step-children);

(2) Type of document cited (divorce decree or custody order signed by a judge, death certificate, or other official documentation that shows change in dependency status);

(3) Effective date of the change; and

(4) In cases involving children, indicate who has residential custody of the EFMP.

Note: Separation from a spouse is not grounds for disenrollment from the EFMP. Disenrollment for divorce may only be completed upon final dissolution of marriage.

d. In all cases ensure that an updated NAVPERS 1070/602 Dependency Application/Record of Emergency Data is prepared per MILPERSMAN 1070-270.

e. Family members enrolled in the Incapacitated Dependent Program to continue ID card privileges for children over age 21 should also be enrolled in the EFMP to ensure future assignments are properly screened for the incapacitated family member.

9. **Family Members Identified after Issuance of Orders**

a. If NAVPERSCOM assignment orders have already issued, overseas/remote duty suitability screening must be conducted concurrently with EFMP enrollment per reference (f).

b. If suitability screening cannot be completed prior to the member's scheduled transfer date, the member's command must notify NAVPERSCOM:

(1) Career Management Department (PERS-4),

(2) Enlisted Distribution Division (PERS-40),

(3) Distribution Management and Procedures Branch (PERS-451), and

(4) appropriate detailer

via BUPERS online (BOL) to request the orders be held in abeyance pending completion of overseas/remote duty suitability screening. Activities without BOL access may submit a naval

message. The message must address the status of the EFMP application.

10. **Early Return of EFMPs**. When an EFMP is identified overseas or at a remote duty location, requests for early return/reassignment of the member and family must be initiated when the medical or educational condition exceeds the capabilities of the overseas/remote duty location MTF. Refer to MILPERSMAN 1300-306 for additional information.

11. **Humanitarian Assignments**. In the event a hardship affecting immediate family members requires more time than emergency leave can provide, a Service member has the option of applying for a Humanitarian Assignment (HUMS). EFMP enrollment must be initiated prior to submission of a HUMS request if the hardship involves one of the Sailor's bona fide dependents. Refer to MILPERSMAN 1300-500 for additional information.

MILPERSMAN 1300-800

TRANSFER OF PERSONNEL TO OPERATIONAL DUTY (OPERATIONAL SCREENING)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: DSN COM FAX	882-3523 (901) 874-3523 882-2647
	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-3156 874-3156 N/A

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUMEDINST 1300.2A (b) NAVMED P-117, Manual of the Medical Department (c) SECNAVINST 1850.4E (d) SECNAVINST 5300.30D

1. **Purpose**. To establish the requirement for commanding officers to perform an operational screening after a member in their command receives permanent change of station (PCS) orders to operational duty.

2. **Policy**. Operational screening determines suitability of Sailors transferring to Type 2 or 4 duty (enlisted) and Type C or D duty (officer). This does not alleviate the requirement to complete overseas screening per MILPERSMAN 1300-300. For Sailors transferring to Type 4 or D duty and found unsuitable due to a medical condition, once overseas screening has been reported per MILPERSMAN 1300-300, commands are directed to report unsuitability findings utilizing Exhibit 1 of this article.

a. The responsibility for operational screening lies with the Sailor's parent command. Screening Military Treatment Facility (MTF) responsibilities are outlined per references (a) and (b). Parent commands will ensure operational screenings are completed and reported per reporting requirements in para. 3.

An operational screening must be completed no later than 30 days after a Sailor is under orders to operational duty.

b. For enlisted members transferring to an operation command (type 2) within their first year of active duty, the Navy's entrance physical examination will be considered to satisfy the requirement for an operation screening. Overseas screening, per MILPERSMAN 1300-300, is still required to be completed for all orders to Type 3, 4 or 6 duty.

c. All officers assigned to Type/TAC 2/C will complete an operational screening prior to transferring to the operational unit. Overseas screening, per MILPERSMAN 1300-300, is still required to be completed for all orders to Type 3, 4 or 6 and TAC O and D (except HI and AK) duty.

d. For Sailors who have been disqualified from any program (e.g., submarine, nuclear, air crew duty etc.) due to medical limitations and are requesting conversion, an operational screening must be completed prior to any conversion/lateral transfer request being considered. Ensure submarine disqualification or medical waiver process has been completed prior to submission of the operational screening report.

3. **Reporting Requirements**. For enlisted personnel found able to return to duty after temporary limited duty (TLD) or "Fit for Continued Naval Service" by the Physical Evaluation Board (PEB), responsibilities are outlined per MILPERSMAN 1306-801 and reference (a).

a. For medical limitations identified during operational screening, the screening MTF must forward a suitability inquiry for the Sailor to the medical officer for the operational platform to ensure the condition will not interfere with the Sailor's ability to perform in the operational environment per this article and reference (a).

b. If a delay in operational screening is anticipated, notify the gaining command and Navy Personnel Command (NAVPERSCOM) Enlisted Distribution Division (PERS-40BB) (for enlisted), or the applicable officer detailer, utilizing Exhibit 1 with a "status pending" message stating the reason for delay and anticipated completion date.

c. For Sailors found **Suitable,** the transferring command will document suitability screening using Exhibit 2 and attach to transfer package.

d. For Sailors found **Unsuitable:**

(1) The transferring command will notify the gaining command and NAVPERSCOM (PERS-40BB) for enlisted or the applicable officer detailer using Exhibit 3.

(2) Ensure report of unsuitability contains the following:

(a) Detailed reason(s) for the finding to include ICD-9 code(s).

(b) Recommendations from the screening MTF regarding medical limitations, prognosis, and indicated administrative actions (e.g., placement on TLD and referral to PEB).

(c) Recommendation from the commanding officer.

4. **NAVPERSCOM Action**. Upon receipt of an unsuitable for operational duty message, NAVPERSCOM (PERS-40BB) will place the Navy Enlisted Classification (NEC) code "0090" (Not Operationally Suitable) in the Sailor's Enlisted Master File (EMF).

a. **For enlisted Sailors**, disposition recommendations will come from the respective detailer and enlisted community manager (ECM). NAVPERSCOM, Enlisted Distribution Division (PERS-40MM) will liaise with the NAVPERSCOM, Medical Programs Division (PERS-82) to coordinate with Bureau of Medicine and Surgery (BUMED), force medical officers, ship medical officers, and overseas MTFs as required for those cases where assignment determinations for different type platforms cannot be readily made.

b. **For officers**, recommendations will come from the respective detailer or placement officer. PERS-451 will liaise with the NAVPERSCOM, PERS-82 to coordinate with Bureau of Medicine and Surgery (BUMED), force medical officers, ship medical officers, and overseas MTFs as required for those cases where assignment determinations for different type platforms cannot be readily made.

c. **For both officers and enlisted**, one of the following actions will result if the Sailor is not placed on TLD or referred to PEB:

(1) If a prospective gaining command with medical capabilities appropriate for supporting the Sailor's limitations can be identified, assignment orders will be issued.

(2) If a valid requirement exists at the current command, retain the member until expiration of active obligated service or minimum service requirement, unless needs of the Navy dictate otherwise.

(3) **For enlisted Sailors only**, one of the following additional actions may result:

(a) As dictated by needs of the Navy, an enlisted Sailor may be allowed to extend or reenlist provided the Sailor can be detailed per MCA priorities. This is different from the option cited in paragraph 4c(2) in that it allows Sailors who are unsuitable for some operational jobs to go to other hard-to-fill jobs.

(b) The Sailor will be instructed to contact their command career counselor (CCC) regarding submission of a conversion package to NAVPERSCOM, Career Administration Division (PERS-81). COs and CCCs should be aware that most Navy ratings require a Sailor to be world-wide assignable and if the Sailor has been found to be operationally unsuitable, the request for conversion may be disapproved.

(c) If none of the above options apply, the enlisted Sailor's command will be directed to initiate administrative separation (ADSEP) processing, per MILPERSMAN 1910-120, by reason of "not worldwide assignable."

5. **Administrative Separation (ADSEP)**

a. Sailors administratively separated by reason of being "not world-wide assignable," per MILPERSMAN 1910-120, **must not** have a disability as defined per reference (c).

b. If an administrative board is required prior to a separation determination, the administrative board may not

disregard or change the diagnosis of a medical officer. Sailors can introduce evidence as to the impact that such diagnosis may have on their potential for productive future naval service.

6. **Human Immunodeficiency Virus (HIV) Personnel**. Personnel enrolled in the HIV Program are governed per reference (d) and are not subject to this article.

EXHIBIT 1

OPERATIONAL SCREENING STATUS REPORT

(Use proper message format containing the following:)

FM Transferring Command
TO COMNAVPERSCOM MILLINGTON TN//PERS-40BB (and)/APPLICABLE DETAILER (for enlisted personnel)(or)/APPLICABLE OFFICER DETAILER FOR OFFICERS//
INFO GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//M3F//
BT
UNCLAS // N01300//
MSGID/GENADMIN//
SUBJ/OPERATIONAL SCREENING STATUS REPORT ICO RANK/RATE, NAME//
REF/A/DOC/BUPERS/DMY//
REF/B/DOC/BUMED/DMY//
REF/C/RMG/BUPERS ORDER/DTG//
NARR/REF A IS MILPERSMAN 1300-800 OPERATIONAL SCREENING PROCESS. REF B IS BUMEDINST 1300.2A. REF C IS ORDER XXXX//
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/EMAIL IF APPLICABLE//
RMKS/1. ORIG UNABLE TO COMPLETE OPERATIONAL SCREENING PER REFS A THRU C WITHIN THE 30-DAY TIME PERIOD.
2. REASON FOR DELAY:
3. ANTICIPATED COMPLETION DATE:
4. ADDITIONAL INFO FROM MTF (IF ANY):
5. PROVIDER'S NAME, RANK, TELEPHONE NUMBER, AND E-MAIL ADDRESS.
6. COMMANDING OFFICER'S COMMENTS:
BT

EXHIBIT 2

OPERATIONAL SUITABILITY REPORT

(Attach the following statement to transfer package)

(DATE) SUITABILITY FOR OPERATIONAL DUTY

1. Operational screening per BUPERS Order XXXX completed. Member is fully suitable for operational duty.

2. Reason for screening: Orders to Type 2/operational duty.

U. R. SEAWORTHY
By direction

(**DATE**): I hereby acknowledge the above entry and that I am fully suitable for operational duty.

_____
(Sailor's Signature)

EXHIBIT 3

OPERATIONAL UNSUITABILITY REPORT

(Use proper message format containing the following:)

FM Transferring Command
TO COMNAVPERSCOM MILLINGTON TN//PERS-40BB (and)/APPLICABLE DETAILER (for enlisted personnel)(or)/APPLICABLE OFFICER DETAILER (for Officers)//
INFO GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//M3F//
BT
UNCLAS // N01300//
MSGID/GENADMIN//
SUBJ/UNSUITABILITY FOR OPERATIONAL DUTY ICO RANK/RATE, NAME//
REF/A/DOC/BUPERS/DMY//
REF/B/DOC/BUMED/DMY//
REF/C/RMG/BUPERS ORDER/DTG//
NARR/REF A IS MILPERSMAN 1300-800 OPERATIONAL SCREENING PROCESS. REF B IS BUMEDINST 1300.2. REF C IS BUPERS ORDER XXXX//
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/EMAIL IF APPLICABLE//
RMKS/1. OPERATIONAL SCREENING PER REFS A THRU C COMPLETED. MEMBER IS UNSUITABLE FOR (LIST SPECIFIC UIC/BILLET).
2. REASON FOR SCREENING: ORDERS TO TYPE 2/OPERATIONAL DUTY.
3. REASON FOR UNSUITABILITY: (MEDICAL OFFICER'S DIAGNOSIS. UTILIZE ICD-9 CODES WHEN APPLICABLE.)
4. ADDITIONAL INFO FROM MTF (PER REF B):
A. SPECIFIC LIMITATIONS.
B. PROGNOSIS FOR IMPROVEMENT.
C. LIMDU / PEB.
D. PROVIDER'S NAME, RANK, TELEPHONE NUMBER AND E-MAIL ADDRESS.
5. COMMANDING OFFICER'S RECOMMENDATION://
BT

MILPERSMAN 1300-802

NAVY EXPEDITIONARY INTELLIGENCE COMMAND (NAVEXINTCOM)

Responsible Office	NAVPERSCOM (PERS-408)	Phone: DSN COM FAX	882-3841 (901)874-3841 882-2650

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330 MNCC(6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) 18 U.S.C.

1. **Purpose**. To establish requirements for screening and selecting applicants prior to the issuance of permanent change of station orders to Navy Expeditionary Intelligence Command's (NAVEXINTCOM) sea and shore components.

2. **Background**. NAVEXINTCOM sea duty operational billets require duty in arduous and combat environments. Duty is frequently isolated, independent, and involves deployment with various organizations engaged in operations at sea, on the ground, in the air, expeditionary, and littoral zones. NAVEXINTCOM's shore duty staff billets are responsible for the organization, staffing, training, certifying, sustaining, and equipping in support of the command's operational billets. To ensure mission accomplishment, it is essential that both NAVEXINTCOM's sea and shore components (unit identification codes (UIC) 33800 and 40623) recruit, assess, and select the "right" Sailors for the "right" billets.

a. **Designation**

(1) The screening requirements in this article pertain to NAVEXINTCOM Sailors assigned to the following positions:

(a) Tactical counterintelligence (CI) and human intelligence (HUMINT) collectors,

(b) Tactical electronic warfare operators,

(c) Expeditionary intelligence analysts, and

(d) Information system operations.

(2) Intelligence specialists (IS), cyber warfare technicians (CWT), cryptologic technicians (collection)(CTR), cryptologic technicians (technical)(CTT), and information systems technicians (IT) will be assigned to one of the positions identified in subparagraphs 2a(1)(a) through 2a(1)(d). These individuals are trained and equipped to provide a wide variety of HUMINT and tactical information operations support, including electronic warfare and select computer-network operations.

b. **Exception**. The screening requirements in this article do not apply to non-information warfare support personnel (i.e., personnel specialists, yeomen, logistics specialists, and gunner's mates).

c. **Location**. Billets are located at NAVEXINTCOM, Dam Neck, Virginia (UIC 33800 and UIC 40623).

d. **Tour Lengths**. Duties with NAVEXINTCOM are classified as type 2 sea duty (UIC 40623) and type 1 shore duty (UIC 33800). Due to the extensive amount of training involved within the sea UIC, the minimum tour length is 48 months or the corresponding sea and shore flow (whichever is greater) with an additional 12-month option to be executed via an approved NAVPERS 1306/7 Electronic Personnel Action Request no later than 15 months to current projected rotation date. Shore UIC Sailors will follow their current shore duty requirement per their rating's sea and shore flow.

e. **Obligated Service (OBLISERV)**. Required OBLISERV for this program is 48 months for the sea UIC.

f. **Weapons**. Sailors must achieve and maintain qualifications on various individual weapons. Reference (a), section 922, prohibits access to firearms by persons convicted of any misdemeanor crime of domestic violence. This policy also applies to any felony crimes and general and special court-martial convictions that otherwise meet the definition of a "crime of domestic violence." **Any member disqualified from handling or training on weapons is not eligible for duty at NAVEXINTCOM's sea duty UIC.**

3. **Requirements or Qualifications**

a. **Eligible Personnel**. This article applies to the CTR, CTT, CWT, IS, and IT ratings assigned to NAVEXINTCOM.

b. **Applicant Requirements**. Candidates must meet the following additional requirements:

(1) Must volunteer for assignment;

(2) Have no non-judicial punishment or military or civil convictions, other than traffic violations, in the past 2 years from date of application;

(3) Have no alcohol incidents during the past 2 years;

(4) Be recommended by current chain of command, NAVEXINTCOM, and NAVEXINTCOM CI/HUMINT functional lead or cryptologic warfare officer functional lead (as applicable);

(5) Qualify for and maintain eligibility for a Government travel charge card (GTCC). Loss of eligibility for a GTCC may result in disqualification and subsequent termination from NAVEXINTCOM;

(6) Be eligible to receive a Top Secret/Sensitive Compartmented Information security clearance;

(7) Have no physical fitness assessment failures during the past 3 years from date of application;

(8) Have a current State driver’s license; and

(9) Complete an operational duty screening per MILPERSMAN 1300-800 in addition to the screening outlined in this article. Completion of NAVPERS 1306/92 Special Program Screening is not required due to coordination of screening between the Sailor's current command and NAVEXINTCOM.

4. **Termination**. Sailors who no longer volunteer for assignment to NAVEXINTCOM will submit a NAVPERS 1306/7 to Bureau of Naval Personnel Command (BUPERS) Information Warfare Community Branch (BUPERS-327) via Navy Personnel Command (NAVPERSCOM) Information Warfare Distribution Branch (PERS-408) requesting termination, and will be made available for immediate transfer. Sailors who fail to maintain qualifications or demonstrate documented

substandard conduct or performance will be subject to the NAVEXINTCOM's de-screening process. De-screened Sailors will be made available for immediate transfer.

5. **Screening Information**. Detailed screening information may be obtained through the following contacts:

a. For enlisted ratings: NAVEXINTCOM Senior Enlisted Leader, Leading Chief Petty Officer, or NAVEXINTCOM Operations Director (N3) at (757) 492-0832/8478.

b. For officers: NAVEXINTCOM N3 at (757) 492-8484.

MILPERSMAN 1300-803

COASTAL RIVERINE FORCE (CRF)

Responsible OFFICE	NAVPERSCOM (PERS-40) (PERS-41)	Phone: DSN COM	1-866-U ASK NPC
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC

References	(a) CORIVFORINST 1500.1 (b) OPNAVINST 6110.1J (c) NETC P1552/16 (d) 18 U.S.C. §922

1. **Purpose**. To promulgate qualification requirements and assignment policy for Sailors ordered to the Coastal Riverine Force (CRF). This article applies to all officer and enlisted members of the Active Component (AC), Full-Time Support (FTS), and Selected Reserve (SELRES) communities within the Navy.

2. **Program Background**. The CRF is responsible for providing combatant commanders mission ready forces fully capable of executing a complete spectrum of missions such as riverine operations, patrols, escorts, surveillance, interdiction, perimeter and harbor defense, high value escort, security teams, and other missions. Reference (a) further discusses the challenges of maritime operations and lists evolutions classified as high risk.

3. **Screenings**. Candidates for assignment in the CRF must complete all of the following:

a. Operational duty screening as outlined in MILPERSMAN 1300-800.

b. CRF duty medical screening as outlined in paragraph 6 of this article and NAVMED 1300/14 Coastal Riverine Force Duty Medical Screening Questionnaire. NAVMED 1300/14 may be accessed by using the following Web address: http://www.med.navy.mil/directives/ExForms/NAVMED%201300%2014%20(11%20Jan%202013)%20RE.pdf.

c. NAVPERS 1300/26 Coastal Riverine Screening, which may be accessed using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

In addition to the special screening qualification reporting requirements, outlined at Exhibit 1 Special Program Suitability/Unsuitability Report in MILPERSMAN 1306-900, an information copy will be provided to Coastal Riverine Group ONE (COMCORIVGRU ONE) or Coastal Riverine Group TWO (COMCORIVGRU TWO) (as appropriate).

4. **Boat Operations**. Duty will require high-tempo boat operations on high-speed combatant craft and other types of vessels.

5. **Tour Length**. Enlisted personnel assigned to billets in the CRF will be assigned as sea/shore rotation or sea/shore flow dictated for each respective rating. Personnel who cannot complete a prescribed tour (short periods, normally 6 months or less) due to high year tenure restrictions may request a waiver to tour length requirements. Forward waiver requests on command letterhead or by naval message to COMCORIVGRU ONE or COMCORIVGRU TWO (as appropriate). Waiver requests must contain full justification and rationale for waiver consideration. Waiver requests must be formally and favorably endorsed by the member's current parent command to be considered. COMCORIVGRU will forward waiver recommendation to the Sailor’s respective detailer. Detailer will coordinate order release per distribution policies.

6. **Requirements and Qualifications**. The requirements and qualifications contained in this article apply to all officer and enlisted personnel being screened for assignment to any sea duty or shore duty CRF billet. Personnel being considered for assignment to a CRF training and evaluation unit must also meet the requirements of MILPERSMAN 1300-804. Minimum requirements - Prospective members of the CRF must meet the following requirements:

a. **Citizenship**. Must be a U.S. citizen, this requirement will not be waived.

b. **Physical Standards**. CRF training and mission requirements are arduous and require members to operate in austere environments while wearing heavy body armor and or

carrying significant loads of field equipment or weapons for long periods of time. Sailors must not have any physical condition(s) that would preclude them from meeting this requirement (e.g., chronic back or shoulder problems, knee problems, etc). Transferring commands are directed to ensure the servicing medical organization completes NAVMED 1300/14 Coastal Riverine Force Duty Medical Screening Questionnaire as part of the member screening process. NAVMED 1300/14 may be accessed by using the following Web address: http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx. For questionable cases or for more information on screening, contact COMCORIVGRU ONE Medical Department at (619) 437-9856 or COMCORIVGRU TWO Medical Department at (757) 967-2531 (as appropriate).

(1) Members must have passed their most recent three physical fitness assessments (PFAs) (not applicable to new accessions and recent "A" school graduates who have not participated in three PFAs). New accessions and recent "A" school graduates must have passed most recent PFA prior to assignment to CRF per standards promulgated in reference (b). If Sailors are being released from a period of limited duty, (e.g., fit for duty and world-wide assignable) they must complete and pass a PFA with no waiver for any event. Additionally, Sailors must have passed the most recent three PFAs prior to assignment to limited duty status with no waiver of any event.

(2) CRF personnel commonly operate at night or in lowlight conditions, and require normal color vision to correctly distinguish running lights and navigational aids. Therefore, color blindness and night blindness are disqualifying medical conditions for CRF duty. This requirement will not be waived.

c. **Swimmer Qualifications.** All personnel will be required to achieve swimmer qualifications as promulgated below for assignment to the CRF. AC and FTS personnel must be qualified as second class swimmers prior to assignment to the CRF. It is the responsibility of the transferring command to ensure this qualification has been achieved, and the date of this qualification is clearly documented in the member's record prior to a member executing orders to the CRF.

(1) Selected Reserve (SELRES) personnel are required to achieve successful qualification as a second class swimmer within 12 months of being assigned to a CRF unit. As discussed in reference (c), "the second class swimmer qualification is used as an entry-level requirement for Small Boat Operators." Failure to achieve second class swimmer qualification within 12 months of assignment will result in disqualification to serve in the CRF, and will result in the member being de-screened and transferred out of the CRF.

(2) Swimmer Qualification Waivers. Swimmer qualification waivers may be requested on a case-by-case basis. Forward waiver requests on command letterhead or by naval message to COMCORIVGRU ONE or COMCORIVGRU TWO (as appropriate). Waiver requests must contain full justification and rationale for waiver consideration. Waiver requests must be formally and favorably endorsed by the member's current parent command to be considered. COMCORIVGRU will forward waiver recommendation to the Sailor's respective detailer. Detailer will coordinate order release per distribution policies.

(3) Members reporting without the required swimmer qualifications or an approved waiver are not eligible for CRF duty and must be de-screened and made available for PCS reassignment out of the CRF.

d. **Travel Passports**. Members must complete and submit all applications for an official U.S. Government passport prior to transfer. Since the State Department will only issue passports for members traveling to countries that require a passport, local Navy passenger transportation offices will accept a letter of intent in lieu of actual orders. For assistance obtaining an intent to travel letter, contact COMRIVGRU ONE Administrative Department at (619) 437-9808, COMCORIVGRU TWO Administrative Department at (757) 492-8825, or (757) 492-8822 (as appropriate). Due to longer periods of time between operational deployment (dwell time) for the reserves, SELRES will not be required to obtain a passport until notified of deployment or missions traveling to countries that require a passport.

e. **Security Clearance**. All members must currently hold a Secret clearance.

(1) First term members reporting from initial schools are not required to have a finalized clearance determination,

but are required to have proof that SF 86 Questionnaire for National Security Positions has been submitted and is pending adjudication. It is incumbent on the training commands to ascertain any issues that would preclude a member from being granted a security clearance and make a local commanding officer's determination on security clearance eligibility and follow-on assignments to the CRF.

(2) Members currently assigned to the CRF who have their Secret clearance removed, revoked, or denied by the Defense Central Adjudication Facility or other appropriate authority will no longer be eligible for CRF duty, and will be descreened and transferred from the CRF. This requirement is not waivable.

f. **Driver's License.** Members must possess a valid state driver's license; this requirement is non-waiverable.

g. **Non-Judicial Punishment (NJP) and Military or Civilian Convictions.** Members must not have had any alcohol-related incidents, NJP, or military or civilian convictions, excluding minor traffic violations, within the past 12 months. Waivers may be granted on a case-by-case basis. Forward waiver requests on command letterhead or by naval message to COMCORIVGRU ONE or COMCORIVGRU TWO (as appropriate). Waiver requests must contain full justification and rationale for waiver consideration. Waiver requests must be formally and favorably endorsed by the member's current parent command to be considered. COMCORIVGRU will forward waiver recommendation to the Sailor's respective detailer. Detailer will coordinate order release per distribution policies.

h. **Obligated Service (OBLISERV).** Required OBLISERV for this program is 36 months. Members with 17 or more years of active service will not be authorized voluntary transfer to the Fleet Reserve or Retired List prior to the completion of a minimum 36-month tour. A permanent NAVPERS 1070/613 Administrative Remarks entry will be made, certifying the member understands and agrees to this requirement.

i. **Financial.** All members must qualify for and maintain eligibility for a Government travel charge card (GTCC). It is recognized that the majority of first term members reporting from initial schools will not have been issued a GTCC. In these cases, it is incumbent on the training command to ascertain any issues that may preclude a member from being issued a GTCC, and

make a local commanding officer's determination as to whether the member should continue on to duty with the CRF. Loss of eligibility for or inability to obtain a GTCC will result in disqualification and transfer from the CRF.

j. **Firearms.** CRF personnel must achieve and maintain qualifications on various individual and crew-served weapons, and weapon systems. Per reference (d), the 1996 Lautenberg Amendment to the Gun Control Act of 1968 prohibits access to firearms by persons convicted of any misdemeanor crime of domestic violence. This policy also applies to convictions of felony crimes and convictions of offenses at general or special courts-martial that otherwise meet the definition of "crime of domestic violence." Any member not currently qualified to handle or train on weapons is not eligible for initial entry or continued duty in the CRF.

MILPERSMAN 1300-804

ASSIGNMENT TO COASTAL RIVERINE FORCE (CRF) TRAINING EVALUATION UNIT (TEU)

Responsible Office	NAVPERSCOM (PERS-40)	Phone: DSN COM FAX	882-4360 (901) 874-4360 882-2027
	NAVPERSCOM (PERS-41)	Phone: DSN COM FAX	882-3927 (901) 874-3927 874-2757

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Purpose**. To promulgate eligibility and qualification requirements for assignment to coastal riverine force (CRF) training and evaluation units (TEUs).

2. **Program Background**. The CRF is responsible for providing mission ready forces fully capable of executing a complete spectrum of missions (e.g., riverine operations, patrols, escorts, surveillance, interdiction, perimeter and harbor defense, high value escort, security teams, and other missions) for combatant commanders. The TEUs were established to provide critical training for CRF units that will facilitate successful execution of mission requirements. The CRF has two TEUs – Coastal Riverine Group ONE (CORIVGRU-1) located in San Diego, CA and Coastal Riverine Group TWO (CORIVGRU-2) TEU located in Virginia Beach, VA.

3. **Applicability**. Requirements contained in this article apply to officer and enlisted personnel being screened for assignment to UICs 80006 (CORIVGRU-1 TEU) and 47117 (CORIVGRU-2 TEU).

4. **Requirements**

a. Officers:

(1) Shall meet all requirements and complete screening processes contained in MILPERSMAN 1300-803.

(2) Shall possess or be eligible for additional qualification designator (AQD) BX3. Officers not possessing or not eligible for AQD BX3 are **not** eligible for assignment.

b. Enlisted Personnel:

(1) Shall meet all requirements and complete screening processes contained in MILPERSMAN 1300-803.

(2) Shall be qualified for and authorized to wear one of the following enlisted warfare devices:

(a) Enlisted expeditionary warfare (EXW) specialist;

(b) Seabee combat warfare specialist (SCW);

(c) Special warfare combatant-craft crewman (SWCC); or

(d) Fleet Marine force enlisted warfare specialist (FMFEWS)

NOTE: The intent of this requirement is to ensure Sailors with expeditionary experience are assigned to the TEU to support critical training for deploying forces. In those cases where there are insufficient personnel with one of the above qualifications in the assignment window, waivers may be granted on a case by case basis, taking into consideration the nominee's operational experience. Address waiver requests to CORIVGRU-1, Administrative Department (N1), COM: (619) 437-9434 for UIC 80006 or CORIVGRU-2, Administrative Department (N1), COM: (757) 396-0602 for UIC 47117.

5. **Additional information**. It is important to note that while TEUs are designated type 1 shore duty for rotational purposes, members will spend extended periods of time in a temporary additional duty status away from the permanent duty station conducting, coordinating, and evaluating field training evolutions, and attending schools and required training.

MILPERSMAN 1300-807

NAVY EXPEDITIONARY LOGISTICS SUPPORT GROUP (NAVELSG) TYPE 2 SEA DUTY COMPONENTS

Responsible Offices	NAVPERSCOM (PERS-40)	Phone: DSN COM	882-3569 (901) 874-3569

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

References	(a) RESPERS M-1001.5 (b) BUMEDINST 1300.2B (b) OPNAVINST 6110.1K (c) NAVADMIN 307/17 (d) 18 U.S.C.

1. **Purpose**. To establish qualification requirements and assignment policy for Sailors ordered to Navy Expeditionary Logistics Support Group (NAVELSG) type 2 sea duty components consisting of Navy expeditionary logistics regiments (NELR) and Navy cargo-handling battalions (NCHB). This article applies to all Navy officer and enlisted members of the Active Component (AC), Training and Administration of the Reserves (TAR), and Selected Reserve (SELRES).

2. **Program Background**. NAVELSG regiments and battalions are responsible for providing combatant commanders with mission ready, rapid world-wide deployable forces that are fully capable of executing a complete spectrum of missions such as maritime cargo handling, expeditionary ocean and air terminal operations, expeditionary fueling capabilities, expeditionary support services, personnel and equipment defensive capabilities, and other specialty missions.

3. **Screening**

a. **AC and TAR**. For AC and TAR Sailors, the responsibility for NAVELSG billet screening lies with the Sailor's parent command.

b. **SELRES**. For SELRES Sailors, the gaining NAVELSG command is responsible for the completion of applicable screening requirements. NAVELSG will submit requests for transfer of de-screened SELRES Sailors to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) via a personnel move request per reference (a).

4. **Screening Requirements**. Navy expeditionary operations often require aggressive training programs to prepare personnel to perform mission essential, high-risk tasks in various environments. Members must satisfactorily complete screening requirements per MILPERSMAN 1300-800, with special attention given to reference (b), enclosure (3).

a. **Alcohol**. Members must not have had any alcohol-related incidents within the past 24 months. Waivers may be granted on a case-by-case basis. Waiver requests must contain full justification, be formally and favorably endorsed by the parent command, and forwarded to NAVELSG.

b. **Psychotropic Medication**. Medications capable of affecting the mind, emotions, and behavior are considered psychotropic. These medications are commonly prescribed to alter chemical levels in the brain, which impact mood and behavior. Conditions that are frequently treated using these types of medication include depression, anxiety, attention deficit hyperactive disorder, bipolar, and other mental disorders. Use of these medications is not necessarily a disqualifying factor. All prescribed medications need to be listed on NAVMED 1300/1 Medical, Dental, and Educational Suitability Screening for Service and Family Members per reference (b) and forwarded to NAVELSG's Medical Department for suitability determination. Members taking medications that cannot be prescribed for more than 30 days at a time will be disqualified. Members with conditions that are required to be assigned within 50 miles of a medical treatment facility will not be considered.

5. **Tour Length**

a. **AC and TAR**. Enlisted personnel assigned to billets onboard NAVELSG type 2 sea duty components are required to complete a full sea-shore flow tour (AC), prescribed sea tour (TAR), or 48 months, whichever is greater.

b. **SELRES**. SELRES enlisted personnel do not utilize the sea-shore flow assignment policy and must adhere to COMNAVRESFORCOM assignment policy per reference (a).

6. **Requirements and Qualifications**. The requirements and qualifications contained in this article apply to officer and enlisted personnel being screened for permanent change of station assignment to NAVELSG regiments or battalions, unless stated otherwise. Prospective members must meet the following requirements:

a. **Physical Standards**

(1) Regiment and battalion training and mission requirements are arduous and require members to operate in austere environments while wearing heavy body armor and or carrying significant loads of field equipment and or weapons for long periods. Sailors must not have any physical condition(s) that would preclude them from meeting this requirement (e.g., chronic back or shoulder injuries, knee injuries, etc.). Transferring commands are directed to ensure servicing medical organizations complete and pay special attention to the requirements contained in reference (b), enclosure (3). For questions concerning individual cases or further screening information, contact NAVELSG's Medical Department at (757) 256-1375.

(2) Members must have passed all physical fitness assessments (PFA) within the last 2 years (not applicable to new accessions and recent "A" school graduates who have not participated in PFAs). New accessions and recent "A" school graduates must have passed most recent PFA per reference (c) prior to assignment. Members being released from a period of limited duty must complete and pass a PFA (with no waiver for any event) before transferring to their prospective commands.

b. **Government Passport**. Members will be required to obtain an official U.S. Government passport. Any circumstances preventing a member from obtaining a Government passport is disqualifying. Members who lose the ability to retain a Government passport while assigned will be "de-screened" and the transfer process will be initiated. Fees incurred are reimbursable.

c. **Security Clearance**. Members must be eligible for a secret clearance. It is recognized that the majority of first-

term members reporting from initial schools will not have a finalized clearance determination; however, an investigation must be opened and initial screening completed prior to transfer. In these cases, it is incumbent that the training command ascertains any issues that would preclude a member from being granted a clearance and for commanding officers to determine whether the member should continue assignment onboard an NELR or NCHB. Members currently assigned to either NELRs or NCHBs who have their secret clearance removed or revoked by the Defense Counterintelligence and Security Agency, or other appropriate authority, will no longer be eligible for continued assignment. Those members will be "de-screened", and their transfer process will be initiated.

d. **Driver's License**. Members must possess a valid State driver's license or obtain one within 6 months of reporting.

e. **Non-Judicial Punishment (NJP) and Military or Civilian Convictions**. Members must not have any NJP or military or civilian convictions, excluding minor traffic violations, within the past 12 months. Waivers may be granted on a case-by-case basis. Waiver requests must contain full justification and must be formally and favorably endorsed by the member's parent command. Forward waiver requests to NAVELSG.

f. **Obligated Service (OBLISERV)**. Reference (d) details required OBLISERV for AC and TAR assignments to this program. Per subparagraphs 5a and 5b of this article, the minimum required tour length is 48 months or normal sea tour, whichever is greater. Members with 17 or more years of active service will not be authorized voluntary transfer to the Fleet Reserve or Retired List prior to the completion of a minimum 36-month tour. A NAVPERS 1070/613 Administrative Remarks entry will be made, certifying the member understands and agrees to this requirement.

(1) Split tours requiring transfer prior to 36 months are not authorized.

(2) Members who will meet high year tenure prior to 36 months on board will not be considered for this assignment.

(3) SELRES members will be assigned per reference (a).

g. **Financial**. Members must qualify for and maintain eligibility for a Government Travel Charge Card (GTCC). It is

recognized that the majority of first-term members reporting from initial schools will not have been issued a GTCC. In these cases, the training command must ascertain any issues that would preclude a member from being issued a GTCC and for commanding officers to determine whether the member should continue assignment onboard an NELR or NCHB.

h. **Firearms**. NELR and NCHB personnel must achieve and maintain qualifications on various individual and crew-served weapons systems. Per reference (d), section 992(g)(9), the 1996 Lautenberg Amendment to the Gun Control Act of 1968 prohibits access to firearms by persons convicted of a misdemeanor crime of domestic violence. This policy also applies to convictions of felony crimes and convictions of offenses at general or special courts-martial that otherwise meet the definition of "crime of domestic violence." Any member disqualified from handling or training on weapons for any reason is not eligible for initial entry or continued duty onboard any NELR or NCHB.

MILPERSMAN 1300-996

ASSIGNMENT TO NAVAL CRIMINAL INVESTIGATIVE SERVICE

Responsible Office	NAVPERSCOM (PERS-405)	Phone: DSN COM	882-4870 (901) 874-4870

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 6110.1J (b) SECNAV M-5510.30 of Jun 2006 (c) NAVPERS 15665, Navy Uniform Regulations (d) OPNAVINST 3591.1F

1. **Background**

a. Naval Criminal Investigative Service (NCIS) Headquarters Washington, DC is the echelon 2 command fulfilling the criminal investigative, counterintelligence, combating terrorism and protective service missions for the Secretary of the Navy and the U.S. Navy and Marine Corps (afloat, ashore and in cyberspace).

b. Personnel assigned to NCIS offices are Active and Reserve Component, civil service employees and contractors. Assigned personnel are expected to adhere to strict standards that will not jeopardize their security clearances or impugn their integrity in any manner. Military members must be able to work in a diverse and large organization while largely operating independently.

c. Personnel assigned will have ample opportunity to pursue personal and professional growth. There are many intangible rewards in being assigned to the Navy's premier law enforcement agency. Members who are looking for a challenging and extremely rewarding assignment are encouraged to apply.

d. Location. Billets are located at NCIS offices worldwide.

e. **Authorization to Apply.** First tour Sailors (officer and enlisted) are not authorized to apply due to the nature of the assignment and requirement to operate independently.

f. **Weapons.** Master-at-arms serving in Navy enlisted classification (NEC) P02A - investigator and NEC P09A - protective service billets must maintain qualification in various assigned weapons.

g. The following Navy occupational specialties are currently eligible for assignment (i.e., subject to additions and deletions):

Enlisted
builder (Seabee ratings)
construction electrician
cryptologic technician (linguist)
cryptologic technician (networks)
gunner's mate
intelligence specialist
information systems technician
legalman
logistics specialist
master-at-arms
mass communications specialist
Navy counselor
personnel specialist
utilitiesman
yeoman
Officer
unrestricted line officer (1050-coded billets)
120x special duty officer (human resources)
181x special duty officer (cryptologic warfare)
183x special duty officer (intelligence)
250x Judge Advocate Generals Corps
64xx, 681x, 683x limited duty officer
74xx, 783x chief warrant officer

2. **<u>All Officer and Enlisted Personnel Applying for NCIS Duty</u>**

a. To qualify for assignment to NCIS, applicants must:

(1) Be in or selected for pay grade E-5 and above,

(2) Complete an NCIS background investigation. NCIS Military Program Manager will provide selected members, who are identified as applicants, with all applicable forms,

(3) Complete NCIS 2M (military) screening with a favorable adjudication prior to execution of orders,

(4) Have passed the last two most recent physical fitness assessments (PFA), per reference (a), with a minimum overall score of "Good," no failures within the past 3 years (waiverable). Complete and pass a PFA with no waivers before the application, if completing a period of limited duty,

(5) Be a U.S. citizen and possess, at a minimum, a secret clearance (non-waiverable). Some billets require the member to hold a current single scope background investigation (SSBI) for top secret (TS) and sensitive compartmented information (SCI) access prior to transfer per reference (b),

(6) Have no alcohol-related incidents, nonjudicial punishment, courts-martial or civil convictions (excluding minor traffic violations) within the past 48 months (non-waiverable),

(7) Qualify for and maintain eligibility for a Government travel charge card (GTCC). Loss of eligibility for a GTCC may result in disqualification and subsequent reassignment from NCIS,

(8) Not previously been assigned to NCIS and subsequently disqualified, regardless of length of time since previous duty; waivers will not be considered,

(9) Have tattoos within standards, see reference (c),

Note: All waivers must be sent to Director, Navy Criminal Investigative Service (DIRNAVCRIMINVSERV QUANTICO VA). Use message format contained in MILPERSMAN 1306-900, exhibit 2 (as applicable). Waiver requests must contain full justification and rationale for consideration. Waiver requests for tattoos must also include pictures of the member in the Navy service uniform and business casual attire displaying tattoos, along with close up photos of each visible tattoo. Photos will be sent via e-mail to: ncisomsadmin@NCIS.NAVY.MIL.

(10) Have a strong command of the English language (oral and written), and

(11) Have received a minimum of 3.0 on all performance traits and a recommendation for retention on the last three regular performance evaluations.

Note: A member may be descreened from NCIS assignment at any time, even after orders have been executed. If descreened, member will be removed from the billet and made available for assignment via the detailing process.

b. Pay grade substitutions are not authorized for this program without NCIS, Office of Military Support (01AM) approval.

c. Required obligated service is 36 months, with the exception of Bahrain duty.

3. **Specific Requirements for Personnel Desiring Assignment to NEC P02A and NEC P09A Billets**. Personnel:

a. must possess a valid driver's license (non-waiverable),

b. must have qualified as sharpshooter or above, per reference (d), on their last two Navy handgun qualification courses,

c. loss of NEC P02A status will result in disqualification and subsequent reassignment from NCIS,

d. must pass a panel review conducted by NCIS within 9-12 months of projected rotation to NCIS,

e. must have normal hearing, vision (correctable to 20/20) and color and depth perception,

f. loss of NEC P09A will result in disqualification and subsequent reassignment from NCIS,

g. must present a clean, fit and well-groomed appearance while in uniform or business casual attire (e.g., slacks and polo shirt),

h. must hold a current SSBI or initiate an SSBI for TS and SCI access prior to transfer, per reference (b),

i. must have passed last two PFAs with an overall minimum score of "Excellent" with no waivers of any events and

j. must have received a promotion recommendation of must promote or higher on last two regular evaluations (waiverable).

4. **Specific Requirements for Personnel Desiring Assignment to NEC K13A Navy Tactical Counter-Intelligence (CI) and Human Intelligence (HUMINT) Specialist Billets**. Personnel must:

a. hold a current SSBI for TS and SCI access prior to transfer,

b. be a graduate of the Marine Air Ground Task Force, CI/HUMINT School,

c. be enlisted information warfare specialist qualified prior to screening (waiverable),

d. have completed one successful operational tour as a CI/HUMINT specialist,

e. possess a valid driver's license (non-waiverable),

f. maintain a "Good" or higher on past four physical readiness tests,

g. possess GTCC (loss of eligibility for GTCC will result in disqualification and subsequent reassignment from NCIS),

h. be willing to submit to a CI polygraph examination,

i. pass a panel interview conducted jointly with NCIS and Naval Intelligence Activity within 9 months of projected rotation to NCIS. Individuals selected for a CI specialist billet must demonstrate an aptitude to successfully work in complex and challenging operational environments, exercising sound judgment. Interview may be conducted at the NCIS field office closest to the candidate or via video teleconference if the candidate is not located in the National Capital Region.

Note: Those individuals selected for a CI specialist billet with NCIS will receive advanced CI training at the Joint Counterintelligence Training Academy.

5. **Specific Requirements for Personnel Desiring Assignment to Enlisted Information Warfare Community Billets**. Personnel must:

a. have qualified as an information warfare specialist prior to assignment and

b. hold a current SSBI for TS and SCI access prior to transfer.

MILPERSMAN 1300-1000

MILITARY COUPLE AND SINGLE PARENT ASSIGNMENT POLICY

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-4185 (901) 874-4185

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) SECNAVINST 1920.6D

1. **Policy**. Chief of Naval Personnel supports the co-location of Navy members married to other military members. Every reasonable effort will be made for military couples to move together and establish a joint household whenever possible.

a. Assignments will be made to fill valid Navy requirements with consideration to the needs of the military family and the losing and gaining activities' manning; therefore, co-location and immediate reassignment may not always be possible.

b. Co-location of Navy members with members of other uniformed Services or Services of other countries are more difficult and may not always be possible. Spouse co-location policy does not provide for assignment to duty near a civilian spouse, including civilian Government employees.

c. While there is no established maximum distance between duty stations for co-location, 90 driving-miles should be used as a guide when considering co-location requests. In the Pacific Northwest, due to the geographical limitations presented by the Puget Sound, co-location duty station pairings should generally be on the same side of the sound (e.g., Whidbey Island with Everett or Bremerton with Bangor constitutes co-location; Whidbey Island with Bremerton requires excessive commuting time and is not considered co-location).

d. Any assignment preventing military couple co-location must be approved by Assistant Commander, Navy Personnel Command (NAVPERSCOM) for Career Management (PERS-4).

2. **Requests**. Navy members desiring co-location must each submit a one-time request, with command endorsement, to their

detailers noting their military couple status, Service of spouse, and spouse's detailer's contact information.

a. Forms. Officer requests must be submitted on NAVPERS 1301/85 Officer Personnel Action Request. Enlisted requests must be submitted on NAVPERS 1306/7 Electronic Personnel Action Request. Enlisted members are encouraged to submit co-location preferences prior to the MyNavy Assignment application cycle.

b. Agreement Required. Navy members married to other Navy members must include a copy of their spouse's request to expedite communication between respective detailers. For Navy members married to members of other Services, a statement from the inter-Service spouse indicating concurrence for co-location, and the contact information for their detailer or Service equivalent must accompany the co-location request. Both members must be in agreement that co-location is desired. If not in agreement, Navy members will be detailed consistent with prescribed sea and shore tours (PST), obligated service and retainability requirements, recently acquired skills, milestones, and training.

c. Co-location - High Priority. Once requested, spouse co-location becomes the member's highest priority for every duty preference and will be given due consideration during the assignment process. If a couple does not desire co-location for a specific assignment, both members must communicate to their respective detailers that co-location is not a priority. Co-location will again be considered a high priority for the subsequent assignment.

d. Co-location - Not Always Possible. Members should be aware that due to the difficulties involved in spouse co-location, fulfilling duty preferences for geographical location, or type of duty or unit, may not be possible. Additionally, there may be other restrictions such as host nation's laws or status of forces agreement (SOFA) that preclude some military couples from co-location overseas.

e. Couples Not Presently Collocated. Military couples who are not presently co-located, are recently married, or were not previously identified as a "military couple" can request reassignment consideration to achieve co-location, provided the following criteria are met:

(1) Member requesting to be transferred has completed at least a year on board current duty station at the time of the transfer, and (if required) a contact relief is available. Every effort will be made to achieve co-location within a year of the request; however, requirements regarding time on station, PST, obligated service, retainability, recently acquired skills, and training will all be considerations of the request.

(2) Neither member is currently under orders to go into a training status. If one or both members are going into a training status, and co-location cannot be achieved, the requests will be kept on file to facilitate spouse co-location at the completion of the training assignment.

(3) There are no host nation laws or SOFA restrictions outside the continental United States (OCONUS).

(4) A valid billet requisition for which the member is qualified is available.

(a) Sea and shore flow will be maintained whenever possible.

(b) When both members are eligible for sea duty, the spouse with the least amount of sea duty will normally be assigned sea duty; however, military couples comprised of new accession or first-term members may be involuntarily assigned to simultaneous sea duty.

(c) Military couples with dependents are required to maintain a current and workable family care plan.

f. OCONUS. When one member is already on an OCONUS Department of Defense tour, that member's projected rotation date (PRD) will be extended to match the PRD of the authorized joining spouse.

g. Changes in Marital-Status Before Execution of Issued Orders for Navy Members

(1) Issued orders will remain in effect when a marriage occurs. Modification may be considered if it will not result in a gapped billet, adversely affect the gaining command’s readiness, or preclude the use of recently acquired skills or training. If the member’s orders are not modified, he or she

will be required to execute orders. Co-location action will be considered after a year on board new duty station, if co-location is still desired.

(2) If child(ren) custody is shared between two military members, both may be detailed to maintain PST and co-location.

(3) If co-parenting with a civilian, members may be considered for an assignment where he or she can reside close to their child(ren) when granted 50 percent of the designated parenting-time with the primary custodial parent named in the divorce decree (if the member was married to the co-parent) and the court-ordered child custody decree, or the court-ordered child custody decree (if not married to the co-parent).

h. Co-location After Training. Members requesting training must be advised that they may not be eligible for spouse co-location consideration in conjunction with the training assignment. Members completing training will be assigned to an appropriate tour for the newly acquired skills, which may preclude or limit spouse co-location consideration for the duration of the post-training assignment.

3. **Restrictions**. Military couples will not be permanently assigned to the same ship or shipboard deployable command (e.g., tender with multiple unit identification codes or carrier and its associated carrier air wing).

a. Same Reporting Senior. Members will not be assigned to the same command ashore with the same reporting senior without the gaining commanding officer’s concurrence.

(1) Unusual circumstances may result in a couple being temporarily assigned to the same afloat activity.

(2) This subparagraph does not require transfer of the members to rectify such a temporary situation.

b. Same Ship or Shipboard Embarking Command. In the case of a member on shipboard duty who marries another member assigned to the same ship or the same shipboard embarking command, the member who has completed the larger percentage of his or her PST will normally be reassigned as soon as possible; however, adverse impact on the ship’s readiness may necessitate the transfer of the spouse.

c. Involuntary Assignment. Military couples will not normally be involuntarily assigned to a simultaneous sea duty tour (type duty code "2" or type-duty assignment code (TAC) C, or type duty code "4" or TAC D). Military couples will also not normally be involuntarily assigned to simultaneous permanent shift-work duty assignments. Military couples may be involuntarily assigned with one member assigned to a sea duty tour while the spouse member is assigned to permanent shift-work.

(1) When both members of a military couple are first-termers or initial accessions, both members may require assignment to simultaneous sea duty or simultaneous permanent shift-work consistent with the needs of the Navy and the member's training.

(2) Members who marry while on sea duty will be required to complete their sea tour, unless assigned to the same ship or the same shipboard embarked command.

d. One Member on Sea Duty and One Member on Shore Duty. Whenever possible, PRDs will reflect a rotation in which one member will be on sea duty while the spouse is on shore duty, and their PRDs will be matched to facilitate future co-location requests. It is imperative that military couples with dependents maintain a current and workable family care plan, that can be utilized when needed.

e. Simultaneous Sea Duty. Members requesting spouse co-location that results in simultaneous sea duty must complete NAVPERS 1070/613 Administrative Remarks through their command with the statement indicated below and forward a copy to their detailer with their spouse co-location request. The original NAVPERS 1070/613 must be forwarded to the servicing personnel office for entry into Navy Standard Integrated Personnel System (NSIPS) as a permanent record and submission to the member's official military personnel folder using this article as the authority.

Date: "I have read and understand the military couple assignment policy contained in MILPERSMAN 1300-1000. I understand that simultaneous sea duty (type duty code "2"/TAC C or type duty code "4"/TAC D) with my spouse requires me to complete the normal tour length of my assignment. If applicable, my spouse and I have developed a family care plan which will be utilized when necessary."

_____
Member's Signature

Witnessed by: _____
F. M. LAST
LCDR, USN, Personnel Officer

4. **Options If Assignment Within Immediate Area of Spouse Is Not Available**. In the event reassignment of a member to the area of spouse's present assignment is not feasible and spouse's reassignment is not desired or also not feasible, PERS-4 will normally disapprove the member's request. The following options may be offered:

a. Resubmission in 6 months for reconsideration.

b. Assignment to the nearest available requirement within area of spouse's present assignment.

NOTE: Acceptance of subparagraph 4b option will require the member to serve a minimum 24-month tour at the activity; therefore, the member will not be eligible for reassignment during that period in the event a requirement nearer to spouse's duty station becomes available.

5. **Assignment of Military Couple to Isolated Duty Stations**. The assignment of married dual-military couples to isolated duty stations where an unaccompanied tour is directed may be authorized on a voluntary basis (except Diego Garcia) when in compliance with this article.

a. Such assignment is with the understanding that both members will be treated as individual Service members and living quarters for joint residence may not be available.

b. Isolated duty areas are dependent-restricted, and dependents are not authorized.

c. Requests for co-location will not be considered, unless the members are married at the time of request. Exceptions may be granted for those rare cases in which members engaged to be married are assigned to a command where marriage is not allowed (e.g., Diego Garcia), and the couple desires co-location on their follow-on tour.

6. **Immediate Family Reassignment to Different Activities**. Requests for reassignment from active duty members of an immediate family who no longer desire to serve together at the same activity, must receive favorable consideration, provided there are no overriding military needs for the retention in the same unit.

a. Requests for reassignments to be separated from a member of the same family must reference this article.

(1) Officer requests must be submitted on NAVPERS 1301/85.

(2) Enlisted requests must be submitted on NAVPERS 1306/7.

b. Unless specifically requested, members of an immediate family serving together must not be reassigned until they become eligible for normal rotation, or until their reassignment is required to meet needs of the Service.

7. **Single Parents**. Single parents are assigned using the same procedures as other Service members.

a. Navy Personnel Command recognizes the unique situations that occur when single parents are assigned to some types of duty and duty locations; however, a preferential assignment policy regarding single parents would be discriminatory toward other members.

b. 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 or release to inactive duty may be submitted.

(1) Officers. For hardship discharges, refer to reference (a).

(2) Enlisted. For hardship discharges, refer to MILPERSMAN 1910-110. For parenthood discharges, refer to MILPERSMAN 1910-124.

MILPERSMAN 1300-1100

IMMEDIATE FAMILY MEMBER ASSIGNMENT OR REASSIGNMENT POLICY

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-4518 (901) 874-4518

References	(a) DODI 1315.18 of 12 Jan 05 (b) OPNAVINST 1300.15A

1. **Policy**. This article outlines the procedures for submission of requests for assignment or reassignment of members of the same immediate family serving on active duty in the U.S. Navy in other than hostile fire areas and establishes requirements to be met for submission of such requests.

a. Policies governing deferment of Navy personnel from duty in hostile fire zones are contained in references (a) and (b).

b. For the purposes of this article, family members include father, mother, sons and daughters, and all sisters and brothers in the following categories:

(1) A brother or sister of whole blood.

(2) A brother or sister of half blood.

(3) A brother or sister by adoption.

c. All personnel desiring shipboard or deployable unit family duty are required to sign the following NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks page entry:

Date: "I understand the potentially hazardous implication of family duty but desire this assignment."

Member's Signature

Witnessed by: L. Ward
CDR, USN, Personnel Officer

d. Commander, Navy Personnel Command (COMNAVPERSCOM) has no objection to assignment in the same area of two members of the same immediate family where an **officer and enlisted person** are involved, providing the transfer is not to the same military command, and there are at least two commands in the immediate areas.

2. **Requirements for PCS Transfer**. Chief of Naval Personnel (CHNAVPERS) supports the assignment of members of the same immediate family serving on active duty in the U.S. Navy. Every reasonable effort will be made for same immediate family members to serve together whenever possible.

a. Assignments will normally be made to fill valid Navy requirements, considering the needs of the military family as well as the manning of the losing and gaining activities; therefore, immediate reassignment may not always be possible. Members requesting transfer to serve with a member of an immediate family must be otherwise eligible for reassignment under current distribution directives (i.e., near projected rotation date (PRD)) and meet the following criteria:

(1) Urgent service requirements do not preclude approval.

(2) The receiving activity has an authorized requirement for the rank/designator/rate/rating/Navy Enlisted Classification code (NEC) concerned.

(3) The member requesting transfer has sufficient obligated service (OBLISERV) or minimum service retainability to serve the applicable tour at the activity requested. Due to the lengthy qualification time involved with nuclear propulsion plants, nuclear trained personnel are required to have sufficient OBLISERV remaining to serve a minimum of 24 months on board the receiving command.

(4) Neither member is in receipt of permanent change of station (PCS) orders.

(5) Member must have a clear record for the previous 12 months.

b. Except for personnel in recruit or student status, 1 year at the current duty station prior to the requested date of transfer.

c. Requests submitted more than 6 months in advance of eligibility for transfer will be returned to originator.

3. **Request**. Request for assignment to duty with another member of the immediate family shall be submitted to each service member's detailer, via both members' commanding officer (CO) for endorsement. Include a copy of the other family member's request to facilitate communication between the respective detailers.

a. Officers will submit requests via NAVPERS 1301/85 (Rev. 08-05), Officer Personnel Action Request.

b. Enlisted personnel will submit requests via NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request.

c. Requests from non-designated (SN/FN/AN) personnel shall be addressed to Navy Personnel Command (NAVPERSCOM), Enlisted Personnel Readiness and Support Branch, (PERS—4013) via the CO.

d. All requests must include the following information:

(1) Requested date of transfer.

(2) Rate/warfare designator/first name, initial, last name/branch of service/SSN (last four digits); PRD; duty station and homeport (if applicable) of the other family member.

4. **Forwarding Endorsement**. Each CO shall make comments and recommendations specifically addressing the desirability of having the family members serve together, and ensure completion of the required NAVPERS 1070/613 for ship or deployable unit duty if applicable.

MILPERSMAN 1300-1200

SAFETY TRANSFERS

Responsible Office	NAVPERSCOM (PERS-454)	DSN COM E-mail	882-2927 (901) 874-2927 EXPD TRF.FCT@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) SECNAVINST 5800.11B (b) OPNAVINST 1752.2B (c) DoD Instruction 1315.18 of 28 October 2015 (d) NAVSO P-6034 Joint Travel Regulations (JTR)

1. **Program Background**

a. When concerns for the safety and the well-being of Service members and or their dependents dictate a transfer prior to their normal projected rotation date, a safety transfer may be authorized. Safety transfers include, but are not limited to:

(1) Temporary duty at CO's discretion,

(2) Permanent change of activity (PCA),

(3) Permanent change of station (PCS) to a unit within the same command,

(4) Unit on the same installation, and

(5) Unit in a different geographic location.

b. For reservists, a transfer or reassignment includes:

(1) Provisions to perform inactive duty training on different weekends or times other than the alleged offender and

(2) Provisions to perform inactive duty training with a

different unit and or Navy Reserve activity in the home drilling location to ensure undue burden is not placed on the Service members or their family by a transfer.

2. **Safety Transfer Request**

a. Situations warranting consideration for safety transfers include, but are not limited to:

(1) Victims or witnesses of offenses covered under reference (a),

(2) Family Advocacy Program cases covered under reference (b),

(3) Victims of violent crimes and

(4) Instances in which threats have been made against a Service member, the Service member's military spouse, or dependents covered under reference (c).

b. Safety transfer requests are reviewed and adjudicated on their individual merits by Navy Personnel Command (NAVPERSCOM), Deployability Assessment Branch (PERS-454). Disapproval authority resides with Commander, NAVPERSCOM. Send all requests via e-mail to: expd trf.fct@navy.mil. Encrypt all safety transfer-related e-mail communications whenever practicable.

c. Safety Transfer for Dependents Only. Travel and transportation of dependents are authorized under certain circumstances outlined in reference (d), chapter 5. If the member's dependents meet the criteria outlined in reference (d), chapter 5, and they must be moved for personal safety reasons, the personnel office or supporting personnel support detachment of the member's command will issue a letter authorizing for travel and transportation on command letterhead using the template that will be provided by NAVPERSCOM (PERS-454).

3. **Safety Transfer Procedures**. Safety transfers of Service members must also include their dependents and or military spouse (as applicable). Make every reasonable consideration and effort to minimize disruption to the Service member's normal career progression.

a. The request may be initiated by the Service member,

command, or investigative agency per reference (c). Submit the request in writing using exhibit 1, and include the reason(s) for the request.

b. Dependents desiring to request a safety transfer should contact member's command or the applicable investigative agency, using exhibit 2 for this request.

c. Upon receipt or initiation of a written safety transfer request, the commanding officer (CO) must:

(1) Document the date and time the transfer request is received or initiated. The CO must approve or disapprove a Service member's request for a PCS or PCA transfer within 72 hours of receipt. The decision to approve the request must be immediately forwarded to NAVPERSCOM (PERS-454) to process PCS or PCA transfers. Approval for temporary assignment will be made by the CO per temporary duty (TDY) travel orders, MILPERSMAN 1320-314. Use exhibit 3 to request PCS.

(2) Consider the following factors in making the decision to approve the transfer or recommend disapproval:

(a) Reason for request to transfer,

(b) Nature of the request,

(c) Operational necessity, including unique situational requirements in deployed areas,

(d) Service member's input (as applicable) and

(e) Any other pertinent circumstances and or rationale for the transfer.

(3) Ensure the Service member is fully informed of the potential impacts that the transfer or reassignment may have on career milestones and timelines (i.e., requalification, performance evaluations, etc.).

d. Approval. Once the CO decides to approve the transfer, forward the request, along with the CO's recommendation as to where the member should be transferred, to NAVPERSCOM (PERS-454) via e-mail to expd trf.fct@navy.mil, where it will be processed and retained on file for a period of 3 years.

e. Disapproval. The CO must immediately forward any recommendation for disapproval of a safety transfer request and the reason(s) for the recommendation (in writing) to the first flag/general officer or senior executive service (SES) equivalent (as applicable) in the Service member's chain of command or SES (as applicable). The flag/general officer or SES equivalent must approve or disapprove the request within 72 hours of receipt of the command-level disapproval recommendation, and forward the determination to NAVPERSCOM (PERS-454) via e-mail to expd trf.fct@navy.mil, where it will be processed and retained on file for a period of 3 years.

f. Requests Initiated by the Service Member. If at any time the requesting Service member elects not to proceed with a safety transfer request, the request must be formally withdrawn by the Service member using exhibit 5. The CO will then forward all documents to NAVPERSCOM (PERS-454) via e-mail to expd trf.fct@navy.mil, where the Service member’s withdrawal of the safety transfer request will be retained on file for a period of 3 years.

g. Reference (d) contains information concerning PCS and PCA entitlements and allowances.

Exhibit 1

Service Member's Request for Safety Transfer

(Use standard naval letter format)

Date

From: Rank/Rate First MI Last Name, USN(R) initial, Last Name, Branch)
To: Commanding Officer, (command)

Subj: REQUEST FOR SAFETY TRANSFER

Ref (a) MILPERSMAN 1300-1200

1. Request safety transfer under reference (a) due to the following reason(s): _____.

2. Requested duty preference(s) for transfer are as follows:

(Location/Type of Duty)
(Location/Type of Duty)
(Location/Type of Duty)

3. I understand that every reasonable effort to minimize disruption to my normal career progression will be made and that alternate locations or types of duty may be assigned if the above preferences are not available. Further, I understand that execution of temporary duty or permanent transfer orders will constitute my acknowledgement that the safety transfer request has been fulfilled and that at any time I may elect to withdraw my request in writing to Commander, Navy Personnel Command (PERS-454) via my chain of command.

4. I may be contacted via e-mail: john.doe@navy.mil, commercial telephone: (111)123-4567 or DSN: 123-4567.

SIGNATURE

Exhibit 2

Dependent(s) Only Request for Safety Transfer

(Use proper letter format)

Date

From: Dependent(s) of Rank/Rate First MI Last Name, USN(R)
To: Commanding Officer, (command)

Subj: REQUEST FOR DEPENDENT(S) ONLY SAFETY TRANSFER

Ref (a) MILPERSMAN 1300-1200

1. Request dependent(s) only safety transfer under reference (a) due to the following reason(s): _____.

2. Requested location for transfer: _____.

3. I understand that execution of the permanent transfer orders will constitute my acknowledgement that the safety transfer request has been fulfilled. At any time before I execute the permanent transfer orders, I may elect to withdraw my request in writing to Commander, Navy Personnel Command via my military spouse's chain of command.

4. I may be contacted via e-mail: john.doe@navy.mil, commercial telephone: (111)123-4567 or DSN: 123-4567.

SIGNATURE

Exhibit 3
PCS or PCA Request
(Use proper letter format)

1300
Ser 00/
Date

From: Commanding Officer, (command)
To: Commander, Navy Personnel Command (PERS-454)

Subj: REQUEST FOR SAFETY TRANSFER

Ref: MILPERSMAN 1300-1200

Encl: (1) Safety Transfer Request ICO SNM/SNO of
(day month year) (as applicable)

1. Having determined that the reasons for the request are credible based on all available evidence, I approve/disapprove Rank/Rate Last Name request for safety transfer.

2. Every reasonable effort to minimize disruption to Rank/Rate (Last Name) normal career progression should be considered. I have provided counseling to (Rank/Rate Last Name) regarding the possible impacts the transfer may have on (Rank/Rate Last Name) career.

3. My point of contact, _____, may be contacted via e-mail:_____, commercial telephone: (111)123-4567, or DSN: 123-4567.

SIGNATURE

Copy to:
Service member

** For disapproval recommendation, submit via first flag officer or SES equivalent (as applicable) in the Service member's chain of command.

Exhibit 4

Flag/General Officer's or SES Equivalent's Endorsement

(Use proper letter format)

1300
Ser 00/
Date

FIRST ENDORSEMENT on CO, _____ ltr 1300 Ser 00/____ of (day month year)

From: Flag/General Officer or SES Equivalent
To: Commander, Navy Personnel Command (PERS-454)

Subj: REQUEST FOR SAFETY TRANSFER

Ref: (a) CO's Letter Recommending Disapproval of Safety Transfer ICO Rank/Rate First MI Last Name and or dependents(s)
(b) MILPERSMAN 1300-1200

1. Rank/Rate, Last, USN, (and Rank/Rate Last Name Dependents) have requested a safety transfer (as applicable).

2. I have fully reviewed this case, considered all available evidence, and or have consulted with a judge advocate. After careful consideration of the facts, I have (approved or disapproved) safety transfer request of Rank/Rate, Last (and or Rank/Rate, Last Name dependents).

3. Recommend transfer to one of the following:
a. (Location/Type of Duty)
b. (Location/Type of Duty)
c. (Location/Type of Duty)

4. My point of contact,_____, may be reached via e-mail: _____, commercial telephone: (111)123-4567 or DSN: 123-4567.

SIGNATURE

Copy to:
CO, (command)
Service member

Exhibit 5

Member's Withdrawal of Safety Transfer Request

(Use standard naval letter format)

Date

From: Rank/Rate First MI Last Name, USN(R)
To: Commanding Officer, (command)

Subj: WITHDRAWL OF SAFETY TRANSFER REQUEST

Ref: (a) MILPERSMAN 1300-1200
(b) My Safety Transfer Request of (day month year)

1. Per reference (a), I withdraw my request for safety transfer, reference (b).

SIGNATURE

MILPERSMAN 1300-1205

EXPEDITED TRANSFERS

Responsible Office	NAVPERSCOM (PERS-454)	Phone: DSN COM FAX E-mail	882-2927 (901) 874-2927 (901) 874-2696 expd trf.fct@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Uniform Code of Military Justice (UCMJ) (b) 10 U.S.C. §673 (c) NAVSO P-6034, Joint Travel Regulations (JTR) (d) SECNAVINST 5800.11B (e) DoD Instruction 6495.02 of 28 March 2013 (f) SECNAVINST 1752.4C (g) OPNAVINST 1752.1C (h) USD(P&R) Memorandum of 10 February 2020 (i) DoD Instruction 6400.06 of 2 August 2007 (j) H.R. 5515 John S. McCain National Defense Authorization Act for Fiscal Year 2019, Section 536

1. **Expedited Transfer Policy**

a. Service members who are victims of certain offenses stipulated in reference (a) may request a temporary reassignment within or outside their unit or a permanent change of duty station prior to their normal projected rotation date per references (b) through (i). The eligible offenses, to include attempts to commit these offenses, consist of only those listed in paragraph 1 (table) below:

Expedited Transfer Eligible Offenses		
Offense	Uniform Code Military Justice (UCMJ) article if offense occurred before 1 Jan 2019	UCMJ article if offense occurred on or after 1 Jan 2019
Sexual assault	120, 125, 134	120, 134
Stalking	120a	130
Other sexual misconduct	120c	120c
Wrongful broadcast or distribution of intimate visual images	117a	117a

b. The enactment of reference (j) has expanded the expedited transfer policy to include Service members' ability to request an expedited transfer if they have adult military dependent who has made an allegation of sexual assault that is not domestic abuse-related. Refer to reference (i) for situations that fall within the purview of domestic abuse. Service members may request an expedited transfer on behalf of their adult military dependent if:

(1) The adult dependent is over the age of 18 years old as noted on the Service members' NAVPERS 1070/602 Record of Emergency Data/Dependency Application, and

(2) The victim has filed an unrestricted report through a DD 2910 Victim Reporting Preference Statement in the Sexual Assault Prevention and Response (SAPR) Program, and

(3) The sexual assault suspect is a Service member or if the suspect has a military connection (e.g., adult military dependent, works for Department of Defense (DoD) as a civilian employee (appropriated and non-appropriated fund employees) or is a government contractor), or the alleged sexual assault occurred on a DoD installation or facility.

c. The expedited transfer policy is intended to address situations in which Service member victims or adult military dependents feel safe, but uncomfortable, in their current environment (e.g., victim may be experiencing ostracism and retaliation), and to assist the victims' recovery by moving the victims to a new location.

d. Issues involving Service member victims' or adult military dependents' safety are **not** handled through an expedited transfer. If Service members or adult military dependents fear for their life or physical safety, a safety transfer may be requested per MILPERSMAN 1300-1200.

e. An expedited transfer includes, but is not limited to:

(1) Temporary or permanent move to a different department, division, or unit within the current command, or

(2) Temporary or permanent move to a different command within or outside the current command's geographical area.

f. For Reserve Component Service members, transfers or reassignments include:

(1) Provisions to perform inactive duty training, when possible, on different weekends or times other than the alleged offender, and

(2) Provisions to perform inactive duty training with a different unit and or Navy Reserve activity in the home-drilling location to ensure undue burden is not placed on Service member victims or their families by a transfer.

g. An expedited transfer of a Service member will also include the Service member's military spouse and authorized dependents (as applicable), unless the Service member specifies otherwise. If the active duty spouse does not want to transfer with the victim Service member, the spouse and Service member's commander will submit an electronic NAVPERS 1306/7 Personnel Action Request (ePAR) via MyNavy Portal or NAVPERS 1301/85 Officer Personnel Action Request (officers) providing a reason for the exception and forward the request to the respective Navy Personnel Command (NAVPERSCOM) Career Management Department (PERS-4) detailing branch. Orders issued for a military spouse may be delayed up to 90 days.

h. Every reasonable consideration and effort must be made to minimize disruption to the Service member's or active duty spouse's normal career progression. NAVPERSCOM Deployability Assessment and Assignment Branch (PERS-454) will take into consideration all recommendations and preferences in reaching a final assignment decision.

i. Per reference (h), when Service members request expedited transfers on behalf of their adult military dependents, requests will include both the Service member and the Service member's dependents, even if they are geographically separated. A Service member may request that:

(1) Only his or her dependent(s) be transferred, or

(2) Their dependent(s) will be transferred expeditiously and the Service member's transfer will be delayed (e.g., the Service member may be deployed and wants to finish the deployment term, or the Service member is in training and wants to complete the training).

j. PERS-454 will ultimately determine whether the Service member will be transferred at the same time as the dependent(s).

Note: For overseas or operational assignments, coordination with additional offices may be required.

2. **Expedited Transfer Applicability**

a. A Service member may request an expedited transfer if:

(1) He or she is a victim of sexual assault and has filed an unrestricted report of sexual assault per references (e) through (g), or

(2) He or she is a victim of stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images and has filed a report with a military criminal investigation organization (MCIO), or

(3) He or she has an adult military dependent who has filed an unrestricted report of sexual assault through a DD 2910 in the SAPR Program and the sexual assault suspect is a Service member, or if the suspect has a military connection (e.g., adult military dependent, works for DoD as a civilian employee (appropriated and non-appropriated fund employees) or is a government contractor), or the alleged sexual assault occurred on a DoD installation or facility. See reference (h).

b. Applicable Service members may request an expedited transfer at any time in their naval careers. The Navy does not limit the number of expedited transfer requests a Service member may make over the course of a naval career.

c. Applicable Service member victims must be informed of the option to request temporary reassignment within or outside their units or transfer from the commands to which they are assigned.

3. **Transfer Options**. An expedited transfer may be accomplished by a temporary or permanent reassignment from the Service member victim's current command by one of the following methods:

a. Temporary duty (TEMDU) (within or outside of local geographical area). The commanding officer (CO) may:

(1) Reassign the Service member victim or the alleged offender to a different division or workspace within the same command, or

(2) Temporarily reassign either the Service member victim or alleged offender to another local command, or

(3) Temporarily reassign either the Service member victim or alleged offender to another command outside the local geographic area.

b. Permanent change of assignment (PCA) within the local geographic area or permanent change of station (PCS) outside the local geographic area, which includes:

(1) PCA transfer (at Service member victim's request only) within the local geographic area reassigns the Service member to a different command on or off the current installation or within the same geographical area (e.g., cross-decking between local ships, squadrons, commands, etc.) and may or may not require PCS funding. All PCA and PCS orders will be issued by PERS-454.

(2) PCS transfer out of the local geographic area reassigns the Service member to a different command in a new geographic location, and

(3) A PCS transfer affected through modification to existing PCS orders or through modification of negotiated orders that have not been issued. Once the expedited transfer request is approved for a Service member possessing PCS orders, the command may request a modification of the orders for an immediate or earlier than directed PCS transfer.

4. **Roles and Responsibilities**

a. Losing CO

(1) Must notify the losing sexual assault response coordinator (SARC) and the Service member victim in writing when the expedited transfer decision is made to ensure continuity of advocacy services and capture of required data in the Defense Sexual Assault Incident Database (DSAID).

(2) Immediately send notification to PERS-454 to begin processing the transfer.

(3) Assign personnel, within the command (if possible), to assist Service member victims with approved expedited transfers with any out-processing required for PCS moves, to include facilitating transportation, as necessary.

(4) Ensure Service members with approved PCA or PCS transfers receive a detachment evaluation, fitness report, or other evaluation. No mention of reason for transfer will be made within the evaluation.

(5) Advise the Service member victim of the requirement to have an "intake meeting" with the gaining CO if the Service member victim seeks continued advocacy, legal, or healthcare (mental health or other medical) services at the new location, or if the investigation or legal proceeding involving the Service member victim's report is ongoing at the time of the transfer.

(6) Notify the Service member victim of the requirement to have a single "outbrief meeting" with the losing SARC and an "intake meeting" (to be arranged by the losing SARC) with the gaining SARC. After the "intake meeting" with the gaining SARC, the Service member victim can decide whether to continue advocacy services at the new location.

(7) Ensure the Service member victim is scheduled for an "outbrief meeting" with the losing SARC, so that the losing SARC can answer any remaining questions the Service member victim may have about the transfer process or facilitate any further scheduling.

(8) For sexual assault cases, per reference (g), when an expedited transfer is approved, the Service member victim’s

losing CO must notify the gaining command's CO.

(9) For stalking, other sexual misconduct, and wrongful broadcasting cases, if there are ongoing investigations and or legal proceedings, when an expedited transfer is approved, the Service member victim's losing CO must inform the gaining CO of the status of the open investigation and ongoing legal proceedings.

b. Losing SARC

(1) Must meet with the Service member victim to "out-brief" and address any SAPR questions about the transfer process. During the out-brief, the losing SARC will inform the Service member victim that:

(a) The Service member victim's case will be transferred to the installation SARC, or for United States Marine Corps (USMC), the command SARC, at the gaining location for a mandatory "intake meeting." At installations with more than one SARC, the "lead SARC" will be designated as the gaining SARC for the purposes of the expedited transfer and the "intake meeting." Explain that the purpose of the "intake meeting" with the gaining SARC is to help the Service member victim understand the full range of support options at the new installation, facilitate appointments with mental health, medical, advocacy, legal services, or other response personnel at the new location, and help answer any questions the Service member victim may have. Also explain that after the "intake meeting" with the gaining SARC, the Service member victim may decline any further SAPR services.

(b) The Service member victim may be required to have an "intake meeting" with the gaining CO, if the Service member victim seeks continued advocacy, legal, or healthcare (mental health or other medical services) at the new location, or if the investigation or legal proceeding involving Service member victim's report is ongoing at the time of the transfer.

(c) The "intake meeting" with the gaining CO and the "intake meeting" with the gaining SARC will not occur at the same time without explicit consent from the Service member victim. The loosing SARC will inform the Service member victim in advance that the communications with the gaining SARC and gaining CO in a joint meeting will not be privileged under Military Rule of Evidence 514.

(2) Will facilitate the scheduling of the "intake meeting" with the gaining SARC, taking into account the Service member victim's leave and transfer and travel time. The losing SARC will provide the Service member victim with the gaining SARC's name and contact information, to include the address of the gaining SARC's office, as well as an appointment date and time.

(3) Follows existing procedures to transfer the case in DSAID to the gaining SARC after all information on the expedited transfer has been annotated. Losing SARCs are not required to obtain Service member victim’s consent to transfer the case on the DD 2910 and will leave section 7, "Victim Consented to Transfer of (Restricted Report/Unrestricted Report) Case Documents to Another SARC," of the DD 2910 blank.

c. Gaining SARC

(1) Will follow up with the Service member victim regularly to ensure the "intake meeting" occurs. During the "intake meeting," the gaining SARC will explain the full range of support options at the new installation, facilitate appointments with mental health, medical, advocacy, legal services, or other response personnel, and help answer any questions the Service member victim may have. The gaining SARC will also explain that after the "intake meeting," the Service member victim may decline any further SAPR services.

(2) The gaining SARC will coordinate with the gaining CO for a separate CO "intake meeting," if required (criteria explained above).

(3) The gaining SARC will update the Service member victim's case in DSAID per the Service member victim's decision for continued services.

d. PERS-454

(1) Will process requests for expedited transfers, taking into consideration location preferences and recommendations by Service member’s chain of command. Every reasonable effort to minimize disruption to the normal career progression of the Service member and Service member’s military spouse (as applicable) will be made. PERS-454 will take into consideration all recommendations and preferences but will make final assignment decisions after consultation

with the Service member victim and based upon valid billet availability.

(2) In most circumstances, expedited transfers to a different installation are completed within 30 calendar days from the date the transfer is approved by the Service member's command and submitted to PERS-454. Expedited transfers to a new duty location that do not require a change of station move are normally completed within 1 week from the date the transfer is approved by the Service member's command and received by PERS-454.

Note: Overseas and operational assignments may require additional time based on screening requirements.

(3) PERS-454 will notify the Service member's point of contact (POC) if none of the three requested locations are available. PERS-454 will issue orders if the Service member agrees to other available options in a valid billet, in a location that meets the Service member's career pathway and medical needs.

(4) PERS-454 will notify the losing and gaining commands of the orders and request positive confirmation of receipt from the gaining command prior to execution of the orders.

(5) Orders pursuant to this article are official and must be treated as such. Execution of PCS, PCA, or TEMDU orders by the requesting Service member will constitute acknowledgement that the expedited transfer request has been approved and fulfilled.

(6) All correspondence related to expedited transfer requests, approvals, denials, or withdrawals must be forwarded via e-mail to PERS-454 at expd trf.fct@navy.mil, regardless of action taken by the command.

(7) All expedited transfer related e-mail communication with PERS-454 must be encrypted whenever practicable.

(8) Reference (c) contains information concerning entitlements and financial guidance.

5. **Procedures**

a. Service Member's Action. An expedited transfer request must be initiated in writing by the eligible Service member, including expedited transfer requests made on behalf of a Service member's adult military dependent, and submitted via his or her CO. The request (see exhibits 1 and 2) must include Service member's:

(1) Reason(s) for the request,

(2) Top three location preferences, and

(3) Military spouse and dependents (as applicable).

b. CO's Action. Upon receipt of a written expedited transfer request, the Service member's CO must:

(1) Document the date and time the expedited transfer request is received and make an approval or disapproval recommendation of the request within five days of receiving the request. The CO must consider all facts and circumstances surrounding the case and the basis for the expedited transfer request.

(2) If the request is filed by a Service member victim who made an unrestricted report of sexual assault, immediately notify the SARC of the expedited transfer request.

(3) Verify through consultation for sexual assault cases - The SARC for SAPR cases or Family Advocacy Program (FAP) case manager for FAP cases, that an unrestricted report of sexual assault was filed by the Service member victim requesting an expedited transfer. Stalking, other sexual misconduct, or wrongful broadcasting cases – local MCIO where a report of the offense(s) was filed by the Service member victim requesting an expedited transfer.

(4) Determine if the report is credible (i.e., reasonable grounds to believe an offense occurred) based on advice of the supporting staff judge advocate, or other legal advisor concerned, and the available evidence based on information in an MCIO investigation (if available). If the CO recommends disapproval of an expedited transfer request due to the lack of a credible report, the grounds on which it was disapproved must be documented. A CO can always transfer a

Service member victim on other grounds (e.g., on humanitarian grounds) through a process outside the expedited transfer process. A presumption must be established in favor of transferring the Service member victim once a determination has been made that the report is credible.

(5) Do not delay the determination due to the non-availability or pending results of any investigation.

Note: For court-martial cases in which the accused Service member has been acquitted, the standard for approving an expedited transfer still remains whether or not a credible report has been filed. The CO must consider all the facts and circumstances surrounding the case and the basis for the expedited transfer request.

(6) Take into consideration the Service member's input before making a decision involving a temporary or permanent transfer and the location of the transfer.

(7) Consider the following factors in making the decision to approve the transfer:

(a) Service member's reason for request to transfer,

(b) Nature and circumstances of the offense,

(c) Whether a temporary transfer would meet the Service member's needs and the operational needs of the unit. Unique situational requirements in deployed areas should also be considered,

(d) Training status and any limitations of the Service member requesting the transfer,

(e) Availability of positions within other units on the installation,

(f) Status of the investigation and the potential impact on the investigation and future disposition,

(g) Any issues with movement of the Service member's spouse and dependents,

(h) Resources the Service member will need regular access: counseling, victims' legal counsel, SAPR, other, or not

applicable,

(i) Career path and other pertinent circumstances or facts, and

(j) Potential transfer of the alleged offender instead of the Service member requesting the transfer.

1. Commanders have the authority to request the transfer of the alleged offender. This reassignment or removal must not be taken as a punitive measure, but solely for the purpose of maintaining good order and discipline per reference (b), within the Service member's unit.

2. Once a Service member has been identified as an alleged offender, a transfer may occur at any time.

(8) Ensure Service members are counseled regarding:

(a) Reasonably foreseeable career impacts,

(b) Potential effect of the transfer or reassignment on the investigation and case disposition,

(c) Effect on bonus recoupment (e.g., if they cannot work in their specialty field),

(d) Other possible consequences of granting the request,

(e) Service member victims may be required to return for prosecution of the case, if the determination is made that prosecution is the appropriate command action, and

(f) Coordination with additional offices may be required for overseas or operational assignments.

c. Approval. If the CO approves the expedited transfer request, the following must be forwarded via encrypted e-mail to PERS-454 at expd trf.fct@navy.mil for processing. All documents will be retained on file for a period of 3 years from date of approval, including:

(1) The CO's written endorsement or action taken (exhibit 3) regarding the Service member's transfer request;

(2) DSAID case number (for SAPR cases);

(3) Fleet and Family Support Management Information System (FFSMIS) case number (for FAP cases);

(4) MCIO case number for offenses covered by reference (a), articles 120a, 120c, and 117a; and

(5) The Service member's request (exhibit 1), or the request on behalf of his or her military adult dependent (exhibit 2).

(a) For sexual assault cases: The CO must ensure the applicable SARC and or FAP POC and MCIO POC are notified of the approval of the Service member's transfer request.

(b) For stalking, other sexual misconduct, and wrongful broadcasting cases: Only for open cases, the CO must ensure the applicable MCIO POC is notified of the approval of the Service member's transfer request.

d. Disapproval. If the CO recommends disapproval of the expedited transfer request, the CO's written recommendation for disapproval and justification (exhibit 4) regarding the Service member's transfer request; DSAID case number for SAPR cases; FFSMIS case number for FAP case; MCIO case number for offenses covered by stalking, other sexual misconduct and wrongful broadcasting; and the name and information of the applicable POC, along with the Service member's request (exhibit 1 or 2, as applicable), must be forwarded to the first flag or general officer or senior executive service (SES)-equivalent (as applicable) in the requesting Service member's chain of command for higher level review and final decision. The request will be forwarded to the immediate superior in command if the Service member's CO is a flag officer.

(1) The flag or general officer or SES-equivalent must provide written approval or disapproval (exhibit 5) of the request within five days of receipt of the command-level recommendation.

(2) The flag or general officer's or SES-equivalent's approval or disapproval must be immediately forwarded (within five days of receipt of command-level recommendation) via encrypted e-mail to PERS-454 at expd trf.fct@navy.mil where it

will be processed and retained on file for a period of 3 years from date of endorsement.

e. Withdrawal. If at any time the requesting Service member elects not to proceed with an expedited transfer request, the request must be formally withdrawn by the Service member in writing to the CO (exhibit 6). The CO will forward a written letter (exhibit 7), along with the Service member's written withdrawal via encrypted e-mail to PERS-454 at: expd trf.fct@navy.mil. In the event the Service member subsequently desires an expedited transfer at a later date, the process must be reinitiated by the Service member, using the process outlined in this article.

Note: A Service member may not withdraw a request made on behalf of an adult military dependent who is the victim of sexual assault (non-domestic abuse related), without consent from the adult military dependent.

Exhibit 1
Service Member's Request for Expedited Transfer
(Use proper letter format)

Date

From: Rank/Rate First MI Last Name, USN(R)
To: Commanding Officer, (COMMAND)

Subj: REQUEST FOR EXPEDITED TRANSFER

Ref: (a) MILPERSMAN 1300-1205

1. I request an expedited transfer due to (state reason for request) per reference (a). I filed (an unrestricted report of sexual assault or a military criminal investigation organization (MCIO) report on stalking, other sexual misconduct, wrongful broadcast, or distribution of intimate visual images), on (day month year).

2. My preferred locations for (temporary reassignment or permanent transfer) are as follows:

a. (geographic location)

b. (geographic location)

c. (geographic location)

3. I am requesting the above locations because (state any specific reasons for your preferred location).

4. I understand every reasonable effort and consideration to minimize disruption to my normal career progression will be made pursuant to reference (a) and that alternate duty stations or types may be offered if the above preferences are not available. I understand Navy Personnel Command (NAVPERSCOM), Deployability Assessment Branch (PERS-454) will issue orders to a valid billet in a location that meets my career pathway and medical needs, including mental health and comfort level. Further, I understand execution of temporary duty, permanent change of activity, or permanent change of station orders will constitute my acknowledgement that my expedited transfer request has been fulfilled and that at any time I may elect to

withdraw my request in writing to PERS-454 via my chain of command.

Note: For overseas or operation assignments, coordination with additional offices may be required.

5. I may be contacted via e-mail: _____, commercial telephone: (111) 123-4567 or DSN: 123-4567.

SIGNATURE

Exhibit 2
Service Member's Request for an Expedited Transfer on Behalf of an Adult Military Dependent Sexual Assault Victim
(Use proper letter format)

Date

From: Rank/Rate First MI Last Name, USN(R)
To: Commanding Officer, (COMMAND)

To: Commanding Officer, (COMMAND)

Subj: REQUEST FOR EXPEDITED TRANSFER ON BEHALF OF [FIRST NAME, LAST NAME], ADULT MILITARY DEPENDENT VICTIM

Ref: (a) MILPERSMAN 1300-1205

1. I request an expedited transfer on behalf of my adult military dependent due to (state reason for request) per reference (a). My adult military dependent filed (an unrestricted report of sexual assault or a military criminal investigation organization (MCIO) report on stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images), on (day month year). I am attesting to the fact that the reason for this expedited transfer request is non-domestic abuse related.

2. (As applicable: I request both myself and my dependents are transferred or, I request only my dependents are transferred, or I request my dependents are transferred expeditiously and my transfer is delayed because)(add justification). My preferred locations for (temporary reassignment or permanent transfer) are as follows:

a. (geographic location)

b. (geographic location)

c. (geographic location)

3. I am requesting the above locations because (state any specific reasons for your preferred location).

4. I understand every reasonable effort and consideration to minimize disruption to my normal career progression will be made pursuant to reference (a) and that alternate duty stations or types may be offered if the above preferences are not available.

5. I understand that if my request is approved, Navy Personnel Command (NAVPERSCOM) Deployability Assessment and Assignment Branch (PERS-454) will issue orders to a valid billet in a location that meets my career pathway and medical needs, including mental health and comfort level. Further, I understand execution of temporary duty, permanent change of activity, or permanent change of station orders will constitute my acknowledgement that my expedited transfer request has been fulfilled and that at any time I may elect to withdraw my request in writing to PERS-454 via my chain of command.

Note: For overseas or operation assignments, coordination with additional offices may be required.

6. I may be contacted via e-mail:_____, commercial telephone: (111) 123-4567 or DSN: 123-4567.

SIGNATURE

Exhibit 3
Temporary Duty Notification/Permanent Change of station Recommendation
(Use proper letter format)

1300
Ser 00/
Date

From: Commanding Officer, (COMMAND)
To: Commander, Navy Personnel Command (PERS-454)

Subj: REQUEST FOR EXPEDITED TRANSFER ICO RANK/RATE FIRST, MI, LAST NAME, [IF APPLICABLE, ADD "ON BEHALF OF ADULT MILITARY DEPENDENT VICTIM"] USN(R)

Ref: (a) MILPERSMAN 1300-1205
(b) OPNAVINST 1752.1C

Encl: (1) Expedited Transfer Request ICO SNM of (day month year)
(2) Copy of Orders

1. Approved. Rank/Rate Service member's request for expedited transfer (enclosure 1), under reference (a), was received at 0000L (insert local time) on (day month year) and decided upon on within five days.

2. I have determined that the (unrestricted report of a sexual assault or a military criminal investigation organization (MCIO) report on stalking, other sexual misconduct or wrongful broadcast or distribution of intimate visual images is credible based on consultation with my staff judge advocate.

3. (If temporary duty) Rank/Rate Service member has been temporarily reassigned to division or command (unit identification code) as requested in enclosure (1) pursuant to reference (a). Rank/Rate Service member temporary duty orders are contained in enclosure (2).

4. (If recommending permanent change of station) Recommend Rank/Rate Service member to permanent change of station as requested in enclosure (1) pursuant to reference (a).

5. Every reasonable effort and consideration to minimize disruption to Rank/Rate Service member's normal career

progression was made pursuant to reference (a). I have advised the Service member regarding the reasonable foreseeable impact the transfer or reassignment may have on his or her career (i.e., the investigation and case disposition; initiation of other adverse action against the alleged offender; the effect on bonus recoupment, if any; and other possible consequences of granting the request and that the Service member may be required to return for prosecution of the case).

6. (For sexual assault cases) I will inform the gaining commander of the inbound expedited transfer per reference (b).

7. For stalking, other sexual misconduct, wrongful broadcast, or distribution of intimate visual images cases: I will inform the gaining commander of the inbound expedited transfer per reference (a).

8. My point of contact, _____, may be contacted via e-mail: _____, commercial telephone: (111) 123-4567 or DSN: 123-4567.

9. For sexual assault cases: (Defense Sexual Assault Incident Database/Fleet and Family Support Management Information System case number for this request is: _____and the (sexual assault response coordinator (SARC)/Family Advocacy Program (FAP) point of contact), (name and contact information), was notified of the expedited transfer approval on (day month year).

10. (For open cases only) For stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images cases: The MCIO case number for this request is: _____ and the MCIO point of contact, (name and contact information), was notified of the expedited transfer approval on (day month year).

SIGNATURE

Copy to:
Service member
SARC/FAP POC

Exhibit 4
CO's Recommendation for Disapproval
(Use proper letter format)

1300
Ser 00/
Date

From: Commanding Officer, (COMMAND)
To: Flag/General Officer or SES Equivalent

Subj: REQUEST FOR EXPEDITED TRANSFER [IF APPLICABLE, ADD "ON BEHALF OF ADULT MILITARY DEPENDENT VICTIM"] ICO RATE/RANK FIRST, MIDDLE NAME, LAST NAME

Ref: (a) MILPERSMAN 1300-1205

Encl: (1) Expedited Transfer Request ICO SNM of (day month year)
(2) Copy of Orders

1. Recommend disapproval. Rank/Rate Service member's request for an expedited transfer (enclosure 1) under reference (a) was received at 0000L (insert local time) on (day month year) and decided upon on within five days.

2. I have determined that the (unrestricted report of sexual assault or military criminal investigation organization (MCIO) report for stalking, other sexual misconduct, wrongful broadcast, or distribution of intimate visual images (is/is not) credible based on consultation with my staff judge advocate.

3. I recommend disapproval of this request for expedited transfer due to the following reason(s): (list reason(s))

4. (If TEMDU) Rank/Rate Service member has been temporarily reassigned to division or command (UIC) as requested in enclosure (1) pursuant to reference (a). Rank/Rate Service member TEMDU orders are in enclosure (2).

5. Every reasonable effort and consideration to minimize disruption to Rank/Rate Service member's normal career progression was made pursuant to reference (a). I have advised the Service member regarding the reasonably foreseeable impact the transfer or reassignment may have on his or her career (e.g., the investigation and case disposition; initiation of other

adverse action against the alleged offender; the effect on bonus recoupment, if any; and other possible consequences of granting the request and that the Service member may be required to return for prosecution of the case).

6. My point of contact, _____, may be contacted via e-mail: _____, commercial telephone: (111)123-4567 or DSN: 123-4567.

7. For sexual assault cases: The (Defense Sexual Assault Incident Database (DSAID)/Fleet Family Support Management Information System (FFSMIS)) case number for this request is: _____ and the sexual assault response coordinator (SARC)/fleet assistance personnel point of contact) is: (name and contact information).

8. For stalking, other sexual misconduct, wrongful broadcast, or distribution of intimate visual images cases: The MCIO case number for this request is: _____ and the MCIO point of contact is: (name and contact information).

SIGNATURE

Copy to:
Service member

Exhibit 5
Flag Officer's Recommendation
(Use proper letter format)

1300
Ser 00/
Date

From: Flag or General Officer or SES Equivalent
To: Commander, Navy Personnel Command (PERS-454)

Subj: REQUEST FOR EXPEDITED TRANSFER [IF APPLICABLE, ADD "ON BEHALF OF ADULT MILITARY DEPENDENT VICTIM"] ICO RANK/RATE FIRST MI LAST NAME, USN(R)

Ref: (a) MILPERSMAN 1300-1205

Encl: (1) Expedited Transfer Request ICO SNM of (day month year)

1. Approved/Disapproved. Rank/Rate Service member's request for an expedited transfer (enclosure 1) under reference (a) was received at 0000L (insert local time) on (day month year) and decided upon on within five days.

2. I have determined that the (unrestricted report of sexual assault or military criminal investigation organization (MCIO) report on stalking, other sexual misconduct, wrongful broadcast, or distribution of intimate visual images) (is/is not) credible on consultation with my judge advocate.

3. I (approved/disapproved) this request for expedited transfer due to the following reason(s): (list reason(s))

4. (If approved) For sexual assault cases: The (DSAID/FFSMIS) case number for this request is: _____ and the losing (sexual assault response coordinator (SARC)/fleet assistance personnel (FAP) point of contact), (name and contact information), was notified of the expedited transfer approval on (day month year).

5. (For open cases only) (If approved) For stalking, other sexual misconduct, wrongful broadcast, or distribution of intimate visual images cases: The MCIO case number for this request is: _____ and MCIO point of contact, (name

and contact information), was notified of the expedited transfer approval on (day month year).

6. My point of contact, _____, may be contacted via e-mail: _____, commercial telephone: (111)123-4567 or DSN: 123-4567.

7. My contact information is e-mail: _____, commercial telephone: (111)123-4567 or DSN: 123-4567.

SIGNATURE

Copy to:
Command
Service member

Exhibit 6
Service Member's Withdrawal of Expedited Transfer Request
(Use proper letter format)

Date

From: Rank/Rate First MI Last Name, USN(R)
To: Commanding Officer, Command

Subj: REQUEST FOR EXPEDITED TRANSFER WITHDRAWAL

Ref: (a) MILPERSMAN 1300-1205

1. Per reference (a), I withdraw my request for expedited transfer of (day month year) due to (provide reason(s)).

SIGNATURE

Exhibit 7
CO's Endorsement of Service Member's Withdrawal of Expedited Transfer Request
(Use proper letter format)

1300
Ser 00/
Date

From: Commanding Officer, (COMMAND)
To: Commander Navy Personnel Command (PERS-454)

Subj: REQUEST FOR WITHDRAWAL OF EXPEDITED TRANSFER REQUEST ICO RANK/RATE FIRST MI LAST NAME, USN(R)

Ref: (a) MILPERSMAN 1300-1205

Encl: (1) Expedited Transfer Withdrawal ICO SNM of (day month year)

1. Per reference (a), Rank/Rate Last Name has withdrawn (his or her) request (enclosure 1) for expedited transfer of (day month year) due to (provide reason(s)).

2. The Service member is aware that a subsequent request can be made at any time.

SIGNATURE

Copy to:
Service member

Exhibit 8
Commanding Officer (CO) Checklist for Expedited Transfers

A. Receiving an Expedited Transfer Request	
1. Has the CO received a written expedited transfer request (exhibit 1) from the Service member?	**YES** ☐ **NO** ☐
2. Has the time and date received been noted on the original document to establish the start of the five day time frame?	**YES** ☐ **NO** ☐
3. Has the CO consulted with a staff judge advocate (SJA) representative to determine the credibility of the unrestricted report of sexual assault or military criminal investigation organization (MCIO) report on stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images?	**YES** ☐ **NO** ☐
3a. For sexual assault cases: Did the CO immediately notify the sexual assault response coordinator (SARC)?	**YES** ☐ **NO** ☐
3b. For sexual assault cases: Did the CO consult with the SARC/Family Advocacy Program (FAP) point of contact to verify an unrestricted report is documented in DSAID/FFSMIS? DSAID/FFSMIS case number: _____	**YES** ☐ **NO** ☐
3c. For stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images cases: Did the CO consult with local MCIO to verify a report is documented? Case/Report number: _____	**YES** ☐ **NO** ☐
4. Has the CO considered the following factors in determining approval of the request?	
4a. Service member's reason for requesting the transfer?	**YES** ☐ **NO** ☐
4b. Nature and circumstances of the offense?	**YES** ☐ **NO** ☐
4c. Whether a temporary transfer will meet the Service member's needs and the operational needs of the unit? (situational requirements should be considered)	**YES** ☐ **NO** ☐
4d. Training status and limitations of the Service member?	**YES** ☐ **NO** ☐
4e. Availability of positions within other units on the installation?	**YES** ☐ **NO** ☐

4f. Status of the investigation and the potential impact on the investigation and future disposition of the offense after consulting with the Naval Criminal Investigative Service and the supporting SJA?	**YES** ☐ **NO** ☐
4g. Any issues with the Service member moving spouse and dependents?	**YES** ☐ **NO** ☐
4h. Resources the Service member will need regular access: e.g., medical counseling, victims' legal counsel (VLC), sexual assault prevention and response (SAPR), FAP?	**YES** ☐ **NO** ☐
4i. Any other pertinent circumstances or facts?	**YES** ☐ **NO** ☐
4j. Transfer of the alleged offender (Service member) (instead of the Service member requesting the transfer).	**YES** ☐ **NO** ☐
5. Has the Service member been counseled regarding:	
5a. Reasonable foreseeable career impacts?	**YES** ☐ **NO** ☐
5b. The potential effect of the transfer or reassignment on the investigation and case disposition?	**YES** ☐ **NO** ☐
5c. Is the Service member receiving a bonus for this assignment? If yes, further coordination is required with NAVPERSCOM Deployability Assessment and Assignment Branch (PERS-454).	**YES** ☐ **NO** ☐
5d. Other possible consequences of granting the request?	**YES** ☐ **NO** ☐
6. Does the Service member still wish to proceed with the expedited transfer?	**YES** ☐ **NO** ☐
B. If CO approves:	
1. For sexual assault cases: Has the losing command's SARC/FAP and MCIO point of contact been notified of the expedited transfer request?	**YES** ☐ **NO** ☐
2. Have you drafted an endorsement per exhibit 3?	**YES** ☐ **NO** ☐
3. Have you provided the Service member and SARC with a copy of the signed version of exhibit 3?	**YES** ☐ **NO** ☐
4. Forward exhibits 1 or 2, as applicable, and exhibit 3 to PERS-454 via expd trf.fct@navy.mil within five days.	**YES** ☐ **NO** ☐
5. For sexual assault cases: Has the losing command's SARC/FAP and MCIO point of contact been notified of the expedited transfer request?	**YES** ☐ **NO** ☐

6. Was the Service member advised of the requirement to have a single "outbrief meeting" with the losing SARC and an "intake meeting" (to be arranged by the losing SARC) with the gaining SARC.	**YES** ☐ **NO** ☐
7. Has the mandatory "outbrief meeting" with the losing SARC been scheduled?	**YES** ☐ **NO** ☐
8. Has the Service member been advised of the requirement to have an "intake meeting" with the gaining CO if the Service member victim seeks continued advocacy, legal, or healthcare (mental health or other medical) services at the new location, or if the investigation or legal proceeding involving the Service member victim's report is ongoing at the time of the transfer.	**YES** ☐ **NO** ☐
9. (For open cases only) For stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images cases: Has MCIO point of contact been notified of the expedited transfer approval?	**YES** ☐ **NO** ☐
C. If CO recommends disapproval	
1. Have you disapproved the expedited transfer? (signed exhibit 4)	**YES** ☐ **NO** ☐
2. Have you notified the Service member of the disapproval?	**YES** ☐ **NO** ☐
3. Have you forwarded the Service member's expedited transfer request and your written justification for disapproval/action (exhibits 1 or 2 and exhibit 4) to the first flag or general officer or senior executive service-equivalent within five days of receipt of the expedited transfer request?	**YES** ☐ **NO** ☐
D. First Flag Officer (FFO)/General Officer (GO) Review	
1. Has the Service member's expedited transfer request (exhibit 1 or 2), command endorsement (exhibit4) and FFO, GO, or SES recommendation (exhibit 5) been forwarded to PERS-454 via expd trf.fct@navy.mil within five days of receipt of command-level endorsement?	**YES** ☐ **NO** ☐
E. Orders	
1. Has the Service member been notified of orders to preferred location? If yes, go to section F below.	**YES** ☐ **NO** ☐

2. (If applicable) Has the Service member been notified that (his or her) preferred locations are not available and PERS-454 has a valid billet in a location that meets the Service member's career pathway, medical needs, including mental health and comfort level? If yes, go to step E.	**YES** ☐ **NO** ☐
2a. Does the member accept the orders to the alternate location? If yes, go to G. If no, go to F.	**YES** ☐ **NO** ☐
2b. (For open cases only) For stalking, other sexual misconduct, wrongful broadcast or distribution of intimate visual images cases: Has MCIO point of contact (POC) been notified of the expedited transfer approval?	**YES** ☐ **NO** ☐
F. Withdrawal of Expedited Transfer	
1. Has the Service member elected to withdraw the request for expedited transfer? If no, go to step F.	**YES** ☐ **NO** ☐
2. Was the request for expedited transfer withdrawal (via exhibit 6) submitted to you?	**YES** ☐ **NO** ☐
3. Did the CO notify PERS-454 (via exhibit 1 or 2 (as applicable), 6 and 7) of the Service member's decision to withdraw (his or her) request?	**YES** ☐ **NO** ☐
G. Orders Issued	
1. Have you informed the Service member of (his or her) orders and anticipated detach and report time frame?	**YES** ☐ **NO** ☐
2. For sexual assault cases: Have you notified the SARC/FAP, MCIO POC, and SJA of the orders, gaining command information, and anticipated detach and report timeframe?	**YES** ☐ **NO**☐
2a. (For open cases only) For stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images cases: Have you notified applicable MCIO POC and SJA of the orders, gaining command information, and anticipated detach and report time frame?	**YES** ☐ **NO** ☐
3. For sexual assault cases: Have you notified the gaining CO per references (e), (g), and (h)?	**YES** ☐ **NO** ☐
4. For stalking, other sexual misconduct, or wrongful broadcast or distribution of intimate visual images cases: For cases with ongoing investigations and or legal proceedings, have you notified the gaining CO of the status of the open investigation and or legal proceedings?	**YES** ☐ **NO** ☐

H. Checkout Process	
1. Has the Service member been encouraged to checkout with the MCIO agent, FAP, and or VLC where applicable?	**YES** ☐ **NO** ☐
2. Has the Service member completed the mandatory "outbrief" with the SARC?	**YES** ☐ **NO** ☐
3. Has the Service member met all requirements for transfer? (Overseas screening, operational screening, etc.) **Note:** For overseas or operational assignments, coordination with additional offices may be required.	**YES** ☐ **NO** ☐
4. Has the Service member received a detaching evaluation or fitness report?	**YES** ☐ **NO** ☐
I. Losing and Gaining SARC's Responsibility for Approved Expedited Transfer	
1. Did the Service member receive the "outbrief" and were SAPR questions addressed about the transfer process? During the outbrief meeting, was the following covered:	**YES** ☐ **NO** ☐
1a. The case will be transferred to the SARC at the gaining location for a mandatory "intake meeting."	**YES** ☐ **NO** ☐
1b. Did the losing SARC explain that the purpose of the "intake meeting" with the gaining SARC is to help the Service member victim understand the full range of support options at the new installation, facilitate appointments with mental health, medical, advocacy, legal services, or other response personnel at the new location, and help answer any questions the Service member may have?	**YES** ☐ **NO** ☐
1c. Does the Service member understand that after the "intake meeting" with the gaining SARC, the Service member may decline any further SAPR services?	**YES** ☐ **NO** ☐
1d. Did the losing SARC explain to the Service member that he or she may also be required to have an "intake meeting" with the gaining CO, if he or she is seeking continued advocacy, legal, or healthcare (mental health or other medical) services at the new location, or if the investigation or legal proceeding involving Service member's report is ongoing at the time of	**YES** ☐ **NO** ☐

the transfer?	
1e. Did the losing and gaining SARC advise the Service Member that the "intake meeting" with the CO and the "intake meeting" with the gaining SARC will not occur at the same time without explicit victim consent, in which SARCs will inform the Service member victim in advance that the communications with the gaining SARC and gaining CO in a joint meeting will not be privileged under Military Rule of Evidence 514?	**YES** ☐ **NO** ☐
1f. Did the losing SARC facilitate the scheduling of the "intake meeting" with the gaining SARC, taking into account the Service member victim's leave and transfer/travel time?	**YES** ☐ **NO** ☐
1g. Did the losing SARC provide the Service member with the gaining SARC's name and contact information, to include the address of the gaining SARC's office, as well as an appointment date and time?	**YES** ☐ **NO** ☐
1h. Did the losing SARC follow existing procedures to transfer the case in DSAID to the gaining SARC after information on the expedited transfer has been annotated? Note: Losing SARCs are not required to obtain Service member victim consent to transfer the case on the DD 2910 and will leave Section 7, "Victim Consented to Transfer of (RR/UR) Case Documents to Another SARC," of the DD 2910 blank.	**YES** ☐ **NO** ☐
1i. During the "intake meeting," did the gaining SARC explain the full range of support options at the new installation, facilitate appointments with mental health, medical, advocacy, legal services, or other response personnel, and help answer any questions the Service member had?	**YES** ☐ **NO** ☐
1j. Did the gaining SARC explain that after the "intake meeting," the Service member may decline any further SAPR services?	**YES** ☐ **NO** ☐
1k. Did the gaining SARC coordinate with the gaining CO for a separate CO "intake meeting," if required using the criteria explained above (1e)?	**YES** ☐ **NO** ☐
1l. Has the gaining SARC ensured the case management group (CMG) at the gaining installation will review the Service member victim's case at the CMG meeting per existing DoD policy.	**YES** ☐ **NO** ☐

1m. Did the gaining SARC update the Service member's case in DSAID per the Service member victim's decision for continued services?	**YES** ☐ **NO** ☐

MILPERSMAN 1300-1300

ASSIGNMENT OF ACTIVE DUTY PERSONNEL WITH BLOODBORNE PATHOGENS (BBP)

Responsible Office	NAVPERSCOM (PERS-454)	Phone: DSN COM	882-4734 (901) 874-4734

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 6485.01 of 7 June 2013 (b) SECNAVINST 5300.30F (c) OPNAVINST 1300.20 (d) DoD Instruction 1332.45 of 30 July 2018 (e) SECNAVINST 5211.5F (f) NAVMED P117, Manual of the Medical Department October 2020 (g) SECNAVINST 1850.4F

1. **Policy**. Assignment policy for personnel infected with bloodborne pathogens (BBP) is governed by references (a) through (c). This policy outlines the assignment and distribution processes for active duty Service members infected with a BBP. The policy that outlines the assignment and distribution process for Navy Reserve Service members infected with BBP can be found in reference (b). The procedures outlined herein ensure that Service members (Active Component and full time support) infected with BBP have the opportunity to fill valid operationally and overseas billets.

a. Service members who have a BBP will be retained in the Service unless they demonstrate an unfitting medical condition(s). Service members who demonstrate an unfitting medical condition(s) shall be referred to the Integrated Disability Evaluation System (IDES) per reference (d).

b. Assignment restrictions cannot be imposed on BBP-infected Service members, except as delineated by this article and by reference (b). Any proposed changes in assignment policy which affect BBP-infected Service members must be coordinated

with Navy Personnel Command (NAVPERSCOM), Deployability Assessment and Assignment Branch (PERS-454) per reference (b).

2. **Definition**. BBP: Pathogenic microorganisms, transmitted via human blood, which cause disease in humans. They include, but are not limited to, hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

3. **Confidentiality**. Maintaining the confidentiality of Service members infected with BBP is absolutely essential. Correspondence, electronic mail (e-mail), and verbal or phone discussions regarding BBP-infected Service members will be limited to the following personnel: the BBP-infected Service member, personnel within NAVPERSCOM who have a demonstrated need to know in order to perform their duties and assign these Service members, the commanding officer (CO) of the proposed gaining command, and the senior medical officer or senior medical department representative of the proposed gaining command. Strict compliance with the provisions of the Privacy Act is required per reference (e).

a. E-mails regarding BBP-infected Service members containing names, Social Security numbers, Department of Defense Identification/Electronic Data Interchange Personal Identifier (DODID/EDIPI) or other Personally Identifying Information (PII) shall be digitally-signed and public key infrastructure-encrypted.

b. Hard-copy correspondence must be pre-coordinated before mailing to PERS-454. If used, all hard-copy correspondence regarding BBP Service members which contains names, Social Security numbers, DODID/EDIPI or other PII will:

(1) Be double wrapped with the inner layer marked as Controlled Unclassified Information (CUI) and include a SF-901, CUI cover sheet should be used.

(2) Be mailed to only those with an official need to know,

(3) Be sent via a mailing service that can provide tracking information, and

(4) Be handled and destroyed per Department of Defense privacy directives.

4. **Assignment Procedures**. The Assistant Commander, Navy Personnel Command for Career Management (PERS-4) will coordinate policy and assignment for Service members infected with BBP. Service members with BBP may not be assigned or reassigned without PERS-454 approval.

a. Personnel with a BBP infection will be detailed according to the normal assignment policies (i.e., sea/shore flow and career progression) and will be screened for assignment in exhibit (1). PERS-4 detailers will coordinate with PERS-454 for all orders affecting BBP.

b. Any questions regarding assignments should be referred to PERS-454.

c. HIV:

(1) When a Service member is initially identified as having HIV during overseas screening, operational screening, or in the normal course of healthcare services, the Navy Bloodborne Infection Management Center (NBIMC) will notify PERS-454 and the Service member's CO.

(2) For a new diagnosis of an HIV positive member, the CO will arrange for the timely notification of the Service member per reference (b).

(3) A newly diagnosed HIV-positive Service member will be placed on temporary limited duty (TLD) upon checking into the HIV Evaluation Treatment Unit per references (b) and (e). COs may contact PERS-454 via points of contact listed. Upon reaching stability, the Service member will be screened by the NBIMC and complete a medical assignment screening as outlined in MILPERSMAN 1300-800, Transfer of Personnel to Operational Duty (Operational Screening). Service members who require more than 12 months of TLD will be referred to the IDES per references (c) and (e). If qualified, rating conversion or lateral transfer may be an additional option, refer to MILPERSMAN 1440-010, Conversion Authorization; and 1440-011, Forced Conversion; for enlisted personnel and current naval administrative (NAVADMIN) message for officer lateral transfer.

(4) Newly diagnosed Service members must be thoroughly educated on their condition and the permanent assignment limitations outlined in exhibit 1 due to their medical status, to include possible port visit restrictions by host nations.

For the most current information on country restrictions on entry, stay, and residence of HIV-positive persons to ensure he or she understands the scope of countries with restrictions that may be applicable to Outside continental United States (OCONUS) or operational assignment.

d. Chronic Hepatitis:

(1) Service members initially diagnosed with chronic hepatitis B or C will be placed on TLD until dispositioned by either infectious disease or gastroenterology. Treatment will follow appropriate clinical guidelines.

(2) Service members with chronic HBV or HCV who go beyond 12 months of treatment, have failed treatment, who are not candidates for treatment, or who have complications from the infection which impair their ability to perform the required duties of rate, rank or office, will be referred to the IDES.

5. **Procedures for OCONUS or Operational Orders**. Service members with a BBP infection will be detailed according to the normal assignment policies (i.e., sea/shore flow and career progression) and will be screened for assignment to commands described in exhibit 1. Due to potential austere environments and limited medical facilities, Service members with a BBP will not be considered for overseas individual augmentee tours or remote duty assignments.

a. The Service member will acknowledge during the screening process that additional personnel will need to know of their medical condition(s). BBP Service members will also acknowledge that they may be prohibited from taking liberty, leave, or temporary duty in countries that have entry restrictions applicable to persons with BBP, such as HIV.

b. For the most current information on country restrictions, the Service member should visit the following Web sites: www.hivtravel.org and https://travel.state.gov/content/passports/en/country.html.

c. Assignment applications:

(1) Enlisted members will follow regular procedures of MyNavy Assignments (MNA) System entry.

(2) Officers will contact their detailers directly.

d. If the Service member is not medically cleared from NBIMC after 12 months of TLD, they will be referred to IDES per reference (e).

6. **Responsibilities**. All personnel must ensure that Service member medical information is protected per the Health Insurance Portability and Accountability Act and the Privacy Act (as appropriate). Adherence to the process timelines for OCONUS and operational orders is very important to Navy command manning levels and prioritization of outstanding requisitions.

a. Service member:

(1) Enlisted Service members will negotiate orders via MNA.

(2) Officers will contact detailers directly.

b. PERS-454:

(1) Execute BBP assignment policy.

(2) Coordinate with NBIMC.

(3) Coordinate assignment with detailers and Service members.

(4) Inform prospective CO of Service members' assignment to their commands.

c. Detailer:

(1) Coordinate with Service member and PERS-454 for assignments.

(2) Notify PERS-454 if a Service member who negotiated orders to an operational assignment is found unsuitable.

d. NBIMC:

(1) The NBIMC will provide guidance to commands upon initial detection of Service members who are positive for a BBP.

(2) The NBIMC will provide formal notification of approval or disapproval to PERS-454 for operational duty

utilizing exhibit 2. Exhibit 2 will be scanned into appropriate electronic health record for review.

(3) The Bureau of Medicine and Surgery (BUMED) Resource Management Department will provide travel for initial evaluation and treatment of BBP active duty Service member.

(4) The NBIMC and treating HIV evaluation and treatment units will ensure all newly diagnosed and unstable BBP Service members are placed on TLD and/or referred to IDES as outlined above.

(5) Per reference (f), chapter 15, personnel in special communities such as aviation duty, diving duty, special warfare, or submarine duty who are diagnosed HIV-positive, require a BUMED waiver of medical standards to continue in these programs.

e. Screening command:

(1) Ensure the Service member has been approved through the overseas screening or operational screening process per reference (g), MILPERSMAN 1300-300, Overseas/Remote Service General Information; 1300-302, Suitability and Selection for Overseas Service; 1300-304, Suitability for Overseas Assignment Screening and Reporting; 1300-800 and 1306-801, Enlisted Assignment Screening for all BBP conditions. Exhibit 2 will be used as formal clearance for operational duty in regards to the BBP specifically.

(2) For the most current information on country restrictions, the screening command should visit the following Web sites: www.hivtravel.org and https://travel.state.gov/content/passports/en/country.html.

f. Prospective commands will notify PERS-454 regarding acceptance of assignment, within 48 hours of notification of prospective gain. Any command inquiries, regarding personnel with BBP, should be referred to PERS-454 for response coordination.

EXHIBIT 1

LIST OF COMMANDS ELIGIBLE FOR OVERSEAS OR OPERATIONAL ASSIGNMENT OF MEMBERS WITH BLOODBORNE PATHOGENS (BBP)

1. The following OCONUS medical facilities are capable of providing medical services to members with identified BBP:

NAVAL HOSPITAL ROTA SPAIN
NAVAL HOSPITAL NAPLES ITALY
NAVAL HOSPITAL SIGONELLA ITALY
NAVAL HOSPITAL GUAM MARIANA ISLAND
NAVAL HOSPITAL YOKOSUKA JAPAN
NAVAL HOSPITAL OKINAWA JAPAN
NAVAL HOSPITAL GUANTANAMO BAY CUBA
NAVAL HEALTH CLINIC HAWAII HAWAIIAN ISLAND (TRIPLER Army Medical Center)

2. Service members with BBPs can be detailed to operational assignments and sea duty squadrons that have a permanently assigned medical officer. No Fleet Marine Force billets will be authorized.

EXHIBIT 2

NAVY BLOODBORNE INFECTION MANAGEMENT CENTER (NBIMC) OPERATIONAL /OVERSEAS SCREENING

1. This Service member requires additional screening for operational/overseas duty. I have determined that this member's medical suitability with consideration of ONLY his or her bloodborne pathogen condition is (approved/not approved) for operational/overseas duty. Member's screening is valid for 6 months prior to receipt of orders. If it is determined that the member is not suitable for operational duty he or she will be directed to be placed on TLD until he or she can successfully screen for operational duty. If it is determined that the Service Member has been non-deployable for a period equal to or greater than 12 months, who have failed treatment, or who have complications from the infection which impair his or her ability to perform the required duties of rate, rank or office will be directed to be referred to the Integrated Disability Evaluation System (IDES).

2. For further discussion of this matter, the Officer in Charge, NBIMC can be reached at dha.bethesda.j-11.mbx.nbimc-oic@mail.mil.

_____
OIC NBIMC

MILPERSMAN 1300-1306

ACTIVE DUTY PREGNANCY POLICY AND PLACEMENT PROCEDURES

Responsible Office	NAVPERSCOM (PERS-454)	Phone: DSN COM	882-3867 (901) 874-3867
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) COMNAVRESFORINST 6000.1E (b) SECNAVINST 1000.10A (c) OPNAVINST 6000.1C (d) COMFLTFORCOM/COMNAVPERSCOMINST 1300.1A (e) NAVMED P-117, Manual of the Medical Department (MANMED) (f) OPNAVINST 1220.1E

1. **Purpose**. This article standardizes procedures for the assignment, accountability, and disposition of active duty (Active Component and Full Time Support), enlisted and officer, pregnant military personnel (hereafter referred to as Service members). Refer to reference (a) for Reserve Component pregnant Service members.

2. **Background**. Per reference (b), pregnant Service members are fully participating members of the Navy team. Pregnancy is a natural event that can occur in the lives of Service members and is not a presumption of medical incapability. Pregnancy could, however, affect a command's operational readiness by temporarily limiting a Service member's ability and availability to perform all assigned tasks.

3. **Definitions**

a. **Distribution Navy Enlisted Classification Code (DNEC) 0054** - A code that is assigned by Navy Personnel Command (NAVPERSCOM), Deployability Assessment Branch (PERS-454) to a pregnant enlisted Service member upon receipt of official notification of pregnancy, in receipt of operational deferment orders, or a Service member who remains onboard a shore tour and

is within 9 months of her original projected rotation date (PRD). Service members with DNEC 0054 will have their PRDs automatically adjusted to 12 months post-delivery by PERS-454. However, if the Service member's initial PRD was equal to or greater than 12 months post-delivery, the PRD will remain unchanged and the Service member will not be assigned DNEC 0054.

b. **Pregnancy (Class "DP" Availability (AVAIL))** - Per MILPERSMAN 1306-1702, a DP AVAIL is a request from a command to make an enlisted pregnant Service member available for operational deferment permanent change of station (PCS) orders. A DP AVAIL is also required for students to continue training at a school activity due to pregnancy, and students who will complete current course of instruction, but not attend further training. Additionally, a new DP AVAIL is also required for Service members attached to a non-operational activity when an assigned pregnancy tour length will exceed the Service member's PRD. Lastly, a new DP AVAIL is to be submitted for subsequent pregnancies during assigned pregnancy tour.

c. **Non-Operational Commands** - For officers, officer onboard type assignment code (TAC) S, O, A, or H are non-operational. For enlisted, type duty 1, 3, and 6 are non-operational.

d. **Operational Commands** - For officers, TAC C or D are operational. For enlisted, type duty 2 or 4 are operational.

e. **Official Notification of Pregnancy** - Per reference (c), commanding officer (CO) or officer in charge (OIC) must be notified of pregnancy in writing, and as soon as possible, but no later than 2 weeks after official notification by health care provider (HCP).

f. **Operational Deferment Tour** - The period of time from official notification and placement of pregnant Service members from an operational command to a non-operational command. A Service member who gives birth will be deferred from all transfers (e.g., PCS, temporary additional duty, etc.) to operational assignments for the duration of pregnancy, delivery, and 12 month period following delivery or 6 month period following stillbirth or neonatal demise (infant death 0-28 days following birth).

g. **Operational Deferment Tour Termination Request** - At any point following completion of maternity leave, Service members may request to terminate their 12-month postpartum operational deferment in order to return to an operational command (TAC C or D (officers) or type duty 2 or 4 (enlisted)). Requests must be initiated by the Service member, per reference (c), using NAVPERS 1301/85 Officer Personnel Action Request or NAVPERS 1306/7 Enlisted Personnel Action Request which may be accessed using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx. Service members must initiate requests, per reference (c), using NAVPERS 1301/85 Officer Personnel Action Request or NAVPERS 1306/7 Enlisted Personnel Action Request. Requests will be accompanied by an endorsement from the Service member's primary care manager or obstetric provider to ensure there are no medical issues associated with returning to TAC C and D (officer) or type duty 2 or 4 (enlisted) duty. Requests will be granted on a case-by-case basis by the cognizant detailer.

h. **Waiver to Remain on Board** - A request from the member to remain onboard an operational command during the period of pregnancy and 12 months post-delivery. The waiver must be submitted to the cognizant detailer for officers or PERS-454 for enlisted. The waiver must include endorsements from the Service member, the CO or OIC, and the HCP. All endorsements must be on command letterhead. The Service member may request at any time to cancel the waiver, necessitating transfer to shore.

4. Responsibilities

a. **CO or OIC (Operational Commands):** Must designate (in writing) a qualified and trained deployability coordinator to work in concert with the medical treatment facility (MTF) to report and track all pregnant Service members.

b. **CO or OIC (Non-Operational Commands):**

(1) Must designate (in writing) a qualified and trained deployability coordinator to work in concert with the MTF to report and track all pregnant Service members.

(2) Must ensure compliance with MILPERSMAN 1050-435 for administration of maternity leave.

c. **Command Deployability Coordinator (Operational Commands):**

(1) Process, track, and monitor Service members identified as pregnant by MTFs. Be responsible for receipt of official notification of pregnancy, notifying the chain of command.

(a) Process DP AVAILS (when required) for pregnant enlisted Service members, per MILPERSMAN 1306-1702, and send copy of the DP AVAIL to pregavail-tld@navy.mil.

(b) Send a copy of the officer's pregnancy notification from the servicing MTF to PERS-454 functional mailbox at: mil DAOPers-454@navy.mil.

(2) Report all pregnant Service members that are returned early from outside of the continental United States (OCONUS) into Bureau of Naval Personnel (BUPERS) Online (BOL). It is essential to maintain close liaison with MTFs and PERS-454.

(3) Comply with all requirements regarding the management of pregnant Service members outlined in this article, references (b) through (e), and all associated relevant instructions.

(4) Ensure, as operational requirements dictate, the pregnant Service member does not remain onboard for deployments after notification of pregnancy or after the 20th week of gestation, if ship is in port or command is not deploying without an approved waiver per reference (c). Service members may not remain onboard an operational command if either the Service member or the unborn child(ren)'s health may be jeopardized (e.g., potential exposure to electricity, hazardous fluids, heavy lifting, hazardous noise levels, etc.).

(5) If the Service member requests a waiver to remain onboard an operational command, the complete package must be received, processed, and adjudicated by the cognizant detailer for officers or PERS-454 for enlisted before the 20th week of gestation. Packages will be rejected if the pregnant Service member's postpartum period (i.e., 12 months post-delivery) exceeds the current PRD, unless the Service member waives the portion of the operational deferment period that exceeds PRD.

(6) During this process, if a Service member is identified through the MTF as no longer being pregnant, the following actions must take place:

(a) For enlisted Service members, if a DP AVAIL was submitted and the Service member's orders have not been released, submit a cancellation DP AVAIL to PERS-454 to e-mail: pregavail-tld@navy.mil.

(b) For enlisted Service members, if a DP AVAIL was submitted and the Service member's orders have been released, a Navy message requesting cancellation of orders must be submitted to the appropriate rating detailer. Also, a termination of pregnancy tour requirement (DY) AVAIL must be entered into the Navy Standard Integrated Personnel System per MILPERSMAN 1306-1702.

(c) For officers, notify PERS-454 via e-mail: mil DAOPers-454@navy.mil and the cognizant detailer for order modification as necessary.

(7) Ensure all pregnant Service members' data (officer or enlisted) are entered into the Medical Readiness Reporting System (MRRS) upon official notification of pregnancy.

d. **Command Deployability Coordinator (Non-Operational)**

(1) Process, track, and monitor Service members identified as pregnant by MTFs. Be responsible for receipt of official notification of pregnancy, notifying the chain of command and processing DP AVAILs (when required) for enlisted pregnant Service members, per MILPERSMAN 1306-1702, and send copy of the DP AVAIL to e-mail: pregavail-tld@navy.mil.

(2) Send a copy of the officer's pregnancy notification from the servicing MTF to PERS-454 functional mailbox at: mil DAOPers-454@navy.mil.

(3) Report all pregnant Service members that are returned early from OCONUS into BOL. It is essential that coordinators maintain close liaison with MTFs and PERS-454.

(4) Comply with all requirements regarding the management of pregnant personnel outlined in this article,

references (b) through (e), and all associated relevant instructions.

(5) Ensure all pregnant Service members' data (officer or enlisted) is entered into the MRRS upon official notification of pregnancy.

e. **MTF Deployability Coordinator**

(1) Be designated in writing as a deployability coordinator per reference (e), chapter 18 (formally known as a limited duty (LIMDU) coordinator).

(2) Ensure completion of temporary NAVPERS 1070/613 Administrative Remarks per reference (c).

(3) Ensure all pregnancies are entered into MRRS.

(4) Report when a Service member is no longer pregnant to the command deployability coordinator.

f. **Service Members**

(1) Are expected to balance the demands of a naval career with their family plans and responsibilities per reference (c).

(2) Must seek confirmation of pregnancy by a military HCP or civilian HCP in cases of inaccessibility to a MTF as soon as possible after pregnancy is suspected.

(3) Must notify their CO or OIC of a pregnancy as soon as possible, but no later than 2 weeks after notification of pregnancy by the HCP. This will facilitate planning a replacement requisition if the Service member is at an operational command.

(4) Must report as soon as possible after confirmation of pregnancy to the supporting MTF to establish a prenatal care program.

(5) Are required to notify NAVPERSCOM when they are at a non-operational command and are within 12 months of their PRDs as follows:

(a) Enlisted Service members must submit DP AVAIL, per MILPERSMAN 1306-1702, requesting a PRD extension to complete the 12-month post-delivery operational deferment with one of the following:

1 Associated official notification of pregnancy if pre-delivery; or

2 Birth certificate if post-delivery.

(b) Officer Service members must request a PRD extension to complete the 12-month post-delivery operational deferment, unless they plan to submit an operational deferment waiver, per reference (c), by notifying their cognizant detailers with one of the following:

1 Associated official notification of pregnancy if pre-delivery; or

2 Birth certificate if post-delivery.

(6) Are required to contact their detailers within 12 months of expiring operational deferment to seek deployability when they are in an operational deferment status.

(7) Who experience a spontaneous non-elective abortion should seek evaluation by their HCP to determine the appropriate convalescent leave period needed to return to a deployable status. Service members who have a third trimester loss, who give birth to a stillborn child, or have a neonatal demise are entitled to 6 months of operational deferment consistent with return to physical readiness standards per reference (c). Pregnancy and parenthood status must be made known to designated command officials while ensuring the Service member’s privacy.

(8) Who are participating in an infertility evaluation and treatment program are required to notify their commands with a letter from their HCPs to include the duration of the treatment and the potential dates for minor procedures.

5. **Pregnant Service Members Assigned to a Temporary Limited Duty (TLD) or Physical Evaluation Board (PEB)**

a. Upon receipt of official notification of TLD (e.g., LIMDU) or PEB status, the command must adhere to MILPERSMAN 1301-225 for officers or MILPERSMAN 1306-1200 for enlisted, along with any other pertinent directives associated with the member's medical status. The period of pregnancy will take precedence over any period of TLD or PEB.

b. Service members will be medically screened for continuation in a TLD or PEB status 42 days after delivery and processed per MILPERSMAN 1301-225 or 1306-1200 and any other pertinent directives.

6. **Pregnant Service Members Overseas**

a. Unless waived, all single E-3 and below Service members who become pregnant overseas must be returned to CONUS. Single pregnant E-3 and below Service members may request to remain OCONUS via a waiver through NAVPERSCOM, Enlisted Distribution Division (PERS-40) via PERS-454 with CO or OIC endorsement, after completion of a personal financial review with a command financial specialist. Other considerations include, but are not limited to, occupational considerations, social support, and Service member preference. A DP AVAIL must be submitted on all single E-3 and below Service members who are identified as pregnant while OCONUS, including Hawaii and Guam.

b. E-4 and above single Service members who become pregnant OCONUS will remain OCONUS, unless the Service member is assigned to a remote location and or obstetrics/gynecology care is unavailable, in which case submission of a DP AVAIL is required. If appropriate care is not available, the local MTF must provide written notice to the Service member's CO or OIC stating that care exceeds the capabilities of the local MTF, thus necessitating an Early Return Request message, per MILPERSMAN 1300-306, to CONUS.

c. The MTF must furnish a notification of pregnancy to the Service member's CO or OIC. The deployability coordinator or command career counselor must enter all pregnant Service members who are returned early from OCONUS into BOL. High risk pregnancies, as identified by the MTF, will be returned to CONUS per MILPERSMAN 1300-306.

7. **Second or Subsequent Pregnancy Tours.** Service members who become pregnant while assigned to an operational deferment tour at a non-operational command will notify their chain of command as soon as possible, but no later than 2 weeks after notification of pregnancy by the HCP. Per MILPERSMAN 1306-1702, upon receipt of official notification of pregnancy from the MTF, the command must submit a DP AVAIL requesting adjustment of the enlisted Service member's PRD. Pregnant officers will notify their cognizant detailers to request PRD adjustments.

8. **NAVPERSCOM (PERS-454) Process**

a. **Placement Policy.** PERS-454 is the central coordinator for the placement and assignment of pregnant enlisted Service members. The function of this central coordination point is to equitably distribute pregnant enlisted Service members.

b. **Placement Processes.** Upon receipt of DP AVAIL, PERS-454 will review the placement and assignment options. Per reference (d), a pregnant enlisted Service member assigned to this status will be placed in an excess refillable requisition billet provided by NAVPERSCOM based on the following guidelines:

(1) Prior to recommending assignments to the rating detailer, PERS-454 will consider the previous medically unrestricted (ACC 100) area type code, the Service member's rating, and the equitable distribution of pregnant enlisted Service members in a geographical area.

(2) Members are assigned in close proximity to an MTF capable of providing the required care.

(3) To satisfy PCS cost constraints, as well as personnel requirements, other factors are considered in making assignments, including the location of dependents, the Service member's past type duty, expiration of active obligated service, and any medical considerations (e.g., high risk pregnancy) identified by the MTF.

(4) PERS-454 will coordinate with NAVPERSCOM, Nuclear Power/Submarine Distribution Branch (PERS-403) to ensure nuclear-trained enlisted Sailors are placed at nuclear shore commands for their pregnancy tours.

c. Pregnant officers must notify their detailers. The detailer will coordinate officer placement.

9. **Nuclear Trained Service Members**. Per reference (f), nuclear trained Service members who are not assigned duty associated with the operation, maintenance, or supervision of a nuclear propulsion plant whose tour exceeds the nominal tour length (36 months), will be evaluated by Office of the Chief of Naval Operations (OPNAV), Nuclear Propulsion Program Management Branch (N133D) for nuclear proficiency.

10. **Spouse Collocation**. This process, which is managed by the members' detailers, is considered during operational deferment tour placement per MILPERSMAN 1300-1000.

11. **Reenlistment/Extension While in DNEC 0054**. An enlisted member who has been coded as DNEC 0054 must be processed for retention pursuant to MILPERSMAN 1160-030 and 1160-040. At no time will DNEC 0054 prohibit the processing of a reenlistment application. Additionally, the mere existence of pregnancy does not guarantee retention beyond current EAOS.

MILPERSMAN 1300-1401

PERMANENT LIMITED DUTY

Responsible Office	NAVPERSCOM (PERS-454)	Phone: DSN COM FAX E-mail:	882-3908 (901) 874-3908 (901) 874-2696 permanentlimdu@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

References	(a) SECNAV M-1850.1, September 2019 (b) SECNAVINST 1850.4F

1. **Policy**

a. Per reference (a), permanent limited duty (PLD) is the continuation on active duty of medically unfit Active Component or Training and Administration of the Reserve Service members. When a Service member is found unfit by the Physical Evaluation Board (PEB), he or she will be separated or retired per reference (a). Chief of Naval Personnel (CHNAVPERS) may determine that a Service member's service obligation or unique expertise and experience justify the continuation of an unfit Service member in a PLD status.

(1) A Service member who is continued on active duty per this article will be granted disability benefits, if eligible, based upon the degree of disability at retirement or separation.

(2) The term "limited assignment" means assignment with appropriate limitations based upon the specific disabilities in each case. Specific limitations on duty assignments for Service members classified as PLD may be directed by Service headquarters. A Service member will not be placed in a PLD status solely to increase monetary benefits.

b. CHNAVPERS may retain Service members found unfit in a PLD status for a requested period for:

(1) Enlisted education and training programs to include: Enlisted Education Advancement Program, initial and advanced skill training schools that require obligation beyond initial

enlistment contract, nuclear power field programs, advanced electronic field programs, and advanced technical field programs or similar programs. CHNAVPERS may waive the service obligation on a case-by-case basis when, as a result of the disabling condition, the Service member can no longer perform required duties of any billet. This will not be a factor in PLD qualification or disqualification.

(2) Funded education programs including the U.S. Naval Academy; Naval Reserve Officers Training Corps; Armed Forces Health Professions Scholarships; Uniformed Services University of Health Sciences and equivalent funded education programs; and advanced education or technical training requiring additional obligated service, including postgraduate education, service school or college, law school, medical residency (including fellowships), flight training, naval officer training, and equivalent programs. CHNAVPERS may waive the service obligation on a case-by-case basis when, as a result of the disabling condition, the Service member can no longer perform required duties of a valid funded billet.

c. CHNAVPERS will refer all Service members continued in a PLD status for a period in excess of 12 months to the Disability Evaluation System (DES) for re-evaluation prior to the expiration of PLD period. After consultation with a DES attorney, the Service member may elect the re-evaluation be completed through the Integrated DES (IDES) or legacy DES process. New conditions will be evaluated during the re-evaluation. The medical treatment facility completing the re-evaluation will send the Medical Evaluation Board report to the PEB a minimum of 6 months before the completion of the PLD period or at such time as the PLD is otherwise terminated.

2. **Roles and Responsibilities**

a. **CHNAVPERS**

(1) Delegates authority to Deputy Chief of Naval Personnel (DEP CHNAVPERS) to approve all PLD requests.

(2) Makes final approval or disapproval on all PLD requests recommended for disapproval by DEP CHNAVPERS.

b. **Navy Personnel Command (NAVPERSCOM) Deployability Assessment Branch (PERS-454)**

(1) Process PLD requests, taking into consideration PEB commentary, command endorsement, PEB findings, Service member's request and all recommendations and preferences. In most circumstances, PLD requests are completed within 60 calendar days from the date the request is endorsed by the Service member's command and submitted to PERS-454.

(a) All correspondence related to PLD requests, approvals, denials, or withdrawals must be forwarded via e-mail to PERS-454 at permanentlimdu@navy.mil, regardless of action taken by the command.

(b) All PLD-related e-mail communication with PERS-454 must be encrypted whenever practicable.

(2) Notify NAVPERSCOM Medical Benefits Division (PERS-95) if Service members on the Temporary Disability Retirement List or Permanent Disability Retired List need their end of active service extended.

(3) Refer to MILPERSMAN 1300-1400. For Service members retained after being found unfit by PEB will be placed in ACC 105 and assigned a Deployability Category Code 4P1.

(4) Update PLD related details in Veterans Tracking Application.

c. **PERS-95**

(1) Liaise directly with PERS-454 for all known PLD cases still in processing to adjust end of service dates to allow time for PLD adjudication prior to personnel separation date.

(2) Liaise directly with PERS-454 for adjudicated PLD cases to properly adjust end of service dates to match start of disability retirement period with end of PLD status.

d. **Navy Medicine Readiness and Training Command**

(1) Assist parent command and PLD personnel in acquiring appointments on a priority basis.

(2) Maintain separate case files for PLD personnel to assist in identification and processing.

(3) Ensure Service members continued in PLD status in excess of 12 months receive a medical re-evaluation to be submitted to the PEB a minimum of 6 months prior to the completion of the PLD period.

e. **Command**. Submit command endorsement to PERS-454 within 15 days from initial notification of informal findings or formal findings. Command endorsement will include approval or disapproval recommendation to a Service member's PLD status that his or her employment is justified as being of value to the naval service. Justification must state criteria as per reference (b). As each case is individually considered, justification criteria is necessary for approval.

f. **Legal Counsel**. Advise members of the procedural requirements involved in submitting a PLD request if the member has not already been denied this request by Service headquarters.

g. **Service Member**. A Service member must submit a request within **15 calendar days** from initial notification of formal findings to make his or her election of options.

3. **Procedures**

a. **Service Member's Action**. A PLD request must be initiated in writing by the eligible Service member and submitted to PERS-454 via his or her commanding officer (CO). The request must identify specific reasons for remaining on active or reserve duty. Requests are due to PERS-454 within 15 calendar days of initial notification of informal PEB or formal PEB findings. The request (see exhibits 1 and 2) must include Service member's:

(1) Request letter;

(2) Command endorsement;

(3) Finding of the PEB proceedings; and

(4) PEB commentary.

b. **Commanding Officer's (CO) Action**

(1) Upon receipt of a written PLD request, the Service member's CO must make an approval or disapproval recommendation of the request within 5 business days. The CO must consider all facts and circumstances surrounding the case and the basis for the expedited transfer request.

(2) Forward request via e-mail to PERS-454 at permanentlimdu@navy.mil, regardless of action taken by the command.

c. **Service Member's Withdrawal**. If at any time the requesting Service member elects not to proceed with a PLD request, he or she must formally withdraw his or her request, in writing, to the CO (exhibit 3). The CO will forward a written letter (exhibit 4), along with the Service member's written withdrawal via unencrypted e-mail to PERS-454 at: permanentlimdu@navy.mil.

Exhibit 1
Service member's Permanent Limited Duty Request
(Use proper letter format)

Date

From: Rank/Rate First MI Last Name, USN(R)
To: Commander, Navy Personnel Command (PERS-454)
Via: Commanding Officer, (COMMAND)

Subj: REQUEST PERMANENT LIMITED DUTY STATUS

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

Encl: (1) PEB Findings
(2) PEB Commentary

1. Per reference (a), MILPERSMAN 1300-1401, and upon receipt and review of enclosures (1) and (2), I hereby request permanent limited duty (PLD):

(a) ___ To complete a tour of duty based on hardship, extraordinary circumstances.

(b) ___ To allow completion of treatment regimen.

(c) ___ To provide continuity in key, mission-essential billet pending relief.

2. PLD End Date Requested: _____

3. I understand Navy Personnel Command (NAVPERSCOM), Deployability Assessment Branch (PERS-454) will consider all information provided. I acknowledge at any time I may elect to withdraw my request in writing to PERS-454 via my chain of command.

4. I may be contacted via e-mail: _____, or commercial telephone: (111) 123-4567 or DSN: 123-4567.

SIGNATURE

Exhibit 2
Commanding Officers Letter
(Use proper letter format)

1300
Ser 00/
Date

FIRST ENDORSEMENT on ____ 1tr of _____

From: Commanding Officer, (COMMAND)
To: Commander, Navy Personnel Command (PERS-454)

Subj: REQUEST FOR PERMANENT LIMITED DUTY STATUS

1. Approval / Disapproval. Rank/Rate (Service member's) request for permanent limited duty, under reference (a), MILPERSMAN 1300-1401.

2. I recommend approval/disapproval of the PLD request based on _____
_____

3. Billet #_____
Relief pending until (date) _____
Billet will be gapped with no fill Yes/No
Current NEC manning % _____
Critical skills of the SVM _____
If member is currently in excess billet need to provide a valid billet _____

4. My point of contact is _____, who may be contacted via e-mail: _____ or commercial telephone: (111) 123-4567 or DSN: 123-4567.

SIGNATURE

Copy to:
Service member

Exhibit 3
Service member's Withdrawal of Permanent Limited Duty
(Use proper letter format)

Date

From: Rank/Rate First MI Last Name, USN(R)
To: Commanding Officer, Command

Subj: REQUEST PERMANENT LIMITED DUTY WITHDRAWAL

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

1. Per reference (a), MILPERSMAN 1300-1401. I withdraw my request for permanent limited duty (day month year) due to (provide reason(s)).

SIGNATURE

Exhibit 4
CO's Endorsement of Service member's Withdrawal of Permanent Limited Duty
(Use proper letter format)

1300
Ser 00/
Date

From: Commanding Officer, (COMMAND)
To: Commander Navy Personnel Command (PERS-454)

Subj: REQUEST FOR WITHDRAWAL OF PERMANENT LIMITED DUTY
ICO RANK/RATE FIRST MI LAST NAME, USN(R)

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

Encl: (1) Service member's ltr of ____
(Permanent limited duty withdrawal ICO SNM)

1. Per reference (a), MILPERSMAN 1300-1401, Rank/Rate Last Name has withdrawn (his or her) request, enclosure (1), for permanent limited duty of (day month year) due to (provide reason(s)).

SIGNATURE

Copy to:
Service member

MILPERSMAN 1300-1400

LIMITED DUTY

Responsible Office	NAVPERSCOM (PERS-454)	Phone: DSN COM FAX E-mail	882-3867 (901) 874-3867 (901) 874-2696 limdu_admin.fct@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1332.45 of 30 July 2018 (b) OPNAVINST 1300.20 (c) DoD Instruction 1332.18 of 5 August 2014 (d) 10 U.S.C. §640 (e) COMUSFLTFORCOM/COMNAVPERSCOMINST 1300.1A (f) SECNAVINST 1850.4F (g) NAVMED P-117, Manual of the Medical Department, Chapter 18 (h) Manual for Courts Martial (i) OPNAVINST 1220.1E

1. **Purpose**. This article provides the procedures for the assignment, accountability, follow-up care, and disposition of officer and enlisted personnel to or from a limited duty (LIMDU) status for medical reasons.

2. **Definitions**

a. Abbreviated Medical Evaluation Board Report (AMEBR). NAVMED 6100/5 Limited Duty AMEBR is a detailed summary of a Service member's medical condition(s) dictated by the attending physician. An AMEBR is required to be submitted electronically in the LIMDU Sailor and Marine Readiness Tracker (LIMDU SMART) and is used to recommend a member on a first or additional periods of LIMDU. An AMEBR is also used to place a Service member on LIMDU for referral to the Department of the Navy Physical Evaluation Board (PEB) as part of the Disability Evaluation System (DES). NAVMED 6100/6 Return of a Patient to Medically Unrestricted Duty Status from Limited Duty is used to return a Service member to medically unrestricted duty after a period of LIMDU and to identify any duty or assignment

limitations. NAVMED 6100/5 and NAVMED 6100/6 are completed electronically in the appropriate LIMDU tracking system (i.e. LIMDU SMART).

NOTE: An AMEBR is not to be confused with a special function eMEBR which is a form submitted in LIMDU SMART specifically to refer a Service member to a PEB.

b. Deployability Category (DCAT) Code. DCAT identifies a Service member's deployability status. DCAT delineates the deployability category assignment of varying conditions (e.g., medical, legal, humanitarian assignment, pregnancy, etc.) into categories reportable to leadership and visible to personnel with an official need to know (Navy Personnel Command (NAVPERSCOM) detailers and other staff, etc.).

c. Deployability Coordinator. Per references (a) and (b), every command and medical treatment facility (MTF) must appoint in writing a single point of contact to act as the command deployability coordinator. Commands with 50 or more LIMDU personnel are encouraged to appoint a command deployability coordinator as a primary duty. Deployability coordinators must not be in a LIMDU status. Close liaison between parent commands and MTFs is critical to ensure accurate accounting, tracking, medical treatment, and expeditious movement of LIMDU personnel through the transient pipeline.

d. Disability Evaluation System (DES). DES is the mechanism for determining "fitness for duty" for continued naval service, separation, or retirement of Service members because of disability per references (c) and (d). DES processes include the legacy DES and the Integrated Disability Evaluation System (IDES). DES is initiated through the PEB.

e. Limited Duty (LIMDU). LIMDU is defined as the assignment of a Service member with certain medical limitations or restrictions concerning the duties the Service member may perform in a duty status for a specified time. LIMDU is divided into two separate categories: temporary limited duty (TLD) and permanent limited duty (PLD).

f. NAVMED 1300/3 Medical Assignment Screening (MAS). MAS is a short and concise medical screening form to specifically review a Service member's medical condition(s) and determine whether a Service member is world-wide assignable (WWA) after completion of a PEB and the DES.

g. Medical Evaluation Board (MEB). A MEB is a panel of providers attached to a MTF with a commander or commanding officer designated to hold "convening authority" (CA) for LIMDU assignment. MEBs make recommendations to the CA for determining whether a member needs assignment to LIMDU.

h. Operational Screening (Sea Duty Screening). After a LIMDU Service member is found fit for medically unrestricted duty and is in receipt of permanent change of station (PCS) orders to an operational command, the Service member must complete operational screening per MILPERSMAN 1300-800 and overseas screening per MILPERSMAN 1300-306, as applicable.

i. Physical Evaluation Board (PEB). A fact-finding board evaluates all cases of disability on behalf of a Service member and the Service per applicable laws, guidance, and directives. The PEB adjudicates the nature, cause, degree of severity, and permanency of a Service member's disability. The board evaluates the condition of the Service member against the physical requirements of his or her office, grade, rank, or rating. The potential outcomes of a Service member being reviewed by a PEB include administrative dismissal if the case does not meet eligibility criteria for referral, a finding of "fit for duty" and continued naval service, or a finding of "unfit for continued naval service" and subsequent separation or retirement of the Service member.

j. Permanent Limited Duty (PLD). PLD is the continuation on active duty or in the Ready Reserve of a Service member determined "unfit for continued naval service" in a LIMDU capacity as a result of the DES process. A Service member may request a waiver for PLD under reference (c). If approved the Service member will remain on active duty for a specified time. Service members approved for PLD must be placed in an appropriate DCAT with a projected rotation date (PRD) which corresponds with the approved PLD date. Once placed in a PLD status, the member may remain at the current command or be assigned to a valid billet as directed by fleet manning control authority priorities. Assignment must be made to an area where required medical care is available.

k. Temporary Limited Duty (TLD). A Service member is assigned a TLD status when a medical officer expects the Service member to be able to be returned to medically unrestricted duty in a reasonable period of time (12 months or less and based on the medical condition(s)). Service members assigned to a TLD

status will be placed in an appropriate DCAT code and their PRDs will be adjusted to correspond with the expiration of TLD date.

3. **Policy**

a. Approval of LIMDU Requests. The MTF CA approves all LIMDU requests if the LIMDU period will not result in an extension of LIMDU beyond 12 consecutive months and the Service member is expected to return to a medically unrestricted duty status at the completion of the LIMDU period. Periods of LIMDU will be condition-based, meaning the length of the LIMDU period will correspond with the treatment provider's estimated timeframe for the Service member to recover and return to medically unrestricted duty. At any time, per reference (b), NAVPERSCOM Deployability Assessment and Assignment Branch (PERS-454) senior medical officer may direct the cognizant MTF CA to place a Service member on LIMDU, direct referral to a PEB, or recommend administrative separation processing for a condition not amounting to a disability (CnD).

b. Conclusion and Expiration of LIMDU. With the exception of cases referred to a PEB, LIMDU concludes when a Service member is returned to **medically unrestricted duty** by a MEB or upon expiration of LIMDU. If a Service member's medical LIMDU status is not updated prior to the expiration of LIMDU, PERS-454 will change the Service member's DCAT code to reflect the Service member's LIMDU is expired and the Service member will be considered deployable and eligible for orders.

c. Fit Finding by PEB. Service members processed through the DES and retained in the Military Services due to being found fit for continued naval service by the PEB must be placed in an appropriate DCAT and undergo all required screenings. A Service member may be returned to a PEB if the condition(s) for which the Service member was found fit worsens or another condition requiring referral to the DES is identified.

d. Retention Waiver for Non-Deployability. Service members who are in a LIMDU status for greater than 12 consecutive months must be reviewed for retention by PERS-454. Recommendation for retention will be based on the Service member's ability to perform appropriate military duties commensurate with his or her office, grade, rank, rate, rating, or skill and the likelihood the Service member's medical condition(s) will allow him or her to return to medically unrestricted duty. When the medical condition(s) will not allow Service members to return to

medically unrestricted duty, the Service members must be directed to a PEB and the DES or be recommended for administrative separation.

e. Request for Separation, Retirement, or Transfer to Fleet Reserve. LIMDU will not prohibit personnel from requesting separation, retirement, or transfer to the Fleet Reserve.

(1) LIMDU will not delay personnel with an approved separation, retirement, or request for Fleet Reserve transfer. Personnel pending separation or retirement will not be delayed unless approved by NAVPERSCOM Officer Performance and Separations Branch (PERS-834) (for all legal or performance-flagged officer records); Officer Retirements Branch (PERS-835) (for officer statutory retirements); Distribution Policy and Procedures Branch (PERS-451) (for officer separations) or Bureau of Naval Personnel (BUPERS) Enlisted Military Community Management Division (BUPERS-32) (for enlisted personnel), or other codes as appropriate. Approval may be considered if the Service member is either hospitalized or accepted to the DES for disability processing prior to the release or retirement date per reference (b) and MILPERSMAN 1830-030.

(2) An officer with a pending statutory retirement or separation date deemed physically unfit by a military physician must request in writing to defer his or her statutory date. The request is sent to Assistant Secretary of the Navy Military and Reserve Affairs (ASN (M&RA)) via PERS-835 for retirements or via PERS-451 for separations per reference (d).

NOTE: Deputy Chief of Naval Personnel is authorized to approve a deferral request for a maximum of 30 days for any officer's statutory or mandatory retirement or separation date. Any requested deferral beyond 30 days must be submitted to ASN (M&RA) for adjudication and final decision.

f. LIMDU Central Coordination. PERS-454 is the central coordinator for the placement and assignment of LIMDU personnel. The function of this central coordination point is to distribute LIMDU personnel. Upon receipt of availability PERS-454 will review placement and assignment options. A Service member assigned to TLD will be placed in a valid requisition provided by NAVPERSCOM based on the following guidelines:

(1) TLD is authorized locally by the CA responsible for the MTF initiating TLD. PERS-454 will review all cases requiring additional TLD in excess of 12 consecutive months.

(2) Service members are assigned to an MTF within proximity capable of providing the required care.

(3) In addition to PCS costs and personnel requirements, other factors are considered in making assignments to include location of dependents, Service member's past type duty, and physical restrictions imposed by an MEB.

(4) For enlisted personnel: prior to recommending assignments to the assignment control authority (ACA) (the member's detailing team), NAVPERSCOM will consider the number of personnel assigned to an activity, readiness impact, and the distribution of TLD personnel in a geographical area per reference (e).

4. **Roles and Responsibilities**

a. Bureau of Medicine and Surgery (BUMED)

(1) Ensure all TLD periods, pregnancies, and DES cases are entered into the Medical Readiness Reporting System (MRRS), the current TLD computer tracking system (e.g., legacy DES and LIMDU SMART), Veterans Tracking Application (VTA), or replacement systems as required.

(2) Collaborate with PERS-454 and other stakeholders in the development of all TLD training programs per reference (b).

b. NAVPERSCOM

(1) PERS-454

(a) Direct the cognizant MTF CA to place a Service member in a TLD status, direct a Service member's case be entered into the DES and referred to a PEB, or recommend administrative separation for a CnD per reference (b);

(b) Develop and implement the use of DCAT codes for system input, tracking, and reporting of Service members' deployability statuses;

(c) Maintain an accurate roster of command deployability coordinators through receipt of official designation letters from each command;

(d) For enlisted Service members found fit for full duty and WWA following a period of TLD, submit an availability via the Navy Standard Integrated Personnel System (NSIPS) per MILPERSMAN 1306-1702;

(e) Ensure timely and accurate accounting category code (ACC) and DCAT code assignments are made for officer and enlisted Service members when placed in or removed from a TLD status;

(f) Make appropriate NSIPS entries and DCAT code changes for all Service members requiring changes to ACC 105 or from ACC 105 to ACC 100 when applicable;

(g) Ensure Service members assigned TLD while on a normal shore tour (NST) are retained on board with an ACC change to 105 via NSIPS; and

(h) Ensure Service members' PRDs are adjusted as needed based on proposed LIMDU expirations.

(2) Officer Detailers

(a) When approved by PERS-454, assign officers to duty compatible with the physical limitations dictated by the LIMDU AMEBR form;

(b) Ensure officers currently assigned to shore duty remain at current duty station. No PCS orders are required. PERS-454 will assign appropriate DCAT codes and change the officers' ACC from 100 to 105 in NSIPS. The PRD will only be adjusted for those assigned to an NST when the TLD expiration date exceeds the PRD; and

(c) Ensure officer detaches from types 2, 3, and 4 duty, or type assignment codes (TAC) C and D duty. PCS orders will be issued by the assignment officer detaching the officer from present duty (ACC 100 in most cases) and direct officer to report to duty ashore in a TLD status (ACC 105 and appropriate DCAT). The officer will be assigned to a valid billet if available; otherwise, assignment will be made to a 9999 billet sequence code. The officer's PRD will be set to the month and

year at the approved TLD period's expiration as indicated by PERS-454. If the officer has been issued PCS orders prior to LIMDU and if medical treatment is available at the next duty station, the officer may continue to execute the PCS orders. PERS-454 will assign an appropriate DCAT code to reflect LIMDU status. ACC will be managed by PERS-454 for officers who do not require orders.

NOTE: Any deviation from policy requires PERS-454 approval.

(3) Enlisted Detailers

(a) When approved by PERS-454, the Service member will be assigned to duty compatible with the physical limitations dictated by the LIMDU AMEBR.

(b) Ensure enlisted Service members currently assigned to shore duty remain at current shore duty stations. No PCS orders are required. PERS-454 will assign the appropriate DCAT code, change the Service member's ACC from 100 to 105 in NSIPS, and adjust the PRDs for those assigned to an NST when the TLD expiration date exceeds the PRD. Nuclear and submarine Service members will be handled per subparagraph 6d of this article.

(c) For Service members assigned to operational duty, PERS-454 will coordinate with NAVPERSCOM Enlisted Distribution Division (PERS-40) to place the Service member in a valid LIMDU billet per the YH availability received (see subparagraphs 4d(9)(c) and 4d(10) below for more information).

NOTE: Any deviation from policy requires PERS-454 approval.

c. MTF

(1) Develop steps to ensure assignment of TLD periods are based on BUMED's recommended recovery period for the specific medical condition. Condition-based duration LIMDU must not exceed 12 consecutive months;

(2) Enter all TLD cases into LIMDU SMART or the replacement system and all DES cases into VTA. Update member's status in MRRS;

(3) Assist command deployability coordinators and TLD Service members with obtaining appointments on a priority basis;

(4) Establish local procedures to ensure the Service member reports to the MTF patient administration office immediately upon recommendation for placement on, extension of, or removal from TLD;

(5) Immediately inform the Service member's parent command upon determination the Service member is to be processed for TLD. Ensure MRRS and LIMDU SMART are updated within 24 hours for PERS-454 visibility following CA approval;

(6) Ensure deployability coordinator conducts monthly meetings with tenant deployability coordinators to review current cases, discuss potential problems, and analyze existing processes;

(7) Provide training to tenant command deployability coordinators and view access to LIMDU SMART, MRRS, and relevant programs;

(8) Provide deployability coordinator assistance when parent commands are unable to schedule appointments;

(9) Provide guidance to medical providers assigning TLD. At any time during a period of TLD, the attending medical officer may make one of the following determinations:

(a) Service member is able to return to medically unrestricted duty,

(b) Service member requires additional TLD not to exceed 12 consecutive months (TLD exceeding 12 consecutive months requires NAVPERSCOM (PERS-454) approval), or

(c) Service member requires referral to a PEB.

(10) Ensure all cumulative TLD periods of 12 consecutive months or less are approved by the cognizant MTF's CA;

(11) When TLD cases are returned to medically unrestricted duty, the AMEBR requires signature from the cognizant MTF CA. MTF CA signing of NAVMED 6100/6 must be completed no more than 5 working days from the date a Service member was returned to medically unrestricted duty;

(12) Ensure providers make return to medically unrestricted duty determinations and recommendations of additional TLD or PEB no later than 30 days prior to the expiration of TLD;

(13) Ensure Service members on TLD complete face-to-face medical reevaluation 30 days prior to the end of their TLD periods and determine one of the following:

(a) The Service member is able to return to medically unrestricted duty,

(b) The Service member is recommended for an additional period of TLD (not to exceed 12 months consecutively),

(c) The Service member requires referral to a PEB, or

(d) The Service member requires administrative separation processing for a CnD.

(14) If a Service member is recommended for additional periods of TLD that exceed 12 consecutive months, forward the case via LIMDU SMART to PERS-454 for review, waiver consideration, or other action;

(15) Ensure MTF deployability coordinator reports all TLD and DES cases in MRRS and LIMDU SMART; and

(16) Comply with all PERS-454 directives to place Service members in a TLD status, referral to the DES, and or recommendation for administrative separation processing within 30 days of notification. Any additional information or adjudication appeal requests must be submitted to PERS-454 within 30 days.

d. Command

(1) Ensure TLD Service members report for all scheduled appointments and remain available for all follow-up care. Comply with the following guidelines:

(a) TLD Service members will not be assigned on temporary additional duty or temporary duty (TDY) outside the

geographic area of the primary care provider without medical clearance.

(b) Coordinate the scheduling of appointments with TLD Service members and cognizant MTF.

(c) For Service members on TLD, ensure leave requests (other than emergency leave) are coordinated with the command deployability coordinator and do not conflict with medical appointments.

(2) Monitor Service members in temporary or permanently non-deployable status and maintain close liaison with their respective command career counselors on issues of expirations of hard/soft end active obligated service (SEAOS) or mandatory separation while on TLD, DES, or PEB in line with reference (b). Contact BUPERS-32 for enlisted personnel and PERS-451 for officers for guidance concerning Service members with an expired SEAOS or mandatory separation date during a period of TLD, DES, or PEB. Navy Reserve activities will monitor Selected Reserve personnel.

(3) Designate a command deployability coordinator to function as liaison for the Deployability Program and send a copy of the official designation letter to the servicing MTF and PERS-454 at mill DAOPers-454@navy.mil. Commands with 50 or more LIMDU personnel are encouraged to appoint a command deployability coordinator as a primary duty and assign collateral deployability coordinators on a 1:50 ratio to assist in the management of LIMDU personnel.

(4) Per reference (b), commands will use written counseling and fitness reports or performance evaluations to document a Service member's failure to comply with responsibilities to maintain individual readiness (e.g., missing medical or dental appointments or intentional failure to disclose status affecting deployability).

(5) Upon Service member's hospitalization, maintain close liaison with the MTF and hospital. If required TDY orders may be issued for a period of hospitalization. If PCS orders are required, contact PERS-454 for coordination.

(6) Assist Service members in scheduling necessary appointments prior to expiration of TLD by coordinating with the MTF deployability coordinator. The parent command deployability

coordinator is responsible for obtaining TLD members' medical evaluation status no later than 30 days prior to the expiration of TLD.

(7) For Service members under orders who are subsequently placed on TLD, submit an order cancellation request message to the applicable detailer if follow-on assignment is not compatible with physical limitations or near an MTF.

(8) Ensure the completion of a MAS (documented on NAVMED 1300/1 Medical, Dental, and Educational Suitability Screening) when applicable. A MAS is required upon a determination of "fitness for continued naval service" by a PEB. This action must be completed within 15 days of a PEB finding a member "fit". Submit an "assignment limited" message to PERS-454 within 24 hours of MAS completion. "Fit" findings without any assignment limitations must be submitted to personnel support detachment (PSD) or transaction service center (TSC) as per MILPERSMAN 1306-801.

(9) Submit a message report for Service members assigned to overseas duty (type duty codes 3, 4, or 6 or TACs C and D) to the appropriate ACA (detailing team), copy PERS-454, comment on the availability of required medical care at the overseas activity and on the Service member's abilities to be used effectively on board with current condition(s) during the TLD period,

(a) If required medical care is available and the Service member's condition does not prevent him or her from being used productively on board during the period of TLD, comply with procedures identified for Service members assigned to shore duty (type duty code 1 or TAC S).

(b) For officers, if required medical care is not available or the Service members' current condition(s) prevent their effective use on board during the period of TLD, commands will submit an "early return" request via BUPERS Online (BOL) and coordinate with their detailers for orders as per MILPERSMAN 1300-306.

(c) For enlisted personnel, if required medical care is not available or the Service members' current conditions prevent their effective use on board during the period of TLD, commands will submit a YH availability report (a class "Y" availability to place member on TLD or refer to PEB) and an

"early return" request via BOL as per MILPERSMAN 1306-1702 and MILPERSMAN 1300-306.

(10) For enlisted personnel, ensure YH availabilities, submitted via encrypted e-mail to pregavail-tld@navy.mil, contain the following:

(a) Physical limitations and or geographical limitations;

(b) Family members' location, if applicable;

(c) For overseas locations, include in remarks whether local treatment facilities can provide adequate medical care and submit an "early return" request via BOL; and

(d) (Optional) any special circumstances (e.g., Service member's current household goods status, etc.) or whether the command would like to recommend a specific unit for the Service member's assignment.

(11) Command's activity manning manager will coordinate with NAVPERSCOM Placement Management Branch (PERS-4013) to ensure TLD Service members with ACC 105 and corresponding DCAT codes are staffed to an appropriate billet per ACA business rules.

(12) For nuclear-trained enlisted personnel, complete requirements and forward documentation. The Service member's command will ensure the member completes all medical requirements needed to determine fitness for duty onboard submarines and or fitness for duty involving exposure to ionizing radiation and that documentation is forwarded to the servicing PSD, TSC, or personnel office. Screening is completed by the Office of the Chief of Naval Operations (OPNAV) Nuclear Enlisted Community Management Team (OPNAV N133D) for nuclear-trained operators. Nuclear-trained surface and nuclear-trained submarine Service members must not be made available from LIMDU until screened by OPNAV N133D prior to expiration of their LIMDU period per references (f) and (g).

(13) For Nuclear-trained enlisted community

(a) Required Notification for Examinations and or Screening. The servicing PSD, TSC, or personnel office for a Service member assigned to LIMDU will ensure the Service member

and command are aware of all required physical examinations and or screening in time to be completed prior to the expiration of the LIMDU period per reference (g).

(b) Documentation to OPNAV N133D for Nuclear-Trained Operators. The servicing PSD, TSC, or personnel office submitting the availability for assignment to a LIMDU status on a nuclear-trained surface or nuclear-trained submarine member must forward a copy of the medical board report, with enclosures, to OPNAV N133D by separate correspondence.

e. PSD or TSC

(1) Ensure regular gain and travel transactions are processed for all Service members with LIMDU orders,

(2) If the Service members are recommended for referral to the PEB, Service members' commands will forward all final PEB disposition paperwork to PSD or TSC,

(3) Ensure timely and accurate ACC assignments are made for officer and enlisted Service members when they are placed in or removed from a PEB status,

(4) For enlisted Service members found fit for full duty and WWA following a period of PEB fit finding, submit a YJ availability report (a class "Y" availability submission for return to duty or fit for full duty by PEB without assignment limitations) through NSIPS per MILPERSMAN 1306-1702, and

(5) Make appropriate NSIPS entries for all Service members gained in or changed to PEB ACC 355.

f. Service member

(1) Report to the MTF patient administration office immediately upon being recommended for placement, extension of, or removal from LIMDU,

(2) Attend all required medical appointments. All medical appointments for a Service member in a LIMDU status must be attended as directed by the medical officer. Any time there is a change in LIMDU status, the Service member must report it to his or her local chain of command and the command deployability coordinator within 24 hours, and

NOTE: Missing a medical appointment may be punishable under the Uniform Code of Military Justice per reference (h).

(3) If the Service member is executing PCS orders and is hospitalized en route, the gaining command and Service member (if able) must contact the originating detailer and PERS-454 for an order modification.

5. **Forms**

a. NAVMED 6100/1 Medical Board Report Cover Sheet. A medical administrative document that reports on the present state of health of a Service member and provides a considered clinical opinion regarding a Service member's physical fitness for duty. This form is found and completed electronically in the LIMDU SMART System.

b. NAVMED 1300/3 Medical Assignment Screening. A medical administrative document for active duty Service members to return to medically unrestricted duty or identify assignment limitations after a PEB. This screening is for Navy active duty Service members only and requires complete demographic information including name, rank or grade, and Social Security number.

c. NAVMED 6100/5 Limited Duty Medical Evaluation Board Report. An abbreviated report is used to assign Service members to TLD. This form is used to refer Service members to a PEB. This form is found and completed electronically in the LIMDU SMART System.

d. NAVMED 6100/6 Return of a Patient to Medically Unrestricted Duty from Limited Duty. This form is found and completed electronically in the LIMDU SMART System.

e. NAVPERS 1300/16 Report of Suitability for Overseas Assignments. Page 3 of this form is used to identify medical suitability of the Service member.

f. NAVPERS 1221/6 Navy Enlisted Classification Change Request. This form removes or changes the NECs that identifies enlisted personnel trained as nuclear propulsion plant operators and supervisors.

6. **Procedures**

a. Upon Notification of a Service member's Enrollment into IDES.

(1) For Service members assigned to shore duty, PSD or TSC will change ACC from 100 or 105 to 355. PERS-454 will assign appropriate DCAT code. See subparagraph 6d of this article for nuclear and submarine personnel assignment.

(2) For Service members in receipt of orders, PSD or TSC will change ACC from 100 or 105 to 355. For officers, the ACC will not be changed to ACC 105 until ACC 355 is available.

(3) Members found to be "assignment limited" will be assigned the appropriate DCAT code by PERS-454. PERS-454 may direct one of the following actions:

(a) Recommend administrative separation processing for a CnD,

(b) Additional LIMDU, or

(c) Referral to the PEB

b. Upon Receipt of a Completed AMEBR or Return of Service member to Medically Unrestricted Duty:

(1) MTF. When a Service member is determined by the cognizant MTF to be able to return to medically unrestricted duty, no more than 5 working days may elapse between return to medically unrestricted duty, CA signature, and notification to the command deployability coordinator. All determinations for return to medically unrestricted duty require CA signature. If a Service member was found "fit for duty" and fit for continued naval service by a PEB, the parent command will ensure the Service member completes a MAS within 15 days of the PEB findings. Forward completed assignment screening to PSD or TSC within 24 hours.

(2) PSD or TSC. PSD or TSC will ensure LIMDU gain and travel transactions are processed for all Service members with ACC 105 orders.

(3) PERS-454

(a) Assignment of Members Returned to Medically Unrestricted Duty. Service members, assigned to or who are currently on shore duty, will have the period of LIMDU applied to their NST. If the LIMDU is completed before expiration of their assigned PRD, the PRD will not be adjusted. Post-LIMDU assignments will follow normal sea/shore flow.

(b) Personnel Retained After Being Found Unfit by PEB (PLD). PERS-454 will place Service members in ACC 105.

(c) Personnel with Approved Retirement or Fleet Reserve Dates. For Service members able to return to medically unrestricted duty and who have approved retirement or Fleet Reserve dates or are beyond high year tenure, no availability is required. PERS-454 will assign appropriate DCAT code and change ACC to 100.

c. Early Separation. Refer to MILPERSMAN 1910-216 and MILPERSMAN 1910-218 as appropriate.

d. Policy for Enlisted Nuclear-Trained **and** Submarine Service members on LIMDU. Nuclear-trained surface, nuclear-trained submarine, and non-nuclear-trained submarine Service members require additional screening and administrative processing for assignment to or from a LIMDU status. **All** of the above Service members, regardless of sea/shore type duty code or type assignment code, must be made available (class YH availability) for assignment to LIMDU with a PRD established for the length of the LIMDU period.

(1) Procedures. To eliminate delays in returning Service members to full duty, appropriate actions must be immediately executed and meticulously tracked to ensure all requirements are completed in a timely manner.

(2) Medical Evaluation. All nuclear-trained surface, nuclear-trained submarine, and non-nuclear-trained submarine Service members detached for hospitalization or LIMDU must be expeditiously evaluated by an undersea medical officer to determine potential for continued service in the nuclear field or submarine force. If nuclear field or submarine disqualification is appropriate, the Service member's parent command must submit the disqualification finding and NAVPERS

1221/6 Navy Enlisted Classification Change Request per reference (i).

(3) Inquiries. Inquiries related to screening status or requirements for all nuclear-trained enlisted personnel should be directed to OPNAV N133D.

MILPERSMAN 1301-100

OFFICER DISTRIBUTION - OVERVIEW

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-3516 (901) 874-3516

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) BUPERSINST 5720.7E (b) SECNAVINST 5211.5E

1. **Introduction**

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

b. MILPERSMAN articles 1301-100 through 1301-110 cover general distribution and assignment rules. MILPERSMAN 1301-112 through MILPERSMAN 1301-906 pertain to specific issues for officer distribution and assignments:

Topic	See MILPERSMAN
Officer Distribution - Process	1301-102
Officer Distribution - General Tour Lengths and Rotations	1301-104
Officer Distribution - Time on Station	1301-106
Officer Distribution - Retainability	1301-108
Officer Distribution - Prescribed Sea Tour and Recommended Shore Tour Lengths	1301-110

2. **Mission**. The mission of all officer distribution divisions within NAVPERSCOM, Career Management Department (PERS-4) is twofold:

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

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

3. **Background**. Manpower and personnel policies pertaining to the officer corps are driven by requirements determined by CHNAVPERS.

a. NAVPERSCOM is responsible for the administrative management of inventory, in quantity and quality, to meet these requirements. The development and optimum employment of a qualified, motivated work force is a universal, multi-faceted challenging task; 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 and professional development pattern. The proper, balanced professional development of the officer corps is directly dependent on establishment of reasoned, mutually supportive policies, and adherence to these policies in the distribution process.

b. NAVPERSCOM (PERS-4) maintains and manages the inventory of officer personnel through the distribution process. With respect to officer personnel policies, NAVPERSCOM (PERS-4) works closely with the Office of the Chief of Naval Operations (OPNAV), Manpower, Personnel, Training, and Education Policy Division (N13), which has primary responsibility for development of personnel policies and plans in support of Navy forces.

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

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

(1) A valid billet requirement starts out as the officer allowance for each activity, then is further defined by amplifying information such as naval officer billet classification codes, additional qualification designators, billet sequence codes, etc.

(2) When assigning an officer to a billet, 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 follow:

(a) Time-on-station of incumbent;

(b) Time-on-station of relief;

(c) Retainability of relief;

(d) Minimum tour for separation of incumbent;

(e) Permanent change of station costs;

(f) Completion of Department of Defense tour; and

(g) Utilization of specialized training.

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

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

(b) Officers who are short-toured in order to fill a key billet will also receive a letter of explanation to prevent possible misinterpretation by a selection board. Furthermore, these officers must obtain a retainability waiver from NAVPERSCOM (PERS-4).

(c) A copy of this letter will be forwarded to NAVPERSCOM, Records Management Policy Branch (PERS-313) for filing in the officer's official military personnel file (OMPF) under field code 03.

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

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

(2) Career development information can be found on Navy Personnel Command's Web site at: http://www.public.navy.mil/bupers-npc/officer/Pages/default2.aspx

c. **Desires of the Individual.** The desires of the individual, although listed third, are important. In this area, the morale of the officer, and in many instances the family, is 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. Throughout an officer's career, there may be a requirement for the officer to take an assignment that maintains career progression and forces the member to serve an unaccompanied tour overseas or to choose to become a geographical bachelor in the contiguous United States.

(2) The decision by a spouse to accept paid employment, to attend school, to participate voluntarily in activities related to the naval service, or to do none of these will not be influenced by the preferences or requirements of the Navy. In

addition, neither this decision, nor the individual's marital status will have an effect on assignments or selection boards.

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

5. **Personal Contact and Assignment Commitments**. It is the policy of NAVPERSCOM to encourage personal contact between detailers and individuals. This personal contact can be in the form of written correspondence, visits, and telephone calls. Active communication will help ensure all aspects of the detailing process are clear.

a. **Officer Data Cards.** Contact your detailer to update any changes to your personal information and identify any errors you find in your OMPF. Specifically, send fitness reports to NAVPERSCOM, Performance Evaluations Division (PERS-32), awards to Navy Department Awards Web Service, and official sealed transcripts to NAVPERSCOM, Joint Officer Management and Education/Subspecialty Branch (PERS-450).

(1) The officer data card (ODC) is converted to a database management system in the Officer Assignment Information System (OAIS), which is used by both assignment and placement officers in the detailing process.

(2) Officers should review their ODC annually. The ODC provides up-to-date information as it appears in the officer master file (OMF). It is imperative that the information contained on the ODC is accurate, current, and complete; as this is the same information that is utilized by assignment and placement officers.

(3) Some of the OMF data is also printed on the officer summary record and used for selection boards.

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

(1) The file is initiated when an officer receives initial orders to active duty and should be kept electronically. The detailer file is composed of the officer’s current

assignment and contact information, and a record of any e-mails or telephone conversations with the assignment officer, including the officer's follow-on assignment preferences, and any other pertinent information and memoranda that needs to be filed.

(2) 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 advances to the next career milestone, whether via billet or rank.

c. **Recording Communications With Constituents in the Detailer's File and OAIS.** 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 exists when a reconstruction of the events is attempted, detailers avoid verbal commitments or statements of unpublished policy, unless the verbal communications is 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 OAIS, or in a Microsoft Outlook file (.pst file). Detailers do not have the authority to commit to an assignment that does not comply with MILPERSMAN 1301-104 through MILPERSMAN 1301-110 requirements.

d. **Follow-on Assignment Commitments.** Assignment officers may make a commitment for a follow-on assignment to officers being detailed to "hard-fill" assignments and unaccompanied tours in order to make them more palatable. Such commitments are only made with placement concurrence. **When discussing future assignments with an officer, the assignment officer will make it clear whether the discussion does or does not constitute a commitment. Any commitment will be confirmed in writing via letter or e-mail.** The individual officer will be made aware that any commitment is made on the condition there will be no significant change in force levels or requirements. Placement officers do not have the authority to commit to an assignment that does not comply with MILPERSMAN 1301-104 through MILPERSMAN 1301-110 requirements.

e. **Warfare Qualified Officers Who Refuse Sea Duty Assignment.** Occasions may arise when a warfare-qualified officer, for either personal or professional reasons, may decide

to refuse a sea duty assignment. If all appropriate avenues of recourse have been exhausted by the officer (e.g., correspondence, flag review, humanitarian request, etc.) and the officer still refuses sea duty or takes any action which would prevent qualification for a subsequent sea duty assignment, warfare qualification revocation advisement actions will be taken by the appropriate assignment division.

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

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

f. **Detailer Field Trips.** Division directors will coordinate trips with local sponsoring commands to ensure promulgation of an upcoming visit. All available means should be pursued to communicate trip details and maximize detailer/constituent interaction.

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

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

(3) 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.

6. **Information Release/Review.** Officers attached to NAVPERSCOM (PERS-4), in acting as agents of NAVPERSCOM, are entrusted with

authority per references (a) and (b) to review service records of officers. Indiscriminate use of records for detailing purposes will be avoided. Officers not attached to NAVPERSCOM (PERS-4) may **not** review records other than their own, unless they have a specific need to know per their duties. Bureau of Naval Personal (BUPERS), Office of Legal Counsel (BUPERS-00J) should be consulted for all matters regarding "for official use only" and requests for data on multiple records.

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

(1) Personnel assigned to NAVPERSCOM (PERS-4) will be familiar with the provisions of the Privacy Act. BUPERS, BUPERS-00J is charged with Privacy Act coordination within NAVPERSCOM.

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

(3) NAVPERSCOM, Performance Evaluations Division (PERS-32) is the responsible agent for all fitness report information at NAVPERSCOM.

(4) Requests for military and personnel strength data outside the BUPERS enterprise must be referred to the appropriate officer community manager within BUPERS, Military Community Management (BUPERS-3). No such data may be released by an officer assigned to NAVPERSCOM (PERS-4).

EXHIBIT 1

SAMPLE LETTER OF EXPLANATION FOR NO OTHER OPTIONS ASSIGNMENT

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

MEMORANDUM FOR THE RECORD

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

1. This memorandum is to alert statutory and administrative boards to the special nature of the assignment of (officer's name) to (command and location) due to needs of the Navy.

2. Although this assignment might be considered out of the mainstream of (officer's name) professional development, it was absolutely necessary due to higher priority requirements. This was a bona fide "needs of the Navy" detail. This assignment must be viewed favorably and positively with regard to (officer's name) overall performance record and the sensitive nature of the billet. (Provide additional background information or tailor specific detail above as necessary).

3. NAVPERSCOM (PERS-313) will ensure this memorandum for the record is entered into the member’s official military personnel file.

(NAVPERSCOM (PERS-4) signature)

Copy to:
Officer
Appropriate NAVPERSCOM Assignment Division
PERS-313

EXHIBIT 2

SAMPLE WARFARE REVOCATION ADVISEMENT LETTER

(Use the proper letter format containing the following.)

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

Subj: ADVISEMENT OF POSSIBLE WARFARE QUALIFICATION REVOCATION PROCEEDINGS

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

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

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

(Assignment Division
Director Signature)

Copy to:
CO

MILPERSMAN 1301-102

OFFICER DISTRIBUTION - PROCESS

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-3516 (901) 874-3516

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. The officer distribution process is cyclic in nature; an incumbent vacating a valid billet leads to assignment of an officer to the vacated billet.

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

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

c. Placement officers review billets within their purview and screen officers in those billets who have approaching PRDs.

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

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

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

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

3. **Assignment Process Cycle**

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

(1) Placement officers utilize Online Distribution Information System (ODIS), Officer Assignment Information System (OAIS), or other tools to identify PRDs that require posting. Brief posting notes are used whenever necessary to amplify the requirements for a particular billet. Placement officers post billets for relief at least 9 to 12 months before a relief is required on board, or earlier if necessary. When a billet is occupied, the posting is based on the incumbent's PRD and the billet desired for a relief. The placement officer, based on current inventory and billet fill priority, determines whether the billet can be gapped and the length of the gap beyond which the assignment officer is obligated to fill. When officers are being proposed to 1000/1050 billets, the placement officer liaises with the NAVPERSCOM, Allocation and Statistics Branch (PERS-452).

(2) In the case of new activities/ships/submarines under construction, the fill date will be based on billet funding established by the budget submitting office (BSO) or the ship's phasing plan and the BSO.

(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).

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

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

(1) Accepts proposal, constructs training track (if required), and reviews the order for accuracy.

(a) To ensure maximum attention to each officer action, placement officers should 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, then the proposal is rejected with feedback to the originating detailer stating why the proposal could not be acted on.

(b) Proposals requiring informal board approval are not made until the board sheet has been signed by the approving authority. If placement officers receive a proposal via OAIS in advance of an approved board sheet, they will return the proposal to the assignment officer.

(c) In the same way, proposals to fill nominative billets are completed in OAIS once the nomination is approved.

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

(e) Training tracks will be constructed per billet specialty training and other directives. Placement officers must 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 affected 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 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 Navy operation and maintenance funds which pay for temporary duty (training less than 20 weeks), permanent change of station (PCS) orders will be per MILPERSMAN 1320-314.

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

(2) Rejects Proposal. Rejected proposals are followed up by a phone call, e-mail, or visit to the originating detailer.

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

(1) Officers will be made available for transfer as soon as their reliefs have been accepted and orders processed through OAIS. In determining the date of availability, placement officers take into account the entire pipeline of the relief, including leave and travel, 10 days for face-to-face turnover, and time on station requirements. 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.

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

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

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

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

(2) When conducting a losing placement review, the placement officer first examines the complete details of the assignment, both for the incumbent and for the relief. Not all

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 OAIS, 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 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 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 or billet sequence code, or the EDD must be changed to a date earlier than the officer's current availability date, the gaining placement officer rejects the proposal and a new proposal must be initiated. If an agreement cannot be reached, the gaining placement officer must reject the proposal.

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

(6) When conducting a losing placement review for an officer being ordered from command, the losing placement officer ensures the immediate superior in command and other cognizant commands are included in all applicable communication venues.

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

Note: Per MILPERSMAN 1301-100, the placement officer is the representative for the command and is primarily responsible for ensuring that the right officer with the necessary training and

qualifications is in the right billet. Under no circumstances will the placement officer hold release from active duty, resignation, or retirement requests because a suitable relief is not available when the request is submitted, per the administrative procedures (e.g., within 9-12 months of the detachment month for resignation) outlined in MILPERSMAN 1920-090 Release From Active Duty (RAD) Procedures, 1920-200 Officer Resignation Procedures, or 1810-020 Submission of Application for Voluntary Retirement from Active Duty). If the request is not submitted within the timelines delineated in the appropriate MILPERSMAN article, the placement officer can recommend disapproval due to lack of relief.

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

a. During the rest of the cycle, they are considered under the control of the assignment officer. When officers are under the control of the assignment or placement officer, their status is not changed (e.g., availability cancelled, PRD changed, or assignment cancelled) without the concurrence of the controlling officer.

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

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

5. **Urgent Reassignment Action (URA) (Rip-to-Fill).** When the urgency of filling a billet justifies the reassignment of officers in advance of their normal rotation date without a relief, the placement officer owning the urgent fill billet must initiate the URA. Assignment officers may also initiate a 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 for fill.

c. Orders will be prepared in the normal manner.

d. Detailers and placement officers will not make any promises to the constituents until all applicable waivers are approved by Assistant Commander Navy Personnel Command, Career Management Department (PERS-4) or Deputy, Career Management Department(PERS-4B) (as appropriate).

6. **Reassignment Due to Officer Billet Cuts.** Congressional, service or other 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 within 90 days of the date that the billet funding was removed. The officer must 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 per NAVPERSCOM (PERS-4) guidance:

(1) To a billet in the same geographic area (low-cost move). Department of Defense (DoD) overseas tour-length requirements must be observed. Assignment officers will query shore assignment coordinators from other divisions to determine whether they are holding 1000/1050 billet fill decisions for the same geographic area.

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

7. **Unfunded "QUAD-9" Billets.** Detailers and placement officers with constituents that count against command manning, but are not performing the duties and responsibilities of the job, may be assigned to an unfunded billet (referred to as a quad-9 billet).

a. Placement officers contacted by commands that require additional manning (not a permanent billet) may request quad-9s through NAVPERSCOM (PERS-452). These billets will require compensation and must be approved through the quad-9 approval process.

b. Members may be assigned to non-compensated quad-9 billets for limited duty; "on control" by NAVPERSCOM, Career Progression Department (PERS-8); or moved for adverse separation purposes (normal separations will not be moved to a quad-9 billet).

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

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

b. Upon receiving written notification from NAVPERSCOM (PERS-834) that Assistant Secretary of the Navy for Manpower and Reserve Affairs has directed an officer's separation, NAVPERSCOM (PERS-834) will do the following:

(1) Prepare separation orders with routing to both placement officer and detailer.

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

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

c. Upon receiving written notification from Deputy Chief of Naval Personnel that a detachment for cause (DFC) has been decided, the detailer and placement officer will review the case to see if PCS is directed in the DFC determination. If PCS is directed, the assignment process will occur as directed.

MILPERSMAN 1301-104

OFFICER DISTRIBUTION - GENERAL TOUR LENGTHS AND ROTATIONS

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

References	DODD 1315.7 of 9 Jan 87

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) Correction of erroneous PRDs.

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

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

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

(e) Member voluntarily elects to serve accompanied tour.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MILPERSMAN 1301-106

OFFICER DISTRIBUTION - TIME ON STATION (TOS)

Responsible Office	OPNAV N131	Phone: DSN COM E-mail:	664-5037 (703) 604-5073 nxag n131e@navy.mil/

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

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

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

b. Members ordered to commanding officer (CO) or executive officer (XO) billets ashore and moves necessitated by "career development and 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 2-year minimum Navy activity tour at CONUS sea/shore is required prior to transfer overseas.

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

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

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

e. To DUINS – 24 months required at shore activity; a full sea tour is required coming from sea duty. (Exception: If transferring from a training activity, subparagraph 2d above applies.) PERS-4 division directors may waive this requirement on a case-by-case basis (not to be delegated).

f. Disqualification - security, professional, special weapons, and medical.

g. Humanitarian reasons.

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

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

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

k. First-termers - defined as O-1 and O-2 officers.

(1) Shore-to-shore with less than 3 years TOS require PERS-4 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-by-case basis by the respective PERS-4 division director (not to be delegated).

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

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

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

n. Separation.

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

p. Skill conversion (designator change).

3. **Waiver Requests**

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

(1) Deputy Assistant Commander, NAVPERSCOM for Career Management (PERS-4B), officer assignments 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 the Officer Assignment Information System (Version 2) (OAIS2) "WAVR" screen.

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

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

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

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

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

MILPERSMAN 1301-108

OFFICER DISTRIBUTION - RETAINABILITY

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

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

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

a. The following table lists the minimum requirements.

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

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

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

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

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

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

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

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

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

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

4. **Attaining Retainability**

a. USNR Officers

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

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

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

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

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

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

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

Note 1: Letter of intent or approved RAD.

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

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

b. United States Navy (USN) Officers

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

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

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

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

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

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

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

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

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

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

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

Note 1: Letter of intent or approved RAD.

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

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

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

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

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

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

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

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

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

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

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

MILPERSMAN 1301-110

OFFICER DISTRIBUTION - PRESCRIBED SEA TOUR (PST) AND RECOMMENDED SHORE TOUR LENGTHS

Responsible Offices	OPNAV (N131)	Phone: DSN COM	664-5037 (703) 604-5037
	NAVPERSCOM (PERS-44)	Phone: DSN COM	874-4055 (901) 874-4055

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1315.18 of 28 October 2015 (b) SECNAV memo (Establishment of SECNAV Sea Tours) of 20 May 1996 (NOTAL) (c) CNO memo 4000 (Business Rules for Military Billet Reduction) of 18 Dec 1997 (NOTAL) (d) OPNAVINST 1300.15B (e) Joint Travel Regulations (JTR) (f) DIA Directive 1350.100 (Duration of Tours at Defense Attache' Stations) of 24 April 2014) (NOTAL) (g) CJCSI 1330.05B (h) OPNAV N13 PDM for Shared Early Command Apportionment Plan (i) OPNAV N13 PDM for Shared Commander Command Apportionment Plan (j) OPNAV N13 PDM for Shared Captain Command Apportionment Plan

1. **Policy**. Assignments to activities identified as at sea inside the continental United States (CONUS) and outside the continental United States (OCONUS) will coincide with the Secretary of the Navy (SECNAV) tours per references (a) through (d); these activities are designated by type assignment codes (TAC) "C" and "D." Activities identified as CONUS and overseas shore duty are designated by TAC codes "S," "H," and "O."

a. Navy Personnel Command (NAVPERSCOM) division directors are directed to ensure compliance with SECNAV prescribed sea tour (PST) lengths. Orders will be issued with projected

rotation dates (PRD) set to the PST for CONUS or OCONUS. The PST length for OCONUS must be that of accompanied orders. Overseas shore duty orders will be written per reference (e) for personnel assigned to Navy activities. OCONUS shore tours may be curtailed per reference (a). Personnel Exchange Program (PEP) tours are 24-month accompanied tours, except for aviation designated officers (13XX) in a flying status, these orders will be 30 months. Reference (f) provides tour length requirements for assignment to attachés. Reference (g) provides tour length requirements for Joint Chiefs of Staff tours.

(1) For CONUS tours, communities with variable PST and shore tour lengths (e.g., 24-30 months) will normally write orders for the longer tour length. This variable tour length must be written in the orders, referencing this article as specifically as possible.

(2) When these variable tour lengths are not exceptions as defined in MILPERSMAN 1301-106, no waiver is required for PRDs at or beyond the longer tour length specified in exhibits 1 through 4 of this article. A waiver, approved by the appropriate division director or designated representative, is required for PRDs at the minimum tour length or within the tour length range. If a PRD is less than the minimum community-prescribed tour length in exhibits 1 through 4 and as specified in the officer's orders, the waiver requirements of MILPERSMAN 1301-106 apply.

b. Exhibits 1 through 4 depict SECNAV sea tour lengths and 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, however, do not constitute exceptions to shore requirements per references (a) through (j). **This article takes precedence where tour length guidance in this article conflicts with** MILPERSMAN 1300-308.

c. Training and Administration of the Reserve tour lengths are listed with the applicable community tour lengths.

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

a. An on-time permanent change of station (PCS) move from sea is one that completes the full PST length. A 1-month early window is provided, if required, to facilitate the timing of schools, incumbent relief, etc. Cases where an existing PRD was incorrectly applied to the sea tour does not constitute

authority to move an officer early. Unless dictated by higher authority or extenuating circumstances, the incorrect PRD will be extended or changed to the correct PST length.

b. A cost PCS move initiates a new PST length. Sea-to-sea PCS moves must be no-cost or low-cost (less than $1,000) to be designated as a split tour and an exception to full PST lengths. Consecutive no-cost or low-cost split tours may be combined to meet PST lengths.

c. For split tours, the officer should remain at the last command for a minimum of 12 months to preclude readiness issues. Cases of transferring officers in an accounting category code "3XX" status do not constitute a split tour.

d. It is the detailer's responsibility to determine if the prescribed tour length criteria have been met prior to a new PCS funded move. If the criteria have not been met, the detailing officer must obtain waiver approval prior to releasing the orders per references (a) and (d).

EXHIBIT 1
NAVY PERSONNEL COMMAND SURFACE OFFICER ASSIGNMENT DIVISION (PERS-41)

1.1 Surface Warfare Officer (111X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour (months)	Shore Tour	Remarks
Ensign (ENS) and lieutenant junior grade (LTJG)	1st and 2nd sea	1st division officer (DIVO) or 2nd division officer tour	30/18 27/18 24/18 (See note 1)		- Up to 48 months at sea across two DIVO tours - Officers requiring a 3rd DIVO sea tour will be given 12-18 months orders - Engineering duty (ED) option officers: the prescribed tour length may be reduced to 18 months to accommodate ED option execution per MILPERSMAN 1212-040
Single longer tour (SLT) ENS and LTJG	DIVO sea	SLT DIVO	36		(See note 2)
Lieutenant (LT)	1st shore			24-66	- Training and Administration of the Reserve (TAR) Navy operational support command (NOSC) commanding officer (CO) tours are 24 months (See note 3 for Department Head (DH) School timing)
		Surface warfare officers (SWO) DH School		6	- SWO DH School start between 5-9 years of commissioned service (YCS) (See notes 3 and 4)
	3rd and 4th sea	1st DH and 2nd DH tour	Two tours of 18 or one tour of 36		- Officers in early command will receive orders per DIA Directive 1350.100

EXHIBIT 1
NAVY PERSONNEL COMMAND SURFACE OFFICER ASSIGNMENT DIVISION
(PERS-41)
(continued)

Rank	Tour Type	Job Description	Sea Tour (months)	Shore Tour	Remarks
Lieutenant commander (LCDR)	2nd, 3rd or 4th shore	Post-DH	18-24	24	- Sea or shore, as required by career and Navy needs - Sea tours: 18 months for ships and 24 months for sea-going staffs - TAR NOSC CO tours: 24 months (See note 5)
	5th sea	Executive officer (XO) afloat or special mission (SM) (non-fleet-up)	12-18		
Commander (CDR)	5th and	XO	18		- Per CJCSI 1330.05B, officers beyond CDR command milestone looks will execute a sea or shore rotation - Sea tours: 18 months for ships and 18-24 months for sea-going staffs - Overseas tours: tour length per Joint Travel Regulations (JTR), appendix Q
	6th sea	CO	18		
	7th sea or 5th shore	Post-command	18-36	24-48	- Two tours post-command (sea or shore) (See note 5)

EXHIBIT 1
NAVY PERSONNEL COMMAND SURFACE WARFARE OFFICER DISTRIBUTION DIVISION (PERS-41)
(continued)

Rank	Tour Type	Job Description	Sea Tour (months)	Shore Tour	Remarks
Captain (CAPT)	8th sea	XO or CO, major command	22 18 as XO followed by 18 CO	24-36	- Major command per the Office of the Chief of Naval Operations (OPNAV), Military Personnel Plans and Policy (OPNAV N13) annual PDM for Shared Early Command Apportionment Plan
	6th shore			24	(See note 3)

Note 1: Criteria for DIVO sequencing plan (DOSP) tour length adjustments per COMNAVSURFOR message 231541Z FEB 22, Surface Warfare Officer Career Path and Training Continuum.
Note 2: Criteria for DIVO single longer tour (SLT) per COMNAVSURFOR message 062155Z MAR 23, Single Long Tour DIVO Program
Note 3: Flexibility to start DH school between 5-9 YCS
Note 4: Officers not attending DH School will be ordered to a 24-month sea or shore tour, OCONUS tout length will be per Joint Travel Regulations (JTR) and as required by career and Navy needs.
Note 5: Joint tour length for LCDR through CAPT will be per CJCSI 1330.05B.

1.2 Nuclear Surface Warfare Officer (111X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS	Initial sea	1st DIVO and nuclear-power training	19-21		
LTJG	Initial nuclear training	Nuclear-Power School (NPS) and prototype		13	
LT	2nd sea	2nd DIVO tour	22-28		- Nuclear DIVO tour
	1st shore	Nuclear-power training unit, NPS, Nuclear-Power Post Graduate School, staff, etc.		24	
		SWOs DH School		6	

EXHIBIT 1
NAVY PERSONNEL COMMAND SURFACE WARFARE OFFICER DISTRIBUTION DIVISION (PERS-41)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
LT (continued)	3rd sea	DH, nuclear aircraft carrier (CVN) principal assistant (PA)	18 DH		- Conventional DH tour of 18 months, followed by CVN PA/2DH tour equivalent of 22-24 months
	4th sea		22-24 CNV PA, 2nd DH		
LCDR	2nd shore	Post-DH		18-24	- Nuclear shore (if previously none)
	3rd shore	Post-DH	18-24	24	- Sea, shore or nuclear shore as required by career and Navy needs - Sea tours: 18 months for ships and 24 for sea-going staff - Alternate path option: Delay until post-command or post-CVN reactor officer if screened for CDR command afloat during 2nd shore tour
	5th sea	XO Afloat or SM (non-fleet-up)	18		
CDR	5th and 6th sea	XO or CO; assistant reactor officer (ARO)	18 (XO 5th sea) 18 (CO 6th sea) 30-36 (ARO)		- Per CJCSI 1330.05B, officers not screened for CDR command will complete a sea or shore rotation - Sea tours: If screened, 18 months as XO followed by 18 months as CO - Overseas shore tour length: Per Joint Travel Regulations (JTR), appendix Q
	3rd shore	Post-command		24	- If 3rd post-DH shore waived to complete XO or CO tours - Alternate path option: delay until post CVN reactor officer
	7th sea	CVN reactor officer	24-36		- Post-command

EXHIBIT 1
NAVY PERSONNEL COMMAND SURFACE WARFARE OFFICER DISTRIBUTION DIVISION (PERS-41)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
CAPT	4th shore	Post-command		18-24	
	8th sea	XO or CO, major Command	22 18 as XO followed by 18 as CO 24-36	24-36	- Major command per the annual OPNAV N13 PDM for Shared Early Command Apportionment Plan
	5th shore			24	
Note: Joint tour length for LCDR through CAPT will be per CJCSI 1330.05B.					

Note: All nuclear billets under Naval Sea Systems Command Naval Reactors Branch (NAVSEA 08) cognizance will have a 2-year retainability, per MILPERSMAN 1301-108, regardless of prior assignment or location. A minimum 2-year retainability requirement must also be met before assigning an officer to these billets. This tour length policy will ensure reasonable stability for billets that require special nuclear qualifications and proficiency.

1.3 Special Warfare Officer (113X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS	Input	Training	24		
LTJG	Initial sea	DIVO	24		- Assistant platoon commander – Sea, Air, Land (SEAL) team
LT	2nd sea	Post-DIVO	24		- SEAL team, SEAL delivery vehicle team (SDVT), special boat team (SBT), special reconnaissance team (SRT)
	1st shore	Pre-DH		24	- Naval special warfare (NSW) group (NSWG) staff or graduate education
	3rd sea	DH	24		- Platoon commander – SEAL team, SDVT, or SRT - SBT troop commander

EXHIBIT 1
NAVY PERSONNEL COMMAND SURFACE WARFARE OFFICER DISTRIBUTION DIVISION (PERS-41)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
LCDR	4th sea or 2nd shore	Post-DH	24	24	- Operations officer or troop commander - SEAL team, SDVT, SRT, or NSW development group (NSWDG) - NSWG staff, joint tour, or graduate education
	5th sea or 3rd shore	XO	18-24	24	- SEAL team, SDVT, SBT, NSWDG, NSW detachment, training, or acquisitions (ACQ)
	4th shore	Post-XO		24	- Service college, graduate education, NSW or fleet staff, or joint tour
CDR	5th shore	Post-XO		24	- Service college, graduate education, NSW or fleet staff, or joint tour
	6th sea or 6th shore	CO	24	24	- SEAL Team, SBT, SDVT, NSWDG, training, or ACQs
	7th shore	Post-CO		24	- CO ashore, Naval Special Warfare Command (NSWC) staff, OPNAV or fleet staff, Special Operations Command (SOCOM) staff, Service college, or joint duty

EXHIBIT 1
NAVY PERSONNEL COMMAND SURFACE WARFARE OFFICER DISTRIBUTION DIVISION (PERS-41)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
CAPT	8th shore	Post-CO		24	- NSWC staff, OPNAV or fleet staff, SOCOM staff, Service college, or joint duty
	7th sea	Major command	24		- NSWG-1, 2, 4, 8, or 11, NSWDG, Naval Special Warfare Center, or Planned Maintenance System (PMS)-340
	9th Shore	Post-major Command		24	- NSWC staff or joint duty
Note: Joint tour length for LCDR through CAPT will be per CJCSI 1330.05B.					

1.4 **Explosive Ordnance Disposal Warfare Officer (114X/648X) Tour Lengths**

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS	Input	Training		18	- Joint DIVO Course, Explosive Ordnance Disposal (EOD) School, combat skills training, or airborne training
ENS or LTJG	Initial sea	Platoon commander	18-24		- EOD or expeditionary mine countermeasures (EXMCM) platoon commander
LTJG or LT	2nd sea	Platoon or company commander	18-24		- EOD or EXMCM company commander (cargo afloat rig team), mobile diving and salvage (MDS), Expeditionary Exploitation Unit One (EXU-1)

EXHIBIT 1
NAVY PERSONNEL COMMAND SURFACE WARFARE OFFICER DISTRIBUTION DIVISION (PERS-41)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
LTJG or LT	1st shore	Officer in charge regional detachment, EOD staff, training command, NPS or Graduate School		24	
	3rd sea	DH or troop commander	18-24		- Explosive ordnance disposal mobile unit (EODMU), mobile diving and salvage unit (MDSU), afloat staff, or NSWDG EOD squadron
LCDR	2nd shore	Joint duty, shore staff, EOD staff, Service war college, post-graduate education		24	
	4th sea	XO	18-24		- LCDR XO afloat or shore (may rotate at 18 months)
LCDR or CDR	3rd shore	Joint staff, staff action officer, Service war college		24	- Major staff, joint assignment per CSCSI 1330.05 numbered fleet
CDR	5th sea	CO (CDR command)	24		- EODMU, MDSU, Twenty-Foot Equivalent Unit, EXU-1, Naval Diving and Salvage Training Center, or joint assignment per CJCSI 1330.05B
	4th shore	Joint staff, staff branch chief, Service war college		24	

EXHIBIT 1
NAVY PERSONNEL COMMAND SURFACE WARFARE OFFICER DISTRIBUTION DIVISION (PERS-41)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
CAPT	6th sea	Major CMD	24		- EOD group; task force commander; mine countermeasures squadron; Center for Explosive Ordnance Disposal and Diving; or Naval Explosive Ordnance Disposal Technology Division per annual OPNAV N13 PDM for Shared Early Command Apportionment Plan
	5th shore	Post-major staff		24	
Note: Joint tour length for LCDR through CAPT will be per reference CJCSI 1330.05B.					

1.5 **Surface Warfare Chief Warrant/Limited Duty Officer Tour Lengths**

Rank	Tour Type	Designators	Sea Tour	Shore Tour	Remarks
Naval aviation observer (NAO) chief warrant officer (CWO)	Sea or shore	711X, 712X, 713X, 715X, 716X, 717X, 718X, 741X, 749X	24-36	24	(See note 1)
CWO	Sea or shore	711X, 712X, 713X, 715X, 716X, 717X, 718X, 741X, 749X	24	24	(See note 2) (See note 1)
NAO limited duty officer (LDO)	Sea or shore	611X, 612X, 613X, 615X, 616X, 618X, 641X, 643X, 649X	24-36	24	(See note 1)
LDO	Sea or shore	611X, 612X, 613X, 615X, 616X, 618X, 641X, 643X, 649X	24	24	(See note 2) (See note 1)

EXHIBIT 1
NAVY PERSONNEL COMMAND SURFACE WARFARE OFFICER DISTRIBUTION DIVISION (PERS-41)
(continued)

Note 1: When executing permanent change of station orders for overseas tour, prescribed sea tour will be per Joint Travel Regulations (JTR) and MILPERSMAN 1300-308. If executing in-place consecutive overseas tours, assignment will be per MILPERSMAN 1300-308.

Note 2: When assigned to shore duty in the continental U.S. (CONUS) outside of fleet-concentration areas, if no option for follow-on tour exists in the area to meet time on station requirements, officers may be assigned for 36 months.

EXHIBIT 2
NAVY PERSONAL COMMAND SUBMARINE OFFICER DISTRIBUTION DIVISION (PERS-42)

2.1 Submarine Officer (112X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
Ensign (ENS) or lieutenant junior grade (LTJG)	(117X)	New accession designator			
ENS	Input	Training		15	- Based on pipeline and school length
ENS or LTJG	Initial sea	Junior officer	30-36		- Minimum 24-month tour authorized, if proceeding to prototype or follow-on sea duty or pre-commissioning unit
Lieutenant	Initial shore			24-36	(See note 1)
Lieutenant commander (LCDR)	2nd sea	Department head (DH)	32		- Minimum 28-month tour
	2nd shore	Post-DH		24-36	
	3rd sea	Executive officer (XO)	20		- Minimum 18-month tour
LCDR or Commander (CDR)	3rd shore	Post-XO		24	
		Prospective commanding officer (CO)		6	
CDR	4th sea	CO	32		- Per the Office of the Chief of Naval Operations (OPNAV) Military Personnel Plans and Policy (OPNAV N13) annual PDM for Shared Commander Command Apportionment Plan
	4th shore	Post CO waterfront support		24	- May be shorter to support two post CO tours per annual OPNAV N13 PDM for Shared Commander Command Apportionment Plan
	5th shore	Pre major command shore		24	

EXHIBIT 2
NAVY PERSONAL COMMAND SUBMARINE OFFICER DISTRIBUTION DIVISION (PERS-42)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
Captain (CAPT)		Major command	24		- Per annual OPNAVNOTE 5450 Sequential and Major Command Plan
Note 1: Special sea duty assignment: Officers assigned to destroyer squadrons, amphibious squadrons, and carrier-strike groups will nominally conduct an 18-month tour. **Note 2:** Joint tour length for LT through CAPT will be per CJCSI 1330.05B.					

2.2 Submarine Chief Warrant/Limited Duty Officer Tour Lengths

Rank	Tour Type	Designator	Sea Tour	Shore Tour	Remarks
Chief warrant officer	Sea or shore	720X, 721X, 723X, 724X, 726X, 728X, 740X	24-36	36	- Variable with billets
Limited duty officer	Sea or shore	621X, 623X, 626X, 628X, 629X, 640X	24-36	36	

Note: All nuclear billets under Naval Sea Systems Command Naval Reactors Branch (NAVSEA 08) cognizance will have a 2-year retainability, per MILPERSMAN 1301-108, regardless of prior assignment or location. A minimum 2-year retainability requirement must also be met before assigning an officer to these billets. This tour length policy will ensure reasonable stability for billets that require special nuclear qualifications and proficiency.

EXHIBIT 3
NAVY PERSONNEL COMMAND AVIATION OFFICER DISTRIBUTION DIVISION (PERS-43)

3.1 Aviation Officer (130X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
Ensign (ENS) through Captain (CAPT)	Sea or shore	Needs of the Navy	24-36	36	- Variable dependent on career and qualification termination timing
Note: Joint tour length for LCDR through CAPT will be per CJCSI 1330.05B.					

3.2 Aviation Officer (131X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS and lieutenant junior grade (LTJG) (139X)		Pilot or naval flight officer (NFO) training		12-24	- Variable, based on community and designator
Lieutenant (LT)	Initial sea	Fleet squadron in warfare specialty	36-42		- Exclusive of fleet replacement squadron (FRS), variable based on community and designator - Sea tours for "Take Charge and Move Out" pilots are 42 months for pilot mission commander
	1st shore	Training command (TRACOM), FRS, Post-Graduate (PG) School, staff, Navy Recruiting Command (NAVCRUITCOM), Washington DC, etc.		24-42	
	2nd sea	Squadron, ship's company, or embarked staff	24		- Exclusive of FRS

EXHIBIT 3
NAVY PERSONNEL COMMAND AVIATION OFFICER DISTRIBUTION DIVISION (PERS-43)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
Lieutenant commander (LCDR)	3rd sea	Squadron department head (DH)	24-36		- Non-screened officers will serve 24-36 months (as required) - Training and Administration of the Reserve (TAR) Naval Operational Support Command (NOSC) commanding officer (CO) tours (see Office of the Chief of Naval Operations (OPNAV), Military Personnel Plans and Policy (OPNAV N13) annual PDM for Shared Early Command Apportionment Plan)
Commander (CDR)	2nd shore	Staff, joint, Washington DC, subspecialty		24-36	- May be reduced for CO selectees
	4th sea	Command (executive officer (XO) or CO)	24-36		- Variable by community per annual OPNAV N13 PDM for Shared Commander Command Apportionment Plan
	3rd shore	Post-command		36	- Variable by billet
CAPT	5th sea	Ship's company	24		
	6th sea	Major command, aircraft carrier (CV)/landing helicopter assault ships (LHA) command	18		- Per annual OPNAVNOTE 5450 Sequential and Major Command Plan
		Ship's company, patrol squadron (VP) wing command	24		
		Carrier air wing (CVW) command	36		
		Nuclear aircraft carrier (CVN) command	24-48		

EXHIBIT 3
NAVY PERSONNEL COMMAND AVIATION OFFICER DISTRIBUTION DIVISION (PERS-43)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
CAPT (conti-nued)	4th shore			24	- Per OPNAVNOTE 5450 Sequential and Major Command Plan
Note: Joint tour length for LCDR thru CAPT will be per CJCSI 1330.05B.					

3.3 Aviation NFO (132X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS and LTJG (137X)	Input	Pilot or NFO training		12-24	Variable, based on community **and** designator
LT	Initial sea	Fleet squadron in warfare specialty	36-42		- Exclusive of FRS, variable, based on community **and** designator
	1st shore	TRACOM, FRS, PG school, staff, NAVCRUITCOM, Washington, DC, etc.		24-36	- Variable, based on community **and** designator
	2nd sea	Squadron, ship's company, or embarked staff	24		- Exclusive of FRS
LCDR	3rd sea	Squadron DH	24-36		- TAR NOSC CO tours per annual OPNAV N13 PDM for Shared Early Command Apportionment Plan
CDR	2nd shore	Staff, joint, Washington DC, or subspecialty		24-36	- May be reduced for CO selectees
	4th sea	Command (XO or CO)	24-36		- Variable by community per annual OPNAV N13 PDM for Shared Commander Command Apportionment Plan
	3rd shore	Post-command		36	- Variable by billet
	5th sea	Ship’s command	24		

EXHIBIT 3
NAVY PERSONNEL COMMAND AVIATION OFFICER DISTRIBUTION DIVISION (PERS-43)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
CAPT	6th sea	Major command, CV/LHA command	18		- Per annual OPNAVNOTE 5450 Sequential and Major Command Plan
		Ship's company, VP wing command	24		
		CVW command	36		
		CVN command	24-48		
	4th shore	Major/minor shore command		24	
Note: Joint tour length for LCDR thru CAPT will be per CJCSI 1330.05B.					

3.4 Aerospace Engineering Officer (151X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS	Input	Pilot or NFO training		12-24	- Designators are 131X/132X - Tour length variable with community and designator
LTJG and LT	Initial sea	Fleet squadron in warfare specialty	36-42		- Designators are 131X/132X - Exclusive of FRS, tour length variable with community and designator
LT	Initial shore	TRACOM, FRS, PG School, staff, or test pilot school		24-36	- Designators are 131X/132X - Tour length variable with community and designator
	2nd sea	Squadron, ship's company, or embarked staff	24		- Begin tour as 131X/132X - Considered for 1510 community

EXHIBIT 3
NAVY PERSONNEL COMMAND AVIATION OFFICER DISTRIBUTION DIVISION (PERS-43)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
LCDR	2nd shore	Initial acquisition (ACQ) tour, project officer: Naval Air Systems Command (NAVAIR); Naval Information Warfare Systems Command (NAVWAR); Defense Contract Management Agency (DCMA); Fleet Readiness Center (FRC); naval depot (NADEP); research, development, test, and evaluation (RDT&E); warfare centers, PG school		24-36	- Access into 1510 community from 131X/132X as senior LCDR or junior CDR - Tour length variable, based on billet
	3rd sea or follow-on administrative contracting officer shore	Aviation DH, 2nd ACQ tour	24-36	24-36	- Return for DH tour or start of 2nd ACQ tour - Tour length variable, based on billet
CDR	2nd shore	Senior-level ACQ program manager, class desk, ACQ shore command, FRC production officer		24-36	- Variable, based on billet

EXHIBIT 3
NAVY PERSONNEL COMMAND AVIATION OFFICER DISTRIBUTION DIVISION (PERS-43)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
CAPT	2nd shore	Senior staff and major ACQ shore command: NAVAIR; NAVWAR; Assistant Secretary of the Navy (Research, Development and Acquisition (ASN (RDA)); FRC; test wing; Commander, Naval Air Force Atlantic			
Note: Covered under joint scientific and professional waiver; however, if filling a joint billet, must comply with CJCSI 1330.05B.					

3.5 Aerospace Maintenance Duty Officer (152X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS through LT	1st tour	Organizational level maintenance: 30-48; intermediate level maintenance: 24-30; or staff 24-36 – Professional Aviation Maintenance Officer (PAMO) 1st tour	36-48		- Variable, based on billet
	2nd shore	Organizational level maintenance: 30-36; intermediate level maintenance: 24-30; or staff 24-36 - PAMO 1st or 2nd tour		24-36	- Variable, depending on billet

EXHIBIT 3
NAVY PERSONNEL COMMAND AVIATION OFFICER DISTRIBUTION DIVISION (PERS-43)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS through LT (continued)	2nd sea	Organizational level maintenance: 30-48 intermediate level maintenance: 24-30; or staff 24-36 - PAMO qualification	24-48		- May be adjusted for required training and continuity
LCDR	3rd shore	Initial ACQ tour, project officer: NAVAIR, NAVWAR, DCMA, NADEP, RDT&E, warfare centers, PG school		24-36	- May be adjusted for required training and continuity
	3rd sea	Aviation DH equivalent or 2nd ACQ tour	24-48		- Return for DH tour or start of 2nd ACQ tour
	4th sea	Aviation CO equivalent, 3rd ACQ tour	24-36		- Return for CO equivalent tour or start of 3rd ACQ tour
CDR	4th shore	Major staff, further education, ACQ		24-36	- May be adjusted for required training and continuity
CAPT	5th shore	- Senior-level acquisition - NAVAIR; NAVWAR; Program Executive Office; CO, Defense Plant Representative Office; type commander, assistant chief of staff, as program manager; division director		24-48	- May be adjusted for required training and continuity - 48-month tours for ACQ category I/II program manager
	5th sea	Major staff	24-30		- Variable depending on billet
Note: Covered under joint scientific and professional waiver; however, if filling a joint billet, must comply with CJCSI 1330.05B.					

EXHIBIT 3
NAVY PERSONNEL COMMAND AVIATION OFFICER DISTRIBUTION DIVISION
(PERS-43)
(continued)

3.6 **Aviation Chief Warrant/Limited Duty Officer Tour Lengths**

Rank	Tour Type	Designator	Sea Tour	Shore Tour	Remarks
Chief warrant officer	Sea or shore	731X, 732X, 734X, 736X, 738X	24-36	24-36	- Variable with billets
Limited duty officer	Sea or shore	630X, 631X, 632X, 633X, 636X, 638X, 639X	24-36	24-36	

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)

4.1 **Human Resources Officer (120X) Tour Lengths (1100 Designator Detailed Through 1200 Detailing Shop)**

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
Ensign (ENS)	Input	Experience tour		36	
Lieutenant junior grade (LTJG) or lieutenant (LT)	Shore	Experience tour		36	- May be reduced for commanding officer (CO), executive officer (XO), officer in charge (OIC), department head (DH), or milestone selectees for career progression
		LT CO/XO/OIC/DH		24-36	- Training and Administration of the Reserve (TAR) Navy operational support center (NOSC) CO tours are per Office of the Chief of Naval Operations (OPNAV) Military Personnel Plans and Policy (OPNAV N13) annual PDM for Shared Early Command Apportionment Plan
		Advanced education		12-24	- Postgraduate (PG) School, Joint Professional Military Education (JPME), or Service college
Lieutenant commander (LCDR)	Shore or sea	Experience tour		36	- May be reduced for CO, XO, OIC, or milestone selectees for career progression
		LCDR CO/XO/OIC/ milestone	24	24	- 18 months minimum TAR NOSC CO tours are per annual OPNAV N13 PDM for Shared Early Command Apportionment Plan
		Advanced education		12-24	- PG School, JPME, or Service college

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER CAREER MANAGEMENT (PERS-44)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
Commander (CDR)	Shore	Experience tour		36	- May be reduced for CO, XO, OIC, or milestone selectees for career progression
		CDR CO/XO/OIC/ milestone		24-36	- 36 months for XO and CO fleet-up assignments, 24 months for all others (18 months minimum) - TAR NOSC CO tours are per annual OPNAV N13 PDM for Shared Commander Command Apportionment Plan
		Advanced education		12	- JPME or Service college
Captain (CAPT)	Shore	Human resources executive or major staff tour		36	- May be reduced for CAPT pinnacle, post-major command, or major command tours for career progression (18 months minimum)
		CAPT pinnacle, post-major command or major command		24-36	- 36 months for XO and CO fleet-up assignments, 24 months for all others (18 months minimum) - TAR NOSC CO tours per annual OPNAV N13 PDM for Shared Captain Command Apportionment Plan
		Advanced education		12	JPME or Service college
Note: See note 1 of section 4.15 for joint billets.					

4.2 **Engineering Duty Officer (14XX) Tour Lengths**

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS or LTJG (146X)	1st sea	Junior officer	18-24		- In training

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
LTJG and above	Sea	Engineering duty	24		- Commander command tours are 24-36 months - Acquisition (ACQ) tours (see table 4.2, CAPT remarks)
	Shore	Naval Information Warfare Systems Command (NAVWAR) Space Field Activity; strategic systems programs, naval shipyard; regional maintenance center; supervisor of shipbuilding; Defense Contract Management Agency (DCMA); Naval Sea Systems (NAVSEA); Naval Air Systems Command (NAVAIR); or NAVWAR		24-36	
	Shore	Department Assistant Secretary of the Navy for Ship Programs (DASN); instructor duty; Navy Personnel Command (NAVPERSCOM); Bureau of Naval Personnel officer community manager; or Board of Inspection and Survey (INSURV)		24	
	Shore	Fleet staff, or class squadron, or OPNAV		24-36	
	Shore	Operational Test and Evaluation Force (OPTEVFOR)		24-36	

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
CAPT	Sea	Engineering duty	24-36		
	Shore	NAVPERSCOM		24	
	Shore	Instructor duty		24-36	
	Shore	DASN/OPNAV		24-36	
	Shore	All other engineering duty tours		30-48	- ACQ category 1 major program manager tours are 48 months - Major shore tours are 36-48 months - ACQ tours (see below)
Note: See note 2 of section 4.15 for joint billets.					

4.3 **Public Affairs Special Duty Officer (1650) Tour Lengths**

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS or LTJG	1st sea	Navy Public Affairs Support Element (NPASE) action officer (AO) or division officer	18-24		
	1st shore	Developmental billets (independent duty, division officer (DIVO), staff, and production)		24-36	- Shore tour lengths may be adjusted to accommodate public affairs (PA) requirements for career progression
LT	1st sea (lateral transfer) or probationary officer continuation and redesignation	NPASE AO or DIVO	18-24		- Shore tour lengths may be adjusted to accommodate PA requirements for career progression

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
LT	Sea	Amphibious, explosive ordnance disposal (EOD), destroyer squadron (DESRON), naval special warfare (NSW) group, fleet AO, NPASE AO	24		
	Shore (independent duty)	Submarine group (SUBGRU), installation public affairs officer (PAO), NSW, EOD, etc.		24-36	- Shore tour lengths may be adjusted to accommodate PA requirements for career progression
	Shore	Flag aide		18-24	
	Shore (outreach)	DMA, Navy Office of Community Outreach (NAVCO), Navy Office of Information (NAVINFO), or Blue Angels		24-36	
	Shore	Post-graduate education		10-12	
LCDR	Shore (staff)	Office of the Chief of Information (CHINFO) AO, fleet AO, NAVCO deputy, Defense Information School (DINFOS), etc.		24-36	- Shore tour lengths may be adjusted to accommodate PA requirements for career progression and to align with milestone, joint opportunities, graduate education and professional certification
	Sea	NPASE, individual augmentation (IA) or global support assignment (GSA)	24		

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
LCDR	Sea (milestone)	Milestone designated sea tour (nuclear aircraft carrier)	24		
	Shore (milestone)	Milestone designated shore tour (Navy Expeditionary Combat Command (NECC)		24-36	
	Sea or shore (joint)	Joint Planning Support Element (JPASE), Combatant Command (COCOM) deputy AO, Defense Intelligence Agency (DIA), North Atlantic Treaty Organization (NATO), etc.		24-36	
	Shore (leadership)	Commander Fourth Fleet (C4F) or Commander Tenth Fleet (C10F) PAO, NAVINFO OIC, director, detailer, or DINFOS senior representative		24-36	
	Shore	Post-graduate education		10-12	- Shore tour lengths may be adjusted to accommodate PA requirements for career progression and to align with milestone, joint opportunities, graduate education and professional certification
	Shore	Junior Service college		12	

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
CDR or CAPT	Shore	CHINFO Director Engineering Aide (EA), NAVCO, NPASE OIC, NAVPERSCOM, Navy Recruiting Command, Navy Education and Training Command, Naval Forces Japan (CNFJ), Officer of Legislative Affairs (OLA), etc.		24-36	- Shore tour lengths may be adjusted to accommodate for by name requests, career progression, and to facilitate distribution of this high demand, low-density community
	Sea or shore (joint)	Office of the Secretary of Defense (OSD), Joint Chief of Staff, COCOM, DIA, DMA, JPASE, etc.		24-36	
	Shore (leadership)	Division of Inspection and Certification (DCI), NPASE CO or XO, or head detailer		24-36	
	Sea or Shore (numbered fleet)	Commander, Second, Third, Fourth, Fifth, Sixth, or Seventh Fleet	24		
	Shore (3 or 4-star advisor)	Chief of Naval Operations (CNO) or Secretary of the Navy (SECNAV) Public Affairs Office, U.S. Naval Academy, type commander, etc.		24-36	
	Shore	Senior Service college		12	
Note: See note 2 of section 4.15 for joint billets.					

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)
(continued)

4.4 Medical Corps Officer (210X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS through CAPT	Sea		24-36		
ENS through CAPT	Shore			36	- Outside of the continental U. S. (OCONUS) will satisfy Department of Defense (DoD) tour lengths
Note: See note 2 of section 4.15 for joint billets					

4.5 Dental Corps Officer (220X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS through CAPT	Sea		24-36		
ENS through CAPT	Shore			36	- OCONUS will satisfy DoD tour lengths
Note: See note 2 of section 4.15 for joint billets.					

4.6 Medical Service Corps Officer (230X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS through CAPT	Sea		24-36		
CAPT	Shore			36	- OCONUS will satisfy DoD tour lengths
Note: See note 2 of section 4.15 for joint billets.					

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)
(continued)

4.7 Nurse Corps Officer (290X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS through CAPT	Sea		24-36		
CAPT	Shore			36	- OCONUS will satisfy DoD tour lengths
Note: See note 2 of section 4.15 for joint billets.					

4.8 Exceptions to Tour Length Guidelines

a. Specialists

(1) Nurse anesthetists, perioperative nurses, orthopedic physician assistants, anesthesiologists (15BX series), pathologists (15MX subspecialty code), surgical sub-specialties (15BX, CX, DX, EX, GX, HX, IX, and JX), radiologists (16YX), pediatric dentists (179X series), and oral surgeons (175X series) per DoD Instruction 1315.18, enclosure 3, subparagraph 3b(12).

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS through CAPT	Sea	Carriers	12		
ENS through CAPT	Sea	All other sea duty	24		
ENS through CAPT	Shore			36	- Exception: Twentynine Palms, CA and Lemoore, CA (1 year) - Medical treatment facilities (MTF) with no operating room or for pediatric dentists (1 year unaccompanied or 2 years accompanied)

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS through CAPT	OCONUS			24	- 24 months for accompanied tour lengths per Joint Travel Regulations (JTR), appendix Q. - Guantanamo Bay, Cuba for 12 months unaccompanied or 18 months accompanied (also applies to 1920 labor and delivery nurses) - Iwakuni, Japan for 12 months unaccompanied or 18 months accompanied (also applies to 1920 labor and delivery nurses)
CAPT	Shore	MTF CO or XO	24	24	

b. Newly Accessioned Clinical Specialists. Medical and Dental Corps officers may be assigned a 1-year tour at a CONUS MTF to allow for adequate credentialing but may be assigned directly to an OCONUS facility when at least one fully privileged provider of the assignee's specialty is stationed at the facility. In small communities with only one billet at OCONUS locations, sending a newly accessioned specialist may be considered once other possible fills have been ruled out.

c. Board Certification. Specialty board certification for health professionals is a stated Navy goal. For specialties that need to develop a case file for board certification, duty at isolated facilities with limited case diversity may preclude attainment of board certification. While board certification should be considered in assignments; ultimately, such specialists are required for maintenance of essential clinical services at these facilities.

d. Skill Competency. Preservation of skill competency will be considered for certain specialties with the following tour length exceptions:

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)
(continued)

(1) Maximum tour lengths for all surgical specialists (as defined in section 4.8 a(1)), radiologists, pathologists, emergency medicine, and pediatric dentists are as follows:

(a) DoD overseas shore tour lengths:

1. Twelve-month unaccompanied or 18-month accompanied tours at Guantanamo Bay, Cuba and Iwakuni, Japan (to include labor and delivery nurses and orthopedic physician assistants).

2. Two years at Guam; Naples, Italy; Okinawa, Japan; Rota, Spain; Sigonella, Italy; and Yokosuka, Japan.

(b) CONUS time on station tour length of 1 year at Twentynine Palms, CA, with the exception of emergency medicine and radiology, which will be 2 years.

(c) CONUS time on station tour length of 2 years for radiologists to Lemoore, California.

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

(2) For specialties such as general internal medicine, pediatrics, and family medicine, no limitations on current DoD or SECNAV tour lengths are required. It is believed that technical skills for the procedures performed by these specialists can be refined easily upon return to a major medical facility or through brief refresher training opportunities. Medical officers classified as “solo providers” who are on-call 24/7 may be assigned to shorter tour lengths in otherwise longer tour areas per DoD Instruction 1315.18.

e. CO and XO assignments will generally be 24-month tours.

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)
(continued)

4.9 Judge Advocate General Corps Officer (195X/250X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
LTJG	Officer Development School	In-training			- Designator 195X
LTJG or LCDR	Shore	Initial tour		12-24	- CONUS or OCONUS
LTJG through CAPT	Sea		24		- CONUS or OCONUS
LTJG through CAPT	Shore			36	- CO and XO billets will generally be 24-month tours - CONUS or OCONUS
	Shore	Advanced education		10-12	- PG School or Naval War College
Note: See note 2 of section 4.15 for joint billets.					

4.10 Supply Corps Officer (310X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS	Basic Qualification Course	Training		6	- Basic Qualifications School, Newport, RI
ENS/ LTJG	Initial sea	Operational	24-30		- Operational tour follows completion of Supply Corps School
	1st shore	Functional		24-36	- Shore assignment or internship
LT	2nd sea	Operational	24-30		- Independent duty afloat, large platform, or expeditionary
	2nd shore	Advanced education		11-27	- PG school
		Functional		24-36	

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
LCDR	3rd sea	Operational	24		- Immediate superior in command supply officer, large platform assistant, or expeditionary
	3rd shore	Functional utilization		24-36	- Shore assignment or PG school utilization tour
CDR	4th sea or command	Operational or command	24-36		- Large platform DH or operational command or ashore CO
	4th shore	Policy development or implementation		24-36	- Systems command, fleet logistics center, joint, or type commander
	5th shore	Command staff, policy		24-36	
CAPT	5th shore	Command staff, policy		24-36	
Note: See note 1 of section 4.15 for joint billets.					

4.11 **Supply Corps Chief Warrant/Limited Duty Officer Tour Lengths**

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
Chief warrant officer (CWO)	Sea or shore	752X	24-30	24-36	- Variable with billets
Limited duty officer (LDO)	Sea or Shore	651X	24-30	24-36	
Note: See note 2 of section 4.15 for joint billets.					

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)
(continued)

4.12 Chaplain Corps Officer (410X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
LTJG or LT	Navy operational		24		- Recommended tours for Naval Forces Atlantic Ministry Center Norfolk, VA or Mayport, FL 30 months with option to extend to 36 months
	U.S. Marine Corps (USMC) operational Fleet Marine Force (FMF)		30		- Recommended tours for USMC FMF units in Okinawa, Japan: 24 months unaccompanied or 30 months accompanied - Option to extend to 30 or 36 months available
	Coast Guard operational		24		- Option to extend to 30 months available
	Navy, USMC or Coast Guard			24-36	
LCDR	Sea or Shore		30	24-36	
CDR or CAPT	Sea or Shore		24-30	30-36	- O-5 milestone: 24 months - O-6 milestone: 30 months with the option to extend to 36 months
Notes: See note 2 of section 4.15 for joint billets.					

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)
(continued)

4.13 Civil Engineer Corps Officer (510X) Tour Lengths

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
ENS or LTJG	Initial Sea	Platoon CDR or DIVO	18-24		- May move when Seabee Combat Warfare qualified
	1st shore	Developmental billets (facilities, DIVO, assistant public works officer, staff)		24	
LT	Sea	Company commander, detachment OIC, DH, or combat engineer	24-30		- Shore tour lengths may be adjusted to accommodate Civil Engineer Corps (CEC) requirements for professional registration, post-graduate degree, and ACQ certification
	Shore	DH, staff, instructor duty, or joint duty		24-36	
	Shore	Executive assistant (EA) or flag aide		12-24	
	Shore	Post-graduate education		12-18	
LCDR	Sea	XO or DH	24		- Shore tour lengths may be adjusted to accommodate CEC requirements for professional registration, post-graduate degree, and ACQ certification
	Shore	PWO, DH, staff, joint duty		24-36	
	Shore	EA or flag aide		12-24	
	Shore	Post-graduate education		12-18	
	Shore	Junior Service college		12	
CDR or CAPT	Sea	CO, combat systems officer, or DH	24		- Shore tour lengths for non-Naval Facilities Engineering Command billets at 24 months to allow for planning programming budgeting, and execution (PPBE) system or major staff exposure while maintaining proficiency in ACQ and facilities management
	Shore	ACQ, facilities management, program management		24-36	
	Shore	Staff (OSD, OPNAV, Navy Installations Command (CNIC), NECC), CO or XO ashore, or joint duty		24	

EXHIBIT 4
NAVY PERSONNEL COMMAND STAFF RESTRICTED LINE OFFICER DISTRIBUTION DIVISION (PERS-44)
(continued)

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
CDR or CAPT (continued)	Shore	Senior Service college		12	- Shore tour lengths for non-Naval Facilities Engineering Command billets at 24 months to allow for PPBE system or major staff exposure while maintaining proficiency in ACQ and facilities management
Note: See notes 1 and 2 of section 4.15 for joint billets.					

4.14 **Civil Engineer Corps Chief Warrant/Limited Duty Officer Tour Lengths**

Rank	Tour Type	Job Description	Sea Tour	Shore Tour	Remarks
CWO	Sea or shore	753X	24-36	36	- Variable with billets
LDO	Sea or shore	653X	24-36	36	
Note: See note 1 of section 4.15 for joint billets.					

4.15 **ACQ Professional Community (APC) Tour Guidelines**

a. APC officers will generally be assigned to ACQ workforce billets for 36 months.

b. Any officer assigned to a critical ACQ position must agree to stay 36 months minimum.

c. Selected major program management tours are controlled by the Director, Acquisition Career Management Office.

Note 1: Joint tour lengths for LT through CAPT will be per CJCSI 1330.05B.

Note 2: This designator is covered under joint scientific or professional waiver for selection to pay grade O-7; however, officers assigned to a joint duty assignment list billet are required to complete the joint tour length per CJCSI 1330.05B.

MILPERSMAN 1301-112

OFFICER DISTRIBUTION - COMMAND TOUR LENGTHS

Responsible Office	OPNAV (N131)	Phone: DSN COM E-mail	664-5037 (703) 604-5037 Nxag_m131e@navy.mil/

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Sea Command Tour Lengths and Goals**

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

Designator	Rank	Tour Lengths
1110	Captain (CAPT)	24 Months
1110	Commander (CDR)	24 Months
1120	CDR (nuclear-powered general-purpose attack submarine/ballistic-missile submarine, nuclear propulsion	36 Months
1110	Lieutenant Commander	24 Months

(1) **13X0 CDR**

(a) Squadron-command tour lengths of commanding officer (CO) attached to **carrier-based squadrons** are 12-15 months; 24-36 months for a combined executive officer (XO) and CO tour.

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

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

(2) **130X CAPT**

Type Duty	Tour Lengths
Initial Major Sea Command	15-24 months
Sequential Tours	18 months
Aircraft Carrier Nuclear Propulsion	36 months
Carrier Air Wing Commander	36 months combined commander and deputy tour

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

(1) Tours will be for a minimum of 18 months if on a ship which is the first half of a sequential command (e.g., amphibious transport dock ship 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; or

c. Office of the Chief of Naval Operations Officer Force Shaping Plans and Policies Branch (OPNAV N131) is the final approving authority for **any** short tours of COs (CAPTs) at sea where the tour length is less than the prescribed major or sequential command tour-length policy. OPNAV N131 policy encourages short tours to be held to an absolute minimum, including flag selectees regarding this issue.

2. **Shore Command Tour Lengths**

a. Shore command tour lengths in the continental United States must meet the time on station requirements issued in MILPERSMAN 1301-104.

b. Overseas shore command tour lengths must be issued per Department of Defense area tour lengths policy contained in MILPERSMAN 1300-308.

(1) Tour curtailment or 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.

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

3. **Naval Reserve Officer Training Corps (NROTC) Unit Command.** In an effort to stabilize the NROTC command position to achieve acceptable unit readiness and improve university interface, NROTC command tour lengths will be 36 months.

4. **Key Managerial Billets.** Senior officers, other than unrestricted line officers, in key managerial billets will be assigned for periods of 4 to 6 years. This policy refers not to just a single billet, but also to directly-related billets in the organizational chain of command.

MILPERSMAN 1301-114

OFFICER DISTRIBUTION - ASSIGNMENT TO/FROM NAVY PERSONNEL COMMAND (NAVPERSCOM)

Responsible Office	NAVPERSCOM (PERS-45)	Phone: DSN COM FAX	882-3141 (901)874-3141 882-2693

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

1. **Purpose**. To clarify screening and selection procedures for all prospective officer detailer and placement personnel, and to prescribe tour length and reassignment policy for officers assigned to Navy Personnel Command (NAVPERSCOM).

2. **Background**. A proper degree of sensitivity must be maintained in the relationship between NAVPERSCOM and all military members with whom it interfaces, while simultaneously providing the manning continuity necessary to promote a high degree of organizational efficiency. NAVPERSCOM officer detailer and placement billets require careful screening to ensure selected candidates are exemplary representatives of their community and NAVPERSCOM. These positions imbue special confidence requiring access to personal identifiable information (PII) and sensitive Service member information. Any officer selected must be capable of managing this responsibility. Although volunteers are preferred, it is in the best interest of NAVPERSCOM Career Management Department (PERS-4) officer community divisions, as well as the officers they service, the selection process seek multiple candidates for detailing and placement with consideration for diversity.

3. **Requirements for Officer Detailer and Placement Assignment**. Prospective officer detailers and placement officers must meet the following requirements:

a. Have no fitness report (FITREP) trait grade below 3.0 and received a promotion recommendation of promotable or higher in the past 36 months.

b. Have no record of non-judicial punishment, court-martial conviction, or civil conviction within the past 60 months.

c. Have no alcohol-related incidents within the past 36 months.

d. Must be within current body composition standards and passed the most recent regularly scheduled physical fitness assessment.

e. Have no record of financial instability within the past 36 months.

f. Substantiated Family Advocacy Program (FAP) cases for physical abuse are disqualifying while families are in treatment (i.e., open FAP case, resolved substantiated FAP, or civil charges). Members involved in substantiated cases involving child abuse, sexual molestation, or any sexual assaults are disqualified.

g. Be eligible for a secret security clearance.

h. Be recommended by their commanding officer for selection for a detailer or placement billet.

4. **Detailer Nomination Package**. Submit the following documents as part of the nomination package:

a. Commanding officer's letter of recommendation, including a statement whether the officer received any letter(s) of indebtedness or any indications of serious financial problems within the past 36 months.

b. FITREPs for the past 36 months. Ensure Social Security number (full or truncated) is redacted.

5. **Nomination Process**

a. Tracking. To ensure a timely demand signal for an incumbent's relief, NAVPERSCOM Shore Placement Branch (PERS-444) will publish and track a monthly spreadsheet of PERS-4 personnel who are 12 months from their projected rotation date. This spreadsheet will include the relief requirement as validated by the respective branch head.

b. Criteria. Communities may nominate preferred candidates; however, final determination of candidates will be approved by the PERS-4 officer community branch head and or division director.

(1) Leveraging our diversity is the key to reaching the Navy's peak potential both as a workplace and as a defense force. Branch heads and division directors will take diversity into consideration and actively work to increase diversity within their divisions.

(2) Officers are best served when detailers and placement officers have recent milestone community experience. Nominated candidates should be upwardly mobile within their respective community.

(3) Whenever possible multiple candidates should be considered for available billets.

6. **Selection Criteria**

a. Interview. An interview for each qualifying candidate must be conducted by a PERS-4 branch head or senior to determine best fit. This can be accomplished via teleconference, detailing trip, road show career development symposium, or road show.

b. Recommendations. Written recommendations should ensure all requirements as listed in this article have been met and provided to the division director.

c. Selection. PERS-4 officer community division director will have final selection approval.

7. **Policy**. The following policies have been established for all officers assigned to NAVPERSCOM:

a. Assignments to NAVPERSCOM will be made per MILPERSMAN 1301-110, but in no case for less than 24 months.

b. Reassignment from NAVPERSCOM will be made per MILPERSMAN 1301-110 and per community career progression.

c. Exceptions to these policies must be requested in writing and approved by PERS-4 before permanent change of station orders are negotiated. Exception requests must include report date to NAVPERSCOM, proposed detachment date, and justification for early transfer or career progression variance.

MILPERSMAN 1301-116

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

Responsible Office	OPNAV N131	Phone: DSN COM E-mail	664-5037 (703) 604-5037 Nxag_m131e@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC 6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) OPNAVINST 1300.15B

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

a. This policy conforms to reference (a), paragraph 10, in which the minimum time on station requirement for all shore assignments within the continental United States is 36 months.

b. For career progression, tours of less than 3 years are acceptable for officers with follow-on orders to commanding officer, executive officer, or department head tours.

MILPERSMAN 1301-118

OFFICER DISTRIBUTION - MAJOR DEFENSE ACQUISITION POSITION TOUR LENGTHS

Responsible Office	OPNAV (N131)	Phone: DSN COM E-mail:	664-5037 (703) 604-5037 naxg_m131e@navy.mil

MyNavy HR	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) https://www.mynavyhr.navy.mil https://my.navy.mil/

References	(a) Title 10 U.S.C. (b) DoD Instruction 5000.66 of 27 July 2017

1. **Policy**

a. Officers assigned to a billet identified as a critical acquisition position, as defined in reference (a), section 1733, are required to serve in that position for 3 years per reference (a), section 1734, and implemented by reference (b).

b. Officers assigned as program managers or deputy program managers of major acquisition programs according to the requirements defined in reference (a), section 1735(b), are required to be assigned and execute a written agreement to serve for 4 years or completion of the next major milestone per reference (a), section 1734(a)(3)(b).

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

MILPERSMAN 1301-120

OFFICER DISTRIBUTION – JOINT DUTY ASSIGNMENT TOUR LENGTHS (O-6 AND BELOW)

Responsible Office	NAVPERSCOM (PERS-450)	Phone: DSN COM FAX	882-4217 901-874-4217 901-874-2696

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Public Law 99-433 (b) 10 U.S.C., Chapter 38, Joint Officer Management (c) Joint Travel Regulations (JTR), Appendix Q, Part 1

1. **Policy**. Reference (a), as amended, establishes a minimum continental United States (CONUS) tour length of 3 years for officers assigned to the joint duty assignment list (JDAL) now contained in reference (b). Joint billets are identified on the billet file with a billet additional qualification designator of JD1 (non-critical joint billet) or JD2 (critical joint billet).

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

a. If an officer's first tour in a JDA terminates prior to 24 months, the officer can serve subsequent tour(s) to attain full joint duty credit when the minimum tour length is met.

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

(1) Reassignment is greater than 24 months from the date of arrival into the JDA.

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

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

(4) Upon immediate reassignment to another JDAL billet.

(5) Assignment performed outside CONUS. Officers assigned to overseas JDAL billets must comply with the overseas tour lengths established in reference (c).

(a) Full joint duty credit will be granted for overseas assignments only when the officer serves the accompanied tour length not less than 2 years.

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

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

(7) Suspension from duty.

3. **Tour-Length Waivers**. A principal objective of reference (a) is to enhance the stability and continuity of officers in joint duty assignments.

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

b. Navy Personnel Command (NAVPERSCOM) assignment officers will prepare the waiver request for the Principal Deputy Under Secretary of Defense (military personnel policy) signature. NAVPERSCOM, Joint Officer Management and Education/Subspecialty Branch (PERS-450) will provide technical assistance in preparation, formatting, and tracking the request through Navy, OSD, and Joint Chiefs of Staff channels.

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

d. Listed below is the specific information that each joint tour-length waiver request must 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 he or she must leave the JDA position.)

(3) Concurrence of losing organization via a general/flag officer or senior executive service equivalent memorandum.

(4) Projected assignment (indicate if joint-to-joint assignment).

(5) Projected promotion date (if applicable).

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

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

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

(9) The number of months the officer will have served in that JDA on reassignment.

(10) Recommendation for full or partial JDA credit.

(11) Explanation for late request (if waiver is submitted less than 60 days from the requested release date).

(12) Officer’s career brief (officer’s data card as an enclosure).

4. **NAVPERSCOM Action**

a. NAVPERSCOM, Career Management Department (PERS-4) will ensure each waiver request is reviewed to ensure compliance with these guidelines prior to submitting the requests.

b. NAVPERSCOM, Joint Officer Management Branch (PERS-450) will:

(1) Review to ensure compliance; and

(2) Submit waiver requests to the Director for Manpower and Personnel, the Joint Staff, Washington, DC for processing.

MILPERSMAN 1301-122

OFFICER DISTRIBUTION – TRANSFER OF OFFICERS TO OPERATIONAL DUTY (OPERATIONAL SCREENING)

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

References	BUMEDINST 1300.2

1. **Policy**. Personnel being transferred to operational commands must be screened to ensure successful completion of a full operational tour.

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

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

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

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

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

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

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

EXHIBIT 1

OPERATIONAL SUITABILITY REPORT

(Use proper message format containing the following.)

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

EXHIBIT 2

OPERATIONAL UNSUITABILITY REPORT

(Use proper message format containing the following.)

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

MILPERSMAN 1301-200

OFFICER SPECIAL ASSIGNMENTS

Responsible Office	OPNAV N131	Phone: DSN COM E-mail:	664-5037 703-604-5037 naxg_n131e@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

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

b. The following Navy Military Personnel Manual (MILPERSMAN) articles provide information on officer special assignments and considerations:

Topic	**See MILPERSMAN**
Officer Special Assignments - Ensign "Stash" Assignments	1301-201
Officer Special Assignments - Nominative Billets/Nomination of Officers	1301-202
Officer Special Assignments - Aide Assignments	1301-203
Officer Special Assignments - U.S. Naval Academy	1301-205
Officer Special Assignments – Defense Attaché Service (DAS): Attaché Assignments	1301-207
Officer Special Assignments - Navy Recruiting Command	1301-208
Officer Special Assignments - Naval Reserve Officer Training Corps (NROTC)	1301-209
Officer Special Assignments – Navy Recruit Training Command (NAVCRUITCOM)	1301-210

Topic	**See MILPERSMAN**
Officer Special Assignments - Navy Headquarters/Staff-Level Equal Opportunity Billet	1301-211
Officer Special Assignments - Navy Flight Demonstration Squadron (Blue Angels) Assignments	1301-212
Officer Special Assignments – Reserve Fleet Logistics Support Squadron (VR)	1301-213
Officer Special Assignments - Naval Leadership Instructor (Facilitator) Assignments	1301-214
Officer Special Assignments - Brig and Transient Personnel Unit (TPU)/Regional Restriction Barracks (RRB)	1301-215
Officer Special Assignments - Joint Duty Assignments (JDA)	1301-216
Officer Special Assignments - North Atlantic Treaty Organization (NATO) Billets	1301-217
Officer Special Assignments – Limited Duty Officer (LDO) and Warrant Officer (CWO) Assignments	1301-219
Officer Special Assignments – Engineering Duty Officer (EDO)	1301-220
Officer Special Assignments – Full-Time Support (FTS)	1301-221
Officer Special Assignments – Surface Warfare Officer (SWO) Department Head and Division Officer Assignments to Afloat Billets	1301-222
Officer Special Assignments – Nuclear Qualified Surface Warfare Officers (SWO) to Conventionally-Powered Ships	1301-223
Officer Special Assignments – Prisoner of War (POW) Reassignments	1301-224
Officer Special Assignments – Limited Duty	1301-225
Officer Special Assignments – Training Instructor Duty	1301-226
Officer Special Assignments – Officers Without Security Clearances	1301-227
Officer Special Assignments – Officers Not in Compliance With Physical Readiness Standards	1301-228

Topic	**See MILPERSMAN**
Officer Special Assignments – Navy Inspector General Assignments to Staffs of Major Commands	1301-229
Officer Special Assignments – Reassignment of Disabled Officers	1301-230
Officer Special Assignments – Specialty Career Path	1301-233
Officer Special Assignments – Human Resources (HR) Officer Milestone and Major Command Screening and Qualification	1301-234
Command Policies and Procedures – Specific Policies Related to Screening Engineering Duty Officers to Command of Major Program Manager Assignments	1301-235
Officer Special Assignments – Aviation Acquisition Corps (AC) Unrestricted Line (URL) Major Program Manager (MPM) Career Path	1301-236
Officer Special Assignments – Information Warfare Community (IWC) Officer Selection and Assignment to O-4 Milestone and Leadership, and PERS-47 O-5 and O-6 Milestone and Command Billets	1301-237
Officer Special Assignments – Public Affairs Officer (PAO) Milestone and Command Screening Qualification and Assignment of Declination	1301-239

MILPERSMAN 1301-201

OFFICER SPECIAL ASSIGNMENTS - ENSIGN "STASH" ASSIGNMENTS

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

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

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

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

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

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

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

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

MILPERSMAN 1301-202

Officer Special Assignments – Nominative Billets/Nomination of Officers

Responsible Office	NAVPERSCOM (PERS-441)	Phone: COM FAX	(901) 874-4105 882-2676

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 5 U.S.C. (b) DoD Instruction 1000.17 of 30 October 2013 (c) DoD Instruction 5210.87 of 30 November 1998 (d) CJCSI 1340.01A (e) DoD Directive 5210.55 of 15 December 1998

1. **Policy**. The MILPERSMAN 1301-100 series discusses the officer distribution process in detail. To ensure the widest selection of the best qualified officers for nominative positions, commands must be proactive in communication with the cognizant placement officer.

a. Solicitations for nominative billets should be submitted to Navy Personnel Command (NAVPERSCOM) Washington Placement (PERS-441) or NAVPERSCOM Executive Services (PERS-44ES) at least 6 to 9 months before a relief is required on board, or earlier, if necessary.

b. Placement officers require specific acceptance from the command of a nomination prior to issuing orders for a nominative billet.

c. In each case, transmission of personal information will comply with disclosure regulations per reference (a), chapter 5, section 552a, Privacy Act Statement. Personal information will be used for official purposes only. Disclosure of personal information will be minimized when possible. Social Security numbers will be redacted from all supporting documentation, except when required by SF-86 Questionnaire for National Security Positions information in support of White House and other positions of special trust.

Note: Release of officers' official records is authorized by the NAVPERSCOM Restricted Line and Staff Corps Officer Career Management Division (PERS-44).

2. **Formal Nominations**. A **formal** nomination is the proposal of one or more officers by Commander, Navy Personnel Command (COMNAVPERSCOM) to another flag officer, general officer, or political appointee.

a. Solicitations for nominations must be for a funded billet requirement.

b. Unless otherwise specified by the soliciting command, nomination packages will include the following materials to allow sufficient information to make an informed choice regarding the officer(s)'s suitability for the nomination to the position:

(1) Executive summary;

(2) Officer summary record;

(3) Performance summary record;

(4) Flag letter of recommendation, if going to or through the Chief of Naval Operations' office;

(5) 5 most recent fitness reports;

(6) NAVPERS 1070/884 Officer Photograph;

(7) Officer biography with picture; and

(8) Other documents required by the formal solicit.

c. To not delay routing, an officer biography with picture will suffice if official photograph is not current for routing. Every effort should be made by the member, in coordination with his or her detailer, to provide a current official photograph.

d. For all nominative positions, nominees are essentially "non-detailable" until a final selection is made, or the nominee is formally released from consideration. Extended delays in final selection **seriously disadvantage the non-selects** and

represent **missed opportunities** to place our best and brightest in other challenging and high-visibility positions.

e. While every effort will be made to support the command, except in unique circumstances and with Assistant COMNAVPERSCOM Career Management Department (PERS-4) concurrence, **nomination packages should be adjudicated by the command within 30 days of receipt.** If no decision is made on a nomination within 30 days of receipt, **PERS-4 may make the nominee available for other assignments.**

3. **Informal Proposals.** An **informal** proposal is the signal of intent of an officer by PERS-44 to fill a billet under its cognizance. An informal proposal will include the officer record brief for the officer proposed to fill a billet. These billets are not nominative. The command will normally have 2 weeks to adjudicate an informal proposal internally, after which the proposed officer will be placed under orders.

4. **By Name Requests (BNR).** BNRs circumvent the normal nominative process. In order to maintain the integrity and fairness of the nomination process, BNRs must be limited to those instances where only a specific officer has the definable, unique skills and experience required for the billet.

a. A BNR for a nomination will be endorsed by the flag officer, general officer, or political appointee assigned to the command requesting the BNR. A BNR may not be signed "By direction" or "Acting."

b. Requests must meet the following policy requirements:

(1) Include clear justification as to the nature of the work and specific details as to how the requested officer is "uniquely qualified" for the position.

(2) Be a valid and funded billet attached to the same command as the requesting official. Endorsed BNRs from other activities are not authorized.

(3) Be made in a reasonable amount of time prior to the fill date such that any personnel actions required by the request do not adversely affect the activity to which the requested member is currently attached or previously committed by permanent change of station orders (e.g., by creating

unacceptable gaps aboard the losing activity or billet staffed in excess at the gaining activity).

c. Commands must forward BNRs on letterhead to PERS-4 **via the cognizant placement desk**. Placement will facilitate the routing of BNRs for approval. Commands should expect a decision within 30 days of formal receipt.

d. Nomination packages will not be provided for officers requested through a BNR.

e. Activities submitting a BNR must notify the officer who is being nominated for the position.

f. BNRs may be declined based on officer availability, negative impact to career progression, or negative impact to the Navy.

5. **Process**. NAVPERSCOM requires an appropriate amount of time to fairly and properly solicit for the best qualified nominees to serve in nominative positions. In determining the quality of a nominee, assignment officers must consider career timing, milestone opportunity, and career progression, while also considering the potential adverse effect on the losing command. Often, fitness report cycles, board selection results, and operational requirements dictate availability of an officer and must be considered by the soliciting command when determining the necessary lead time.

a. To ensure the cognizant placement desk and assignment officers are screening nominees with the requisite qualifications and experience for the position, solicitations will be submitted formally to PERS-4 **via the cognizant placement desk** using one of the following:

(1) SD 37 Office of the Secretary of Defense Request for Nomination and Position Description of Military Personnel;

(2) JS-70A Joint Staff 70A, Request for Nomination of Officer Personnel;

(3) Manpower evaluation request (MER); or

(4) Via letterhead from the requesting flag officer, general officer, or political appointee. Exhibit 3 of this article is a sample request.

b. Every effort will be made to identify volunteers to support formal nominations. This does not preclude a qualified officer from nomination. Volunteer status will be clearly stated in the executive summaries forwarded with the nomination packages.

EXHIBIT 1
Billets Requiring Formal Nominations
(Page 1 of 2)

	Billets (Note 1)	Nominees
a.	White House	As specified in MER and references (b) and (c)
b.	Office of the Secretary of Defense	As specified in SD-37 (Note 2)
c.	Secretary of the Navy (SECNAV), Under Secretary of the Navy (UNDERSECNAV), and Assistant Secretaries of the Navy (ASN)	3
d.	Joint Chiefs of Staff	As specified in reference (d)
e.	Outside the Department of Defense (DoD)	As specified in MER
f.	Chief of Staff (COS), Executive Assistant (EA) • 4-star flag/general officers • 3-star flag/general officers • 2 and 1-star flag/general officers	 2 (Note 3) 1 (Note 1)
g.	Deputy Executive Assistant, Flag Aide, Flag Secretary, Flag Lieutenant, Protocol Officer, Speechwriter • 4-star flag/general officer • 3-star flag/general officer • 2 and 1-star flag/general officers	 3 2 1 (Note 4)
h.	U.S. Naval Academy • Commandant • Deputy commandant • Battalion officer	 3 2 1
i.	Office of Legislative Affairs	1
j.	Navy Ceremonial Guard	1 (Note 5)

Note 1: Only one nominee is required for nominations that are concurrently being solicited to other Services.

EXHIBIT 1
Billets Requiring Formal Nominations
(Page 2 of 2)

Note 2: Only fills for billets specified in SD 37 that meet the requirements of paragraph 2 above are nominative.

Note 3: Numbered fleets will be provided a single nominee for COS based on the unrestricted line, post-major command rotation, provided numbered fleet does not participate in Maritime Operations Center-Director/COS fleet-up.

Note 4: Does not include speechwriters.

Note 5: All prospective officers of the Ceremonial Guard must meet the criteria for nomination to presidential support activities per references (c) and (e).

EXHIBIT 2
Formal Nomination Approving Authority

Position	Nomination Package Approving Official
President of the United States (POTUS) Vice President of the United States (VPOTUS) Secretary of Defense (SECDEF) Deputy Secretary of Defense (DepSecDef) Secretary of the Navy (SECNAV) Chairman of the Joint Chiefs of Staff (CJCS) Vice Chairman of the Joint Chiefs of Staff (VCJCS) Commandant of the Marine Corps	CNO
Chief of Naval Operations (CNO) Vice Chief of Naval Operations (VCNO) Under Secretary of the Navy (UNDERSECNAV) Assistant Secretary of the Navy (ASN)	Commander, Navy Personnel Command (COMNAVPERSCOM)
4 and 3-star flag/general officers	COMNAVPERSCOM
1 and 2-star flag/general officers	PERS-4

Note: Nominations for positions not listed in the table above should be in line with the closest matching position.

EXHIBIT 3
Request for Nomination of Military Personnel
(Page 1 of 2)
(Use proper letter format)

COMMAND LETTERHEAD

From: (Flag officer/general officer/political appointee)
To: Commander, Navy Personnel Command (PERS-4)
Via: Commander, Navy Personnel Command (PERS-441)/
Navy Personnel Command Executive Services (PERS-44ES)]

Subj: NOMINATION OF OFFICER(S) TO SERVE AS (TITLE OF NOMINATIVE POSITION) TO THE (TITLE OF FLAG OFFICER, GENERAL OFFICER, OR POLITICAL APPOINTEE)

Ref: (a) NAVPERS 15560D, Navy Military Personnel Manual

1. (Name of command) is requesting nominations for officers to serve as the (title of nominative position) for the (title of flag officer, general officer, or political appointee). In order to provide proper turnover, the replacement must be selected and in place no later than (day month year).

2. Request one lieutenant commander (O-4) or lieutenant (O-3) nominee who is clearly among the best in the Navy and meets the additional requirements as stated below:

a. Must possess a Top Secret (sensitive compartmented information) clearance.

b. Any amplifying information.

3. In addition to the requirements per reference (a), MILPERSMAN 1301-202, nomination packages should also include (list additional requirements, if applicable.)

4. Selection process will (or) will not include interviews.

5. Direct your questions to (name of point of contact, phone, e-mail).

Request for Nomination of Military Personnel
(Page 2 of 2)
(Use proper letter format)

6. Forward nomination packages to (office title) no later than (day month year). My point of contact is (name of point of contact, e-mail, or phone).

FO/GO/Political Appointee
(signature)

Copy to:
[PERS-441, as appropriate]
[PERS-44ES, as appropriate]

MILPERSMAN 1301-203

OFFICER SPECIAL ASSIGNMENTS – AIDE ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-44ES)	Phone: DSN COM FAX	882-4071 (901) 874-4071 882-2676

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

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

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

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

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

2. **Types of Assignments**

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

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

3. **Control of Billets**

a. There are three types of aide billets coordinated through Navy Personnel Command (NAVPERSCOM), Restricted Line/

Staff Corps Officer Distribution and Special Placement Division (PERS-44ES):

(1) flag lieutenant;

(2) flag secretary; and

(3) aide.

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

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

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

MILPERSMAN 1301-205

OFFICER SPECIAL ASSIGNMENTS - U. S. NAVAL ACADEMY

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

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

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

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

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

2. **Assignment Procedures**

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

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

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

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

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

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

(5) **Exceptions** to these policies will be approved by NAVPERSCOM, RL/Staff Corps Officer Distribution and Special Placement Division (PERS-44).

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

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

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

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

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

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

MILPERSMAN 1301-207

OFFICER SPECIAL ASSIGNMENTS – DEFENSE ATTACHE' SERVICE (DAS): ATTACHE' ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-474B)	Phone: DSN COM FAX	882-4086 (901) 874-4086 882-2744

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1300.16 (b) OPNAVINST 1301.11, Defense Attaché Service (c) DIAR 100-5, Defense Attaché System, 28 Aug 2001 (NOTAL) (d) DGM #402-1404, Priority for Assignment of Officers to Billets (e) DIAD 1350.100, Duration of Tours at Attaché Stations, of 24 Apr 2014 (f) NAVSO P-6034, Joint Federal Travel Regulations, Volume I (g) BUMED 1300.2A, Suitability Screening, Medical Assignment Screening, and Exceptional Family Member Program Identification and Enrollment (h) OPNAV 6110.1J (i) MCO 6100.13

1. **Purpose**. To publish policies, information, and guidance pertaining to U.S. Navy participation in the Defense Attaché Service (DAS), and **establish prerequisites and the nomination selection process** for naval officers to DAS. References (a) through (g) are provided as general guidance and education. Exhibits (1) and (2) are germane.

2. **Background**

a. The U.S. Defense Intelligence Agency (DIA) is the executive agent for DAS and is responsible for providing military attachés to foreign governments.

(1) In 1949 the Department of Defense (DoD) established the need for each branch of the military to establish its own attaché system in coordination with the State Department. From July 1951 to March 1952 the Secretary of Defense (SECDEF), at the urging of Joint Chiefs of Staff, established a limited executive agent system in support of attaché operations. The DoD's Office of Special Operations (OSO) negotiated with the Department of State for opening the attaché systems. Upon the activation of the DIA and the subsequent disestablishment of OSO, DIA assumed responsibility.

(2) On 1 July 1965, the DAS officially came under the Director (DIR) DIA. As the executive agents and managers of the attaché system, the Services now manage, operate, and support their individual attaché programs under the auspices of the DIA.

(3) The objectives of the DAS under DIA are twofold:

(a) To provide a more efficient system for the collection of intelligence information for DoD Components; and

(b) To preserve a channel for service-to-service and DoD representational matters of common interest.

b. Reference (a) provides guidance governing Department of the Navy support to the Defense Attaché System; reference (b) provides **policy** on the Navy's Attaché Program; and reference (c) contains policy and guidance for the **operation and management** of the system, and includes definitions of the status, functions, relationships, selection, and training of attaché personnel.

c. The U.S. Navy participates in DAS by providing qualified personnel to serve in the following positions:

(1) **Senior Defense Official/Defense Attaché (SDO/DATT).** An SDO/DATT is a senior military officer specifically appointed by the Secretary of Defense to represent DoD to the host country. The SDO/DATT is generally responsible for the defense attaché and security assistance offices in the embassy; specific responsibilities and authorities vary. The SDO/DATT is the Chief of Mission's principal military advisor on defense and national security issues, the senior diplomatically accredited DoD military officer assigned to a diplomatic mission, and the single point of contact for all DoD matters involving the embassy or DoD elements assigned to, or working from, the embassy;

(2) **American Legation, U.S. Navy Attaché (ALUSNA**). The ALUSNA is an officer assigned to the Defense Attaché Office (DAO) and so designated by the DIR DIA. When designated in writing by the DIR DIA, the ALUSNA may serve as **the SDO/DATT's deputy for attaché operations** (as required);

(3) **Assistant ALUSNA** (**A/ALUSNA**). An A/ALUSNA is a naval officer assigned to the DAO who performs attaché duties in support of the SDO/DATT, and ALUSNA; and

(4) **Operations Coordinators (OPSCO).** An OPSCO is an officer, warrant officer, or senior petty officer (E-8 or E-9) assigned as a member of the diplomatic staff of the Chief of Mission to a foreign country as **office manager of U.S. Defense Attaché Office (USDAO) or U.S. Defense Liaison Office (USDLO).**

3. **Policy**

a. **Voluntary**. No officer will be ordered to a DAO unless he or she has been briefed on all expected hardships of the particular post (financial, cultural, health, schooling, etc.), and he or she expresses a willingness to accept the assignment with full knowledge of these hardships.

b. **Requisite Information**. Navy Personnel Command (NAVPERSCOM), Information Officer Dominance Corps/Foreign Area Officer (FAO) Branch (PERS-47) will provide requisite information from the Office of the Chief of Naval Operations (OPNAV), Attaché Affairs (N2/N6 IX2) to assignment officers when posting for attaché billets.

c. **Language**

(1) Language fluency is normally a requirement prescribed by the DIA. Instruction to obtain language fluency will be programmed for all prospective attachés. Though not required by DAS, language training is recommended for spouses accompanying the Service member to station.

(2) For all attaché applicants, language aptitude and or proficiency must be listed and proven prior to consideration for acceptance into the DAS.

d. **Assignment Criteria.** In addition to language proficiency and Exhibit 2 requirements, criteria for assignment include the following:

(1) **Performance.** Sustained superior performance in a variety of sea and shore assignments is required. Only officers that are due course will be considered for assignment to the DAS. For the purposes of this MILPERSMAN article, due course officers are those who have not declined a promotion for which they were selected, or failed to select for promotion twice. Waivers may be considered by OPNAV N2/N6 IX2 on a case-by-case basis with strong justification.

(2) **Obligation.** No officer within 5 years of statutory retirement will normally be considered. Exceptions can be made by NAVPERSCOM, Attaché Affairs (PERS-474B) and the assignment officer under special circumstances. Officers are required to complete the fully prescribed tour length for each respective assignment.

4. **Nomination Process and Procedures**

a. **Assessment and Selection.** Naval officers interested in the Attaché Program must first contact **NAVPERSCOM (PERS-474B)** to assess their qualifications and eligibility for an attaché post.

(1) If approved by NAVPERSCOM (PERS-474B) and with the release from the cognizant assignments officer (no exceptions), a nomination package is provided to the prospective candidate for submission to **OPNAV N2/N6 IX2** for interview scheduling and service-level selection.

(2) **Service nominees** are forwarded to **DIR DIA** for final selection approval.

b. **NAVPERSCOM Protocol for Attaché Assignment.** To maintain the high quality of officers nominated for attaché duty, the following procedures will be followed:

(1) **Billet Identification.** The attaché placement officer will identify all attaché billets for which nominations are required at least 18 months in advance of commencement of attaché training. An updated billet listing will be periodically posted on the Navy Personnel Command Web site. A listing of urgent fills will be provided to the assignment division directors via NAVPERSCOM (PERS-47) Director;

(2) **Nominate.** When requirements for specific expertise or designator have been attached to an attaché billet, the community with primary fill responsibility will nominate at least one qualified officer. Officers with designators that are not consistent with the designator requirement attached to the billet will also be considered for nomination on the basis of sustained superior performance, demonstrated language aptitude, graduate level education, and motivation to serve in a DAS assignment. Assignment division directors shall assign personnel under their cognizance to attaché assignments per reference (d);

(3) **Unrestricted Line (URL) Nomination.** Each URL community is encouraged to nominate **one** officer for 1000 or 1050 designated billets. Nominations from restricted line and staff corps communities will also be considered in order to maintain a competitive selection process desired by the Secretary of the Navy per reference (a);

(4) **Multiple Applicants.** NAVPERSCOM (PERS-474B) will screen applicants submitted by the respective warfare communities, and will forward to OPNAV (N2/N6 IX2) for consideration. To the maximum extent possible, NAVPERSCOM (PERS-474B) will provide at least two applicants for any given position;

(5) **Time Frame.** Once a Service member is identified as a viable attaché applicant by NAVPERSCOM (PERS-474B), the member is considered "nondetailable" until final selection is made. All attaché applicants will be required to submit a nomination package to NAVPERSCOM (PERS-474B) and adhere to the application deadline date provided by NAVPERSCOM (PERS-474B). Late submission of the attaché application will serve as grounds for removal as an applicant. The timely submission of the application package is absolutely essential to allow for the interview process and formal nomination to occur.

5. **Training**. Attaché training consists of 12 weeks of Joint Military Attaché School (JMAS) at DIA, Washington, DC. Officers who successfully complete this course are then available for assignment to their assigned country. Country-specific language training is required for most billets and can range from 2 to 8 weeks (refresher training) to the full language training complement of up to 63 weeks.

6. **Training Length**. All attaché assignment tour lengths are established, per reference (e), and may deviate from the tour lengths prescribed by reference (f).

EXHIBIT 1
(Page 1 of 2)

DEFINITION OF TERMS AND ACRONYMS

1. **Defense Attaché System (DAS)**. A centralized system established as an organizational function of the **Defense Intelligence Agency (DIA)**.

(a) It is directed, operated, and maintained by:

(1) DIR DIA;

(2) Military departments; and

(3) Other DoD Components, as directed by SECDEF.

(b) The DAS consists of all:

(1) **Military** personnel assigned as members of diplomatic staff of a mission for the performance of Armed Forces attaché duties; and

(2) **Civilian** personnel assigned to **DATT Offices (DAO)** and **Defense Liaison Offices (DLO)**.

2. **Senior Defense Official (SDO)/Defense Attaché (DATT)**. The senior military officer assigned to a DAO and so designated by the SECDEF and DIR DIA. In special circumstances, the DIR IA may recommend that an officer other than the most senior officer assigned to a DAO be designated as the SDO/DATT.

3. **Defense Attaché Office (DAO)**. The office consisting of personnel, materiel, activities, and facilities for which the SDO/DATT has operating responsibilities. The DAO is a component element of a U.S. diplomatic mission.

4. **Defense Liaison Officer (DLO)**. The office of the DLO consists of personnel, materiel, activities, and facilities for which the DLO has operating responsibilities. It is usually established in newly opened U.S. diplomatic missions that have not yet been elevated to full U.S. embassy status.

5. **Service Attaché**. An officer of a military service assigned to a DAO, designated by the DIR DIA, as an Army, Navy, Marine, or Air attaché; **or** Assistant Army, Navy, or Air Attaché.

EXHIBIT 1
(Page 2 of 2)

DEFINITION OF TERMS AND ACRONYMS
6. **Foreign Area Officer (FAO)**. A commissioned officer who is a regionally focused expert in political-military operations (17xx designator). FAOs serve in Service, joint, and interagency assignments that involve significant interaction with foreign governments, their militaries, and international organizations.
7. **Acronyms Used**
ALUSNA - American Legation, U.S. Navy Attaché
A/ALUSNA - Assistant ALUSNA
DAO - Defense Attaché Office
DAS - Defense Attaché System
DATT - Defense Attaché
DIA - Defense Intelligence Agency
DIR - Director
DLAB - Defense Language Aptitude Battery
DLO - Defense Liaison Office or Defense Liaison Officer
DoD - Department of Defense
FAO - Foreign Area Officer
JMAS - Joint Military Attaché School
NAVPERSCOM – Navy Personnel Command
OPNAV – Office of the Chief of Naval Operations
OPSCO - Operations Coordinator
OSO - Office of Special Operations
SDO/DATT - Senior Defense Official/Defense Attaché
SECDEF - Secretary of Defense
URL – Unrestricted Line
USDAO - United States Defense Attaché Office
USDLO - United States Defense Liaison Office

EXHIBIT 2
(Page 1 of 2)

PREREQUISITES FOR ASSIGNMENT WITHIN THE DEFENSE ATTACHÉ SYSTEM

1. **Selection and Nomination Procedures**

a. **General.** Assignment of the highest qualified personnel ensures success in accomplishing the mission within the DAS. This exhibit provides the prerequisites for assignments to the DAS.

b. **Responsibility.** OPNAV N2/N6, Attaché Affairs is responsible for the service-level nomination of Navy officers for assignment within the DAS. Initial recruiting, coordination and Bureau-level nomination responsibilities have been discharged to NAVPERSCOM (PERS-474B).

2. **Mandatory Qualifications for Prospective Attachés**

a. Demonstrate outstanding reliability, initiative, military performance, and ability to adapt to unfamiliar situations;

b. Possess the ability to express oneself well, both orally and in writing;

c. Attaché and family must possess the ability to adapt to foreign cultures and societies, and must be prepared to tolerate differences and hardships associated with living and working overseas;

d. Possess a "top secret" DoD security clearance or have a special background investigation current within the last 4 ½ years, and be eligible for access to sensitive compartmented information. All attaché nominees must also pass a counterintelligence polygraph before reporting to their ultimate duty station;

e. Candidates shall be in full compliance with reference (h) (Physical Readiness Program) and or reference (i) (Marine Corps Physical Fitness Program);

f. Possess social and moral qualities reflecting credit upon the U.S. Navy:

g. Be a U.S. citizen and be free of any family, commercial, or other influences from within any foreign country;

EXHIBIT 2
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h. If foreign language ability is required, attain a minimum score of 100 on the defense language aptitude battery (DLAB) exam;

i. Successfully complete the overseas screening process, per reference (g), for the location to which the candidate is applying;

j. Family members accompanying the attaché to station must also successfully complete the overseas screening per reference (g); and

k. If a spouse is accompanying the Service member to station, he or she must be a U.S. citizen and or naturalized. Spouse must be able to garner a "secret" level security clearance even if he or she is not accompanying the Service member to his or her ultimate duty station.

3. **Desired Qualifications**

a. Previous embassy, overseas assignment, intelligence, DAS, or security assistance officer experience is highly desired for applicants seeking SDO or DATT tours;

b. FAO, Olmsted scholar, or an exchange officer experience;

c. Country and regional area experience;

d. Intelligence related work experience;

e. Master's degree and or professional military education;

f. Able to speak intelligently about the U.S. Navy as the senior representative in the country of assignment;

g. Language ability and cultural knowledge of the designated region and or country of assignment; and

h. Be physically qualified to perform all duties and present a proper appearance in military and civilian dress.

MILPERSMAN 1301-208

OFFICER SPECIAL ASSIGNMENTS - NAVY RECRUITING COMMAND

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

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

a. Accordingly, certain billets are designated **nominative billets**.

b. Navy Personnel Command (NAVPERSCOM), Staff/RL Officer Distribution Division (PERS-44) must approve all officers proposed into nominative billets prior to nomination to Commander, Navy Recruiting Command (COMNAVCRUITCOM).

2. **Navy Recruiting Region (NAVCRUITREG) Commanders**. Nominations for Commander NAVCRUITREG 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 captain grade assignment officers.

3. **Navy Recruiting District (NAVCRUITDIST) Commanding Officers (COs)**. Officers nominated to command NAVCRUITDISTs should be warfare officer commanders or human resource officer commanders.

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

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

c. Officers screened for command of NAVCRUITDISTs will spend 18 months in the XO billet followed by 18 months as CO.

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

(2) All NAVCRUITDIST XOs will be filled by command screened officers to fleet up to 18-month NAVCRUITDIST command tours.

d. Selection for NAVCRUITDIST command will be via each community’s command screen process. The Command Leadership Course (CLC) will be incorporated into the established NAVCRUITDIST command training pipeline.

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

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

MILPERSMAN 1301-209

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

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

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

a. If an incumbent officer's PRD is adjusted, every effort will be made to have the new PRD coincide with the end of the academic year or semester/quarter breaks. Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) has final approval authority for all officers requesting PRD adjustments.

b. Officers with fewer than 2 years remaining until mandatory retirement will normally not be assigned as commanding officers (COs) of NROTC units. The objective is to place into Professor of Naval Science (PNS) billets top quality captains who have clearly demonstrated outstanding professional performance in their warfare areas and have strong leadership records. Seniority cannot be an automatic disqualifier. Captains who are fully qualified for PNS billets may be considered for CO of a NROTC unit as a final tour on a case basis.

c. To provide a broader spectrum of experience, COs and executive officers (XOs) of NROTC units will normally be from different Unrestricted Line (URL) communities.

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

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

f. Officers who fail selection for promotion while assigned to a NROTC faculty billet will complete their normal ordered tour. Requests for extension of such officers will not normally be approved.

g. Exceptions to these policies must be approved by NAVPERSCOM (PERS-4).

MILPERSMAN 1301-210

OFFICER SPECIAL ASSIGNMENTS – NAVY RECRUIT TRAINING COMMAND (NAVCRUITRACOM)

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

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

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

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

c. The selectee will be approved by Commanding Officer, NAVCRUITRACOM, Great Lakes, IL, prior to assignment.

MILPERSMAN 1301-211

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

Responsible Office	CNO (N134E), Navy Equal Opportunity	Phone: DSN COM FAX	882-4283 (901) 874-4283 882-2617

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

2. **Billets Requiring DEOMI Training**

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

b. **Chief of Naval Personnel (CHNAVPERS) Staff**

(1) CNO (N134)

(2) CNO (N134B)

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

d. **Diversity Directorate Staff**

(1) CNO (N134E)

(2) CNO (N134E1)

(3) CNO (N134E2)

(4) CNO (N134E3)

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

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

MILPERSMAN 1301-212

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

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

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

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

b. All Blue Angels pilot selections are subject to concurrence of Chief of Naval Operations (CNO), Air Warfare (N88). Navy Personnel Command (NAVPERSCOM) has certain administrative responsibilities in this process, including the screening of applicants and liaison with CNO (N88).

2. **Commanding Officer Applicants**. CO applicants apply to CNATRA with copies to NAVPERSCOM, Aviation Commander Assignment Branch (PERS-431) and the incumbent Blue Angels CO.

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

a. NAVPERSCOM, Aviation Captain Assignment Division (PERS-43) and Air Combat Units Placement Branch (PERS-433), action:

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

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

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

(4) Following selection by the Blue Angels CO and approved by CNATRA, NAVPERSCOM (PERS-433) will forward background resumes on each prospective Blue Angels pilot to CNO (N88). Permanent change of station (PCS) orders will be issued to those selected upon CNO (N88) concurrence.

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

4. **Non-Pilot Applicants**

a. Non-demonstration pilot applicants apply to the team to compose the Blue Angels support officer cadre. Billets include the Administrative Officer, Aircraft Maintenance Officer, Public Affairs Officer, Flight Surgeon, and Supply Officer. Like pilot applicants, non-pilot applicants shall submit applications directly to the Blue Angels CO, with copies to CNATRA and to their appropriate NAVPERSCOM detailer code.

b. NAVPERSCOM action:

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

(2) NAVPERSCOM detailers from the respective support officer communities shall provide the team a minimum of two volunteer, prescreened, and viable candidates to participate in the selection process.

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

MILPERSMAN 1301-213

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

Responsible Office	NAVPERSCOM (PERS-46)	Phone: DSN COM FAX	882-4102 (901) 874-4102 882-2755

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**. Pilots accepting orders to Reserve fleet logistics support squadrons (VR) are assigned to transition training in **C-37, C-40,** and **C-130** aircraft.

a. Acceptance of orders by active duty pilots for initial training in **C-37, 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 agreement, for which the officer agrees to remain on active duty (GREEMAIN), will commence upon reporting to his or her ultimate duty station following completion of his or her transition training.

b. Training and Administration of the Reserve (TAR) officers who accept assignment to another VR platform after their initial 36-month tour will incur a 30-month GREEMAIN to commence upon reporting to their ultimate duty station following completion of their transition training.

MILPERSMAN 1301-214

OFFICER SPECIAL ASSIGNMENTS - NAVAL LEADERSHIP INSTRUCTOR (FACILITATOR) ASSIGNMENTS

Responsible Office	Naval Leadership and Ethics Center (NLEC)	Phone: DSN COM FAX	841-6384 (401) 841-6384 841-6386
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 6110.1J

1. **Policy**. Officers selected for naval leadership instructor (facilitator) assignments must have clearly demonstrated outstanding performance and have strong leadership records. All instructor billets are nominative per MILPERSMAN 1301-202.

2. **Selection Criteria**. Facilitator selection will be based on the following criteria:

a. Selected officers must possess leadership and management experience at the level commensurate with the programs they will instruct. Specific courses criteria include:

(1) Officers selected for the prospective Commanding Officer or the Prospective Executive Officer Leadership Course at the Naval Leadership and Ethics Center (NLEC), Newport, RI must be post-command commanders.

(2) Officers selected for the Senior Leadership Course at NLEC Newport RI or the NLEC detachments in Dam Neck, VA or San Diego, CA must have successfully completed at least one tour as an O5. Experience on a major staff is highly desirable.

(3) Officers selected for the Intermediate Leadership Course at NLEC Newport, RI or the NLEC detachments in Dam Neck, VA or San Diego, CA must have successfully completed a community-specific department head tour or equivalent.

b. Must satisfactorily complete a master facilitator course (1 week) at NLEC Newport, RI.

c. Be within height, weight, and body fat standards per reference (a).

d. Officers on twilight tours are not eligible.

3. **Waiver Requests**. Requests for waivers must be approved by NLEC. Point of contact for waivers is the NLEC personnel officer.

MILPERSMAN 1301-215

OFFICER SPECIAL ASSIGNMENTS – BRIG/TRANSIENT PERSONNEL UNIT (TPU)/REGIONAL RESTRICTION BARRACKS (RRB)

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4442 (901) 874-4442 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 6110.1H

1. **Policy**

a. Nominations for officer assignment to Brig/Transient Personnel Unit (TPU)/Regional Restriction Barracks (RRB) will be forwarded by the gaining placement officer to Navy Personnel Command (NAVPERSCOM), Corrections and Program Office (PERS-00D1) for preliminary screening.

b. Upon receiving a positive reply from NAVPERSCOM (PERS-00D1), the gaining placement officer will forward a letter to the nominee’s commanding officer (CO) requesting their recommendation.

2. **Brig/TPU/RRB Officer Screening Criteria**

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

b. The screening criteria for Brig/TPU/RRB officers include the following:

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

(2) Should be a promotable officer.

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

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

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

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

(7) Have no obvious disfigurement or other physical or speech impediment, which might subject that individual to contempt or ridicule by prisoners.

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

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

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

(11) Demonstrated poise in stressful situations.

(12) Meet minimum Navy physical fitness assessment standards per reference (a).

3. **Naval Consolidated Brig (NAVCONBRIG) CO Screening**. Officers screened for command of NAVCONBRIGs will spend 18 months in the executive officer (XO) billet followed by 18 months as CO. Officers will be required to “fleet up” regardless of their past NAVCONBRIG experience.

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

b. The following implementation guidance is provided:

(1) All NAVCONBRIG CO and XO billets will be immediately redesignated as 1000 coded billets.

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

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

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

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

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

MILPERSMAN 1301-216

OFFICER SPECIAL ASSIGNMENTS – JOINT DUTY ASSIGNMENTS (JDA)

Responsible Office	NAVPERSCOM (PERS-450)	Phone: DSN COM FAX	882-2925 (901) 874-2925 (901) 874-2696

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Public Law 99-433 (b) 10 U.S.C. (c) DoD Instruction 1315.18 of 28 October 2015 (d) NAVSO P-6034, Joint Travel Regulations (JTR) (e) OPNAVINST 1000.16L (f) DoD Instruction 1300.19 of 3 April 2018 (g) CJCSI 1330.05A Joint Officer Management Program Procedures

1. **Policy**. Reference (a) establishes specific requirements which must be followed by the Military Services to make assignments to billets on the joint duty assignment list (JDAL) contained in reference (b), chapter 38. These requirements include both qualitative and quantitative provisions, which necessitated changes in the management of most officer communities. With the exception of certain scientific, technical and professional communities; reference (b), section 619a specifies that an officer may not be appointed to the grade of rear admiral (lower half) unless the officer has been designated a joint qualified officer (JQO) per reference (b), section 661.

a. Reference (b), chapter 38 states that assignment quality control standards be exercised to ensure an appropriate number of JDAL billets are filled with qualified and promotable officers in order to achieve promotion parity between specific groupings as defined by the law. There is also a requirement to fill 100 percent of JDAL critical billets with JQOs. Reference (b), chapter 38 further requires 50 percent of all JDAL billets

be filled by officers who have the appropriate level of joint qualification.

b. From a distribution perspective, one of the most difficult aspects regarding execution of joint requirements is achieving a balance between the designator community's need to ensure that their best officers are qualified for flag rank, per the law and the law's requirements regarding joint professional military education (JPME) tour lengths and the percentage of JDAL billets that must be filled by JQOs. The senior detailers from each designator community ensure 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 reference (b), section 619a, 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 reference (b), chapter 38. Navy Personnel Command (NAVPERSCOM) division directors must ensure strict compliance with the procedures contained herein.

2. **Joint Definitions**

a. **Joint Duty Assignment (JDA).** A JDA is an assignment to a billet that provides significant experience in joint matters as defined by reference (b), section 668. The two types of JDAs are standard joint duty assignments (S-JDA) and experience-based joint duty assignments (E-JDA).

(1) **S-JDA.** An assignment to a JDAL billet, subject to the tour length requirement prescribed in reference (b), section 664; reference (c); and reference (d). The JDAL is a consolidated list of S-JDAs approved by the Under the Secretary of Defense (SECDEF) for Personnel and Readiness (USD (P&R)). Policy designating, reviewing, and requesting new billets for the JDAL are contained in references (e), (f), and (g). A critical JDA (subset of JDAL) is a designated JDAL billet, which **must** be filled with a JQO.

(2) **E-JDA.** Non-JDAL joint assignments and experiences that demonstrate an officer's mastery of knowledge, skills, and abilities in joint matters as determined under regulations and policy prescribed by SECDEF. As there is no mandate governing E-JDA tour lengths, E-JDAs may be shorter in duration than S-JDAs; therefore, they may be aggregated to achieve the equivalent of a full tour of duty in an S-JDA.

b. **Joint Qualification Level III and JQO.** An officer who has been awarded the joint qualification designation by the SECDEF with the advice of Chairman, Joint Chiefs of Staff (CJCS).

(1) Officers who have completed applicable JPME and JDA prerequisites are nominated for designation as JQOs by NAVPERSCOM, Career Management Department (PERS-4).

(2) An officer is nominated for designation as a JQO following completion of JPME I, JPME II, and a full joint tour. A full joint tour is obtained by meeting the time requirements in an S-JDA, E-JDA, or a combination of S-JDA and E-JDA credit. A minimum of 24 points is required for the E-JDA, or combined S-JDA and E-JDA path, but some officers may require greater than 24 E-JDA points due to SECDEF "time in position" (TIP) requirement for at least 12 months to be aggregated as a lieutenant commander or above. Officers who complete a full joint tour via an S-JDA billet are not subject to the "time in position" policy. Officers who had 36 accrued points prior to 3 April 2018 will be authorized to use their accrued recency point values towards JQO nomination. Those who had less than 36 points will fall under the new aggregated TIP requirement.

c. **Joint Qualification Level II (JQ2).** An officer who has been designated level II, qualified by the Secretary of the Navy.

(1) Joint qualification level II identifies the officer as a potential candidate to fill a JDA requiring an incumbent with the JQ2 level of qualification.

(2) An officer is nominated for JQ2 following completion of JPME I and any combination of a minimum of 12 accrued E-JDA and or S-JDA points. A full joint tour from an S-JDA tour is equivalent to 24 E-JDA points. S-JDA points are not considered "accrued" until the officer has detached from the JDA.

3. **JPME.** CJCS approved body of objectives, outcomes, policies, procedures, and standards supporting the educational requirements for joint officer management.

a. **Phase I JPME.** The first phase of JPME taught at intermediate Service colleges and other educational programs which meet JPME criteria and are accredited by the CJCS.

b. **Phase II JPME.** A second phase of JPME that enhances JPME phase I instruction and taught only at the Joint Forces Staff College, other National Defense University (NDU) schools, and accredited senior-level Service colleges. JPME phase I and II, or advanced joint professional military education (AJPME) for the Reserve Component in lieu of JPME Phase II, are required for JQO designation.

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

(2) Officers may attend phase II without first completing phase I with a CJCS approved direct entry waiver (DEW). Officers attending phase II on a DEW must not receive credit for phase II completion until they have completed phase I. By law, DEWs are restricted to no more than 10 percent of the officers in a given phase II class.

4. **Assignment of Additional Qualification Designation (AQD) Codes.** The following AQD codes identify joint billets and joint personnel. Assignment of officer AQD codes may only be made by NAVPERSCOM, Joint Officer Management and Education/Subspecialty Branch (PERS-450)).

a. **Billets**

AQD Code	**Description**
JD1	Non "critical" billet on JDAL.
JD2	"Critical" billet on JDAL **must** be filled by a JQO.
Note: JD1 + JD2 = Total number of JDAL billets	

b. **Officers**

AQD Code	**Description**
JS1	Full JPME (JS1 = JS7 + JS8).
JS2	Full Joint Tour Credit.
JS4	Joint Qualification Level II.
JS5	Joint Qualification Level III/JQO.
JS6	Joint Qualification Level IV (flag officers only).
JS7	JPME Phase I graduate.
JS8	JPME Phase II graduate.
JS9	Designated as JQO by SECDEF based in part upon completion of a JDA terminated as a

	result of career occupational specialty provisions.
JSA	AJPME graduate.
JSR	NDU JDA deferral per reference (b), section 663.
Note: Joint qualification levels are defined per reference (d).	

5. **JDAs**. These general guidelines will be followed, unless waived per procedures for tour lengths contained in reference (e):

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 full joint tour credit.

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

d. Fifty percent of JDAL billets must be filled by officers who have the appropriate level of joint qualification.

6. **JQO Qualification Waiver Requirements and Submission Procedures**. To ensure requirements of reference (b), chapter 38 are met, only those officers designated as JQOs will be nominated for critical JDAs. JQO qualification waivers must be prepared and submitted per reference (e). Only those waiver requests presenting clear and compelling justification that a JQO is not available and that the waiver is in the best interest of the joint organization will be considered.

7. **NAVPERSCOM Responsibilities**

a. **NAVPERSCOM, Distribution Management Division (PERS-45)**

(1) Coordinate implementation of procedures and information systems necessary to comply with reference (b) provisions.

(2) Ensure equitable and 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 the entry, maintenance, and quality assurance of officers' AQDs.

b. **NAVPERSCOM (PERS-450)**

(1) Serve as distribution coordinator for JDAs regarding the assignment of applicable joint AQDs to officers.

(2) Monitor all assignments to JDA billets through the Officer Assignment Information System.

(3) Review all JQO qualification waiver requests for correctness and comment (as applicable), and maintain historical files of all waiver requests.

(4) Assist in preparation and track requests for tour curtailment when approval of higher authority is required.

(5) Ensure that in the aggregate 50 percent or more of JDAL billets are filled by officers who have the appropriate level of joint qualification.

(6) Monitor and track billets assigned JD1 and JD2 AQD codes, and identify discrepancies and anomalies between the JDAL and Total Force Manpower Management System (TFMMS) billet coding.

(7) Report identified discrepancies and anomalies between the JDAL and TFMMS to the Office of the Chief of Naval Operations (OPNAV), Joint and RS1 Manpower Requirements Branch (N123).

(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 reference (b), section 662 are met.

c. **Placement Officers**

(1) Maintain a working knowledge of reference (b), chapter 38 and oversee the implementation of the same within activities for which they are responsible.

(2) Advise NAVPERSCOM (PERS-45) of billet anomalies.

(3) Evaluate promotability of officers nominated to joint billets to ensure that promotion percentages in each activity will be within the limits established by reference (b), section 662. Placement officers will verify statistical promotion data provided to NAVPERSCOM (PERS-450) (as required). Placement officers have the authority to reject proposals which could lower promotion percentages below the appropriate comparable Navy promotion rates.

d. **Assignment Officers**

(1) Maintain a working knowledge of reference (b), chapter 38 and oversee the implementation of the same within their communities.

(2) Take steps to ensure flag potential officers in their respective communities are carefully screened by promotion year-group to ensure they meet joint duty and education qualification requirements for flag promotion.

(3) Initiate JQO qualification waiver requests within NAVPERSCOM. This will be the first stop within NAVPERSCOM for commander or director of defense agency initiated JQO qualification waiver requests.

(4) Identify a JQO replacement upon notification by placement that a non-JQO is in a critical JDA. If unable, initiate a JQO qualification waiver request.

(5) Prepare tour curtailment waiver packages and coordinate with NAVPERSCOM (PERS-450).

8. **OPNAV (N123)) Responsibilities**.

a. Identify JDAL billets in TFMMS by assigning the appropriate billet AQD (JD1 or JD2) and the JDAL organization position identification number.

b. Resolve and adjudicate USN TFMMS joint billet coding discrepancies.

c. Coordinate with the Office of the SECDEF, DJCS J1 for the resolution of JDAL billet anomalies in cases where assignment of the billet to the JDAL is inconsistent with the definition of a qualifying billet in reference (b), section 668.

9. **Joint Commands**. Navy officers assigned to JDAs must receive fitness reports using the current Navy fitness report format. Evaluation forms of other Services must not be used. Reports should comment on the officer's performance of joint duties in support of joint matters defined by reference (b), section 668.

MILPERSMAN 1301-217

OFFICER SPECIAL ASSIGNMENTS - NORTH ATLANTIC TREATY ORGANIZATION (NATO) BILLETS

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4878 (901) 874-4878 882-2627

1. **Policy**. Officers assigned to North Atlantic Treaty Organization (NATO) billets must have a completed Single Scope Background Investigation (SSBI) **within 5 years** of assignment and must maintain a 5-year periodicity during the course of their assignment.

a. This requirement is designed to provide U.S. officers access to NATO COSMIC Top Secret, which is required for all NATO officers.

b. Since security clearance investigations and adjudications take from 6 to 8 months to complete,

(1) placement officers will post all NATO billets 12 months prior to incumbent’s projected rotation date (PRD) and include appropriate security clearance requirements.

(2) assignment officers should identify officers to fill NATO postings 8 to 10 months prior to incumbents’ PRD.

(3) any officer identified less than 8 months before the incumbent’s PRD must meet the NATO security clearance requirements.

c. If the officer requires an SSBI, PTEXT P71019 will be entered into the orders requesting that the SSBI be initiated to fulfill the requirement that an investigation must have been completed within the past 5 years for any NATO assignment.

d. For NATO assignments, which do not require an SSBI, the message that Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832) sends instructing the transferring command to initiate a current investigation is sufficient instruction and eliminates any need to include instructions in orders regarding the investigation.

2. **Procedures for NATO Billets**

a. Officers ordered to NATO billets require special processing to fulfill security clearance requirements and to determine passport needs.

b. NAVPERSCOM (PERS-4832) is responsible for **certifying** clearances for officers assigned to NATO billets.

c. Prior to issuance of orders to such billets and if a security clearance is necessary, the cognizant placement officer will inform NAVPERSCOM (PERS-4832) by memorandum of the following information:

(1) Full name, rank, last 4-SSN, designator, date and place of birth.

(2) Command for which considered.

(3) Billet title or description.

(4) Estimated date of arrival (EDA) and tour date.

(5) Type of security clearance required or investigation status.

d. NAVPERSCOM (PERS-4832) will indicate the officer’s security eligibility by return memorandum.

e. Any change in the information submitted to NAVPERSCOM (PERS-4832) by memorandum must be corrected by memorandum to prevent the security clearance being **certified** in error.

f. Placement officers should include NAVPERSCOM (PERS-4832) as an internal copy to addressee.

MILPERSMAN 1301-219

OFFICER SPECIAL ASSIGNMENTS - LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) ASSIGNMENTS

Responsible Office	CNO (N131)	Phone:	DSN COM FAX	882-2303 (901) 874-2303 882-1189

1. **Policy.** Limited Duty Officers (LDOs) and Chief Warrant Officers (CWOs) are accessed, promoted and continued to fill authorized LDO and CWO billets.

a. The assignment of an LDO or CWO to billets not designated 6XXX or 7XXX, respectively, will result in a gapped LDO or CWO billet.

b. When overriding circumstances dictate, LDOs and CWOs may be assigned to other billets; however, this practice is the exception rather than the rule.

2. **Diving, Salvage, and EOD.** LDO/CWO diving billets are coded with appropriate Naval Officer Billet Codes (NOBCs) and Additional Qualification Designators (AQDs).

a. CWOs qualified in the performance of duties above will be assigned to NOBC/AQD coded billets both at sea and ashore. Should the inventory of qualified CWOs exceed the number of available billets, excess officers may be assigned to billets identified for their technical specialties.

b. LDOs qualified in the performance of duties above will continue to be assigned to billets of their occupational specialties or specific AQD billets of their designators in accordance with the career pattern of the particular LDO community. EOD qualified LDOs will be assigned to billets outside the designator only as inventory allows.

2. **SEALs.** CWO/LDO SEAL billets are coded with appropriate NOBCs and AQDs.

a. CWO/LDO qualified SEALs will be assigned to NOBC/AQD coded SEAL billets both at sea and ashore and in accordance with the appropriate SEAL CWO and LDO career path.

3. **LDO Admin (6410)/CWO Ship's Clerk (7410) to Submarine Related 6410/7410 Billets.** The following applies to assignment of LDO (Admin) and CWO (Ship's Clerk) personnel, who were enlisted submarine qualified, to specific submarine related 6410/7410 billets and should be implemented as incumbents are transferred at their normal projected rotation date (PRD).

a. All LDO (Admin) and CWO (Ship's Clerk) personnel who were enlisted submarine qualified will be assigned to billets requiring 641X/741X personnel qualified in submarines (AQD SV1). Every effort will be made to adhere to the billet grade level.

b. All submarine squadron and submarine group billets requiring 641X/741X personnel qualified in submarines will be identified as sea duty for rotation/assignment purposes.

c. In the event the inventory of SV1 coded 6410/7410 officers exceeds the number of available SV1 coded 6410/7410 billets, the excess officers may be assigned to other 6410/7410 billets. However, 6410/7410 officers not coded as SV1 will not be assigned to SV1 coded 6410/7410 billets without specific waiver approval from NAVPERSCOM (PERS-41 and PERS-42).

3. **Aviation Shore Activity Ground Electronics Maintenance Officers.** Prospective Ground Electronics Maintenance Officers (designator 6180, 7180) ordered to aviation shore activities will proceed via the Prospective Electronics Material Officer (PEMO) Training Course if the officer has not previously attended this course.

MILPERSMAN 1301-220

OFFICER SPECIAL ASSIGNMENTS - ENGINEERING DUTY OFFICER (EDO)

Responsible Office	OPNAV (N131)	Phone: DSN COM	664-5037 (703) 603-5037

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil

1. **Policy**. Because of the unique role of the engineering duty officer (EDO) as a restricted line technical specialist for the design, acquisition and life cycle maintenance of ships and submarines and their systems, combat weapon systems, communications, ship and shore command systems, and space warfare systems, special consideration must be given to the career development of the individual EDO. This career can be divided into two phases - basic and professional.

a. During the basic phase, the officer obtains basic skills as a naval officer and an engineer.

b. The professional phase, which constitutes the majority of an EDO's career, places emphasis on being a technical specialist and is the period during which the officer is a practicing professional EDO.

2. **EDO Basic Phase**. During this phase, an EDO will be assigned to allow maximum opportunity to complete the following career requirements:

a. **Sea Duty**. EDOs should serve at sea early in their careers and obtain their respective warfare qualification. Normally, sea duty will be accomplished as an unrestricted line (URL) officer. Officers entering the EDO Community without a warfare qualification are expected to complete the EDO Dolphin Program per MILPERSMAN 1210-110.

b. **Graduate Education**. Assignment to postgraduate school is essential if the officer does not have an EDO Community-approved subspecialty code before becoming an EDO.

c. **Engineering Duty Qualification Program (EDQP).** All new EDOs are required to complete the EDQP. Priority will be given to first shore duty tour assignment (other than postgraduate school) of new EDOs to commands administering the EDQP.

3. **EDO Professional Phase.** Assignments will emphasize increased officer technical competence by:

a. Increasing experience in the technical specialty (ships and submarines and their systems, combat/weapon systems, communications, ship and shore command systems, information systems and space warfare systems).

b. Increasing involvement in design, engineering, acquisition and life cycle management of systems.

4. **Special Qualifications.** Additional consideration must be given to officers possessing special qualifications to ensure maximum use of their respective qualification. Officers who have:

a. Qualified in submarines, either in the URL or EDO Dolphin Programs, will normally be assigned to billets ashore in type commander staffs, research and development, design and acquisition, fleet maintenance and support of submarines, and at sea in submarine tenders.

b. Qualified as divers, will be assigned at least one diving-related tour during their career.

c. Qualified and hold nuclear additional qualification designations, will be assigned primarily to billets at sea on aircraft carriers and ashore in type commander staffs, research and development, design and acquisition, and fleet maintenance and support of ships and submarines.

d. Navy funded doctoral degrees, will be assigned at least one tour in a command that has billets coded for doctoral degrees during their career.

e. Graduates from the Massachusetts Institute of Technology Naval Construction and Engineering or Nuclear Engineering Curriculum and obtained the 51XX or 52XX subspecialty code can be expected to fulfill assignments in support of ship or submarine design and acquisition or maintenance.

5. **Points of Contact**. Additional information can be obtained by contacting the EDO detailers at Navy Personnel Command. Contact information can be found on the MyNavy HR Web site.

MILPERSMAN 1301-221

OFFICER SPECIAL ASSIGNMENTS – TRAINING AND ADMINISTRATION OF THE RESERVE (TAR)

Responsible Office	NAVPERSCOM (PERS-46)	Phone:	DSN COM FAX	882-4102 (901) 874-4102 882-2755

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil

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1. **Policy**

a. The Training and Administration of the Reserve (TAR) Officer Program is comprised of the following designations:

Designator Codes	Titles
1117	Surface warfare
1127	Submarine warfare
1137	Special warfare
1147	Special Operations
1207	Human resources
1287	Permanent professional recruiter
1317	Naval aviator
1327	Naval flight officer
1527	Aerospace maintenance duty officer
3107	Supply corps

b. These officers direct the training and administration of the Navy Reserve in current fleet operations. To maintain a high level of operational experience in the program, TAR officers in all grades follow the prescribed tour length per MILPERSMAN 1301-110, comparable to their Active Component contemporaries, alternating between Reserve management tours while on shore duty.

2. **Application Information**. Detailed application procedures and a sample application are available at https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Reserve-OCM/ to assist in the application

process for each TAR transfer and redesignation board. Active duty and Ready Reserve applicants are considered for release by their respective officer community prior to the given TAR board taking place.

3. **Eligibility**. Reserve officers on active and inactive duty in the unrestricted line, restricted line, and supply corps communities in the grade of lieutenant commander and junior, who have completed their initial active duty obligation and are within 18 months of projected rotation date (PRD), are eligible for selection for TAR designation. Canvasser recruiters who have completed 2 years of recruiting duty are eligible to apply for selection to 1207 designation. Applicants must be able to complete 20 years of qualifying active duty service within 24 years of commissioned service.

4. **Selection**. Applicants will be considered by all TAR selection boards, which meet semi-annually. Applicants will be considered for TAR designation based on the following factors so that those selected will be able to compete on a career basis with their contemporaries:

a. Age,

b. Education,

c. Previous active duty assignments and performance,

d. Navy Reserve participation, and

e. Assignability.

5. **Change of Designator**. The community manager is responsible for the submission of designator changes to **XXX7** upon acceptance of TAR designation by the applicant.

a. **For United States Navy (USN) officers (XXX0)**, a NAVPERS 1000/4 Officer Appointment Acceptance and Oath of Office will be effected upon acceptance to the TAR Program. The community manager will submit changes of designator to **XXX7** upon receipt of a signed copy of NAVPERS 1000/4. For promotion and fitness report purposes, an officer is officially a TAR officer from the date of acceptance of Reserve commission (i.e., signed Reserve NAVPERS 1000/4).

b. **For USN Reserve officers (XXX5) not on the active duty list**, including Selected Reserve, canvasser recruiter, and active duty for operational support (ADOS) officers, their designator is changed to **XXX7** upon execution of recall orders. Effective date for promotion and fitness report purposes is the date the officer reports for recall.

6. **Active Duty Obligation**. As needs of the Navy require, and except as provided for in MILPERSMAN 1321-100, the following obligations are incurred, which must be satisfied prior to resignation of a Reserve commission or release from active duty:

a. Officers recalled to active duty as a TAR officer incur an obligation to serve for a minimum of 3 years in a Reserve program billet or other billet approved by the cognizant TAR assignment officer effective upon execution of recall orders;

b. Officers transferred to TAR from the active duty list incur an obligation to serve for a minimum for 3 years as a TAR officer in the Reserve program billet or other billet approved by the cognizant TAR assignment officer; or

c. Officers must fulfill all commitments resulting from training, education, etc., including postgraduate education, and flight training.

7. **Initial Assignment Policy**

a. The initial assignment policy for TAR is outlined in MILPERSMAN 1001-020. TAR aviation and surface warfare qualified officers' initial assignment is:

(1) If, upon acceptance of the warfare qualified TAR designator (i.e., 1117, 1317, and 1327), the officers are operationally current in their present grade, assignment may be to Reserve program billets (e.g., Navy Reserve centers, and Reserve Force squadrons). 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 present grade, initial assignment will be to an operational tour in units (e.g., ships, squadrons, and fleet staffs).

b. TAR officers not warfare qualified but possessing designated subspecialties or significant experience in critical

areas of financial, manpower, or information technology management will be assigned to Reserve management billets to best use their expertise.

MILPERSMAN 1301-222

OFFICER SPECIAL ASSIGNMENTS - SURFACE WARFARE OFFICER (SWO) DEPARTMENT HEAD AND DIVISION OFFICER ASSIGNMENTS TO AFLOAT BILLETS

Responsible Office	NAVPERSCOM (PERS-412)	Phone:	DSN COM FAX	882-3913/14 (901) 874-3913/14 882-2687

1. **Policy.** Assignment of Surface Warfare Officer (SWO) department heads and division officers to afloat billets will be per Exhibits 1 and 2 respectively. Exceptions to these sequencing plans will be approved by Navy Personnel Command (NAVPERSCOM), Surface Officer Distribution Division (PERS-41).

2. **Department Head Afloat Tours.** Assignment of single, first, and second tour department heads will be as prescribed in Exhibit 1.

3. **Division Officer Afloat Tours.** Typically, officers will be assigned to a 27-month initial division officer tour followed by an 18-month second division officer tour.

a. Exceptions will be considered for special circumstances such as pre-commissioning units and commands that decommission.

b. Assignment of division officers to second tour billets will be per Exhibit 2.

c. Specific billets to be filled by second tour officers will be based upon an individual command’s Long Range Training and Requirement Plan (LORTARP) and the career progression needs of each individual officer.

Exhibit 1

DEPARTMENT HEAD SEQUENCING PLAN

Ship Class	First Tour	Second Tour
AGF	ENG *	OPS/1ST
AOE-1	OPS/1ST *	ENG *
CG-47	WCO **	OPS/CSO/ENG
DD963	CSO/OPS	ENG
DDG-51	OPS/WCO **/ENG	CSO
FFG-7	OPS/ENG/CSO	
LCC	ENG *	OPS/1ST
LHA/D	MPA *	1ST/CICO
LPD-4		OPS/ENG */1ST *
LPD-17	OPS/CSO/1ST *	ENG
LSD-36	OPS/ENG/1ST	
LSD-41/49	OPS/ENG/1ST	
MCM	ENG	XO
MHC	ENG	XO
PC		CO
DESRON		OPS/MTL/CSO/FPO
PHIBRON		OPS/MTL/FPO
PEB		XMR

Notes:

* LDO billets.
** WCO fleets up to CSO on same ship.

Abbreviations

OPS	Operations Officer
CSO	Combat Systems Officer
ENG	Engineer Officer
WCO	Weapons Control Officer
1st	First Lieutenant
FPO	Force Protection Officer
MTL	Material Officer
MPA	Main Propulsion Assistant
CIC	Combat Information Center Officer
XMR	Examiner

Exhibit 2

DIVISION OFFICER SEQUENCING PLAN

CLASS/COMMAND	
Class/Command	**Number of 2nd Tour Div. Officers**
SBU 22	9 (CONVERTING TO LDO BY FY 08)
SBU 12	8 (CONVERTING TO LDO BY FY 08)
APSPAC	5
APSLANT	7
PHIBRON	4 EA
MCMRON/DESRON	3 EA
MCMDIV 31	3
MCMDIV 11	2
ATG EQ2 PAC	2
APSRON	2
MPSRON	1 EA
MSF DETS	1 EA
COMPHIBGRU 1	1
SHIPS	
Ships	**Number of 2nd Tour Div. Officers**
CG	5
DDG/DD/FFG/LPD/LSD/AOE	4 EA
LCC/LHA/LHD	3 EA
AGF/PC	2 EA
MCM/MHC/HSV	1 EA
CVN	8
CVN 65	6
CV 63	8
CV 67	7

MILPERSMAN 1301-223

OFFICER SPECIAL ASSIGNMENTS – NUCLEAR QUALIFIED SURFACE WARFARE OFFICERS (SWO) TO CONVENTIONALLY POWERED SHIPS

Responsible Office	OPNAV (N133)	Phone: DSN COM FAX	225-4192 (703) 695-4192 697-7751

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. The Navy Nuclear Power Program requires the highest quality of officers. With the increasing requirement for nuclear trained surface warfare officers (SWO(N)) aboard aircraft carriers, the continued accession, retention, and development of these officers in surface warfare dictate that they be afforded every opportunity for service in the best surface combatants available.

b. Since SWO(N)s spend nearly all of their subspecialty tours in engineering billets, SWOs selected for nuclear training and nuclear qualified SWOs will be assigned to non-engineering billets on Aegis ships or other conventionally powered combatants on a priority basis.

2. **Assignment Procedures**. The following policies are established to direct assignment of SWO(N)s, to include SWOs both selected for nuclear training and those nuclear qualified.

a. Division Officer Assignment

(1) SWO(N)s ordered to conventionally powered ships will be assigned for 21 months in available non-engineering billets. SWO(N)s will also serve a nominal 28-month second division officer tour in a nuclear powered ship following initial nuclear training.

(2) Midshipmen selecting a ship for their conventional division officer tour will choose from a subset of available ships based on ship type and operational schedule. This subset of ships is based on the following guidelines:

(a) Pre-commissioned units (PCU) and littoral combat ships (LCS) are not available for SWO(N)s for their first tour on a conventionally powered ship, as SWO(N) division officers have highly pressurized career paths which do not allow for the extended time required to complete their SWO qualifications on a PCU or LCS.

(b) As SWO(N)s spend half of their sea duty time in engineering plants, they should be assigned to ships with operational schedules in order to maximize their opportunity for topside maritime experience. Ships with operational schedules advantageous for gaining such experience are assessed and included in the SWO(N) selection subset by Navy Personnel Command (NAVPERSCOM), Surface Junior Officer Distribution Branch (PERS-412) or the Surface Nuclear Placement Officer (PERS-424).

(c) The selection subset will ensure SWO(N) officers are evenly distributed throughout homeports and most ship classes to ensure representation across the fleet.

b. Department Head Assignment

(1) SWO(N)s will normally be assigned to a non-engineering billet on a conventionally powered ship for their first department head tour. SWO(N)s should be assigned to ships with operational schedules in order to maximize their topside maritime experience.

(2) Conventional ship department head tour lengths for SWO(N)s are 18 months, and aircraft carrier (nuclear propulsion) (CVN) principal assistant tour lengths are 24 months. The total tour length for SWO(N) is limited by the requirement to re-establish nuclear proficiency at specified intervals.

c. Commanding officer (CO) and Executive Officer (XO) Assignment

(1) SWO(N)s will be assigned to CO and XO billets at the appropriate time for their seniority and following selection by an administrative screening board.

(2) When required to re-establish nuclear proficiency, SWO(N)s en route to an assignment as CO afloat, CO-special

mission (SM), XO afloat or XO-SM (except CVN damage control assistants or auxiliary officers) must be ordered to a Naval Air Force Atlantic Nuclear Power Mobile Training Team for refresher training.

(3) Assignment of all SWO(N)s must be approved by the Office of the Chief of Naval Operations (OPNAV), Nuclear Propulsion Program Manager (N133) and NAVPERSCOM, Submarine Officer Career Management Division (PERS-42).

MILPERSMAN 1301-224

OFFICER SPECIAL ASSIGNMENTS - PRISONERS OF WAR (POW) REASSIGNMENTS

Responsible Office	OPNAV N131	Phone: DSN COM E-mail:	664-5037 (703) 604-5037 Naxg_m131e@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. Repatriated prisoners of war (POW) 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 individuals' preference of duty assignment.

b. Repatriated POWs are not reassigned to units which would expose them to recapture in the same area by the same country, or by nations sympathetic to that country, prior to cessation of hostilities with the capturing country.

2. **Assignment**

a. Assignment officers will monitor returnee assignments very closely and provide the necessary counseling for an early return to the established sea/shore career pattern.

b. Returnees who are not physically qualified or do not desire to return to a previous operational status should be counseled to whatever extent necessary to make them qualified and competitive for subspecialty career, if practical.

c. The following phrase will be added to the personnel screen of each repatriated POWs Officer Assignment Information System (OAIS) file: "Ref: Geneva Convention Art 117 not to be assigned to combat or a combat support billet without clearance."

MILPERSMAN 1301-226

OFFICER SPECIAL ASSIGNMENTS - TRAINING INSTRUCTOR DUTY

Responsible Office	Naval Service Training Command (NSTC) (N13)	Phone: DSN COM FAX	792-7600 (847) 688-7600 (847) 688-5589

References	(a) OPNAVINST 1500.75A

1. **Policy**. Officers assigned to training instructor billets must be sent to instructor training (COI A-012-0077) en route to their assignment. Only officers with high potential for promotion will be assigned to instructor billets.

2. **Screening for High Risk Training**. Assignment to training instructor billets is classified as high-risk, requiring in-depth medical screening. Completion of enclosures (1) through (3) of reference (a) for high-risk courses is required. It is the responsibility of the receiving activity to notify the detaching activity of the requirement.

MILPERSMAN 1301-227

OFFICER SPECIAL ASSIGNMENTS – OFFICERS WITHOUT SECURITY CLEARANCES

Responsible Office	NAVPERSCOM (PERS-834)	Phone: DSN COM E-mail:	882-2090 (901) 874-2090 PERS-834@navy.mil

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1920.6C (b) SECNAV M-5510.30 Personnel Security Program Manual

1. **Policy**

a. Department of the Navy policy promotes the readiness of the naval service by maintaining the highest standards of conduct and performance in the officer corps. An officer who fails to attain or maintain a security clearance falls short of this standard per reference (a).

b. Should an officer's security clearance elig revocation and or denial be upheld after all appeals as described in reference (b), the officer must be processed for administrative separation from the naval service. The commanding officer must submit an administrative separation request to Navy Personnel Command (NAVPERSCOM), Officer Performance and Separations Branch (PERS-834).

c. Officers whose security clearance eligibility has been revoked or denied, or whose clearance revocation and or denial actions pending, will not be transferred without approval from NAVPERSCOM (PERS-834).

2. **Submission of Administrative Separation Request**. Follow personally identifiable information guidelines published on Navy Personnel Command Web site under NAVPERS (PERS-834) organization code at http://www.public.navy.mil/bupers-npc/organization/Pages/NPCWebDirectory.aspx.

A sample letter format for an administrative separation request follows:

From: Commanding Officer
To: Commander, Navy Personnel Command (PERS-834)
Via: (1) Subject Officer
(2) Commanding Officer
(3) ISIC (if CO is not a Flag officer)
(4) First Flag Officer (if ISIC is not a flag officer)

Subj: REQUEST FOR ADMINISTRATIVE SEPARATION ICO [rank, name, USN, or USNR, designator]

Ref: (a) SECNAVINST 1920.6C
(b) MILPERSMAN 1301-227

Encl: (1) Department of Defense Central Adjudication Facility Navy Section (DoDCAF) ltr [Ser], of [date]

1. As per enclosure (1), DoDCAF denied [rank, name] security clearance due to [reason for denial]. Per references (a) and (b), request [rank, name] be administratively separated with an honorable discharge as continued retention on active duty is not consistent with the interests of national security.

2. [rank, name] does/does not have an active duty obligation. [explanation]

3. [rank, name] will have 10 business days upon receipt of this letter in which to file a statement, the first endorsement to this request, concerning any matters he/she may wish Commander, Navy Personnel Command to consider. Should he/she not desire to make a statement, he/she should express that intention in writing in the first endorsement to this request. Navy Personnel Command will consider any and all materials that [rank, name] wishes to include.

4. My POC for this matter is [rank, name, telephone number, e-mail].

MILPERSMAN 1301-228

OFFICER SPECIAL ASSIGNMENTS – OFFICERS NOT IN COMPLIANCE WITH PHYSICAL READINESS STANDARDS

Responsible Office	OPNAV (N170B)	Phone: DSN COM FAX	882-2210 (901) 874-2210 882-2054

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 6110.1J

1. **Policy**. Reference (a) describes the administrative action to be taken for Service members who are in non-compliance with physical readiness standards.

a. Failure of physical fitness assessment will not limit assignment, except when a member cannot obligate for the minimum sufficient obligated service to complete the proposed assignment.

b. Officers who are out of body fat standards may transfer to a permanent change of station per individual special assignment program qualification guidelines.

MILPERSMAN 1301-229

OFFICER SPECIAL ASSIGNMENTS - NAVAL INSPECTOR GENERAL (NAVINSGEN) ASSIGNMENTS TO STAFFS OF MAJOR COMMANDS

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-3516 (901) 874-3516
	NAVINSGEN EA (IG POC)	Phone: DSN COM FAX	288-6614 (202) 433-6614 (202) 433-5248

1. **Policy**. Placement officers for commands listed in Exhibit 1 will provide the Navy Inspector General (NAVINSGEN) an Officer Summary Record (OSR) and Performance Summary Report (PSR) for prospective nominees for Inspector General (IG) positions.

a. NAVINSGEN will then conduct a check of their investigative files and systems of records.

b. NAVINSGEN has the authority to disapprove any prospective command IG candidate regardless of the reason.

EXHIBIT 1

LIST OF MAJOR COMMANDS THAT REQUIRE NAVINSGEN SCREENING FOR NAVAL INSPECTOR GENERAL

DIRECTOR, STRATEGIC SYSTEMS PROGRAMS
COMMANDER, U.S. NAVAL FORCES EUROPE
COMMANDER, U.S. NAVAL FORCES CENTRAL COMMAND
COMMANDER, NAVAL SPECIAL WARFARE COMMAND
COMMANDER, NAVAL RESERVE FORCE
COMMANDER, NAVAL AIR SYSTEMS COMMAND
COMMANDER, U.S. FLEET FORCES COMMAND
COMMANDER, NAVAL EDUCATION and TRAINING COMMAND
COMMANDER, NAVAL FACILITIES ENGINEERING COMMAND
COMMANDER, NAVAL SEA SYSTEMS COMMAND
COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND
CHIEF, BUREAU OF MEDICINE AND SURGERY
CHIEF, BUREAU OF NAVAL PERSONNEL
COMMANDER, SPACE AND NAVAL WARFARE SYSTEMS COMMAND
COMMANDER, NAVY INSTALLATIONS COMMAND

MILPERSMAN 1301-230

OFFICER SPECIAL ASSIGNMENTS - REASSIGNMENT OF DISABLED OFFICERS

Responsible Office	NAVPERSCOM (PERS-821)	Phone:	DSN	882-3229
			COM	(901) 874-3229
			FAX	882-2622

1. **Policy**

a. Officers who are amputees, have unilateral blindness, or suffer other disabling injuries may be considered for continuation of active duty **even though unfit** because of physical disability.

b. They can still serve with appropriate assignment limitations. The phrase "serve with appropriate assignment limitations" means an assignment limitation based on the specific impairment involved (i.e., members may be assigned to any duty, except flying, which they are physically capable of performing).

2. **Guidelines**

a. The following guidelines are used in evaluating disabled members who may desire to remain on active duty:

(1) **Amputees.** A member who has suffered a loss of any extremity and cannot be fitted with a functional prosthetic device shall not be considered for retention. A member who has suffered the loss of an extremity and been fitted with a functional prosthetic device may be considered for retention on active duty not involving flying.

(2) **Unilateral Blindness.** Members shall not be considered for retention when they have lost the use of a previously healthy eye by reason of trauma and there are other residual eye disabilities requiring frequent medical care or hospitalization. In those cases where there are no other residual eye disabilities, members may be considered for retention on active duty not involving flying.

(3) **Other Disabling Injuries.** Members unfit because of physical disability involving disabling injuries to other organs

and parts of the body, can still serve with appropriate assignment limitations. The same criteria for retention on active duty are applied as in para. 1b above.

b. Members will not be continued on active duty solely to increase benefits, nor will they be continued unless their employment is justified as being of value to the service.

(1) A member continued under this policy will be reevaluated periodically to assure that further continuance or separation is uniform with the best interest of the government and the member.

(2) Unless the disqualifying condition has progressed to the point where the member becomes unable to serve with appropriate assignment limitations, the member will remain liable to complete any service obligation incurred.

c. Navy Personnel Command (NAVPERSCOM) will consider each case on an individual basis and the final decision will be based upon the circumstances and the needs of the service.

(1) No specific years of service will be required to qualify and members will not be excluded from consideration for continuation solely because they are young or inexperienced.

(2) Requests will be processed by assignment officers, and members who are considered qualified under this policy will be recommended for retention to Secretary of the Navy (SECNAV).

MILPERSMAN 1301-233

SPECIALTY CAREER PATH UPDATE

Responsible Office	NAVPERSCOM (PERS-41)	Phone: DSN COM	882-3682 (901) 874-3682

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC askmncc@navy.mil https://my.navy.mil/

References	(a) NAVADMIN 095/19

1. **General Information**. The Specialty Career Path (SCP) Program is designed to develop a cadre of officers with critical skills in key Navy mission areas. This program is open to unrestricted line (URL) officers as specified in paragraph 4.

a. The following SCP options are open to qualified candidates:

Anti-Submarine Warfare (ASW)
Education and Training Management (ETMS)
Financial Management (FM)
Missile Defense (MD)
Mine Warfare (MIW)
Naval Operational Planner (NOP)
Operations Analysis (OA)
Strategic Sealift (SS)

b. Anti-terrorism/force protection (AT/FP) and shore installation management (SIM) have been removed from the SCP Program. Active duty officers previously in the AT/FP and SIM disciplines may continue to be assigned to non-milestone SCP billets per the policies contained in this article.

c. Effective immediately, SCP commanding officer (CO) and executive officer (XO) milestone boards are discontinued. For officers in inventory who have been already screened, the assignment process in paragraph 6 of this policy will remain in place until the bank of screened officers is exhausted.

2. **Policy**. This article defines the policy, screening criteria, responsibilities and authorities for the management

and execution of SCP personnel to streamline the screening process, maximize career opportunities for SCP officers and optimize manning of SCP billets.

3. **Stakeholders**. For each mission area, the following stakeholders have roles which are outlined below:

a. **Executive Lead Agent (ELA).** ELAs will be responsible for screening of SCP applicants and providing the list of SCP screened officers to Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4). The ELAs must coordinate with NAVPERSCOM (PERS-4) to:

(1) modernize the SCP billet base,

(2) maintain CO- and XO-equivalent billets for their respective SCP until the current bank of screened SCP officers is exhausted and

(3) define training requirements for their SCP.

b. The following ELAs are assigned:

SCP (AQD)	Executive Lead Agent
ASW (LS3)	Undersea Warfighting Development Command (UWDC)
ETMS (LS0)	Naval Education and Training command (NETC)
FM (LS7)	Office of the Chief of Naval Operations (OPNAV), Program Division (N80)
MD (LS1)	Naval Surface and Mine Warfighting Development Command (NSMWDC)
MIW (LS4)	Naval Surface and Mine Warfighting Development Command (NSMWDC)
NOP (LS8)	OPNAV, Operations, Plans and Strategy (N3/N5)
OA (LS9)	OPNAV, Assessments Division (N81)
SS (LS6)	Military Sealift Command (MSC)

c. **NAVPERSCOM (PERS-4) Liaison Divisions.** The role of NAVPERSCOM (PERS-4) liaison divisions is to act as a single point of contact (POC) for the respective SCP mission area ELAs. The NAVPERSCOM (PERS-4) liaison divisions must assume the following responsibilities:

(1) Maintain responsibility for managing billets and working with detailers on officer assignments and entering additional qualification designations (AQDs),

(2) Coordinate with the ELAs to maintain SCP billet coding and allocation and

(3) Coordinate closely with placement officers on SCP billet and personnel issues.

d. NAVPERSCOM (PERS-4) liaison divisions are designated as follows:

Specialty Career Path	**NAVPERSCOM PERS-4 Liaison**
Anti-submarine Warfare (ASW)	PERS-42
Education/Training Management (ETMS)	PERS-43
Financial Management (FM)	PERS-44
Missile Defense (MD)	PERS-41
Mine Warfare (MIW)	PERS-41
Naval Operational Planner (NOP)	PERS-44
Operations Analysis (OA)	PERS-44
Strategic Sealift (SS)	PERS-41

e. **Command Placement Officer.** Placement responsibilities for every command containing SCP billets will remain unchanged to ensure a single NAVPERSCOM POC for each command to use when addressing command manning issues.

f. **NAVPERSCOM (PERS-4) SCP Coordinator.** NAVPERSCOM, Surface Warfare Officer Distribution Division (PERS-41), with the direct support of the deputy division directors, will oversee SCP progress and issues while making recommendations to NAVPERSCOM (PERS-4) regarding policy and execution actions required.

4. **Eligibility Requirements for Application to SCP**

a. Designator Specific Requirements:

(1) 1110: Upon completion of a first department head (DH) tour or upon completion of the first 18 months of a single longer DH tour,

(2) 1120: O-4 (Select), O-4 and O-5 officers that do not have nuclear AQDs or other officers approved by NAVPERSCOM (PERS-42) on a case-by-case basis and

(3) 1310/1320: Upon completion of a DH tour or failure to select for a DH tour for the second time, or opting out of DH selection, if applicable.

b. Officers are eligible for SCP detailing upon completion of current tour, unless milestone/payback tour is required.

c. SCP officers are ineligible for a traditional U.S. Navy CO billet. SCP officers will not be considered at community command boards. SCP CO and XO milestone boards are discontinued effective immediately.

d. Selection as SCP does not relieve an officer of any other pending milestone (if already screened) or payback tours.

e. SCP selection does not guarantee exclusive assignment to SCP billets. Rotation dates, needs of the Navy and career progression will continue to affect the assignment process and officers will still adhere to a parent community sea/shore rotation. Assignment, even to a shore duty position may not always be in an SCP billet.

f. SCP billets are not exclusive to SCP officers and most billets will ultimately be filled by non-SCP Officers due to inventory.

g. SCP is not a manpower draw from the enterprises. Many enterprise billets require skill sets resident within SCP.

h. The following officers are not eligible for SCP:

(1) Full-Time Support Officers,

(2) Officers currently being processed for administrative separation,

(3) Officers who have been detached for cause (DFC) (or are a subject of a pending DFC),

(4) Officers who have submitted a retirement or resignation request (an approved request for withdrawal is required for consideration) and

(5) 1130/1140 officers.

5. **Screening for SCP**. Screening for SCP will be accomplished via an administrative process determined by each individual ELA.

a. Officers desiring to enter one of the disciplines may do so upon application and screening. Once screened, they will be given priority for assignments to billets that develop experience in their specialty during normal sea/shore rotations in their original URL community.

b. Screening for SCP (or previously for SCP milestones) does not guarantee assignment to an SCP billet or SCP leadership position.

c. Screened officers will retain their original designator and will receive an AQD that indicates their area of specialization.

d. ELAs must notify NAVPERSCOM (PERS-4) and appropriate liaison upon accession of new officers into SCP.

e. SCP officers will be considered non-due course and will no longer be eligible for administrative milestone boards in their parent communities.

6. **Assignment Policy**

a. Posting Process

(1) SCP-coded billets will be advertised for fill to all detailers of appropriately screened SCP officers.

(2) SCP billets will be identified in the Officer Assignment Information System with a two-digit alpha-character. The first character will represent the SCP area and the second character will represent the milestone until the milestone-screened officers are exhausted (e.g., CO or XO). Once the current banks of SCP CO- and XO-screened officers are exhausted, milestone billets will be recoded as regular SCP billets.

(3) If an SCP officer is not identified for a posted billet within 180 days of the required fill date, the cognizant placement desk will coordinate with NAVPERSCOM, Distribution Management Division (PERS-45) to task the billet to a distribution division through the billet-fill decision process for fill by a non-SCP officer.

b. Detailer Role. NAVPERSCOM (PERS-4) liaison divisions and associated detailers will monitor the demand signals for various SCP officers and coordinate fills from the inventory of SCP screened officers. Detailers must endeavor to fill SCP-coded billets with SCP-coded officers. If an SCP officer is available and due for the appropriate sea/shore duty and it is determined to be an appropriate assignment, the officer will be detailed to the SCP billet.

c. Approval of CO- and XO-Equivalent Assignments. SCP officers will be approved for CO- and XO-equivalent assignments using a process similar to the current high visibility nomination process, provided they have already screened for these milestones.

(1) The responsible placement desk for a CO- or XO-equivalent assignment will issue a demand signal to the URL distribution divisions no later than 9 months in advance of the desired fill date.

(2) The distribution divisions will advertise the assignment, solicit for interested officers and provide a nomination or regret prior to 6 months in advance of the desired fill date.

(3) The responsible placement desk will forward nomination packages, including a recommendation for the best candidate, to NAVPERSCOM (PERS-4) for approval.

(4) NAVPERSCOM (PERS-4) will approve the nominee(s) to be forwarded to the gaining command for approval.

(5) ELAs may recommend assignment of milestone screened SCP officers. Final approval authority rests with NAVPERSCOM (PERS-4) and the gaining command.

(6) This assignment process will remain in place until the current bank of CO- and XO-equivalent milestone-screened officers is exhausted.

MILPERSMAN 1301-234

OFFICER SPECIAL ASSIGNMENTS – HUMAN RESOURCES COMMUNITY

Responsible Office	NAVPERSCOM (PERS-4421)	Phone: DSN COM	882-4054/2183 (901) 874-4054/2183

MyNavy Career Center	Phone: Toll Free Email: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

References	(a) OPNAVNOTE 5450 Sequential and Major Command Plan (b) OPNAVINST 1412.14 (c) HRCOEINST 1401.1B (NOTAL) (d) BUPERSINST 1401.5C

1. **Command, Leadership and Sea (CLS) Policy**. The Human Resources (HR) Community conducts annual CLS billet and major command screening boards. The function of these boards is to screen HR officers for commander (CDR) and lieutenant commander (LCDR) CLS billets, and captains (CAPT) for command and major command billets. The phrase "command, leadership, and sea," is used to designate billets requiring an officer who is administratively screened: "command" delineates commanding officer billets; "leadership" delineates executive officer, deputy commander, and select officer-in-charge billets; and "sea" delineates deployable billets (e.g., aircraft carrier training officers and certain naval special warfare billets). An officer who is screened may be assigned to a CLS billet unless the officer indicates in writing an unwillingness to serve, is de-screened by a subsequent CLS screening board, fails to meet promotion standards, or does not meet additional requirements of a CLS billet. All officers assigned as commanding officer in commands outlined in reference (a), the Office of the Chief of Naval Operations (OPNAV) Military Personnel Plans and Policy Division (N13) Policy Decision Memorandum Shared Commander Command Apportionment Plan, and the HR 1200 Billet List, will be screened via a CLS screening board and subject to the command qualification process per references (b) and (c).

NOTE: The HR 1200 Billet List may be accessed via the MyNavy HR Web site https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-44-Staff-RL/Human-Resources/. Reference (c) can be located at https://cle.nps.edu/portal/xlogin and is exclusively password protected to HR officers. User IDs and passwords can be obtained by emailing HRCOE.mil@us.navy.mil. HR Training and Administration of the Reserve (TAR) designation code 1207 milestone business rules, additional 1207 related information, and 1207 Microsoft Teams channel are located at: https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-46-TAR/Human-Resources/.

a. CLS Screening. All officers will be screened for LCDR CLS, CDR CLS, CAPT command, and major command. CLS opportunity is based on the quantity of officers considered for screening and the number of quotas available. Quotas determined by Navy Personnel Command (NAVPERSCOM) HR Assignments Branch (PERS-4421) are the maximum allowed, however the screening board can select fewer if candidate quality is found to be insufficient.

(1) All officer records will be screened for CLS selection at the CLS board held immediately prior to their "in zone" (or "above zone" if not selected by the first board) promotion selection year. Officers selected for CLS will be slated to a CLS billet, or banked for a future opportunity, immediately upon promotion selection to the next rank.

(2) Officers selected for CLS but not selected for promotion will screen yearly until the officer's selection for promotion to the next rank.

(3) Control grade officers selected for lateral transfer or accession into the HR Community will be considered for CLS screening during the first CLS screening board following selection into the HR Community for their current rank. Lateral transfer officers selected for CLS may be slated to a CLS billet, or banked for future opportunity, for their current rank, unless "in zone" or "above zone" for the next rank. If an officer selected for CLS is under consideration for promotion, the officer will be slated or banked for future opportunity, only if selected for promotion to the next rank.

(4) Officers may request special additional looks.

(a) All additional looks are subject to approval by the HR Community Leader.

(b) Petition is made in writing to the HR Community Leader via PERS-4421 no later than 2 months prior to the board convening date, and must include the reason for the additional look.

(5) The CLS eligible list is generated by PERS-4421 and submitted to NAVPERSCOM Personnel Information Management Department (PERS-3) within the prescribed timeline and updated accordingly until the board convenes.

b. CLS and Major Command Board Membership. Screening is by formal administrative board action per reference (d). PERS-4421 is the sponsor for the board. The board membership shall consist of the HR Community Leader (Active Component (AC) HR flag officer) who serves as the president and four HR CAPTs (AC and TAR) when possible. Every effort will be made to ensure board membership is diverse across the force development, force management, and force requirements and resourcing career tracks, and comprised of those who have completed or are in their major command tour. When this is not possible, written documentation must be kept on file that provides a list of all eligible members and their reason of non-availability. Membership changes with each board and no CAPT (AC or TAR) may serve on two consecutive boards. PERS-4421 will nominate the members, head recorder, and assistant recorders as required for approval by Commander, NAVPERSCOM. Records for LCDR and CDR CLS, CAPT command, and major command are screened by the same panel of board members, but eligible HR officers compete only against officers of the same component (AC and TAR) and pay grade.

c. **CLS Assignment or Declination**. Any officer who is screened for CLS in grade will be assigned a CLS billet, or deferred and banked until the officer can be assigned to a CLS billet. To maintain a viable bank of CLS-screened officers and provide maximum opportunity for CLS screening, officers will only remain in the bank for 2 years. Officers not desiring to serve in a CLS assignment should review MILPERSMAN 1301-818 and indicate these intentions in writing to PERS-4421.

(1) Officers who do not want to be considered for CLS **prior to the board** should submit a written request for non-consideration (i.e., a "do not pick me" letter) to the board president by the board correspondence deadline.

(2) Once slated to a CLS billet, an officer may not pursue reassignment or billet swap.

(3) If an officer indicates billet declination in writing, is subsequently de-screened by a CLS board, or fails to meet requirements of a CLS billet, the HR detailer will discuss future assignment options with the HR Community Leader.

(a) Any officer slated to a CLS assignment who does not desire orders to that CLS billet, must submit a written statement declining the assignment to PERS-4421.

(b) Officers declining a CLS assignment must acknowledge in their statement that, if approved, their declination will become part of their official service record. Officers declining CLS assignment may include a statement in their declination that explains their reasons.

(c) Officers who have declined a CLS assignment remain eligible for assignment to non-CLS duty subject to the needs of the Navy.

(d) Once approved, the written statement declining CLS assignment will be made part of the officer's official military personnel file (Privileged Information/Field Code 17).

d. **CLS Slates**. Following each set of promotion selection results for promotion to LCDR, CDR, and CAPT, HR detailers will prepare pay grade-specific slates assigning CLS-screened officers to CLS billets for HR Community Leader review and approval.

(1) Officers selected for CLS and promotion will be assigned to a CLS billet as soon as practical after promotion selection.

(2) All CLS-screened officers selected for promotion, as well as all banked CLS-screened officers, will provide a ranked order preference of CLS billets from the slate to the HR detailer by the deadline provided.

(3) HR detailers will consider previous assignments, skill sets, career track, projected rotation dates, proposed fill dates, billet requirements, required subspecialty experience, preferences, and the needs of the Navy when building the CLS slate.

(4) Once the proposed slate is approved by the HR Community Leader, officers slated for CLS assignment will be notified of their next assignment. Any officer who does not accept this assignment during the slating process must submit a declination letter.

(5) Officers selected for CLS and promotion who are not immediately slated will remain in the bank for up to a year beyond their initial slate opportunity, and will be utilized as CLS assignments become available. Officers serving in a milestone billet when selected for CLS and promotion will be given the opportunity to complete his or her milestone assignment prior to being offered a CLS billet. Records of officers in the bank will be reviewed annually to ensure there is no decline in performance. Officers not utilized for assignment by the second slate following his or her CLS and promotion selection will be removed from the bank.

(6) When CLS opportunities arise outside of the annual slating periods, detailers will administratively screen all eligible officers' records and make recommendations to the HR Community Leader for review and approval.

e. CLS Notification. Officers selected by the CLS Board will be notified by the HR Community Leader upon approval of official CLS Board results. Non-selects will be notified by their respective detailer.

f. CLS Screening Exceptions. General policy is that only officers screened for CLS and selected for promotion will be assigned to CLS billets.

(1) On rare occasions, exceptions to this policy may arise when there are no CLS-selected officers available to fill an assignment, thus necessitating assignment of a non-board selected officer with the proper skill sets to a CLS billet.

(2) All non-board selected CLS officers' records will be administratively screened by the head HR detailer who will make

a recommendation to the HR Community Leader for review and approval.

g. Command Qualification. Per reference (d), all officers eligible for command are required to complete the minimum command qualification standards in the manner prescribed by the HR Community per reference (e) prior to screening for command.

2. **Milestone Policy**. Milestone billets are so designated because of the increased complexity of work and or scope of responsibility and as such are subject to the slating process. Officers will be slated to a milestone in their designated career track, when possible.

a. Milestone Eligibility

(1) Officers selected for promotion to LCDR or CDR have two consecutive opportunities for milestone assignment, selection year plus one, at each pay grade.

(2) Officers serving in a CLS billet with a projected rotation date less than 12 months after the milestone slate will be automatically considered for milestone assignment.

(3) Lateral transfers and redesignated officers are eligible for milestone opportunities via self-nomination, or detailer recommendation upon initial entry into the HR Community.

(4) Officers who do not fall into these categories may self-nominate for milestone consideration at any time.

b. Milestone Slate. Milestone slating will occur concurrently with the CLS slating process; however milestones will not be a part of the CLS board process. Additionally, when milestone opportunities arise outside of the annual slating period, detailers will administratively screen all eligible officers' records and make recommendations to the HR Community Leader for review and approval.

c. Milestone Notification. Officers selected for milestone assignment will be notified by the HR Community Leader. Non-selects will be notified by his or her detailer.

d. Milestone Assignment or Declination. Officers who do not want to be considered for a milestone assignment should submit a written request for non-consideration (i.e., a "do not pick me" letter) via the head detailer, PERS 4421, to the HR Community Leader prior to the milestone slating process.

(1) Once slated to a milestone, an officer may not pursue reassignment or billet swap.

(2) If a milestone-slated officer indicates billet declination in writing, the detailer will discuss future assignment options with the HR Community Leader.

(a) Any officer slated to a milestone who does not desire orders to that specific milestone, must submit a written statement declining the assignment to PERS-4421.

(b) Officers who have declined a milestone assignment remain eligible for assignment to non-milestone assignments, subject to the needs of the Navy.

3. **CLS and Milestone Tour Lengths**. CLS and milestone tour lengths are addressed in MILPERSMAN 1301-110. Generally, CLS and milestone tour lengths are 24 months (36 months for fleet-up model, overseas assignments, and minimum 22 months for joint billets). However, officers may be moved early to support career progression to ensure opportunity to accomplish Community values.

4. **CLS and Milestone Credit**. CLS and milestone credit will be awarded per NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications. All exceptions require HR Community Leader review and approval.

5. **Service School**. HR officers, lieutenant and senior, are eligible to attend Service schools (i.e., Naval War College, Army Command and General Staff College, Air Force Command and Staff College, Eisenhower School, etc.) once screened at an administrative board listed below.

(a) Service School Eligibility. HR officers who have a command or major command qualification (i.e., 2D1, 2D2, or RLC) and hold a professional certification will be screened during the CLS Board. Officers who meet the above eligibility requirements will have their records updated to indicate

"Service school screened" via additional qualification designation 282 or 283, as appropriate. Officers may be slated to a Service school based on the number of available quotas.

(b) Service School Slate. The Service school slate will be determined in conjunction with the CLS and milestone slate. Detailers will review officers' records for eligibility, community value progression, and timing upon completion of CLS and milestone slating. Officers under consideration for Service school quotas will be notified and provided an opportunity to submit a statement prior to the approved slate. The head HR detailer will approve the Service school slate for CDRs and below, and the HR Community Leader will approve the Service school slate for CAPTs and CAPT selects.

MILPERSMAN 1301-235

COMMAND POLICIES AND PROCEDURES – SPECIFIC POLICIES RELATED TO SCREENING ENGINEERING DUTY OFFICERS TO COMMAND OR MAJOR PROGRAM MANAGER ASSIGNMENTS

Responsible Office	NAVPERSCOM (PERS-445)	Phone: DSN COM	882-4090 (901)874-4090

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

References	(a) DON DAWIA Operating Guide (NOTAL) (b) OPNAVINST 1412.14 (c) NAVSEAINST 5400.55 (NOTAL)

1. **Policy**. A commanding officer (CO) or major program manager (MPM) must be a person of unfailing integrity with exceptional judgment and technical acumen who has proven his or her excellence in both operational and acquisition related assignments, with the ability to provide the requisite leadership of large and complex organizations or programs. Prior to assignment as CO or MPM, all engineering duty officers (EDO) will be command screened to determine eligibility. After successful screening, officers will be assigned as CO or MPM by a separate slating process, per reference (a), or the normal detailing process.

a. The function of the screening board is to recommend and establish a list of officers eligible to serve as COs of acquisition shore commands and as MPMs of programs identified by Assistant Secretary of the Navy for, Research, Development and Acquisition as acquisition categories I and II programs and major program manager-equivalent (MPM-eq) programs in line with reference (a). Reference (a) can be accessed via the Assistant Secretary of the Navy for Research, Development and Acquisition Web site. Not every officer who is screened as eligible for command will be assigned to command.

b. The majority of EDO command opportunities occur at the pay grade of and selection to captain at major shore command (MSC) and MPM positions. Few command opportunities are available to commanders (CDRs), but these billets are not MSC or MPM.

2. **Prerequisites for Command Screening**

a. In line with reference (b), minimum standards are required for every officer to be eligible to be screened for command via board action and serve in command. The following prerequisites are prescribed for EDOs pursuing commander command:

(1) Complete the EDO qualification program per reference (c), resulting in award of the 1440 designator. Reference (c) may be obtained from Naval Sea Systems Command (NAVSEASYSCOM);

(2) Achieve Defense Acquisition Workforce Improvement Act (DAWIA) program management practitioner certification under Back to Basics (BtB) or level II DAWIA certification in any career field under the legacy system;

(3) Achieve acquisition professional membership per reference (a), section 9;

(4) Successfully complete a commander command leadership assessment and be screened by board action for commander command; and

(5) Complete the Command Leadership Course (CLC) prior to assuming command per reference (b).

b. The following prerequisites are prescribed for EDOs pursuing captain or major command:

(1) Complete requirements of subparagraphs 2a(1) through 2a(3) above.

(2) Complete the CLC, Executive Officer Leadership Course, or the Senior Leadership Course (SLC);

(3) Complete the EDO Senior Course;

(4) Successfully complete a captain or major command leadership assessment and be screened by board action for captain command; and

(5) Successfully complete the Major Command Leadership Course (MCLC), if a graduate of the CLC.

3. **Command Leadership Assessment**

a. The completion of a command leadership assessment is mandatory prior to being screened for command. Command leadership assessments will be comprised of three elements:

(1) An officer-submitted performance package to include an essay (on character, competence, and connections) and a draft command philosophy;

(2) An operational psychological assessment to include a cognitive and personality assessment and a structured interview with an operational psychologist; and

(3) An oral board with the members of the command leadership assessment panel. The command leadership assessment panel will holistically consider the officer performance package (leadership essay and draft command philosophy), operational psychological assessment summary, oral board, and record (officer summary record, performance summary report, and fitness reports) when assessing officers for command.

b. Panel membership for commander command leadership will comprise of one EDO flag officer, two EDO captains who are in or have successfully completed a major command assignment (CO or MPM), and two EDO CDRs who are in or have successfully completed a commanding officer, officer in charge, aircraft carrier combat systems officer, aircraft carrier chief engineer, submarine repair officer, or program manager representative tour as a commander, and one command master chief.

c. Panel membership for captain or major command leadership will comprise of one EDO flag officer, four EDO captains who are in or have successfully completed a major command assignment (CO or MPM), and one command master chief.

d. Upon completion of their deliberations, the command leadership assessment panels will report their results to Navy Personnel Command (NAVPERSCOM) Engineering Duty Officer

Assignments Branch (PERS-445) and inform the individual officers that were assessed. The report to PERS-445 will contain a list of all eligible officers. Names of lieutenant commanders (LCDRs) and CDRs should be separated and arranged in alphabetical order, and the listed should indicate one of the following status:

(1) Eligible for commander command (LCDR only) and assignment of additional qualification designator (AQD) 2D1, or

(2) Eligible for captain or major command (CDRs only) and assignment of AQD 2D3.

e. Command readiness assessment panels and command screening boards will be held on a quarterly basis as directed annually by Commander, Naval Sea Systems Command (COMNAVSEASYSCOM).

4. **Command Screen Board**

a. Immediately following the command leadership assessment panel report submission to PERS-445 and debrief of the individual officers that were assessed by the command leadership assessment panel, a command screening board will convene to administratively screen officers for command.

(1) Board membership for commander command screening will comprise of the EDO flag officer and two of the EDO captains that sat the previously held captain or major command leadership assessment panel.

(2) Board membership for captain and or major command screening will comprise of the EDO flag officer and the two EDO captains that sat the previously held commander command leadership assessment panel.

b. PERS-445 will provide an adverse information memo (AIM) and a list of the officers with the 2D1 and 2D3 AQDs to the command screening board president to be reviewed by the voting members as part of the screening process. Board members will also review for recent Navy physical fitness assessment failures in addition to the guidance provided in the convening order.

c. The EDO command screening process is promotion year group (PYG)-based. For example, officers selected for promotion from the Fiscal Year (FY) 2022 (FY22) CDR Selection Board (CDR

PYG22) and officers selected for promotion from the FY22 LCDR Selection Board (LCDR PYG22) were the first PYGs to be eligible for command screening under this process in September 2023. CDRs and LCDRs will have two opportunities (two consecutive years) to command screen.

d. LCDRs who successfully screen for commander command and meet requirements of subparagraphs 2a(1) through 2a(3) will be assigned the 2D2 AQD, denoting command qualified. Those who do not meet requirements of subparagraphs 2a(1) through 2a(3) will have the 2D2 AQD assigned once requirements are met.

(1) CDRs must complete the EDO Senior Course and either the CLC, Executive Officer Leadership Course, or SLC, within 2 years of promotion to CDR. If not completed, the 2D2 AQD will be removed from their record.

(2) PYG21 and senior LCDRs competing for promotion on the FY27 CDR Promotion Board are grandfathered from these requirements and will be assigned the 2D2 AQD prior to the convening of the FY27 Promotion Board.

e. CDRs who successfully screen for captain or major command and meet requirements of subparagraphs 2a(1) through 2a(3) will be assigned the 2D4 AQD, denoting major command screened. Those who do not meet requirements of subparagraphs 2a(1) through 2a(3) will have the 2D4 AQD assigned once requirements are met. PYG21 and senior CDRs competing for promotion on the FY27 Captain Promotion Board are grandfathered from these requirements and will be assigned the 2D4 AQD prior to the convening of the FY27 Promotion Board.

f. Upon completion of its deliberations, the command screen board will report the board’s results to Commander, Navy Personnel Command (COMNAVPERSCOM) via COMNAVSEASYSCOM for approval. Selection by the command screen board and approval of the board report designate an officer as command screened. The report will contain a list of all eligible officers. Names of LCDRs and CDRs should be separated and arranged in alphabetical order, and the list should indicate one of the following status:

(1) Screened for commander command (LCDRs only) and assignment of AQD 2D2;

(2) Screened for commander command (LCDRs only) and assignment of AQD 2D2 once requirements of subparagraphs 2a(1) through 2a(3) are met;

(3) Screened for captain or major command (CDRs only); or

(4) Screened for captain or major command (CDRs only) and assignment of AQD 2D4 once requirements of subparagraphs 2a(1) through 2a(3) are met.

5. **Responsibilities**

a. Designator Advisor (COMNAVSEASYSCOM)

(1) Sets minimum qualification standards for command and establishes the process to formally screen, via administrative board action, officers to command;

(2) Issues annual schedule and PYG eligibility;

(3) Issues convening orders to include membership; and

(4) Recommends all board findings and awarding of the 2D2 and 2D4 AQD for COMNAVPERSCOM approval.

b. NAVSEASYSCOM Engineering Duty Officers Plans and Policies Division(SEA 00T1)

(1) Administers the program;

(2) Prepares correspondence, the annual schedule, and convening orders;

(3) Determines and recommends PYG eligibility to COMNAVSEASYSCOM;

(4) Prepares and executes each command readiness panel and command screening board; and

(5) Contracts and budgets funds for required staff (operational psychologists) and staff travel.

c. PERS-445

(1) Assigns the appropriate AQD (2D1 and 2D3) per the results of the command leadership assessment panel;

(2) Provides an AIM prior to the convening of each command screening board;

(3) Provides a list of the officers with the 2D1 and 2D3 AQDs prior to the convening of each command screening board;

(4) Assigns the appropriate AQD (2D2 or 2D4) upon COMNAVPERSCOM approval and notifies officers of screening status; and

(5) Provides administrative support as established by reference (b) for command screening boards. Reference (b) may be obtained from COMNAVSEASYSCOM.

MILPERSMAN 1301-236

OFFICER SPECIAL ASSIGNMENTS – AVIATION ACQUISITION PROFESSIONAL (AP) UNRESTRICTED LINE (URL) MAJOR PROGRAM MANAGER ELIGIBLE (MPM-E) CAREER PATH

Responsible Office	NAVPERSCOM (PERS-434)	Phone: DSN COM	342-8194/757-8483 (301)342-8194 (301)757-8483

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

References	(a) CNO WASHINGTON DC 291651Z May 09 (NAVADMIN 165/09) (b) ASN (RD&A) DON DAWIA Operating Guide of 07 Jul 2022 (c) ASN (RD&A) DATM APM Policy Memo of 20 Apr 2022 (NOTAL) (d) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications

1. **Purpose**. This article addresses the need to maintain a sufficient pool of aviation acquisition professional (AP) unrestricted line (URL) officers qualified to lead major acquisition programs.

2. **Background**. The aviation AP URL major program manager (MPM) eligible (MPM-E) career path was established per reference (a), to develop a select group of AP URL aviators to achieve statutory requirements for MPM selection. Direct association with a major acquisition program, statutory Defense Acquisition Workforce Improvement Act (DAWIA) certification and experience requirements outlined in reference (b), and selection as an AP member, per MILPERSMAN 1301-700 and reference (c), are prerequisites for career progression and ultimately for selection as an MPM. In particular, statutory acquisition experience and advanced program management defense acquisition qualifications requirements require structured career patterns different from aviation URL officers who serve exclusively in their primary warfare specialties.

3. **Aviation AP URL MPM-E Career Path Selection**. Selection for the aviation AP URL MPM-E career path is accomplished by administrative board convened by Commander, Naval Air Systems Command (COMNAVAIRSYSCOM) and announced via naval administrative (NAVADMIN) message, on the official COMNAVAIRSYSCOM Web site at https://www.navair.navy.mil/Acquisition-Slate-Boards or other official correspondence. The selection board will typically be held semi-annually, at times concurrent with the COMNAVAIRSYSCOM MPM slating panel. Boards will select between six and nine officers per year. Eligible aviation URL officers must submit a signed application per COMNAVAIRSYSCOM AP URL MPM-E annual charter requirements to be considered. Selection does not obligate officers to enter the aviation AP URL MPM-E career path. The COMNAVAIRSYSCOM Aviation AP URL Officer Community Manager (OCM) manages the selection board and post-selection career paths in conjunction with Navy Personnel Command (NAVPERSCOM) Aviation Officer Distribution Division (PERS-43).

4. **Eligibility Guidelines**

a. Aviation command screen board selected.

b. Acquisition professional additional qualification designator (AQD) awarded (AP member) or able to achieve acquisition professional qualifications within 24 months of assignment to a post-command acquisition billet per reference (c).

c. Officers selected as MPM-E should be able to achieve 24 months of program office-experience and 96 months of total acquisition-experience prior to 26 years of commissioned service to meet acquisition category (ACAT) 1 MPM experience and tenure requirements and or constraints. While a candidate with career timing to meet ACAT 1 MPM requirements is preferred, candidates who only have sufficient career timing to meet ACAT 2, 3, or 4 or MPM equivalent minimums are also eligible.

Note: Officers should attain acceptance into the aviation AP URL MPM-E career path prior to their post-commander command detailing negotiating window to ensure proper coordination and assignment to acquisition positions. Officers completing operational training (OP-T) or special mission (SM) commander command must remain competitive for O-6 pay grade selection, which may require sea duty or sea duty-equivalent orders prior to acquisition coded billet assignment.

5. **Assignment Policy**

a. Officers must notify the aviation AP URL OCM and PERS-43 of their intent to apply for the aviation AP URL MPM-E career path. The OCM and respective detailer will discuss the post-command detailing process with officers and should cover information contained in subparagraphs 5b through 5f.

b. Officers who are selected must accept entry into the aviation AP URL MPM-E career path by official correspondence to the Aviation AP URL OCM and PERS-43. Accepted officers will be designated via AQD per reference (d) ("A2E" is the assigned AQD for aviation AP URL MPM-E career path officers). Once acceptance is received by PERS-43, detailers will add a personal correspondence note to the officers' record.

c. Accepted officers will be assigned to acquisition billets to compete for major acquisition command and will not compete on the Aviation Major Command Screen Board (AMCSB) for aviation major operational command.

d. For accepted officers, joint specialty officer (JSO) and or joint qualified officer requirements for appointment to pay grade O-7 will be waived in line with the Science and Technology waiver per MILPERSMAN 1301-700 for officers not able to complete JSO requirements due to acquisition-related experience requirements.

e. Officers who are selected, but do not accept, will not be considered for future acceptance into the aviation AP URL MPM-E career path, but may continue to apply for acquisition billets through the normal PERS-43 detailing process.

f. For accepted officers, withdrawal from the aviation AP URL MPM-E career path must be done by official correspondence and will only restore the officer's eligibility for aviation major operational command if executed in advance of the officer's in-zone AMCSB look. Additionally, withdrawal will return the officer to the normal PERS-43 detailing process.

MILPERSMAN 1301-237

OFFICER SPECIAL ASSIGNMENTS – INFORMATION WARFARE COMMUNITY (IWC) OFFICER SELECTION AND ASSIGNMENT TO O-4 MILESTONE AND LEADERSHIP, AND O-5 AND O-6 MILESTONE AND COMMAND BILLETS

Responsible Office	NAVPERSCOM (PERS-47)	Phone: DSN COM FAX	882-4342 (901) 874-4342 882-2477

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Screening for information warfare community (IWC) O-4 milestone and leadership (i.e., executive officer (XO) and officer in charge (OIC) billets) opportunity is by formal administrative board action during the annual IWC O-4 milestone and leadership screening board per annual Navy Personnel Command administrative board precept and additional guidance. Screening for IWC O-5 and O-6 milestone and command opportunity is by formal administrative board action during the annual IWC O-5 and O-6 command and milestone screen board per annual Navy Personnel Command administrative board precept and additional guidance. Any officer selected for milestone, leadership, or command and offered a billet will be assigned to a milestone, leadership, or command billet, unless the officer indicates in writing an unwillingness to serve, (as noted in paragraph 6 below) is de-screened by a later selection board, fails to select to the next rank, or is unable to meet the medical requirements of the billet. Commensurate milestone or command additional qualification designators (AQD) will be awarded upon successful completion of assignment. Officers detached for cause will not be awarded the AQD.

a. Lieutenant Commander (LCDR) O-4 Screening Process

(1) Oceanography (1800/6800) Milestone. Oceanography officers will have two opportunities to be screened for LCDR milestone duty. The first look will occur when officers have reached 6 years of commissioned service and have been onboard an oceanography command for at least 12 months as of the last day of the month prior to the convening of the screening board.

(2) Cryptologic warfare (1810/6810), information professional (1820/6820), and intelligence (1830/6830) milestone. Officers selected for promotion to LCDR will have two opportunities to be screened for LCDR milestone duty. The first look will be in the year of selection (YOS) for promotion and the second look will take place YOS+1.

(3) Leadership (XO and OIC). All IWC officers who are O-4 milestone screened will have two opportunities to be screened for LCDR leadership duty; the first look will be YOS+2 and the second look will take place YOS+3.

b. Commander (CDR) O-5 Screening Process

(1) Oceanography (1800), cryptologic warfare (1810), and intelligence (1830) officers who are selected for promotion to CDR will have two opportunities to be screened for CDR milestone duty. The first look will be YOS for promotion and the second look will take place YOS+1. Officers selected for milestone duty will have three opportunities to be screened for command. The first look will be YOS+1. If the officer is selected for milestone duty on the second milestone look, that officer will immediately be screened for command (the first of three looks). The second and third looks will take place in YOS+2 and YOS+3.

(2) Information professional (1820) officers who are selected for promotion to CDR will have two opportunities to be screened for CDR milestone duty. The first look will be YOS for promotion and the second look will take place YOS+1. Information professional officers are eligible to be screened for command once they are in or complete their O-5 milestone duty. The first look for O-5 command will occur once the member is in an O-5 milestone assignment, and the second and third looks will take place in subsequent years.

c. Captain (CAPT) O-6 Screening Process

(1) O-6 Milestone Screening. Only the information professionals have a screening process for O-6 milestone duty. IP officers selected for promotion to CAPT will have two opportunities to be screened for milestone duty. The first look will be YOS for promotion to CAPT, and the second look will take place YOS+1.

(2) O-6 Command Screening. IWC officers who are selected for promotion to CAPT will have three opportunities to

be screened for major command. The first look will be YOS+1, and the second and third looks will occur YOS+2 and YOS+3. Information professional officers must be milestone screened to be considered for command.

2. **Community Assignments**. IW communities with milestone and or command assignments are noted below:

a. Oceanography (1800)

(1) O-4 milestone

(2) O-4 leadership (XO and OIC)

(3) O-5 milestone

(4) O-5 command

(5) O-6 command

b. Cryptologic Warfare (1810)

(1) O-4 milestone

(2) O-4 leadership (XO and OIC)

(3) O-5 milestone

(4) O-5 command

(5) O-6 command

c. Information Professional (1820 and 6820)

(1) O-4 milestone

(2) O-4 leadership (XO and OIC)

(3) O-5 milestone

(4) O-5 command

(5) O-6 milestone

(6) O-6 command

d. Intelligence (1830)

(1) O-4 milestone

(2) O-4 leadership (XO and OIC)

(3) O-5 milestone

(4) O-5 command

(5) O-6 milestone (not board screened)

(6) O-6 command

3. **O-4 Milestone and Leadership Banks**. Officers selected for O-4 milestone or leadership duty who are not immediately assigned to an O-4 milestone or leadership billet are considered "bank" officers and remain available for assignment until promoted to the next rank, fail to select for the next rank, or are otherwise de-screened.

4. **O-5 and O-6 Qualified Insufficient Opportunity (QIO) Officers**. Selections for O-5 and O-6 command may include QIO selectees. These officers will be assigned to a command when a primary selectee is unable to execute command assignment (encumbered), and the bank has been depleted. QIOs will only be informed of their status if called upon to execute a command assignment. The QIO screened officer list will be maintained by the Deputy Director, Information Dominance Corps and Foreign Area Officer Distribution (NAVPERSCOM PERS-47B). QIO designation is only valid during the fiscal year selected. Officers who are not offered an assignment will be returned to their screening group for the next board, unless they have exhausted opportunities for screening.

5. **IWC O-4, O-5, and O-6 Milestone; O-4 Leadership; and Command Tour Lengths**. As a general rule, O-4, O-5, and O-6 milestone; O-4 leadership; and command tour lengths are 24 months per MILPERSMAN 1301-110 (exceptions for billets identified as XO and CO fleet-up). An officer must successfully complete a minimum of 12 months to receive milestone or command credit.

6. **Declining IWC O-4, O-5, and O-6 Milestone; O-4 Leadership; or O-5 and O-6 Command Assignments**

a. Any IWC officer selected for O-4, O-5, or O-6 milestone duty; O-4 leadership assignment; or command assignment who does not accept orders (when offered) to fulfill that type of assignment will submit, via the officer's detailer, a written statement declining the opportunity to Assistant Commander, Navy Personnel Command (NAVPERSCOM PERS-4). See exhibits.

b. IWC officers declining these assignments will acknowledge in their statement that, if their request is approved, the letter will become part of their official service record. The declination may include a statement regarding their reasons for doing so.

c. IWC Officers who have declined assignment to IWC milestone O-4 (leadership or command) remain eligible for assignment to billets not designated as milestone O-4 leadership or command, and are subject to needs of the Navy.

d. NAVPERSCOM PERS-47B will endorse all statements declining assignment to IWC milestone, O-4 leadership or command, and will ensure appropriate action to ensure compliance with this article.

e. The written statement declining assignment to IWC milestone, O-4 leadership, or command, with official endorsements will be made a part of the officer’s official military personnel file (privileged information/field code 17, see MILPERSMAN 1070-020). Additionally, detailers will assign a “personal de-screen” code into the officer’s electronic service record. This information will be available for review by future promotion selection boards.

EXHIBIT 1

Declining Milestone Duty Letter

(Plain bond/Courier New/10 or 12 pitch)

(Date)

From: LCDR W. T. Door, USN, XXXX (designator)
To: Commander, Navy Personnel Command (PERS-4)
Via: (1) Commanding Officer
(2) Commander, Navy Personnel Command (PERS-47X)

Subj: DECLINING 18XX O-4/5/6 MILESTONE DUTY

1. I respectfully decline the opportunity to be assigned to 18XX O-4/5/6 milestone duty. I understand that this letter will become part of my official record, and that I will no longer be eligible for assignment to 18XX O-4/5/6 milestone duty. **(If desired, a statement of reasons for declining commander milestone duty may also be included.)**

(Signature)

EXHIBIT 2

Declining Command Letter

(Plain bond/Courier New/10 or 12 Pitch)

(Date)

From: CDR W. T. Door, USN, XXXX (designator)
To: Commander, Navy Personnel Command (PERS-4)
Via: (1) Commanding Officer
(2) Commander, Navy Personnel Command (PERS-47X)

Subj: DECLINING 18XX O-5/6 COMMAND/O-4 LEADERSHIP

Ref: (a) MILPERSMAN 1301-818

1. I respectfully decline the opportunity to be assigned to O-5/6 command or O-4 leadership. I understand that this letter will become part of my official record, and that I will no longer be eligible for assignment to command. **(If desired, a statement of reasons for declining command may also be included.)**

(Signature)

MILPERSMAN 1301-239

PUBLIC AFFAIRS OFFICER (PAO) MILESTONE AND COMMAND SCREENING QUALIFICATION AND ASSIGNMENT OR DECLINATION

Responsible Office	NAVPERSCOM (PERS-448)	Phone: DSN COM	882-4091 901-874-4091

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1412.14 (b) BUPERSINST 1401.5C (c) NAVPERS 15839I Manual of Navy Officer Manpower and Personnel Classifications (d) CHINFOINST 1301.1A (NOTAL)

1. **Policy**. The Public Affairs (PA) Community conducts a milestone screening board annually and conducts command screening boards, as required.

a. The function of the milestone board is to screen public affairs officers (PAO) for milestone billets, as identified by the Navy Chief of Information (CHINFO). The term milestone is used to designate a significant billet in grade that requires demonstrated leadership, regional expertise, or PA technical acumen necessitating a closer screening of candidates.

b. The command screening board ensures only the best and most fully qualified officers are eligible for command and aligns with the command qualification process outlined in reference (a).

2. **Milestone Screening**. Screening is a formal administrative board action per reference (b). Navy Personnel Command (NAVPERSCOM) Public Affairs Officer Branch (PERS-448) is the sponsor for the board.

a. The board membership must consist of the following:

1	1650 flag officer, CHINFO, Deputy CHINFO or senior 1650 captain who serves as the president
2	1650 captains who have completed an O5 milestone assignment
3	1650 commanders who have completed an O4 milestone assignment

b. Membership changes with each board, and no Service member may serve on two consecutive boards as a member. PERS-448 will nominate the members, head recorder, and assistant recorder(s) (as required).

c. Milestone screening opportunity is based on the quantity of officers considered for screening and the number of officers needed to fill future billet requirements. Milestone screening opportunity is determined by PERS-448 and is the maximum allowed; however, the screening board may select fewer if candidate quality is found to be insufficient.

d. Officers, lieutenant commander (LCDR) selects, and senior, who are selected for lateral transfer or indefinite recall into the PAO Community will be considered for milestone screening during the board following selection for re-designation into the community. These officers will be given at least one look, regardless of promotion year. However, the number of opportunities will vary depending on the promotion year in consideration before the board. An officer may request to defer board consideration for up to a year to enhance competitiveness of their record. Requests must be submitted in writing to PERS-448, and Service members will be counseled by their detailer on implications of deferral requests.

e. Upon any Service member’s third fail to screen, his or her detailer will remove the Service member from future O4 milestone screening opportunities. Officers may request special “additional looks.”

(1) All additional looks are subject to the approval of the board president.

(2) Petition to the board president via PERS-448 must be received by the board correspondence deadline and must include the contributing factors that merit the additional look.

(3) Officers who request a special additional look will be notified after the board adjourns as to whether their request was granted.

f. The milestone eligible list is generated by PERS-448 and submitted to NAVPERSCOM Personnel Information Management Department (PERS-3) within the prescribed timeline. PERS-448 will update the milestone eligible list accordingly until the board convenes.

3. **Milestone Notification**. Officers selected will be notified by the CHINFO of milestone board results upon approval of official board results. Detailers will notify non-selects.

4. **Milestone Screen Slates**

a. PERS-448 will prepare a list of milestone billets projected to be filled. Screened officers will provide preferences and personal considerations to PERS-448. The detailers will prepare PAO milestone slates, recommending screened officers to respective milestone billets.

b. Priority of slating will align with seniority.

c. The slate is approved by CHINFO.

d. Once the proposed slate is approved by CHINFO, officers slated for milestone assignment will be notified of their next assignment.

5. **Milestone Assignment**. Once assigned to a milestone billet, an officer may not pursue reassignment or billet swap.

6. **Milestone Bank**. Officers who are screened but unable to be assigned immediately remain in the bank until a milestone assignment becomes available. Records of officers in the bank will be reviewed annually by the detailers to ensure the officers remain eligible for future milestone assignment.

7. **Milestone Screening Opportunity Declination**. Any officer who wishes to decline milestone placement or milestone screening opportunity must submit a declination letter to the board **prior** to its convening date, per the correspondence deadline set for the board.

a. Officers declining must acknowledge in their statement that, if approved, their declination will become part of their official service record. Officers declining milestone screening opportunity may include a statement in their declination that explains their reasons.

b. Officers who have declined milestone screening opportunity remain eligible for assignment to non-milestone duty (1650 or 1000 billets) subject to the needs of the Navy.

c. Once approved, the written statement declining milestone screening opportunity will be made part of the officer's official military personnel file (Privileged Information/Field Code 17).

8. **Milestone Screening Exceptions**. General policy is that only officers screened for PAO milestone will be assigned to milestone billets. Every effort will be made to assign officers screened for milestone first.

a. Exceptions to this policy may arise when there are no screened officers available, thus necessitating assignment of a non-board screened officer for the reason of maximizing fleet readiness.

b. A non-board screened officer slated to fill a milestone billet will be administratively screened by the senior PAO detailer, reviewed by community senior leadership, and approved by CHINFO. The senior PAO detailer will base administrative screening proposals on remaining looks, performance, and availability to fill the billet.

9. **Milestone Tour Lengths**. Per MILPERSMAN 1301-110, the minimum tour length is 24 months and is therefore the standard to earn milestone credit. The additional qualification designation (AQD) 7M1 will be awarded for successful completion of a milestone tour per reference (c).

a. Successful completion is defined as **detachment** from the milestone tour, at or beyond the planned rotation date, with fitness reports that have a promotion recommendation of "promotable" or above and do not contain adverse information.

b. Tour length exceptions will be strictly managed. Exceptions will be considered if an earlier rotation date is dictated by an **exceptional community need** or a **policy**. The

decision to grant an exception will be made by CHINFO, via a recommendation from the PAO senior detailer.

c. CHINFO's approval of an officer's detachment earlier than the minimum tour length obviates the requirement for an officer to request credit.

d. In every case, an officer must meet the definition of successful completion of a milestone to receive the AQD.

10. **Command Screening Board**. A PA command screening board will be conducted per the Public Affairs Officer (165X) Command Qualification Program, reference (d). Access to reference (d) is limited to the Navy PA Community and can be requested via the Secretary of the Navy SharePoint Portal. PERS-448 will be the board sponsor.

a. Report. Upon completion of its deliberations, the command screen board must report the board's results to Commander, Navy Personnel Command for approval. Selection by the command screen board and approval of the board report designates an officer as command-screened. The report must contain a list of eligible officers. Commanders, captains, and captain selects should be separated and arranged in alphabetical order, along with their selection status.

b. Declination of Command. All officers who volunteer to undergo command screening and who successfully screen for command, are expected to remain eligible to fulfill the requirements of command. Officers screened and slated for command who can no longer perform the duties must follow the provisions of MILPERSMAN 1301-818.

c. **Command Tour Length**. Tour lengths will be 24-36 months per MILPERSMAN 1301-110.

MILPERSMAN 1301-240

OFFICER SPECIAL ASSIGNMENTS – NAVY CYBER WARFARE DEVELOPMENT GROUP

Responsible Office	NAVPERSCOM (PERS-47)	Phone:	DSN COM FAX	882-4342 (901)874-3980 (901)874-2744
	NAVPERSCOM (PERS-445)	Phone:	DSN COM FAX	882-3994 (901)874-3994 (901)874-2676
	NCWDG	Phone:	COM FAX	(301)669-2100 (301)669-5909 (301)669-2117

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Fiscal Year 2021 National Defense Authorization Act (b) Intelligence Community Directive 704

1. **Purpose**. To establish policy, information, and guidance pertaining to assignment and requirement for officers to perform a screening prior to assignment to Navy Cyber Warfare Development Group (NCWDG) as directed by reference (a), section 1723, subparagraph (b).

2. **Background**. NCWDG employs agile research, development, and acquisition processes to create, test, and deliver innovative material and non-material cyberspace operational capabilities and tactics to satisfy fleet and combatant commander requirements. Additionally, NCWDG performs other functions as designated by the Chief of Naval Operations; Commander, Fleet Cyber Command; and Commander, U.S. TENTH Fleet as the Navy's Center for Cyber Warfare Innovation.

3. **Screening and Selection**. NCWDG billets are available to members eligible for shore duty who meet the requirements of and successfully complete the stringent screenings articulated

in paragraph 4 of this article prior to selection and, as applicable, for execution of orders. Screenings must be performed in full coordination with NCWDG and Navy Personnel Command (NAVPERSCOM) Information Warfare Officer Assignments Division (PERS-47) and Engineering Duty Officer Assignment Branch (PERS-445) detailers.

4. **Navy Cyber Warfare Development Group (Unit Identification Codes (UIC) 46439, 49606, and 60506) Eligibility, Requirements, and Guidance**

a. The following information warfare officers and engineering duty officers are eligible for duty at NCWDG:

(1) cryptologic warfare (1810),

(2) information professional (1820),

(3) intelligence (1830),

(4) cyber warfare engineer (1840),

(5) engineering duty officer (1440),

(6) cryptologic warfare technician (7810), and

(7) cyber warrant officer (7840).

b. The following minimum selection criteria requirements must be met for UICs 46439, 49606, and 60506 unless waived by the commanding officer:

(1) recommended by current chain of command;

(2) U.S. citizen;

(3) if applicable, spouse must be a U.S. citizen;

(4) continued eligibility and current adjudication for top secret/sensitive compartmented information security clearance and special access program security clearance; and

(5) consent to and ability to pass counterintelligence scope polygraph.

c. Selection preference will be given to officers with graduate or undergraduate science, technology, engineering, and math degrees who have performed well in technically demanding assignments in the areas of acquisitions, program management, cyber, technical signals intelligence, and or technical intelligence missions.

d. Additional preference will be given to those officers who have completed one or more tactical tours in their warfare community and have completed all required warfare qualifications.

e. All candidates must be selected by NCWDG through an interview. In coordination with NAVPERSCOM, NCWDG will conduct records screening and personal interviews with officers who meet the initial qualification criteria to ensure that assigned officers possess not only the necessary skills and background to satisfy the scientific and technical demands of the mission, but also have the motivation, commitment, work ethic, and desire to enable NCWDG to be successful in meeting its demanding goals and objectives.

f. Prior to assignment to NCWDG, a security pre-screening interview must be performed as required by reference (b), appendix A. Personnel with high threat associations require NCWDG prior approval before final assignment.

5. **Program Selection**

a. Detailed application information may be obtained by contacting UICs 46439, 49606, and 60506 via commercial phone at (301) 669-5909 or DSN 659-5909.

b. Command leadership will review application information and will inform detailers of the member’s status (if currently screening) or recommendation for the program (if not currently screening). After billet selection has occurred, detailers will provide respective program point of contact information to the member.

6. **Program Non-selection**. Candidates who fail to screen for NCWDG must renegotiate for orders with their respective detailers. All screening failure communications between the members' current duty station and NCWDG must include PERS-47 and PERS-445 detailers. PERS-47 or PERS-445 detailers will subsequently re-detail members per current manning control authority priorities.

MILPERSMAN 1301-500

CONSIDERATION OF ACCESSIONS, INTERSERVICE TRANSFERS, AND RECALLS FOR ACTIVE DUTY PROMOTION SELECTION BOARDS

Responsible Office	CNO (N132D)	Phone:	DSN	223-2325
			COM	(703) 693-2325
			FAX	(703) 614-1189

References	(a) SECNAVINST 1420.1B (b) OPNAVINST 1427.2 (c) DODD 1300.4 of 15 Nov 96

1. **Policy**

a. The following members are placed on the active duty list of precedence under provisions contained in MILPERSMAN 1320-150 and references (a), (b), and (c):

(1) Staff Corps appointees (e.g., Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps, Judge Advocate General (JAG) Corps, Chaplain Corps) ordered to active duty with constructive time.

(2) Officers who have transferred into the Navy from other military services.

(3) Officers recalled to active duty.

b. Placement on the Active Duty List (ADL) may often result in eligibility for consideration of these officers for promotion, in zone or above zone, by an active duty promotion selection board within 1 year. This consideration may not always be in the best interest of individual officers.

c. Officers, except Judge Advocate General Corps and Chaplain Corps lieutenants junior grade, who would be eligible for consideration by a promotion board as an in zone or above zone eligible within 1 year of placement on the ADL will be informed that their eligibility for such

consideration will be deferred unless they specifically request consideration. Deferment of eligibility is intended to provide officers who otherwise would have been in zone or above zone an opportunity to obtain active duty experience, qualifications, and significant evaluation before being considered by a promotion selection board. The officer may waive this deferment and request consideration for promotion, in writing, to the following:

Navy Personnel Command (NAVPERSCOM)
5720 Integrity Drive
Millington TN 38055-0801

The request must be received by NAVPERSCOM (PERS-4802) no later than the convening date of the board.

MILPERSMAN 1301-600

VOLUNTARY AND INVOLUNTARY RECALL/MOBILIZATION OF NAVY'S RESERVE COMPONENT (RC) PERSONNEL

Responsible Office	NAVPERSCOM (PERS-9)	Phone: DSN COM FAX	882-4517 (901) 874-4517 882-2910

References	DODD 1215.6 of 14 Mar 1997 10 U.S.C. 12301(a) OPNAVINST 1001.20B OPNAVINST 3060.7A SECNAVINST 1811.4E SECNAVINST 1001.33C SECNAVINST 1300.14B SECNAVINST 3060.2 OPNAVINST 1001.24 JP 4-05, Joint Doctrine for Mobilization Planning

1. **Policy**. This article provides an overview of legal references and policy or procedural references which should be consulted for the specific details associated with a given type of recall or mobilization at any given time. That detail may change with time and circumstance.

2. **Background**. The Navy's Reserve Component (RC) is composed of various groups of Reserve and Regular personnel as established by law and Department of Defense (DOD) guidance.

a. In peacetime, as well as in times of crisis or national emergency, units and members within these groups may be called to active duty to augment the Active Component (AC) in fulfilling its mission requirements.

b. Each RC member is subject to the recall/mobilization obligations of the group to which assigned based upon member's assignment at the time a recall or mobilization is declared.

3. **Categories**. RC recall to active duty and order-writing fall into two general categories, which need to be understood when considering the recall or mobilization of RC members per DODD 1215.6.

a. **Training-type orders**. These orders are divided into two subordinate categories.

(1) Inactive Duty Training orders (including regularly scheduled training periods, additional training periods, equivalent training periods, and muster duty).

(2) Active Duty for Training (ADT) (including annual training (AT). Initial Active Duty Training (IADT) and Other Training Duty (ODT).

(a) These type orders are used in peacetime to assign and train RC members.

(b) The majority of these orders are written by Commander, Naval Reserve Force (COMNAVRESFOR) or a designated subordinate to organize the drilling members of the RC into units or individual assignments and to train them.

(c) Commanding Officer, Naval Reserve Personnel Center (NAVRESPERSCEN) New Orleans, LA (a field activity of NAVPERSCOM) also issues these type orders to support training objectives for RC members who assigned under his purview, do not drill regularly, and are not managed in peacetime by COMNAVRESFOR.

b. **Active Duty other than for Training-type (ADOT) orders.** ADOT orders are used to recall or mobilize RC members to active duty under a legal authority to one of various types of active duty.

(1) Understanding these authorities and ADOT-types of orders and their uses is the principal purpose of this article.

(2) Included in ADOT orders are the following:

(a) Active Duty for Special Work (ADSW).

(b) Active Guard and Reserve (AGR) (within Navy, TAR) duty.

(c) Involuntary Active Duty under 10 U.S.C. 12301, 12302/12304.

(3) These orders are always issued by Navy Personnel Command (NAVPERSCOM) or a designated subordinate to authorize the recall or mobilization of RC personnel.

(4) Recall differs from mobilization in that it may be either voluntary or involuntary and does not require a declaration of national emergency by the President or Congress.

(5) The primary voluntary and involuntary ADOT orders used by Navy for members of the RC are as follows:

(a) Voluntary recall for ADSW or One Year Recall (OYR) programs per 10 U.S.C. 12301(d) authority. See OPNAVINST 1001.20B for further guidance.

(b) Voluntary recall for Three Year Recall (3YR) program under 10 U.S.C. 12301(d) authority. See MILPERSMAN 1132-010 for further guidance.

(c) Voluntary Officer General Assignment Recall. See MILPERSMAN 1320-150 for further guidance.

(d) Enlisted General Assignment Recall. See MILPERSMAN 1306-1400 for further guidance.

(e) Enlisted TAR Recall. See MILPERSMAN 1306-1500 for further guidance.

(f) Voluntary recall for medical treatment, studies, or evaluation under 10 U.S.C. 12301(h) authority. See OPNAVINST 3060.7A for further guidance.

(g) Voluntary recall/retention of retired members to/on active duty under 10 U.S.C. 688 authority. See SECNAVINST 1811.4E for further guidance.

(h) Involuntary recall of Selected Reserve (SELRES) and certain members of the Individual Ready Reserve (IRR) for Presidential Reserve Callup (PRC) under 10 U.S.C. 12304 authority. See OPNAVINST 3060.7A for further guidance.

1. Condition: When the President determines it is necessary to augment the AC for an operational mission.

2. Limits: Up to 200,000 members from all services at one time of which not more than 30,000 may be IRR.

3. Duration: Up to 270 days per individual.

(i) Involuntary mobilization of any RC member determined to be in a captive status under 10 U.S.C. 12301(g) authority. Applies to any RC member determined to be in subject

status, regardless of initial recall/mobilization status. See OPNAVINST 3060.7A for further guidance.

(j) Involuntary mobilization for Partial Mobilization of the Ready Reserve (SELRES and IRR combined) under 10 U.S.C. 12302 authority. See OPNAVINST 3060.7A for further guidance.

1. Condition: Declaration of a national emergency by the President.

2. Limits: Up to 1,000,000 Ready Reserve members from all services at one time.

3. Duration: A maximum period of 24 months of active duty for each member. Does not have to be continuous.

(k) Involuntary mobilization for Full Mobilization of the RC (all categories, including Fleet Reserve and Retired USN/USNR) under 10 U.S.C. 12301(a) authority. See OPNAVINST 3060.7A for further guidance.

1. Condition: Declaration of a national emergency by Congress.

2. Limits: None. All units and individuals of the RC regardless of category.

3. Duration: Duration of the conflict plus 6 months.

4. **Additional Resources.** The following instructions are related to RC recall and mobilization information above and may provide additional assistance for specific situations, when required.

a. SECNAVINST 1001.33C, Uniform Training and Retirement Categories for the Department of the Navy Reserve Components.

b. SECNAVINST 1300.14B, Management and Mobilization of Retired Military Members).

c. SECNAVINST 3060.2, Accessing, Activation, Mobilization and Demobilization of the Ready Reserve.

d. OPNAVINST 1001.24, Navy Individual Augmentation Policy and Procedures.

e. JP 4-05, Joint Doctrine for Mobilization Planning.

MILPERSMAN 1306-611

PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM

Responsible Office	BUPERS-32	Phone: DSN COM FAX E-mail:	882-3096 (901) 874-3096 (901) 874-2041 pact admin.fct@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC askmncc@navy.mil https://my.navy.mil/

Reference	(a) COMNAVCRUITCOMINST 1130.8K

1. **General Information**

a. This article provides policy and execution guidance related to the Professional Apprenticeship Career Track (PACT) Program. It codifies existing policies and supersedes all prior policy guidance.

b. As outlined in reference (a), the Navy PACT Program guarantees an initial apprentice skill training and viable career opportunities for Sailors who maintain eligibility. Designation into a rating will be available at the end of the Sailor's apprenticeship tour.

2. **Policy**

a. The PACT Program is designed to enlist Sailors into a monitored, general apprenticeship program which provides formal and on-the-job training and leads to a viable career path at the completion of their apprenticeship tour. This program stabilizes the PACT workforce required to accomplish mission essential undesignated work in the Fleet. Eligibility to apply for rating entry within designation paths begins 12 months prior to the Sailor's Projected Rotation Date (PRD) which is set to 24 months after initial assignment to their first Permanent Duty

Station (PDS). PACT Sailors will normally be designated 90 days prior to their PRD. The PACT Program includes three apprenticeship career tracks:

1) Aviation PACT (A-PACT);

2) Engineering PACT (E-PACT); and

3) Surface PACT (S-PACT)

b. PACT Program eligibility standards were developed for each apprenticeship career track based on the list of associated ratings. Sailors in receipt of an initial accession contract into one of the three tracks must meet the established minimum requirements for their chosen track. These requirements are listed in MILPERSMAN 1306-618.

c. Sailors accepted into the PACT Program will attend an initial PACT apprenticeship course for their respective track and receive a follow-on assignment determined by the needs of the Navy to a Fleet unit. Sailors dropped from a previous course of instruction and reclassified into the PACT Program will receive Permanent Change of Station (PCS) orders determined by the needs of the Navy. As a result these Sailors may or may not attend the PACT apprenticeship course.

d. All PACT Sailors will be assigned a 24-month PRD at their first PDS unless the initial assignment is regulated by other policies, i.e., DoD and PRECOM tours.

e. Rating eligibility screening and career progression plans will be developed during the PACT Sailor's reporting Career Development Board (CDB). A rating eligibility screening is conducted using the Career Waypoints (C-WAY) general eligibility screening functionality. Rating eligibility screening produces a list of ratings for which the Sailor is qualified. In addition, Command Career Counselors (CCCs) should encourage their Sailors to take the Job Opportunities in the Navy (JOIN) Assessment to identify their interests. JOIN can be found at https://www.bol.navy.mil/ and selecting "JOIN" from the BOL application menu. Sailors can use the Sailor Service Access (SSA) option to view their "JOIN" results and the Career Exploration Module (CEM) within C-WAY to identify eligibility requirements for additional ratings of interest. Based on the results of the general rating qualification and Sailor's interest profile, a career progression plan will be developed.

The Career Information Management System (CIMS) is used to document CDBs. All required CDBs must be conducted and documented in CIMS (reporting, 6-month, 12-month, 18-month and 24-month CDBs conducted for PACT Sailors).

f. PACT Sailors who obligate service for 24 months beyond their current Expiration of Active Obligated Service (EAOS) are then eligible for advancement to pay grade E-4 with endorsement from their Commanding Officer or Officer-in-Charge (CO/OIC). PACT Sailors designated via "A" School will be advanced to pay grade E-4 upon completion of all required training for that rating.

3. **Definitions**

a. PACT is the specific apprenticeship career track into which the Sailor was accessed when entering the Navy, or into which they were later reclassified during training.

b. Rating designation is the process by which a Sailor submits an application to designate into a rating, receives approval, and ultimately becomes a rated Sailor.

c. Designation pathway is the method the Sailor chooses to become designated. Pathway methods are described in section 5.b. of this article.

4. **Responsibilities**

a. OPNAV (N13) - Director, Military Personnel Plans and Policy (N13) is responsible for approval of enlisted force management policy in support of the Deputy Chief of Naval Operations (N1). As such, OPNAV (N13) is the approving authority for PACT designation policy.

b. OPNAV (N132) - Director, Enlisted Force Shaping Plans and Policy (N132) is responsible for developing enlisted force management policy in support of the Deputy Chief of Naval Operations (N1). As such, OPNAV (N132) will establish all applicable designation policies.

c. BUPERS-32 - Head, Enlisted Community Management (BUPERS-32) will execute PACT program policies and plans. Additionally, BUPERS-32 will develop an annual PACT accession mission and an estimation on the number of Sailors that will be eligible for designation.

d. BUPERS-33 – Head, Career Waypoints (C-WAY) Program will maintain and update the Rating Identification Engine (RIDE) and Job Opportunity in the Navy (JOIN) Assessment as directed by OPNAV N132 and OPNAV N13.

e. Head, Enlisted Placement Management, PERS-4013 - Manning Control Authorities (MCA) will provide overarching requisition prioritization and guidance to PERS-40 and will display a list of prioritized jobs for PACT Sailor applications within MyNavy Assignment (MNA).

f. Director, Enlisted Distribution PERS-40 will select qualified Sailors for billet assignment based on MCA's priorities.

(1) Ensure assigned rate is accurately delineated in orders. Add rating designation and Obligated Service (OBLISERV) text to orders.

(2) "A" School considerations. Sailors selected for jobs which require an "A" school will be written orders to "A" school. Ultimate duty station orders will be written upon graduation.

g. Command Responsibility. COs and OICs are responsible for managing the careers of PACT Sailors serving at their commands. Commands must balance PACT requirements with designation needs and desires of PACT Sailors. They must ensure the completeness and accuracy of all designation applications and personnel understand and comply with all policies related to PACT designation. Additionally, commands must:

(1) Ensure their CCC and or designated representatives obtain MNA and C-WAY System access;

(2) Ensure applications for PACT Sailors under their cognizance to include those concurrently assigned elsewhere (e.g., Individual Augmentee (IA), Temporary Additional Duty (TAD), etc.) are submitted in conjunction with MNA cycles. If a PACT Sailor has met eligibility requirements for designation but has not earned the command's endorsement for retention, the command will contact Navy Personnel Command (NAVPERSCOM) Shore Special Assignments Branch (PERS-4010) to have the Sailor's PRD changed to match their Soft Expiration of Active Obligated Service (SEAOS).

(3) Validate all Sailor Career Waypoints (C-WAY) qualifications at each CDB.

(4) Sailors may be advanced to E4 if they:

(a) Meet all rating entry requirements

(b) Earned the Chain of Command's recommendation

(c) Incur required obligated service of 24 months beyond their current Expiration of Active Obligated Service (EAOS)

(d) Complete any screening required by their orders (Sea Duty screening, overseas screening, etc.)

(e) Are within 90-days of their original PACT PRD.

Note: PACT Sailors designated via "A" School will be advanced to pay grade E4 upon completion of all required training for that rating.

h. CCC procedures include the following:

(1) Ensure each Sailor is fully qualified in C-WAY. Address any required waivers with BUPERS-32 prior to application.

(2) Review and assist each PACT Sailor with their MNA application. PACT Sailors must be counseled they do have the option to request to remain on board their current command in C-WAY. Command must have a valid vacant billet in MNA for the Sailor's requested rating.

(3) Update applications to reflect changes to Sailors' designation eligibility status;

(4) Ensure applications are submitted before the MNA cycle closes; and

(5) Submit required documents as needed.

Note: Commands encountering challenges with submitting MNA applications should contact the PACT Detailer.

Note: Sailors are encouraged to utilize CDBs and the Career Exploration Module (CEM) in order to determine any actions they can take to expand the list of ratings they are eligible for (e.g., retake the Armed Forces Classification Test (AFCT) to improve their scores in order to expand their rating designation opportunities or earn a driver license, etc.).

i. Sailor Responsibility. Sailors are ultimately responsible for their own careers and maintaining all qualifications.

(1) Sailors should use their most recent CDB as a guide in making their career decisions. Additionally, Sailors are encouraged to engage with command leadership to better understand duties, rating requirements, and skillsets unique to each rating. Sailors should use their C-WAY Sailor Self Service Access (SSSA) to verify their rating qualifications. Sailors should utilize the Navy Credentialing Opportunities Online (COOL) website for rating information description, Learning and Development Road Maps (LaDRs), and credentials associated with their perspective rating choices.

(2) With the assistance of their CCC or career development team, Sailors must submit MNA applications within the requisition cycle timeline established by PERS-40.

5. **Rating Assignment**

a. Rating Qualification. CCCs will utilize the qualification function in the C-WAY Sailor browser to determine ratings for which a PACT Sailor is qualified.

b. Submit applications using MNA. Sailors are selected on the basis of best qualified, needs of the Navy, and their rating entry designation qualifications. PACT Sailors have two designation pathways:

(1) Successful completion of Fleet "A" School and all required training for that rating, or

(2) Designation at 90 days from original PACT PRD

Note: The Information Warfare, Special Warfare, Submarine, Divers, EOD, AW, AC, LN, MC, RP, MA, and Nuclear Power ratings /communities require special screening/package to be submitted via Electronic Personnel Action Request (ePAR) IAW the

applicable MILPERSMAN to BUPERS-32 via the MNCC 13-16 months prior to the Sailor's PRD.

c. For PACT Sailors electing not to OBLISERV for orders, commands must submit a failure to OBLISERV message to PERS-4010. Sailor's PRD will then be aligned to their SEAOS. If not aligned to a valid vacant billet onboard current command, the Sailor will lose the selected rating. If aligned to a valid billet, the Sailor may retain the rating; however, they will forfeit PACT auto advancement opportunity. The Sailor remains eligible for other advancement opportunities, i.e., MAP, NWAE, etc.

d. PACT Sailors not selected for a rating/requisition after three MNA cycles will have their PRD matched to their SEAOS and are limited to the following options:

(1) Remain undesignated and separate at their SEAOS.

(2) Contact BUPERS-3 PACT ADMIN (pact admin.fct@navy.mil) via their CCC to determine needs of the Navy rating opportunities.

Note: Sailors must complete their remaining military service obligation (MSO) in the Individual Ready Reserve (IRR).

e. Sailors with interrupted service at the first PDS. Sailors who are transferred from first command due to limited duty, medical hold, legal hold, HUMS, pregnancy etc. and are subsequently reassigned may apply via ePAR to BUPERS-32 PACT ADMIN via the MNCC with command endorsement, for designation at their original PRD. Designation opportunities may be limited to non-Class "A" school required ratings if the assignment limitation precludes the Sailor from attending formal training. On the ePAR list rating choices in order of priority. The reasons provided above are not all inclusive.

f. Cancellation of a PCS orders. If PCS orders are cancelled, contact the rating or PACT Detailer as appropriate for further disposition.

6. **Disqualifications**

a. Substandard Performance. Substandard performance or disciplinary problems are cause for cancellation of a Sailor's

eligibility for designation. Commands are required to document substandard performance issues.

b. Failure to maintain their eligibility for the prospective rating as delineated in MILPERSMAN 1306-618. CCC must update Sailor eligibility status into C-WAY. Additionally, Sailors must:

(1) Have no Non-Judicial Punishment (NJP) within 12 months of "A" School class convening date; and

(2) Be recommended for advancement and retention.

(3) PACT Sailors approved to designate via "A" School and who subsequently fail or are disenrolled should contact PACT Admin for guidance and further disposition.

c. Loss of Retention and/or Advancement Recommendation. If a Sailor has their retention or advancement recommendation rescinded by the CO or OIC, they are no longer eligible for designation. The Command must notify the PACT Detailer at (PERS-4010) to have the Sailor's PRD adjusted to match their SEAOS.

7. **Reclassifications to the PACT Program**

a. Accession "A" School disenrollment may be reclassified to the PACT Program. Any Sailor in the accession pipeline who is disenrolled from a previous course of instruction and reclassified into the PACT Program must have their PCS orders written to include a 24-month PRD. "A" School disenrollments will fall into the needs of the Navy category under the NETC N33, Supply Chain Operations as outlined in MILPERSMAN 1236-020. After reporting to their PDS, reclassified PACT Sailors are subject to all requirements outlined in this article.

b. PACT Program School Disenrollment. PACT Sailors who fail to complete assigned PACT training may be subject to separation per MILPERSMAN 1910-125.

MILPERSMAN 1301-700

ACQUISITION PROFESSIONAL MEMBERSHIP (APM)

Responsible Office	NAVPERSCOM (PERS-434)	Phone: DSN COM	342-8194 757-8483 (301)342-8194 (301)757-8483

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

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References	(a) DoD Instruction 5000.66 of 27 July 2017 (b) ASN (RD&A) DON DAWIA Operating Guide of 7 Jul 2022 (c) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications (d) 10 U.S.C. (e) CJCSI 1331.01E

1. **Policy**. The acquisition workforce (AWF) includes all military members who encumber acquisition-coded billets, who have acquisition additional qualification designators (AQDs), or who are acquisition professional members (APM). The junior (lieutenant commander and below) workforce billets available for assignment will serve as important experience builders for the Navy's future APMs.

a. Overall career management of the Navy's acquisition workforce, both military and civilian, is the responsibility of Director, Acquisition Talent Management (DATM) on the Assistant Secretary of the Navy Research, Development, and Acquisition (ASN (RD&A)) staff (see references (a) and (b)).

b. Certain aspects of an acquisition officer's assignment, such as waivers to leave a critical position prior to completion of tenure or to enter a critical position without being an APM member, may require DATM approval. The DATM's office administers a centralized acquisition training and education program and maintains a management information system to support the acquisition workforce.

c. The DATM Military Liaison together with the community managers (i.e., Navy Personnel Command (NAVPERSCOM) Aerospace Engineering Duty Officer (AEDO), Aviation Maintenance Duty Officer (AMDO), Limited Duty Officer, Chief Warrant Officer Distribution Branch (PERS-434) and Bureau of Naval Personnel (BUPERS) Restricted Line Officer Branch (BUPERS-314D/E)), provide guidance and assistance to the Navy's military acquisition workforce.

2. **Assignment of Officers to Acquisition Billets**

a. All acquisition billets are identified by either a primary or secondary billet additional qualification designator (BAQD) which starts with the letter "A**." The second letter of the BAQD denotes the acquisition functional area of the billet. The third letter indicates whether the billet is non-critical, critical, or a key leadership position. These BAQDs are defined in reference (c).

b. Assignment of officers to non-critical acquisition positions is conducted using the normal order writing process.

c. Assignment to critical acquisition positions (CAP) and key leadership positions (KLP) are closely monitored and controlled. There are statutory restrictions imposed by the Defense Acquisition Workforce Improvement Act (DAWIA) on CAP and KLP billets (see references (b) and (c)).

d. Assistant Commander, Navy Personnel Command Career Management (PERS-4) chops all orders to and from acquisition billets to ensure statutory and regulatory requirements are met.

3. **Acquisition Certification and Training**

a. Certification process. All acquisition billets require certification within a Department of Defense (DoD)-specified timeframe. The time required to certify depends on the functional area. Officers assigned to KLP billets must be certified in advance.

(1) The billet-rank determines the tier required and the second letter of the BAQD indicates the functional area.

(2) Certification ensures the officers meet the minimum DAWIA required training, education, and experience for the specific billet occupied.

(3) Once those requirements are met, a certification request is submitted to the eDACM Web site: (https://www.atrrs.army.mil/Channels/navyedacm/Public/Login) via the "Manage Career" portal.

(4) Once approved and reflected in eDACM, PERS-4 will assign the appropriate AQD in the personnel's record via periodic eDACM database reviews.

b. Training. Acquisition training course quotas are controlled by the Defense Acquisition University.

(1) Permanent change of station en route training is coordinated by the placement officer working with the gaining command.

(2) Other questions concerning acquisition training (tuition assistance, per diem, etc.) should be directed to the eDACM support team.

4. **Acquisition Professional Membership (APM)**

a. APM consists of officers with minimum levels of acquisition experience, education, and training selected primarily from the following:

(1) Unrestricted line (URL)

(2) Engineering duty officer (EDO)

(3) AEDO and AMDO

(4) Civil Engineer Corps

(5) Supply Corps

b. A small number of qualified officers from other communities may also become APM members. Naval officers requesting APM must meet the following minimum criteria:

(1) Be in pay grades O-4 and above;

(2) DAWIA certified in any functional area;

(3) Have a baccalaureate or graduate degree from an accredited institution with at least 12 credits in the following

business-related disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, leadership, and organizational management; and

(4) Have 48 months of documented acquisition experience.

c. APM members are assigned to a variety of senior (pay grades 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 APM is voluntary.

d. The purpose of APM is to develop a solid corps of professional officers who are well-versed in the acquisition process. This community is carefully tracked in the areas of career management, individual assignments and qualifications, and promotion rates. Data regarding these facets of the APM are regularly provided to the Office of the Secretary of Defense and Congress by the Navy's DATM.

e. The Navy military officer portion of APM is managed by PERS-4. Officers seeking membership are to apply using the APM module in eDACM. The APM AQD is the sole indicator that an officer is a member of the Acquisition Profession.

5. **URL Officer Acquisition Policy**

a. URL officers, excluding the aviation community, will not be selected into APM until screened and have served in commander command. Prior to being screened for commander command, an officer interested in acquisition should treat it as additional training and qualifications and should take acquisition assignments when non-community tours are possible.

b. An officer may not be appointed to the pay grade of O-7 unless the officer has completed a full tour of duty in a joint duty assignment (JDA) per reference (d); however, this requirement may be waived per section 619a of reference (d) and reference (e) in the case of an officer whose proposed selection for promotion is based primarily upon scientific and technical qualifications for which joint requirements do not exist.

6. **Flag Officer Assignment**. In general, flag officer acquisition positions require 10 years of acquisition experience

in an AWF position with at least 4 years performed while assigned to a CAP.

a. Additional restrictions apply to specific positions such as program executive officers.

b. References (a) and (b) delineate DoD DAWIA policy concerning reference (d) restrictions on acquisition flag officer billets.

MILPERSMAN 1301-700

ACQUISITION CORPS (AC)

Responsible Office	NAVPERSCOM (PERS-447)	Phone:	DSN COM FAX	882-3837 (901) 874-3837 882-2632

References	(a) DOD Instruction 5000.66 of 21 Dec 2005 (b) DAWIA Operating Guide of 5 Jan 2007 (c) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications (d) 10 U.S.C. 619 and 1735 (e) CJCSI 1331.01C of 22 Jul 2005

1. **Policy**. The acquisition workforce includes all military members who encumber acquisition-coded billets, who have acquisition Additional Qualification Designators (AQDs), or who are members of the Acquisition Corps (AC). The more junior (Lieutenant Commander (LCDR) and below) workforce billets available for assignment will serve as important experience builders for Navy's future AC.

a. Overall career management of the Navy's acquisition workforce, **both military and civilian**, is the responsibility of Director, Acquisition Career Management (DACM) on the Assistant Secretary of the Navy Research, Development, and Acquisition (ASN (RD&A)) staff (see references (a) and (b)).

b. Certain aspects of an acquisition officer's assignment may require DACM approval, such as waivers to leave a critical position prior to completion of tenure, or to enter a critical position without being a member of the AC. Among other things, the DACM's office administers a centralized acquisition training and education program and maintains a management information system to support the acquisition workforce.

c. Navy Personnel Command (NAVPERSCOM), Acquisition Workforce Management Branch (PERS-447) is the point of contact (POC) for the Navy’s military acquisition workforce and AC issues.

2. **Assignment of Officers to Acquisition Billets**

a. All acquisition billets are identified by a Billet Additional Qualification Designator (BAQD) (either primary or secondary) which starts with the letter "A**." The second letter of the BAQD denotes the acquisition career field of the billet, and the third letter indicates whether the billet is "critical" or not. These BAQDs are defined in reference (c).

b. Assignment of officers to non-critical acquisition positions is conducted using the normal order writing process.

c. Assignment to critical positions is closely monitored and controlled. There are statutory restrictions imposed by the Defense Acquisition Workforce Improvement Act (DAWIA) on critical billets (see references (b) and (c)).

d. NAVPERSCOM (PERS-447) chops all orders to and from acquisition billets to ensure statutory and regulatory acquisition requirements are met.

3. **Acquisition Certification and Training**

a. **Certification process**. All acquisition billets require certification within 24 months of reporting to a command.

(1) The **billet rank** determines the **level**, and the **second letter of the BAQD** indicates the **career field**.

(2) Certification ensures the officers meet the minimum DAWIA required training, education, and experience for the specific billet occupied.

(3) Once those requirements are met, a certification request is submitted to the Register-Now Web site (https://www.atrrs.army.mil/channels/registernow/rnswitch.asp) via the designated approving official at the officer's command for approval.

(4) Once approved, an E-mail confirmation of the approval letter will be sent to NAVPERSCOM (PERS-447) for assignment of an appropriate AQD in the personnel record.

b. **Training**. Acquisition training course quotas are controlled by the Register-Now Web site and Defense Acquisition University (DAU).

(1) Permanent change of station (PCS) en route training is coordinated by the placement officer working with the gaining command.

(2) Other questions concerning acquisition training (tuition assistance, per diem, etc.) should be directed to the DACM.

4. **Acquisition Corps (AC)**. The AC consists of officers with certain minimum levels of acquisition experience, education, and training selected primarily from the following:

- Unrestricted Line (URL)
- Engineering Duty (ED)
- Aerospace Engineering/Maintenance Duty (AED/AMD)
- Civil Engineer Corps (CEC)
- Supply Corps (SC)

A small number of qualified officers from other communities may also become members of the AC.

a. AC 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 AC is voluntary.

b. The purpose of the AC is to develop a solid corps 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 AC are regularly provided to the Office of the Secretary of Defense (OSD) and Congress by the Navy's DACM.

c. The Navy military officer portion of the AC is sponsored by NAVPERSCOM (PERS-447). A semi-annual administrative board selects officers for the AC, resulting in the assignment of an AQD of **APM**. **The APM AQD is the sole indicator that an officer is a member of the AC**.

d. There are nearly 800 critical acquisition billets spread among the communities listed above.

(1) To fill one of these billets, an officer must be a Commander (CDR (sel)) or senior and be a member of the AC prior to assignment.

(2) Waivers must be submitted to NAVPERSCOM (PERS-447) and approved by DACM prior to detailing non-AC members to critical acquisition billets.

5. **Unrestricted Line (URL) Officer Acquisition Policy**

a. URL officers, excluding aviation community, shall not be selected into the AC until screened/served for Commander Command. Prior to being screened for Commander Command, an officer interested in acquisition should treat it as additional training/qualifications and should take acquisition assignments when non-community tours are possible.

b. An officer may not be appointed to O-7 unless the officer has completed a full tour of duty in a joint duty assignment (JDA) per reference (d); however, this requirement may be waived per section 619a of reference (d) and reference (e) if the officer's selection for promotion was based primarily upon Sci-Tech qualifications for which sufficient joint requirements do not exist. When determining whether a waiver is allowed on Sci-Tech qualifications for a community, "sufficient joint requirements exist" when there are general or flag officer billets on the joint duty assignment list (JDAL) for that community.

c. Officers granted Sci-Tech waivers for compliance of the law for promotion to O-7 must serve continuously in the specialized acquisition career field. If assignment to other duty is anticipated, the individual will be required to first serve in a JDA.

6. **Flag Officer Assignment**. In general, flag acquisition positions require 10 years of acquisition experience, which must include 4 years in a critical billet.

a. Additional restrictions apply to specific positions such as Program Executive Officers (PXOs).

b. References (a) and (b) delineate Department of Defense (DOD) DAWIA policy concerning reference (d) restrictions on acquisition flag billets.

MILPERSMAN 1301-710

COMMAND POLICIES AND PROCEDURES – ACTIVE COMPONENT CHAPLAIN CORPS OFFICER SCREENING AND ASSIGNMENT TO COMMANDER MILESTONE BILLETS

Responsible Office	NAVPERSCOM (PERS-4414)	Phone: DSN COM FAX	882-4092 (901) 874-4092 882-2676

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) SECNAVINST 1730.7E (b) COC memo 1301 Ser N097/19U-146118 (undated) (c) NAVSO P-6034, Joint Travel Regulations (JTR)

1. **Background**

a. Per reference (a), the Chief of Chaplains (COC) is the Department of the Navy's Director of Religious Ministry and the Chaplain Corps (CHC) community leader. The COC is responsible for providing advice to Navy leadership on the organization, utilization, and distribution of CHC officers and to the Chief of Naval Personnel on screening boards for CHC milestone billets. Reference (b), or the most recent COC memo, lists the current milestone billets for commanders and is located on the CHC detailer Web page at: http://www.public.navy.mil/bupers-npc/officer/Detailing/ rlstaffcorps/chaplain/Pages/default.aspx.

b. Officer communities may designate a limited number of their billets as milestones which represent positions of leadership analogous to command. Similar to the command screening process, milestone screening identifies individuals whose records indicate that they possess the leadership abilities required to successfully execute the duties associated with these milestone billets. Success in those billets indicate sufficient development for consideration for senior leadership positions.

c. Selection for milestone is based on a determination of who is best and fully qualified. No officers will be disadvantaged because of their race, religion, color, sex,

sexual orientation, or national origin. Based on the needs of the Navy (reflected in Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) policies, procedures, and processes), selection may not result in assignment to a milestone billet.

2. **Milestone Board**

a. The milestone screening and selection process is completed by formal administrative boards, which are normally held following the release of the commander promotion lists in coordination with the NAVPERSCOM board schedule. NAVPERSCOM CHC Officer (PERS-4414) or a designated alternate serves as the board sponsor. At a minimum, the board membership must consist of the following:

(1) One CHC flag officer who serves as the president and senior member,

(2) One CHC captain who has served in a commander milestone billet, and

(3) Five unrestricted line captains.

b. No officer may serve on two consecutive boards as a member.

3. **Eligibility**

a. CHC officers in the grade of commander or those selected for promotion to commander are eligible to have their records screened at the next milestone board conducted and subsequent milestone boards.

b. CHC officers with approved resignations or retirements are not eligible. CHC officers with a statutory retirement date within 36 months after the milestone screening board are not eligible for milestone screening. CHC officers who have failed to select after three opportunities are no longer eligible.

c. Eligible officers must be notified of their eligibility by PERS-4414 and may send letters to the board per MILPERSMAN 1420-010.

d. With the exception of approved NAVPERSCOM waivers, eligible officers are assumed to be universally assignable and world-wide deployable. Those officers who are unwilling to execute orders to a milestone billet must notify the board in writing before the board convenes.

4. **Board Screening Process**

a. PERS-4414, in consultation with the COC, must establish the number of CHC officers that may be selected by the board. An additional 40 percent beyond the number of anticipated vacancies in milestone assignments may be selected as alternates in order to allow slating in compliance with MILPERSMAN 1301-104. If a vacancy cannot be filled by a milestone-selected officer, an alternate will be assigned to fill the milestone billet. That alternate's name will be placed on the milestone screened list.

b. PERS-4414 maintains a list of CHC officers who have been selected for milestone but who have not been assigned due to needs of the Navy.

c. Selected CHC officers remain on the milestone screened list subject to the conditions of paragraph 10 below.

5. **Milestone Slate**. PERS-4414 prepares milestone slates recommending assignment of officers to respective billets per MILPERSMAN 1301-104. The purpose of the slate is to fill milestone billets with officers selected for milestone and to ensure that an officer's experience, qualifications, and other factors, as determined by the COC, are appropriate for the intended milestone assignment. The COC must review the milestone slate, amend it as necessary, and approve the slate prior to assignment.

6. **Declination of Assignment**

a. Officers screened for milestone who do not desire orders to a milestone assignment must submit a written statement declining milestone assignment to NAVPERSCOM Staff/Restricted Line Officer Career Management Division (PERS-44) via PERS-4414. This written statement must include a statement regarding their reasons for declination.

b. Officers screened and selected for a milestone billet who decline assignment will no longer be eligible for a

milestone billet and will be removed from the milestone screened list.

c. Officers who decline assignment to a milestone billet remain eligible for assignment to non-milestone billets, subject to the needs of the Navy.

7. **Milestone Tour Lengths**. CHC milestone tour lengths are governed by joint tour length requirements and officer distribution guidelines pursuant to reference (c) and MILPERSMAN 1301-104.

8. **Needs of the Navy**. Needs of the Navy may sometimes require assignment of a CHC officer to a milestone billet who has either never been screened for a milestone billet or has failed to be selected by a milestone board. The next milestone screening board must add the officer's name to the milestone screened list. Assignment of an additional qualification designation (AQD) is pursuant to the standards outlined in paragraph 9 below.

9. **Additional Qualification Designation**

a. To receive milestone credit and the associated AQD, an officer must appear on the milestone screened list, complete a minimum of 18 months in the assigned milestone billet, and must not have evidence in the officer's official military personnel file (OMPF) that indicates misconduct or substandard performance as defined in MILPERSMAN 1611-020.

b. Time accrued from separate milestone tours may be combined to meet the 18-month requirement, if the officer's OMPF does not contain adverse information as defined in MILPERSMAN 1611-020 from either assignment. Officers who accrue 18 months from separate milestone tours will be awarded the AQD from the tour of greater length.

c. Officers who are assigned to milestone tours with different AQDs are eligible to receive more than one AQD if they meet the minimum 18-month requirement for each assignment.

d. Officers are required to contact PERS-4414 to request assignment of the AQD. PERS-4414 is responsible for assigning the AQD.

10. **Removal of Names from Milestone Screened List**

a. CHC officers on the milestone screened list who decline a milestone assignment for reasons other than approved NAVPERSCOM waivers will be removed from the milestone screened list.

b. Chaplains selected for milestone who submit a request to retire prior to assignment will be removed from the milestone screened list.

c. Each milestone screening board will review the OMPF of each officer whose name appears on the milestone screened list who has not been assigned to a milestone billet. The board will remove the name of any officer from the milestone screened list whose OMPF indicates misconduct or substandard performance as defined in MILPERSMAN 1611-020.

d. PERS-4414 will notify officers whose names have been removed from the milestone screened list.

MILPERSMAN 1301-800

COMMAND POLICIES AND PROCEDURES - OVERVIEW

Responsible Office	OPNAV (N131)	Phone: DSN COM E-mail	664-5037 (703) 604-5037 nxag_n131e@navy.mil

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 32 CFR 6 (United States Navy Regulations (1990)) (b) OPNAVINST 5400.45 (c) OPNAVINST 1412.14 (d) OPNAVNOTE 5450 Ser N131/14U114074 of 28 Jul 2014 (Canc: Jul 2015) (e) OPNAV (N131) PDM for Shared Captain Command Apportionment Plan (f) OPNAV (N131) PDM for Shared Commander Command Apportionment Plan (g) OPNAV (N131) PDM for Shared Early Command Apportionment Plan (h) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures

1. **Purpose**. This article defines "command" and establishes criteria and eligibility for all types and grades of commands.

2. **Commanding Officer (CO)** Per reference (a), "a commanding officer refers to an officer, either of the line or of a staff corps, detailed to command by competent authority that has authority over all officers or other persons attached to the command, whatever their rank, and whether they are of the line or of a staff corps."

3. **Command at Sea**. Per reference (a), "command at sea" refers to those afloat, deploying, and or operational units defined as sea-going commands under the operating forces of the Navy and Marine Corps found in reference (b). Only administratively screened and selected unrestricted line (URL) officers are eligible for command at sea.

4. **Command Ashore**. Per reference (a), "command ashore" refers to those activities whose defined missions comprise the Shore Establishment of the Department of the Navy, and those shore activities under the operating forces of the U.S. Navy found in reference (b). All administratively screened and selected line and staff corps officers are eligible for command ashore, as appropriate to that officer's line community or staff corps.

5. **Screened for Command**. Per reference (c), every CO, regardless of line community or staff corps, and regardless of the type or grade of command, must be screened. MILPERSMAN 1301-802 and 1301-804 address command screening and command selection.

6. **Command Opportunity**

a. This is defined as the opportunity for an officer to have at least one screened command in grade. Command opportunity is obtained by dividing the community's number of designated and apportioned commands in grade available per year (annual fills) by the number of community officers selected for promotion in a given fiscal year (total year group).

b. Command opportunity is used to determine a community's demand signal for officers. It demonstrates the percentage of officers at a particular grade **going to** command.

7. **Selection Opportunity**

a. This is defined as the opportunity for an officer to select for command across multiple looks. Selection opportunity is obtained by dividing the community's number of designated and apportioned commands in grade available per year (annual fills) by the community's administratively established population of eligible officers (community screen group).

b. Selection opportunity is used to determine a community's selectivity for command. It demonstrates the percentage of officers being **selected for** command.

8. **Grades of Commands**

a. **Major Command – Sequential** (formally "sequential command):" A second screened command to which a captain (CAPT)

is assigned, as designated by the Chief of Naval Operations in reference (d), for which a previous major command is a prerequisite;

b. **Major Command:** A screened command to which a CAPT is assigned, as designated by the Chief of Naval Operations in reference (d) for which commander (CDR) command is a prerequisite for URL officers, and for which CDR milestone or CDR command is a prerequisite for restricted line or staff corps officers;

c. **CAPT Command:** A screened command to which a CAPT is assigned, as designated in reference (e), for which a previous command is not a prerequisite;

d. **CDR Command – Sequential:** Formerly "second in-grade (or bonus) command." A second screened command to which a CDR is assigned, as designated in reference (f), for which a previous CDR command is a prerequisite;

e. **CDR Command:** A screened command to which a CDR is assigned, as designated in reference (f);

f. **Early Command:** A screened command to which a lieutenant commander (or below) is assigned, as designated in reference (g).

9. **Classification of Command**. Billets designated as command are those identified by the following Navy officer billet classification codes listed in reference (h):

a. **Major Command – Sequential**
- CO Afloat (CAPT) – 9236
- CDR Operating Forces Selected (SEL) – 9006
- Area Commander – 9009
- CO Shore Activity (SEL) - 9422
- Major Project Manager (SEL) – 2161

b. **Major Command**
- CO Afloat (CAPT) – 9236
- CDR Operating Forces (SEL) – 9006
- Area Commander – 9009
- CO Shore Activity (SEL) - 9422
- Military Sealift Command (MSC) Commander – 9950
- Major Project Manager (SEL) – 2161

- Naval Attaché * – 9635 See Note 1
- Naval Engineering Research Project Officer - 7959
- Supervisor of Shipbuilding, Conversion, and Repair – 7996

c. **CAPT Command**
- CO Afloat (CDR) - 9235
- CDR/CO Shore Activity - 9421
- Aviation Squadron CO - 8670
- CO Fleet Marine Forces (FMF) Company – 0055
- Convoy Commodore – 9018
- CDR Operating Forces – 9005
- Professor Naval Science – 3277
- Commander, Engineering Assessment – 9345
- Naval Engineering Research Project Officer - 7959
- Supervisor of Shipbuilding, Conversion, and Repair – 7996

d. **CDR Command – Sequential**
- CO Afloat (CDR) - 9235
- CO Special Warfare - 9290
- CDR/CO Shore Activity - 9421
- Aviation Squadron CO - 8670
- CO Construction Forces – 4305
- CO FMF Company – 0055
- CDR Operating Forces – 9005
- Commander, Engineering Assessment – 9345

e. **CDR Command**
- CO Afloat (CDR) - 9235
- CO Special Warfare - 9290
- CDR/CO Shore Activity - 9421
- Aviation Squadron CO - 8670
- CO Construction Forces – 4305
- CO MSC Office – 9470
- CO FMF Company – 0055
- CDR Operating Forces – 9005

f. **Early Command**
- CO Afloat (LCDR) – 9234
- CO Afloat (LT) – 9233
- CO Construction Forces – 4305
- CDR/CO Shore Activity - 9421

Note 1: Only major defense attaché billets specified in reference (c) are major commands.

10. **Command Submission**. The major command review board (MCRB) is convened annually, or as required by the Chief of Naval Personnel per references (c) and (d). The MCRB will be convened to address, validate, or approve all CO billets.

a. The command review board is convened as part of the MCRB to specifically address those commands not designated as major commands, and those commands below the grade of CAPT;

b. The Chief of Naval Personnel will update and publish reference (d) annually based on the results of the MCRB;

c. Office of the Chief of Naval Operations (OPNAV), Director, Military Personnel Plans and Policy (N13) will update and publish references (e) through (g) annually based on the results of the command review board;

d. OPNAV, Head, Officer Plans and Policy (N131) is the point of contact for all CO billet submissions and questions.

11. **Miscellaneous**. Other MILPERSMAN articles pertaining to command policies and procedures are:

Topic	See MILPERSMAN
Command at Sea Insignia – Qualifications	1210-170
Command Ashore/Major Program Manager Insignia Qualifications	1210-180
Officer Distribution – Command Tour Lengths	1301-112
Officer Distribution – Major Defense Acquisition Position Tour Lengths	1301-118
Command Policies and Procedures - Specific Policies Related to Command	1301-802
Command Policies and Procedures – Command Screen by Rank/Designator	1301-804
Command Policies and Procedures - Major Shore Command	1301-806

Command Policies and Procedures – Information Professional (IP) Community (Designator 1600) Milestone and Limited Duty Officer (LDO) (Designator 6420) Commander Command Screens	1301-807
Command Policies and Procedures – Acquisition Corps (AC) Major Assignment	1301-808
Command Policies and Procedures - Foreign Area Officer (FAO) Assignments to Milestone Billets	1301-809
Command Policies and Procedures - Command of Major Laboratories	1301-810
Command Policies and Procedures - Commanding Officer (CO) of Naval Reserve Centers (NAVRESCENs)	1301-812
Command Policies and Procedures - CO/OIC of Personnel Support Activity (PSA)/Personnel Support Detachment (PURSUPP DET) and Director of Military Pay	1301-814
Command Policies and Procedures - Navy Recruiting District Executive Officer (XO) to Commanding Officer (CO) Fleet-Up Policy	1301-816
Procedures for Officers not Desiring Orders to Command or Executive Officer	1301-818
Command Policies and Procedures – Command – Executive Officer (XO) Assignment Coordination	1301-820
Command Policies and Procedures - Prospective Commanding Officer (PCO)/Prospective Executive Officer (PXO) Pipeline Training	1301-822
Command Policies and Procedures – Major Fleet Readiness Center Executive Officer (XO) to Commanding Officer (CO) Fleet Up Policy	1301-824
Command Policies and Procedures - Prospective Commanding Officer (PCO) Shore Station Management Training	1301-826
Navy Officer Leadership Continuum Training	1301-906
Command Responsibility Pay (CRP)	7220-100

MILPERSMAN 1301-802

COMMAND POLICIES AND PROCEDURES – SPECIFIC POLICIES RELATED TO COMMAND

Responsible Office	OPNAV (N131)	Phone: DSN	664-5037 (703) 604-5037 nxag_n131e@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVNOTE 5450 Sequential and Major Command Plan (b) OPNAV (N131) Policy Decision Manual (PDM) for Shared Captain Command Apportionment Plan (c) OPNAV (N131) PDM for Shared Commander Command Apportionment Plan (d) OPNAV (N131) PDM for Shared Early Command Apportionment Plan (e) OPNAVINST 1412.14 (f) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classification, Volume II, The Officer Data Card (g) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classification, Volume I, Major Code Structures (h) SECNAVINST 5510.30B

1. **Purpose**. This article outlines policies and procedures for screening, selecting, and assigning officers to command units identified in references (a) through (d), and MILPERSMAN 1301-800.

2. **Command Eligibility Screening**. Per reference (e), every commanding officer (CO), regardless of line community or staff corps, and regardless of the type or grade of command, must be screened for command eligibility.

3. **Command Screen Code**. Officers who have been selected for command are assigned a command screen code. It is a five-position alpha-numeric code that describes fiscal year considered, board sponsor, the type of command for which

selected or deselected, and the standing (e.g., primary, alternate, etc.). This code is recorded on the Service member's officer data card. The meaning of each element can be found in reference (f).

4. **Additional Qualification Designation (AQD) Code**. Officers will be assigned a Command Qualification Program AQD code (2D1, 2D2, or 2D3) based on that officer's eligibility for command, qualification for command, and or qualification for major command. AQD code criteria and prerequisites may be found in reference (g).

5. **Executive Officer (XO) to CO Fleet-Up**. Per reference (e), COs who will be relieved by their XOs, as part of a community's fleet-up program, must certify (in writing) the XO is ready to assume command and provide written certification to the immediate superior in command (ISIC) who will endorse the certification to the type commander or community leader (as applicable) with a copy to Commander, Navy Personnel Command. This certification will be made prior to the XO's assumption of command and will discuss the XO's demonstrated leadership performance, personal behavior on-and-off duty, and other professional characteristics as delineated by the type commander or community leader. Officers screened for CO or XO must maintain the necessary performance and qualifications commensurate with their responsibilities or be de-screened per MILPERSMAN 1301-818.

6. **Early Command Policy**. Early command is considered to be equivalent to assignment as an XO (non-fleet-up) or department head. Successful completion of early command does not qualify as subsequent command eligibility screening.

7. **Shore Installation Command Screening**. Navy Personnel Command (NAVPERSCOM) maintains a memorandum of understanding with Commander, Naval Installations Command (CNIC) requiring that all communities receive CNIC endorsement for all shore establishment command slates.

8. **Command Tour Lengths**. All tour lengths are specified in references (a) through (d) and MILPERSMAN 1301-110.

9. **Number of Command Tours and Exceptions**. It is general policy that an officer is assigned to only one screened command in grade. Unrestricted line officers may be assigned to

additional commands in grade as detailed in references (a) through (d) and MILPERSMAN 1301-800.

10. **Policy for Full-Time Support (FTS) Officers**. To ensure FTS community progression, the following procedures must be utilized for administrative boards and officer placement:

a. All administrative boards that screen FTS officers will have representatives from the FTS officer community who will be utilized as members of selection and screening boards for which their experience and performance qualify them;

b. FTS pilots and naval flight officers are screened for Navy Reserve commands during the aviation major command screen board and aviation command screen board;

c. FTS officers may be considered by all appropriate screening boards and compete on the basis of qualifications;

d. Quotas will not be established for FTS officers in the screening process; however, boards will be briefed on the unique aspects of FTS officer career patterns;

e. Command of reserve force units (echelons 4 and 5) will alternate between Selected Reserve (SELRES) officers and active duty officers (either FTS or USN). A SELRES officer in an active duty status for the duration of the XO and or CO tour may fill the position of the active duty officer.

11. **Security Clearance Requirements**. Officers ordered to CO or XO billets must comply with reference (h) clearance and access level requirements.

12. **The Charge of Command**. All ISICs will ensure prospective COs review exhibit 1 and sign a copy of exhibit 2 prior to assumption of command. ISICs will retain signed copy for official record. This applies to all officers in command, to include flag officers.

13. **Transfer of Command Reports**. When orders are generated for an officer to command any Navy activity (at sea and ashore), Chief of Naval Operations (OPNAV) UIC 00011 must be included as an "info addressee".

14. **Major Command – Sequential Screen Procedures**. Major command – sequential screening is by administrative board

action. NAVPERSCOM, Career Management Department (PERS-4) community codes will be the board sponsors to designate recorders for each of its separate boards. MILPERSMAN 1301-804 specifically addresses major command – sequential screening.

15. **Major Command Screen Procedures**. Major command screening is by administrative board action. NAVPERSCOM (PERS-4) community codes will be the board sponsors to designate recorders for each of its separate boards. MILPERSMAN 1301-804 specifically addresses major command screening.

16. **Captain Command Screen Procedures**. Captain command screening is by administrative board action. NAVPERSCOM (PERS-4) community codes will be the board sponsors to designate recorders for each of its separate boards. MILPERSMAN 1301-804 specifically addresses captain command screening.

17. **Commander Command – Sequential Screen Procedures**. Commander command – sequential screening is by administrative board action. NAVPERSCOM (PERS-4) community codes will be the board sponsors to designate recorders for each of its separate boards. MILPERSMAN 1301-804 specifically addresses commander command – sequential screening.

18. **Commander Command Screen Procedures**. Commander command screening is by administrative board action. NAVPERSCOM (PERS-4) community codes will be the board sponsors to designate recorders for each of its separate boards. MILPERSMAN 1301-804 specifically addresses commander command screening.

19. **Early Command Screen Procedures**. Early command screening is by administrative board action. NAVPERSCOM (PERS-4) community codes will be the board sponsors to designate recorders for each of its separate boards. MILPERSMAN 1301-804 specifically addresses early command screening.

20. **Preparation and Approval of Command Screen Slates**

a. Following screening of officers for command, the respective community distribution division prepares command slates, assigning screened officers to commands.

b. All slates must be reviewed and endorsed by the respective community leaders.

21. **Command Submission**. The major command review board (MCRB) is convened annually or as required by the Chief of Naval Personnel per references (a) and (e). The MCRB will be convened to address, validate, or approve all major command billets.

a. The command review board is convened as part of the MCRB to specifically address those commands not designated as major commands and those commands below the grade of captain.

b. The Chief of Naval Personnel will update and publish reference (a) annually based on the results of the MCRB.

c. Office of the Chief of Naval Operations (OPNAV), Director, Military Personnel Plans and Policy (N13) will update and publish references (b) through (d) annually based on the results of the command review board.

d. OPNAV, Head, Officer Plans and Policy (N131) is the point of contact for all CO billet submissions and questions.

Exhibit 1
CNO Memorandum for All Prospective Commanding Officers
(The Charge of Command)

CHIEF OF NAVAL OPERATIONS

April 6, 2018

The Charge of Command

Ref: (a) 10 U.S.C. §5947
(b) U.S. Navy Regulations (1990)

Encl: (1) ADM Ernest King CINCLANT Serial 053 of January 21, 1941
(2) Hobson's Choice (Wall Street Journal, 1952)

The Privilege of Command

1. As a prospective or serving Commander or Commanding Officer, you have been identified as worthy of the privilege of command. The decision to select you for command was not made lightly; you were selected based on your demonstrated past performance and the **trust and confidence** that senior Navy officers have in you to lead Sailors under your charge.
2. Command is the foundation upon which our Navy rests. **Authority, responsibility, accountability, and expertise** are four essential principles at the heart of command. Effective command is at risk if any of these principles is lacking or out of balance.
3. You accept the extraordinary responsibility of command with full regard for its consequences. It is the duty of every Commanding Officer to understand his or her authorities and responsibilities prior to assuming command, which are clearly laid out in statute and regulations as outlined below.

The Scope of Command

1. "**All Commanding Officers and others in authority** in the naval service are required to show in themselves a good example of virtue, honor, patriotism, and subordination; to be vigilant in inspecting the conduct of all persons who are placed under their command; to guard against and suppress all dissolute and immoral practices, and to correct, according to the laws and regulations of the Navy, all persons who are guilty of them; and to take all necessary and proper measures, under the laws, regulations, and customs of the naval service, to promote and safeguard the morale, the physical well-being, and the general welfare of the officers and enlisted persons under their command or charge." (Ref (a))
2. "**Commanders** shall be responsible for the satisfactory accomplishment of the mission and duties assigned to their commands. Their authority shall be commensurate with their responsibilities. Normally, commanders shall exercise authority through their immediate subordinate commanders." (Ref (b), Paragraph 0702)
3. "The responsibility of the **Commanding Officer** for his or her command is absolute, except when, and to the extent to which, he or she has been relieved therefrom by competent authority, or as provided otherwise in these regulations. The authority of the Commanding Officer is commensurate with his or her responsibility. While the Commanding Officer may, at his or her discretion, and when not contrary to law or regulations, delegate authority to subordinates for the execution of details, such delegation of authority shall in no way relieve the commanding officer of continued responsibility for the safety, well-being and efficiency of the entire command." (Ref (b), Paragraph 0802)

The Standards of Command

1. There are two standards to measure officers in command. The first is the standard for criminal behavior, which should be well known to you. The second — and higher standard — is trust and confidence, both with the American people we are sworn to protect and across all levels of the chain-of-command.
2. **A Commander's competence and character lead to trust and confidence**. Commanders can only feel comfortable delegating their authority — sending subordinate Commanding Officers and their teams over the horizon and into harm's way — with the knowledge that those CO's are both technically competent and share their values. If so, their teams will win — performing at or near their theoretical limits — and they will always come back stronger than when they left.
3. Trust and confidence are the two coins of the realm that enable decentralized command and operations at sea; they are the key to our effectiveness as a force. Work hard to build and guard trust and confidence.

J.M. RICHARDSON
Admiral, U.S. Navy

Exhibit 2
Acknowledgement of Commanding Officer Letter

ACKNOWLEDGEMENT OF COMMANDING OFFICER

From: (Rank, Name) _____
Commanding Officer, (Unit) _____
To: (ISIC) _____

Subj: THE CHARGE OF COMMAND

1. On this day, _____ (date),
I,_____ (name) acknowledge that I have read and fully understand The Charge of Command.

_____

Witnessed and received by, _____ (name), the immediate superior in command of the above signed commanding officer.

_____

MILPERSMAN 1301-804

OFFICER POLICIES AND PROCEDURES – COMMAND SCREEN PROCEDURES

Responsible Office	OPNAV N131	Phone: DSN COM E-mail:	664-5037 (703) 604-5037 naxg_m131e@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1412.14 (b) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classification, Volume II, The Officer Data Card (c) OPNAVNOTE 5450 N131/Ser N1/114102 of 15 Oct 2019 (Canc: Oct 20) (d) OPNAV (N131) Policy Decision Memorandum (PDM) for Shared Captain Command Apportionment Plan (e) OPNAV (N131) PDM for Shared Commander Command Apportionment Plan (f) OPNAV (N131) PDM for Shared Early Command Apportionment Plan (g) COMNAVSURFPAC/COMNAVSURFLANTINST 1412.2

1. **Purpose**. This article outlines administrative board procedures for formal command screening. Navy Personnel Command (NAVPERSCOM) Career Management Department (PERS-4) community codes will be the board sponsors and designate recorders for each separate board.

2. **Command Screen Board Eligibility**. Reference (a) and the appropriate community-specific command qualification program authorize the designation "eligible for command" and "qualified for command" and establish the general criteria required for qualification and validation. "Eligible for command" is a mandatory prerequisite for selection to command. "Qualified for command" is a mandatory prerequisite for assuming command. Additional qualification designation code criteria and prerequisites can be found in reference (b). Candidates for

early command must be "qualified for command" per reference (a) and the appropriate community-specific command qualification program. Early command qualification does not designate an officer as "qualified for command" at the grade of commander and higher.

3. **Command Screen Board Composition**. Board presidents will be flag officers designated by each community. Board members are flag officers, captains, and commanders designated by each community who have served in the appropriate grade of command. Membership changes with each board.

4. **Preparation and Approval of Command Screen Slates**. Following screening of officers for command, the respective community distribution division prepares command slates, assigning screened officers to command.

a. All slates must be reviewed and approved by the respective community leaders.

b. Commander, NAVPERSCOM maintains a memorandum of understanding with Commander, Naval Installations Command (CNIC), requiring all communities receive CNIC endorsement for all shore installation command slates.

5. **Command Screen Board Procedures**. NAVPERSCOM board actions and responsibilities for respective communities include:

a. The appropriate PERS-4 officer distribution division will be the board sponsor and designate recorders for the board. Eligibility zones, milestone and or command prerequisites (if any), a list of officers to be considered by the board, and selection quotas will be provided in concert with the appropriate flag sponsor or community lead. Exhibit 1 addresses board actions and prerequisites for screening.

b. A special "additional look" will be available upon constituent petition when it can be shown the officer was somehow disadvantaged, or the officer's record was unfairly considered during the normal selection process, or when justified by exceptional circumstances.

(1) Petition is made in writing to the selection board president via NAVPERSCOM Surface Officer Distribution Division (PERS-41), Submarine Officer Distribution Division (PERS-42), Aviation Officer Distribution (PERS-43), Staff/Restricted Line

Distribution (PERS-44), Full-Time Support (FTS) Distribution (PERS-46), or Information Warfare Community and Foreign Area Officer (PERS-47), who will recommend to the board president to include or exclude the petitioner's record from the board.

(2) Additional-look selectees will count against the last normal-look select quotas for the next junior year group.

6. **Major Command – Sequential Screen**. PERS-4, PERS-41, PERS-42, and PERS-43 are responsible for selecting major command screened officers for sequential command for possible assignment to billets designated in reference (c).

a. Officers currently serving in major command or having served in major command are eligible for major command – sequential screening.

b. PERS-41, PERS-42, and PERS-43 are responsible for establishing eligibility zones and selection opportunity for their boards.

7. **Major Command Screen**. PERS-4 community codes are responsible for selecting a bank of officers to fill the billets designated in reference (c).

a. PERS-41 and PERS-43 are responsible for establishing eligibility zones and selection opportunity for their boards. Commander command is a prerequisite.

b. PERS-42, PERS-44, PERS-46, and PERS-47 are responsible for establishing eligibility zones and selection opportunity for their boards. An established community command or milestone is a prerequisite.

8. **Captain Command Screen**. PERS-4 community codes are responsible for selecting a bank of officers to fill the billets designated in reference (d).

9. **Commander Command – Sequential Screen**. PERS-41 and PERS-43 community codes are responsible for selecting a bank of officers to fill the billets designated in reference (e). Eligibility begins after an officer has received a competitive fitness report while in commander command and continues until in zone for selection to captain.

10. **Commander Command Screen**. PERS-4 community codes are responsible for selecting a bank of officers to fill the billets designated in reference (e) and for establishing eligibility zones and selection opportunity for their boards.

a. PERS-4 community codes will ensure competitive grouping for selection is arranged by screen groups within the individual operational communities.

b. A screened executive officer (XO) in a surface or aviation squadron normally fleets-up to commanding officer upon completion of a successful XO tour.

11. **Early Command Screen**. PERS-4 community codes are responsible to fill the billets designated in reference (f).

a. PERS-41 is responsible for the surface warfare unrestricted line officer (111X) early command board. Eligibility is established per reference (g).

b. PERS-42 is responsible for the limited duty officer line officer submarine (62XX)/nuclear (640X) dry dock early command board. Command billets are to be screened and selected per reference (a).

c. PERS-46 is responsible for the Navy Reserve line officer (1XX7) Navy operational support center command board. PERS-46 will establish the eligibility criteria and determine selection quotas.

12. **Command Submission**. The major command review board (MCRB) is convened annually, or as required by the Chief of Naval Personnel (CHNAVPERS) per references (a) and (c). The MCRB will be convened to address, validate, or approve all major command billets.

a. The command review board is convened as part of the MCRB to specifically address those commands not designated as major commands and those commands below the grade of captain;

b. CHNAVPERS will update and publish reference (c) annually, based on the results of the MCRB;

c. Office of the Chief of Naval Operations (OPNAV) Director, Military Personnel Plans and Policy (N13) will update

and publish references (d) through (f) annually, based on the results of the command review board;

d. OPNAV, Head, Officer Plans and Policy (N131) is the point of contact for all CO billet submissions and questions.

EXHIBIT 1

NAVPERSCOM Officer Distribution Division Board Actions

PERS Code	Screening Board	Designators	Prerequisite
41	Major Command – Sequential	111X	Major Command
	Major Command	111X/113X/114X 6XXX	Commander Command
	Captain Command	111X/113X/114X 6XXX	"Eligible for Command" per reference (a)
	Commander Command – Sequential	111x/113X	Commander Command
	Commander Command	111X/113X/114X 6XXX	"Eligible for Command" per reference (a)
	Early Command	111X	"Eligible for Command" per reference (a)
42	Major Command – Sequential	112X	Major Command
	Major Command	112X/62XX	Commander Command or Milestone
	Captain Command	112X/62XX	"Eligible for Command" per reference (a)
	Commander Command	112X/62XX	"Eligible for Command" per reference (a)
	Early Command	62XX	"Eligible for Command" per reference (a)
43	Major Command – Sequential	13XX	Major Command
	Major Command	13XX/15XX/63XX	Commander Command
	Captain Command	13XX/15XX/63XX	"Eligible for Command" per reference (a)
	Commander Command – Sequential	13XX	Commander Command
	Commander Command	13XX/15XX/63XX	"Eligible for Command" per reference (a)

EXHIBIT 1
(Continued)

NAVPERSCOM Officer Distribution Division Board Actions

PERS Code	Screening Board	Designators	Prerequisite
44	Major Command	120X/144X/165X/ 200X/250X/310X/ 410X/510X	Commander Command or Commander Milestone
	Captain Command	120X/144X/165X/ 200X/250X/310X/ 410X/510X	"Eligible for Command" per reference (a)
	Commander Command	120X/144X/165X/ 200X/250X/310X/ 410X/510X	"Eligible for Command" per reference (a)
	Early Command	510X	"Eligible for Command" per reference (a)
46	FTS Command	510X	"Eligible for Command" per reference (a)
	Aviation Major Command (Reserve)	13X7/13X5	"Eligible for Command" per reference (a)
	Aviation Commander Command (Reserve)	13X7/13X5	"Eligible for Command" per reference (a)
47	Major Command	180X/181X/182X/ 183X	Commander Command or Commander Milestone
	Captain Command	180X/181X/182X/ 183X	"Eligible for Command" per reference (a)
	Commander Command	180X/181X/182X /183X	"Eligible for Command" per reference (a)

MILPERSMAN 1301-806

COMMAND POLICIES AND PROCEDURES – COMMAND ASHORE

Responsible Office	OPNAV (N131)	Phone DSN COMM E-Mail	664-5037 (703) 604-5037 nxag n131e@navy.mil

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-Mail:	1-866-U ASK NPC uasknpc@navy.mil

References	(a) U.S. Navy Regulations (1990)) (b) OPNAVINST 5400.45 Standard Navy Distribution List (c) OPNAVINST 1412.14 (d) CNICINST 1412.1 (e) OPNAVNOTE 5450 Ser N1/3U121000 of 22 Jan 2013 (f) DON DAWIA Operating Guide of 21 Dec 2011 (g) OPNAVINST 1211.8C

1. **Purpose**. This article defines "command ashore" and establishes procedures for the nomination and designation of all types and grades of command ashore, as well as eligibility, selection, and assignment criteria for commanding officers of commands ashore. "Command at sea" is addressed in MILPERSMAN 1301-800.

2. **Command Ashore**. "Command ashore" refers to those activities whose defined missions comprise the shore establishment of the Department of the Navy and those shore-based activities of the Navy operating forces.

3. **Command Ashore – Installations**. Per references (a) and (b), "command ashore – installations" refers to command of regions, installations, and activities under the command of the Commander, Navy Installations Command (CNIC).

a. **Officer Eligibility, Selection, and Assignment Criteria.** CNIC establishes eligibility criteria, selection, and assignment procedures for command of Navy installations. All administratively screened and selected officers are eligible for command ashore - installations per references (a), (c), and (d).

b. **Command Nomination Criteria and Designation Procedures.** CNIC designates installations as commands or major commands, and submits a list of commands to the major command review board (MCRB) for review and approval per reference (e).

4. **Command Ashore – Shore Activity**. Per reference (a), "command ashore - shore activities" are activities that comprise the shore establishment of the Department of the Navy or the shore-based activities of the Navy operating forces found in reference (b).

a. **Officer Eligibility, Selection, and Assignment Criteria.** All administratively screened and selected officers are eligible for command ashore – shore activity (as appropriate) to an officer's line community or staff corps per references (a) and (c).

b. **Command Nomination Criteria and Designation Procedures.** MCRB stakeholders nominate activities for command designation to the MCRB for final promulgation per reference (e). When considering an activity for designation as a command ashore, both objective and subjective support factors and capabilities will be considered. Such factors and capabilities include:

(1) Mission with regard to organizing, training, equipping, or otherwise supporting the naval combat forces for prompt and sustained combat incident to operations at sea;

(2) Responsibility with regard to the preparation of naval combat forces necessary for the effective prosecution of war;

(3) Responsibility as immediate superior in charge (ISIC), or authority over subordinate commands;

(4) Military and civilian manning levels;

(5) Operations and maintenance funding levels;

(6) Operational tempo; and

(7) Plant replacement cost.

5. **Major Program Manager**. Major program manager billets are those acquisition programs whose responsibility and authority,

management complexity, technical factors, business factors, and priority designate them by the Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RDA)) as equivalent to major command. Major program managers are authorized to wear the command ashore insignia per MILPERSMAN 1210-180.

a. **Officer Eligibility, Selection and Assignment Criteria.** All acquisition-qualified and administratively selected officers are eligible for assignment to a major program manager billet per reference (f).

b. **Major Program Manager Billet Nomination Criteria and Designation Procedures.** ASN(RDA) designates acquisition programs as major program manager billets and establishes selection and assignment procedures per reference (g), and submits a list of major program manager billets to the MCRB for promulgation per reference (e).

6. **Procedures for Command Ashore Nomination and Designation.** The MCRB is convened annually or as required by the Chief of Naval Personnel per references (c) and (e). The MCRB will be convened to address and validate or approve all commanding officer ashore billets.

a. The command review board is convened as part of the MCRB to specifically address those commands not designated as major commands and those commands below the grade of captain.

b. The Chief of Naval Personnel will update and publish reference (e) annually based on the results of the MCRB.

c. Director, Military Personnel Plans and Policy (OPNAV N13) will update and publish the list of captain, commander, and early commands annually via policy decision memorandum, based on the results of the command review board.

d. Head, Officer Plans and Policy (OPNAV N131) is the point of contact for all commanding officer billet submissions and questions.

MILPERSMAN 1301-808

COMMAND POLICIES AND PROCEDURES - ACQUISITION CORPS (AC) MAJOR ASSIGNMENT

Responsible Office	NAVPERSCOM (PERS-447)	Phone:	DSN COM FAX	882-3837 (901) 874-3837 882-2632

1. **Policy**. Each officer community major command screening board reviews records of Acquisition Corps (AC) qualified Captains and Captains (Sel) to identify those assignable to major acquisition commands.

a. Selectees are placed in a "pool" of assignable officers, which are then available for the Systems Commands slating panels and subsequent Acquisition Workforce Officer Community (AWOC) review in the case of major programs.

b. These officers compete with other candidates, which may include civilians and Marine Corps officers per the best-qualified policy. For more information on the AC program, see MILPERSMAN 1301-700.

MILPERSMAN 1301-809

COMMAND POLICIES AND PROCEDURES – FOREIGN AREA OFFICER (FAO) ASSIGNMENTS TO MILESTONE BILLETS

Responsible Office	NAVPERSCOM (PERS-474)	Phone: COM	(901) 874-3226

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-6622 askmncc@navy.mil https://my.navy.mil

References	(a) OPNAVINST 1301.10C (b) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume 1, Part D (c) NAVSO P-6034, Joint Travel Regulation (d) DoD Instruction 1315.18 Procedures for Military Personnel Assignments of 28 October 2015 (e) DIAG 5105.32-1 Tours at Defense Attaché Offices

1. **Milestone Screen Board for Commander (O-5) Milestone Duty.** The Foreign Area Officer (FAO) Milestone Program was established per reference (a). Milestone screening is conducted by formal administrative board action. Navy Personnel Command (NAVPERSCOM) Information Warfare Community and Foreign Area Officer Division (PERS-47) is the sponsor for the board.

a. The board's membership must consist, at a minimum, of the following officers:

1	Flag officer who serves as the president and senior member (normally the senior FAO flag officer or FAO community leader)
4	FAO captains (no two members should be from the same region)

Note: With the exception of the board president, no officer may serve on two consecutive boards as a member.

b. FAOs will become eligible for milestone screening upon selection for the rank of O-5. All officers are eligible for two consecutive looks for milestone selection. Any officer may elect to defer consideration for selection on the first milestone board for which they are eligible. Officers who defer their first look are not eligible for additional deferrals and will be considered for milestone selection on the two subsequent boards. Officers who elect to defer consideration must convey their intent to the FAO detailer in writing.

(1) Board members, without knowledge if this is their first or second look or if they have deferred for any reason, will consider all candidates equally.

(2) Letters to the milestone screen board must be submitted per standard board correspondence procedures.

(3) Officers unwilling or unable to be assigned to any milestone billet are strongly encouraged to submit a "Don't Pick Me" letter to the president of the FAO Milestone Screen Board.

c. Selection opportunity for commander milestone duty is based on the size of the screen group and the number of quotas available.

d. In rare cases, individual FAOs may receive an additional (third) board screening. An additional board screening may be approved upon constituent petition where it may be demonstrated the officer was disadvantaged for selection or the officer's record was unfairly considered during the normal selection process.

(1) A petition for an additional board screening must be made in writing by the requesting member to the FAO community leader via the FAO chief of staff. The petition must be received by the board sponsor no later than 30 days prior to the board convening. Approval is at the sole discretion of the community leader.

e. The screen board may elect to designate up to three officers as qualified insufficient opportunity (QIO). These officers should meet the convening order's definition of "Fully Qualified" and "Best Qualified".

f. To allow for flexibility in detailing, all eligible personnel are screened to a "bank" of milestone-selected

officers, rather than discrete billets. Milestone-screened officers who have not yet reported to an FAO commander milestone billet are held in the bank for appointment to a milestone billet as assigned by the senior detailer and approved by the FAO community leader (or senior Navy FAO as delegated). The records of officers in the bank are rescreened annually by the board to verify continued eligibility for milestone assignments. Records will be monitored for declining performance (e.g., any mark below 3.0 or individual promotion recommendation of "**significant problems**" or "**progressing**") or other adverse information (e.g., return to Service). Officers identified by the board as exhibiting a substantial decline in performance will be removed from the bank and have any previously awarded FM1 additional qualification designation (AQD) removed from their records.

2. **Assignment Policy**. Officers screened for milestone assignment are committing to serve in any milestone billet, in compliance with the needs of the community and as approved by the FAO community leader. The FAO milestone slate is approved by the FAO community leader (or senior Navy FAO as delegated). All officers screened for FAO milestone duty will be assigned to a milestone billet at the earliest opportunity unless the officer is unable to meet the security or overseas screening requirements of the milestone billet, de-screens by a later selection board, or declines milestone assignment.

a. The milestone slate will consist of billets from the approved milestone billet list. Additional billets may be approved on a case-by-case basis by the community leader. The community leader will make every effort to assign milestone-screened FAOs to billets within their designated major geographical region, or a minor region. To ensure career competitiveness for milestone-screened aviation qualified FAOs, consideration will be given to adding qualifying officers in the ranks of O-5 or O-6 flying attaché positions to the milestone slate.

b. Upon notification of milestone billet assignment, officers may only decline milestone assignment in writing within 14 days of notification of milestone assignment.

c. The FAO community leader may need to alter a milestone assignment. In that case, the officer's 14-day window in subparagraph 2b restarts upon notification of the new billet assignment.

d. Officers designated QIO will be considered eligible to serve in a milestone tour and receive the appropriate AQDs if they are activated (FM1 for milestone selection) and subsequently assigned to a milestone billet (FM2 for milestone completion). QIOs will be activated in order of merit as delineated by the Milestone Selection Board. If an officer is selected to a QIO status but not activated, the QIO selection will expire at the convening of the subsequent milestone screen board. Members designated as QIO will not be notified unless activated. If a designated QIO declines the offered milestone billet, subparagraph 2e applies.

e. Officers declining an FAO milestone assignment will submit a written request to the FAO community leader. If approved by the FAO community leader, PERS-47 will endorse the statement declining FAO milestone assignment and will take action to ensure appropriate documentation and compliance with this article. The written statement declining FAO milestone assignment and official endorsements will be made part of the officer's official military personnel file (privileged information field code 17 {FC-17}, see MILPERSMAN 1070-020). This information will be available for review by future administrative or statutory boards.

3. **Detailing to FAO Milestone Billets**. Only officers screened for FAO milestone assignment will be detailed to FAO milestone billets.

a. Exceptions to this policy may arise when there are no milestone-screened officers or QIOs available, thus requiring assignment of a non-screened officer to maximize community readiness and meet operational distribution requirements. In these infrequent cases, the FAO community leader or senior Navy FAO (as delegated) will approve the non-screened officer for assignment to the milestone billet. The non-screened FAO will not receive an AQD to indicate "FM1," but may petition community leadership for award of the "FM2" AQD after successfully completing the milestone tour per reference (b). Approval of the "FM2" AQD is at the sole discretion of the FAO community leader.

b. The same exception applies to members who laterally transfer into the community after their window of eligibility for milestone selection. If assigned to a milestone billet, such officers may request award of the "FM2" AQD, but not "FM1," after successfully completing the milestone tour per reference (b).

Note: In the event a senior accession (as described in subparagraph 3b above) completed a tour in his or her parent community that was functionally equivalent to an FAO milestone billet, the officer may request the "FM2" AQD, but not "FM1," based on previous experience. Functionally equivalent billets are defined as those being outside of the continental United States to include staff, attaché, or security cooperation billets with similar levels of leadership, responsibility, international relations, and foreign policy significance as those on the approved FAO milestone billet list. Any such request must be submitted via the senior FAO detailer with approval of the "FM2" AQD at the sole discretion of the FAO community leader.

c. FAO milestone tour lengths are per references (b) through (e) and MILPERSMAN 1301-110.

4. **FAO Milestone Process Changes and Legacy Selections**. The FAO Captain (O-6) Major Milestone Selection Board is currently suspended until the FAO community leader directs reinstatement. FAOs previously approved milestone-related AQDs will retain the applicable AQDs.

MILPERSMAN 1301-810

COMMAND POLICIES AND PROCEDURES - COMMAND OF MAJOR LABORATORIES

Responsible Office	NAVPERSCOM (PERS-444E)	Phone:	DSN COM FAX	882-4101 (901) 874-4101 882-2676

1. **Policy**

a. Captains (CAPTs) of several designators are eligible to command major laboratories. The growth of major projects in naval systems commands has required the qualification of CAPTs in weapon systems acquisition techniques to direct them.

b. Chief of Naval Personnel (CHNAVPERS) takes a direct, personal interest in the selection of commanding officers (COs) for these vital major commands.

2. **Selection Criteria**. The criteria for selection of officers to command naval systems commands' research and development centers closely resembles those used for selection to a major program manager (MPM).

a. Unrestricted Line (URL) CAPTs must have screened for either major shore command or as MPM.

b. Restricted Line (RL) CAPTs must have screened as MPM.

c. Laboratory COs are

- proposed by Navy Personnel Command (NAVPERSCOM) from major shore commander candidate lists;
- selected by Chief of Naval Research (CNR); and
- approved by Assistant Secretary of the Navy Research, Development and Acquisition (ASN (RD&A)).

d. Placement officers ensure concurrence of ASN (RD&A) prior to issuing orders for COs.

MILPERSMAN 1301-812

COMMAND POLICIES AND PROCEDURES – SCREENING FOR FULL TIME SUPPORT COMMAND AND NAVY RESERVE ECHELON IV AND V COMMAND

Responsible Office	NAVPERSCOM (PERS-46)	Phone: DSN COM FAX	882-4054 (901) 874-4054 882-2755

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) OPNAVINST 1412.14 (b) COMNAVRESFORCOMINST 1412.1B (c) OPNAV N13 PDM on O-5 Command Shared Apportionment Plan

1. **Policy**. All officers assigned to Reserve Component commands (RCC) and Navy operational support centers (NOSC) will be administratively screened prior to assignment. These officers are subject to the command qualification processes outlined in references (a) and (b). Additionally, full time support (FTS) human resources (HR) officers assigned to command positions (other than RCCs and NOSCs) and designated in reference (c) are subject to the command qualification processes outlined in references (a) and MILPERSMAN 1301-234.

a. Officers will be screened to ensure only fully qualified officers of the appropriate grade are ordered to command.

b. Navy Personnel Command (NAVPERSCOM), Full Time Support Distribution and Augmentation Division (PERS-46) is the board sponsor of the administrative screen board.

2. **FTS Unrestricted Line (URL) and HR Captain Major Command Screening for RCC Major Command.** Officers selected for Reserve Major Command must meet the "best and fully qualified" criteria. To be eligible, officers must

a. not have an approved resignation or retirement;

b. not previously declined command;

c. not have been selected for non-continuation; or

d. be continued past their first gate.

3. **Command Screening of FTS URL and HR Captains and Captain (selects) for O-6 NOSC Command.** Officers selected for O-6 NOSC command must meet the "best and fully qualified" criteria. To be eligible, officers must

a. not have an approved resignation or retirement;

b. not previously declined command; or

c. not have been selected for non-continuation.

4. **Command Screening of FTS, Active Duty, and Selected Reserve Commanders through Lieutenants for NOSC O-5 and Below Command.** The following procedures apply to all NOSC commanding officer billets below the rank of captain. Officers selected for NOSC command must meet the "best and fully qualified" criteria. To be eligible, officers must

a. not have an approved resignation or retirement;

b. not previously declined command;

c. not have an interservice transfer pending; or

d. not be a one-time failure of selection (FOS) to lieutenant commander or captain.

5. Command Screening of FTS HR Officers for Commands Other Than RCCs and NOSCs. FTS HR officers selected for command other than RCC or NOSC must meet the "best and fully qualified" criteria. To be eligible, officers must

(a) not have an approved resignation or retirement;

(b) not previously declined command;

(c) not have an interservice transfer pending;

(d) not be a one-time failure of selection to lieutenant commander or captain; or

(e) have completed the HR PQS and HR command qualification oral board

MILPERSMAN 1301-815

POLICIES AND PROCEDURES – ACTIVE COMPONENT MEDICAL DEPARTMENT OFFICER SCREENING AND ASSIGNMENT TO MEDICAL DEPARTMENT CAREER MILESTONE BILLETS

Responsible Office	NAVPERSCOM (PERS-4415)	Phone: DSN COM FAX	882-4096 (901) 874-4096 882-2680

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 5430.48E (b) OPNAVINST 5450.215D (c) BUMED ltr 1301 Ser M00C/15UNM00C40044 of 16 Mar 2015 (d) NAVSO P-6034, Joint Federal Travel Regulations (JFTR) (e) BUMEDNOTE 1410 BUMED-M09 of 19 May 2016 (Canc: May 2017)

1. **Background**

a. Per references (a) and (b), The Navy Surgeon General is the principal advisor to the Chief of Naval Operations (CNO) on the provision of centralized and coordinated policy development, guidance, and professional advice on health service programs for the Department of the Navy (DON). The Navy Surgeon General is responsible for providing advice to Navy leadership on the organization, utilization, and distribution of medical department officers and for screening boards for medical department milestone billets. Reference (c) lists the Navy medical department milestone billets.

b. Officer communities may designate a limited number of their billets as milestones, which represent positions of leadership analogous to command. Similar to the command screening process, milestone screening identifies individuals whose records indicate they possess the leadership abilities required to execute the duties associated with milestone billets. Screening for milestone duty is to ensure only the best and fully qualified are assigned to milestone positions.

2. **Eligibility**

a. Medical department officers in the grade of commander or those whose names appear on the commander promotion list are eligible to have their records screened at the next milestone board conducted. Lieutenant commanders who desire to be screened at the milestone board require a signed letter of endorsement by their respective corps chief.

b. Medical department officers in the grade of captain or those whose names appear on the captain promotion list are eligible to have their records screened at the next milestone board conducted.

c. Medical department officers with approved resignations or retirements are not eligible. Officers whose statutory retirement date precludes completion of the minimum activity tour after the milestone screening board are not eligible.

d. Medical department officers must meet body composition assessment and physical fitness assessment standards to be eligible.

3. **Application Process**

a. Navy Personnel Command (NAVPERSCOM), Medical Corps Officer Branch (PERS-4415) and the Bureau of Medicine and Surgery (BUMED) will release guidance via reference (e) in the second quarter of each fiscal year announcing the medical department milestone screening board dates, eligibility requirements, application process, and the deadline for application submission.

b. Officers desiring to be screened for the upcoming year must submit an application containing the following documents before the advertised deadline:

(1) Completed screening application with signature, date, and identification of the milestone categories for which member is requesting to be screened;

(2) Commanding officer's letter of recommendation

(3) Curriculum vitae and biography; and

(4) Current fitness report.

c. The preferred method for submitting an application with scanned copies of signed documents attached is via encrypted e-mail to Deputy, Medical Corps Officer Branch (PERS-4415A at: PERS-4415_ALPHA@NAVY.MIL).

d. Only applicants who submit an application package prior to the submission deadline and meet the criteria listed in NAVPERSCOM (PERS-4415) and BUMED guidance will be eligible for screening. BUMED guidance is promulgated in the second quarter of each fiscal year via a BUMEDNOTE that is distributed by e-mail from the BUMED, Corps Chief's Office (BUMED M-1).

4. **Milestone Board Membership**

a. The milestone screening process is completed by a formal administrative board. NAVPERSCOM (PERS-4415) or a designated alternate serves as the board sponsor. At a minimum, the board membership is approved by the Navy Surgeon General and must consist of the following:

(1)	Medical department flag officer who serves as the president and senior member
(2)	Medical Corps flag officer or post-command captain
(3)	Nurse Corps flag officer or post-command captain
(4)	Dental Corps flag officer or post-command captain
(5)	Medical Service Corps flag officer or post-command captain

b. No officer may serve on two consecutive boards as a member, except in cases where there is only one flag officer available to represent a specific corps. NAVPERSCOM (PERS-4415) will assign the head recorder and assistant recorders as required.

5. **Quota Determination**. Milestone screening quotas are established annually by the Navy Surgeon General based upon the number of opportunities coming available in the upcoming fiscal year.

6. **Release of Results**

a. The results of the screening board are approved by Commander, Navy Personnel Command (COMNAVPERSCOM). Approved

board results are forwarded by the Branch Head, Medical Corps Officer Branch (PERS-4415) to the Navy Surgeon General.

b. Screening for milestone positions is valid for 1 year only. Applicants not selected may apply in subsequent years if they meet eligibility criteria.

7. **Milestone Slating**

a. Following approval of the screening board results, medical department detailers must prepare milestone slates, proposing screened officers to respective billets, taking into consideration: skill sets, projected rotation dates, proposed fill dates, subspecialty experience required, preferences, and the needs of the Navy. The purpose of the slate is to ensure that an officer's experience, qualifications, an are appropriate for the milestone assignment.

b. BUMED must review the milestone slate, amend it as necessary, and approve the slate prior to the assignment process.

c. Milestone screened officers not slated will remain available for consideration if unplanned openings occur during the fiscal year in which they were screened. If no assignment is available, officers will be required to rescreen the following year.

8. **Milestone Screening Exceptions**

a. As general policy, only milestone screened officers will be assigned to milestone billets. Every effort will be made to assign screened officers prior to any alternate being assigned.

b. On rare occasions, exceptions to this policy may arise when there are no milestone screened officers or alternates available, thus necessitating assignment of a non-board screened officer with the proper skill sets to a milestone billet. In this instance, a non-screened officer would need to be administratively screened and approved by the Navy Surgeon General.

9. **Milestone Tour Lengths**. Milestone tour lengths are governed by joint tour length requirements and officer distribution guidelines pursuant to references (d) and MILPERSMAN 1301-104.

MILPERSMAN 1301-816

COMMAND POLICIES AND PROCEDURES - NAVY RECRUITING DISTRICT EXECUTIVE OFFICER (XO) TO COMMANDING OFFICER (CO) FLEET-UP POLICY

Responsible Office	OPNAV (N131)	Phone: DSN COM	664-5013 (703) 604-5013

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Navy recruiting district (NAVCRUITDIST) commanding officers (COs) will be afforded greater exposure to the recruiting process and environment prior to assuming command by serving as executive officers (XOs) at the NAVCRUITDIST which they are slated to command.

2. **Procedures**

a. Officers screened for command will spend 18 months in the XO billet followed by 18 months as CO.

b. Officers will be required to fleet up regardless of their past recruiting experience.

c. Selection for NAVCRUITDIST command will be via a formal community administrative command screening board process.

d. The following courses will be incorporated into the established NAVCRUITDIST command training pipeline:

(1) Navy Recruiting Prospective Executive Officer Course;

(2) Command Leadership Course; and

(3) Prospective Commanding Officer/Prospective Executive Officer Navy Military Justice Course.

MILPERSMAN 1301-818

PROCEDURES FOR OFFICERS NOT DESIRING ORDERS TO COMMAND OR EXECUTIVE OFFICER

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-4518 (901) 874-4518

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) OPNAVINST 1811.3A

1. **Procedures for Officers not Desiring a Command Assignment**. When an officer has been screened for command but does not desire orders, the following procedures apply:

a. An officer indicating non-acceptance of these orders will be required to submit an official request to Assistant Commander, Navy Personnel Command for Career Management (PERS-4). This letter and the results of subsequent actions will become part of the officer's official record.

b. Upon receipt of a written request to decline orders to command, cognizant division directors will originate a memorandum to PERS-4 for signature, discussing the relevant circumstances considered by the division and the recommended cause of action.

c. If retirement in lieu of orders is considered, reference (a) applies. However, any remaining obligations must be fulfilled prior to retirement eligibility.

d. Final disposition of all requests will be determined by PERS-4.

e. The decision to decline command is a professional decision made by the officer concerned.

(1) This decision is limiting, however, only with respect to assignment to command.

(2) An officer who has not accepted command remains eligible for assignment, subject to the needs of the Navy and any remaining obligated service.

2. **Procedures for Command De-Screening**. Prior to assignment of screened officers to command, assignment officers, placement officers, assignment division directors, and commands should screen each record to ensure there has been no decline in an officer's performance. Documentation of de-screening recommendation must be forwarded to ACNPC (PERS-4) for final determination.

a. A notification letter of final determination will be sent to the affected officer.

b. Command boards will review records of those officers previously screened, but not yet assigned, to ensure there is no decline in performance subsequent to the original screening.

3. **Procedures for Officers not Desiring an Executive Officer (XO) Assignment**. When an officer has been screened for XO but does not desire orders, the following procedures apply:

a. An officer indicating non-acceptance of these orders will be required to submit an official request to PERS-4. This letter and the results of subsequent actions will become part of the officer's official record.

b. Upon receipt of a written request to decline orders as XO, cognizant division directors will originate a memorandum to PERS-4 for signature, discussing the relevant circumstances considered by the division and the recommended course of action.

c. If retirement in lieu of orders is considered, reference (a) applies. However, any remaining obligations must be fulfilled prior to retirement eligibility.

d. Final disposition of all requests will be determined by PERS-4.

e. An officer who has declined the orders remains eligible for assignment, subject to the needs of the Navy and any remaining obligated service.

4. **Procedures for De-Screening for XO**. Prior to assignment of screened officers as XO, assignment officers, placement

officers, assignment division directors, and commands should screen each record to ensure there has been no decline in an officer's performance. Documentation of de-screening recommendation must be forwarded to ACNPC (PERS-4) for final determination.

a. A notification letter of final determination will be sent to the affected officer.

b. XO 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.

MILPERSMAN 1301-820

COMMAND POLICIES AND PROCEDURES - COMMAND – EXECUTIVE OFFICER (XO) ASSIGNMENT COORDINATION

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

1. **Policy**. Grade assignment officers carefully coordinate assignment of commanding officers (COs) and executive officers (XOs) with placement officers.

a. To the extent feasible, assignments will be made for effectiveness of the two top leadership positions within the chain of command.

b. At least 8 weeks will separate the rotation dates of the CO and XO of a command, except for aviation squadrons in which the XO fleets up to CO.

c. Exceptions may be authorized by Navy Personnel Command (NAVPERSCOM) placement division directors, after the cognizant activity placement officer has liaised with the command and taken all possible action to alleviate adverse impact.

2. **CO and XO 1000 Designator Billets**. The list of Unrestricted Line (URL) commander (CDR) commands will be validated annually by Chief of Naval Operations (CNO), Military Personnel Plans and Policy Division (N13) and NAVPERSCOM, Distribution Department (PERS-4).

a. An equitable apportionment of 1000/1050 designator CDR billets will be established by CNO (N13) annually.

(1) Based on this apportionment and projected vacancies, a command allocation plan will be published annually after NAVPERSCOM (PERS-4) approval.

(2) This plan will identify the specific commands and the number of commands to be allocated to each of the URL communities.

b. Once the official apportionment has been promulgated by CNO (N13), the following procedures apply:

(1) NAVPERSCOM, Allocation and Statistics Branch (PERS-452) will prepare a list of all CDR 1000/1050 designator command billets which will become available within a minimum 24-month period beginning with October of that year. NAVPERSCOM (PERS-452) will send this list to placement officers for review.

(2) Placement officers will review this list for completeness, correct projected rotation dates (PRDs) of incumbents, and annotate billets to reflect requests for particular designators based on known requirements (if any). Placement officers will return these changes to NAVPERSCOM (PERS-452).

(3) NAVPERSCOM (PERS-452) will then send an updated list to the appropriate assignment officers.

(4) From this list, assignment officers will identify the billets they desire and forward this information to NAVPERSCOM (PERS-452). Billets which have been previously allocated to a specific community are not available for selection unless a mutually agreed upon exchange is approved by NAVPERSCOM (PERS-4).

(5) NAVPERSCOM (PERS-452) will chair a meeting of the appropriate assignment and placement officers to discuss the proposed allocation of command billets. The proposed allocation plan will be subject to final approval by NAVPERSCOM (PERS-4), then immediately distributed to assignment and placement officers.

(6) NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451) will arbitrate cases of conflict and prepare documentation to forward to NAVPERSCOM (PERS-4) for a final decision, when necessary.

(7) Placement officers may post the identified billets, once NAVPERSCOM (PERS-4) has approved the allocation plan.

c. Lieutenant commander (LCDR) 1000/1050 designator CO and XO billets are not involved in the above procedure. These billets will be allocated in the normal billet fill decision (BFD) process based on inventory and placement officer recommendation.

3. **COs And XOs of Medical Treatment Facilities (MTFs) Providing Inpatient Care**

a. Normally, the CO or the XO will have a Master's degree in management. NAVPERSCOM retains waiver authority.

b. XOs will normally "fleet up" to CO.

(1) Naval Hospitals San Diego, CA; Oakland, CA; Portsmouth, VA; and National Naval Medical Center Bethesda, MD are exempt.

(2) CO/XO total tour length will generally be 36-48 months (allowing 18-24 months XO/18-24 months CO rotation).

4. **Officers assigned as CO, XO, or Diving Officer of ships.** Officers assigned as CO, XO, or diving officer of ships with a primary mission involving diving are to be experienced divers per MILPERSMAN 1210-140. COs and XOs of a Destroyer Tender (AD), Repair Ship (AR), or Submarine Tender (AS) are not required to be experienced divers.

MILPERSMAN 1301-824

COMMAND POLICIES AND PROCEDURES - MAJOR FLEET READINESS CENTER EXECUTIVE OFFICER (XO) TO COMMANDING OFFICER (CO) FLEET UP POLICY

Responsible Office	OPNAV (N131)(AMDO)	Phone: DSN COM FAX	757-8481 301-757-8481 757-1526

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy.** The major fleet readiness center (FRC) commanding officers (COs) will be afforded greater exposure to the industrial manufacturing process and environment prior to assuming command by serving as executive officers (XOs) at the FRCs at which they are slated to command.

2. **Procedures**

a. Officers screened for command will spend 24 months in the XO billet followed by 24 months as CO.

b. Selection for major FRC command will be via Naval Air Systems Command Acquisition Corps assignment slating panel.

c. The Major Command Leadership course will be required as part of the command training pipeline for the FRCs.

MILPERSMAN 1301-826

COMMAND POLICIES AND PROCEDURES - SHORE STATION SENIOR LEADERSHIP (SSSL) TRAINING REQUIREMENTS

Responsible Office	NAVPERSCOM (PERS-440/444)	Phone:	DSN COM FAX	882-4040 (901) 874-4040 882-2676

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-6622 askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. The Shore Station Senior Leadership (SSSL) Course is a program of instruction conducted over 3 weeks and facilitated by Commander, Navy Installations Command (CNIC). SSSL includes the Senior Shore Leadership Course (SSLC) for 2 weeks followed by the Emergency Management Senior Leadership Course (EMSLC) for 1 week. The SSSL Course prepares senior shore installation leaders, with an emphasis on prospective commanding officers (PCO) and prospective executive officers (PXO), to effectively lead and manage assigned resources to provide cost-wise shore services, and support shore force capabilities to meet Navy strategic objectives. The course is also recommended for prospective command master chiefs (PCMDCM).

b. Comprehensive course requirements for shore senior leadership consist of the following courses: SSSL Course, Navy Justice School Senior Leader Legal Course, and the Senior Command Leadership Course.

c. The SSSL Course is mandatory for PCOs, PXOs, and strongly recommended for non-CNIC flag officers, regional chiefs of staff, select civilian leadership, and PCMDCMs. Navy Personnel Command (NAVPERSCOM) Special Placement Branch (PERS-440) and NAVPERSCOM Shore Placement Branch (PERS-444) manage quotas for officers attending SSSL courses under NAVPERSCOM sponsorship.

2. **Procedures for Ordering Students to the SSSL Course**

a. Students Attending Incident to Permanent Change of Station (PCS) Orders. Normal order writing procedures apply. In addition, proposals will be routed via PERS-444 for quota control and course booking during the PCS.

b. Students Attending on Temporary Additional Duty (TEMADD) Under NAVPERSCOM Orders. Students, whose en route timing will not permit attendance in lieu of PCS orders, will attend the course TEMADD prior to detaching from their present duty station. Funding will be provided by their parent commands.

3. **Reporting**. Students ordered to the course will be directed to report to the:

"CNIC Shore Station Senior Leadership Course, Washington, DC, no later than 0800, (date of class start), temporary duty under instruction (TEMDUINS) for about 3 weeks."

Contact	Or
CNIC (N000) Commander's Action Group COMM: (202) 433-4441 DSN: 288-4441	NAVPERSCOM (PERS-444) COMM: (901) 874-4061 DSN: 882-4061

The SSLC Course is located at **Washington Navy Yard, 716 Sicard Street, Building 111, Washington, DC 20375-5410.**

4. **Special Notes**

a. It is recognized that some conflicts will arise in scheduling students to this course. The following notes should be considered:

(1) The practice of ordering students TEMADD from their present command to a school to benefit a future command is the exception, not the rule.

(2) The Secretary of the Navy (SECNAV) shares a strong interest in the program's success. These procedures have been adopted following serious consideration and acknowledgment of

the program's importance to meeting the Navy's strategic objectives to support the fleet, fighter, and family.

(3) Scheduling problems should be resolved on a case-by-case basis with the Service member's present command and or detailer.

(4) SSSL Course priority will be given to officers attending the Chairman of the Joint Chief of Staff Level IV Antiterrorism Executive Seminar.

b. Students assigned to the course will be sent complete course information forms and check-in guidance 5 weeks before the course start date. Students needing additional information can contact CNIC, Commander's Action Group (CAG) Training Chief at COMM: (202) 443-4441 or DSN: 288-4441.

c. It is recommended that students access current SSLC, EMSLC, and installation information at www.cnic.navy.mil/sslc.

d. PXOs and PCOs assigned to transient personnel units are not required to take EMSLC.

5. **Exhibits**. Exhibits 1 through 3 are provided for information.

EXHIBIT 1
APPROVED UNIT IDENTIFICATION CODES FOR ENROLLMENT IN THE SHORE STATION SENIOR LEADERSHIP TRAINING CURRICULUM COMMANDER, NAVY INSTALLATION COMMAND REGION/INSTALLATION POST BASE RE-ALIGNMENT AND CLOSURE

N00171 Commander, Naval District Washington (6)
- N68469 Naval Support Activity (NSA) Washington
- N61152 NSA Annapolis
- N61151 NSA South Potomac
- N0428A NSA Patuxent River
- N33355 NSA Bethesda
- N61142 Joint Base Anacostia Bolling

N61463 Commander, Mid-Atlantic (14)
- N32443 Naval Sea Systems Norfolk Naval Shipyard
- N62688 Naval Station (NAVSTA) Norfolk
- N60191 Naval Air Station (NAS) Oceana
- N69212 Weapons Station (WPNSTA) Yorktown
- N50092 Joint Expeditionary Base Little Creek-Fort Story
- N32414 NSA Mechanicsburg
- N69213 WPNSTA Earle Colts Neck
- N00129 Naval Submarine Base (SUBASE) New London
- N32446 Navy Shipyard Portsmouth
- N32411 NAVSTA Newport
- N61011 NSA Saratoga Springs
- N00128 NAVSTA Great Lakes
- N57095 NSA Hampton Roads
- N61018 NSA Crane

N09697 Commander, Southeast (17)
- N00207 NAS Jacksonville
- N60201 NAVSTA Mayport
- N42237 SUBASE Kings Bay
- N00213 NAS Key West
- N62604 Construction Battalion Center Gulfport
- N60514 NAVSTA Guantanamo Bay
- N61008 NSA Panama City
- N63043 NAS Meridian
- N61007 NSA Orlando
- N00204 NAS Pensacola
- N60508 NAS Whiting Field
- N00216 NAS Corpus Christi
- N60241 NAS Kingsville
- N83447 NAS/Joint Reserve Base (JRB) Fort Worth
- N00206 NAS/JRB New Orleans
- N00639 NSA Mid-South
- N50173 Naval Support Facility Beaufort

N68742 Commander, Northwest (4)
- N68436 Naval Base Kitsap
- N00620 NAS Whidbey Island
- N68967 NAVSTA Everett
- N32013 Naval Magazine Indian Island

N00242 Commander, Southwest (10)
- N00245 NAVSTA San Diego
- N69232 NAVBASE Ventura County Point Mugu
- N60042 Naval Air Facility El Centro
- N63042 NAS Lemoore
- N60495 NAS Fallon

EXHIBIT 1
APPROVED UNIT IDENTIFICATION CODES FOR ENROLLMENT IN THE SHORE STATION SENIOR LEADERSHIP TRAINING CURRICULUM COMMANDER, NAVY INSTALLATION COMMAND REGION/INSTALLATION POST BASE RE-ALIGNMENT AND CLOSURE
(continued)

N00242 Commander, Southwest (10) (continued)
- N61065 WPNSTA Seal Beach
- N47609 Naval Air Weapons Station China Lake
- N61014 NSA Monterey
- N00246 NAVBASE Coronado
- N63406 NAVBASE Point Loma

N61128 Commander, Marianas (Guam) (2)
- N61755 NAVBASE Guam
- N441557 NSA Anderson

N61449 Commander, Hawaii (2)
- N62813 NAVSTA Pearl Harbor
- N0534A Pacific Missile Range Facility Barking Sands

N61075 Commander, Navy Region Korea (1)
- N32778 Commander, Fleet Activities (CFA) Chinhae

N61076 Commander, Navy Region Japan (7)
- N61029 CFA Okinawa
- N61028 CFA Yokosua
- N61030 CFA Sasebo
- N61057 NAF Atsugi
- N61060 NAF Misawa
- N68539 NSF Diego Garcia
- N61077 Singapore Area Coordinator

N3049B Commander, Navy Region Europe (8)
- N62588 NSA Naples
- N62995 NAS Sigonella
- N66691 NSA Souda Bay
- N62832 NAVSTA Rota
- N3379A Camp Lemonnier Djibouti
- N62590 NSF Deveselu
- N62592 NSF Redzikowa
- N63005 NSA Bahrain

EXHIBIT 2
SHORE STATION SENIOR LEADERSHIP (SSSL) COURSE CONTENT

Commander, Navy Installations Command (CNIC) Mission Overview and Guidance
N1: Overview and Workforce Development; Classification and Staffing; Employee and Labor Relations; Performance Management; Manning, Manpower, and Total Workforce Management Systems (TWMS); Equal Employment Opportunity; Command Climate; Reserve Manning; Diversity and Inclusion
N3: Overview; Emergency Management; Fire and Emergency Services; Air Operations; Port Operations; Assessments
N4: Overview; Public Works and Energy; Encroachment; Facility Investments; Environmental Program and Planning; Natural and Cultural Resources; Real Property Management; Internet Navy Facility Assets Data Store; Drinking Water Training Course; Naval Facilities Engineering Systems Command Brief
N5: Overview
N6: Overview
N8: Overview
N9: Overview; Navy Safe Harbor; Fleet Readiness and MWR; Family Readiness; Family Advocacy; Sexual Assault Prevention and Response; Housing and Public Private Venture; Non-Appropriated Funds Human Resources; Mock Installation Case Management Group; Incident Determination Committee Training
N00G: Inspector General
N00L: Office of General Counsel
N00J: Legal Priorities Ashore; Practical Ethics for Navy Leaders
N00K: Funeral Honors; CACO
N00P: Public Affairs
N00R: Shore Ministries
N00: Great Power Competition; Congressional Engagement
Guard Mount and Post Check Demonstration; Explosives and Weapons Safety
Case Studies and Senior Leader Mentoring Sessions; Panel Discussions; Commanding Officer Perspectives; Installation Triad Brief; Region Commander Mentor Session
Anti-Terrorism Training (AT) Force Protection (FP) Installation Commanding Officer Anti-Terrorism Course (Satisfies level 3 AT/FP required training)
Defense Commissary Agency Brief; Navy Exchange Service Command Brief; Defense Logistics Agency Brief

EXHIBIT 3
EMERGENCY MANAGEMENT FOR SHORE LEADERS COURSE (EMSLC) CONTENT

Commander, Navy Installations Command (CNIC)/N36T Welcome and Overview
Installation Emergency Management Program; National Incident Management Program and Incident Command System Overview
"Hurricane Michael" Case Study
Phases and Key Elements of Installation Emergency Management
Installation Emergency Management Plans
Incident Commander and Incident Command Post Operations
Emergency Operations Center Incident Management Team Roles
Incident Command Post Demonstration
Public Awareness and Mass Warning
Incident Management Team Operations – Initial Response
Incident Management Team Operations – Recovery
Commander's Intent and Commander's Critical Information Requirements
Commanding Officer's Forum
Emergency Services Forum
"Naval District Washington Active Shooter" Case Study
Fire and Emergency Services Operations Capability
Defense Support of Civil Authorities and Foreign Humanitarian Assistance
Tours of Shore Enterprise Operations Center, Naval District Washington Region Operations Center, Region Dispatch Center and Washington Navy Yard Emergency Operations Center
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Public Affairs and Media Training
Overview of the Installation Training and Exercise Program
Final Practical

MILPERSMAN 1301-900

SUBSPECIALTY MANAGEMENT, GRADUATE EDUCATION, AND SERVICE COLLEGES

Responsible Office	NAVPERSCOM (PERS-45E/45J)	Phone:	DSN COM FAX	882-4100 (901) 874-4100 882-2676

References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures (b) DODD 1322.10 of 26 Aug 2004 (c) OPNAVINST 1520.23B (d) OPNAVINST 1520.24B (e) SECNAVINST 1520.7F (f) CNO Memorandum OP-01A of Oct 89 (g) USNAINST 1560.3D

1. **General Information**. The subspecialty management system is structured to ensure technical and managerial requirements of the Navy are met by developing subspecialty expertise in officers.

a. Subspecialties are developed through concentrated experience in a subspecialty field, or by virtue of graduate education.

b. Because over 85 percent of the requirements for captains (CAPTs) are ashore, with over half of these billets specifically requiring subspecialists, it is essential that officers realize career progressions in subspecialty areas as an adjunct to their warfare development.

c. Such development is necessary to ensure a sufficient base of senior grade officers with the expertise required across the spectrum of top management positions.

d. Lists of subspecialty codes can be found in reference (a).

e. Other MILPERSMAN articles pertaining to graduate education and service colleges are as follows:

Topic	See MILPERSMAN
Graduate Education	1301-902
Service Colleges	1301-904

2. **Graduate Education and the Subspecialty System**. Graduate education constitutes the heart of the subspecialty system. To develop the officer inventory to meet subspecialty requirements, the Postgraduate (PG) Quota Plan is developed at Chief of Naval Operations (CNO) (N131E3).

a. Fundamental to the PG Quota Plan methodology is the assumption that officers, once educated, will be assigned to a series of subspecialty billets throughout their careers.

b. Assignment of officers to other than subspecialty development tours when available for such assignment (e.g., not operational or student) results in not meeting technical and managerial requirements. Additionally, PG education rapidly becomes outdated if not put to use in a timely manner.

c. Department of Defense (DOD) guidelines require graduates of military service-funded education programs to be properly utilized.

d. To help meet the professional development system goal of blending the sea/operations specialist with the technical/ managerial subspecialist, many officers with the required academic qualifications and proven professional performance standards and personal desire receive full-time graduate education. This education normally takes place during the first or second shore tour.

e. This graduate education supports the officer subspecialty system and is designed to complement the officer's operational training. Most officers attend Naval Postgraduate School (NAVPGSCOL) in Monterey, CA while others attend civilian institutions at government expense. For more information refer to reference (b).

3. **Subspecialist Assignment Policy**. As outlined in reference (b), any assignment of officers who have received Navy-funded graduate education outside of their warfare specialties

should achieve maximum utilization of subspecialty qualifications.

a. An officer completing a Navy-sponsored graduate education program is assigned to a utilization tour "at first opportunity."

(1) Normally, this immediately follows the duty under instruction (DUINS) period; however, this is not to preclude key operational tours essential to warfare qualifications.

(2) If an immediate utilization tour would deter the officer from a key operational tour (such as department head, executive officer (XO), or command), the utilization tour may be postponed until completion of the operational tour.

(3) All aviation officers (13XX) graduating from naval graduate education programs and being assigned to operational tours will, whenever possible, be assigned to flying billets (DIFOPS). This policy is in effect so that aviation career incentive pay (ACIP) flight gate problems will not interfere with subsequent shore subspecialty utilization tours.

(4) This policy does not apply to those few senior officers who have already satisfied flight gate requirements. Bonus or follow-on operational tours in grade for subspecialists are closely examined in light of total Navy requirements.

b. Assignments of officers with Navy-funded graduate education are to direct utilization, operational or student tours, or be waived by Navy Personnel Command (NAVPERSCOM), Assistant Commander Navy Personnel Command for Career Management Department (PERS-4) through the procedures outlined in this article.

c. In making assignments for subspecialists, positive utilization in the subspecialty field is expected. Assignment of **all** subspecialty-coded officers (graduate educated, proven subspecialist) requires approval from NAVPERSCOM, Subspecialty Management Branch (PERS-45E). The assignment officer will submit assignment waiver forms per procedures in this article.

d. All assignments requiring a waiver are resolved by the assignment officer prior to preparation of any order nomination or external dissemination of nomination packages.

4. **Subspecialty Accountability.** Since significant funds are allocated to the education of officers leading to designation as subspecialists, high congressional interest exists in ensuring these funds are properly utilized.

a. The Navy has been tasked by DOD to track the utilization of service-funded education in complying with DOD education utilization guidance. Oversight agencies routinely verify the success of the officer distribution process in complying with DOD policy. **NOTE**: NAVPERSCOM (PERS-4) employs a "utilization code" concept to analyze the utilization of subspecialties in response to congressional, DOD, and other high-level inquiries. The code is entered on the Officer Assignment Information System (OAIS) assignment proposal.

b. Utilization codes (Exhibit 1) are based on the relative degree of utilization of an officer's subspecialty. Primary emphasis is placed on utilization of graduate education. The various utilization codes are dependent on the officer's most significant subspecialty level. NAVPERSCOM (PERS-45E) determines the appropriate utilization code for each assignment involving a subspecialty-coded officer upon receipt of the OAIS proposal.

5. **Subspecialty Waivers**. A waiver granted by NAVPERSCOM (PERS-4) is required for the assignment of all officers (O-3 to O-6) who have received Navy-funded graduate education (subspecialty codes G, F, P, Q, M, N, C, or D).

a. The only exceptions are when the proposed assignment is

(1) a direct or closely related utilization tour in the officer's primary subspecialty (utilization code D or E);

(2) an operational tour required to keep current in the officer’s warfare specialty (utilization code A); or

(3) an educational tour (utilization code B).

b. On proposals requiring waivers, assignment officers explain any special circumstances that preclude a utilization tour using the "Assignment Notes" field of the proposal section of OAIS.

(1) To avoid potential embarrassment in the case of waiver disapproval, assignment and placement officers do not commit to their constituents on subspecialty assignments until the waiver has been approved.

(2) In cases involving assignment of officers without a subspecialty code, submission of a waiver is not required.

c. Assignment officers are encouraged to look ahead and plan assignments for their officers, which allows the individual to

pursue subspecialty development and permits the Navy to maximize the return of the graduate education investment. When an assignment will require a waiver under the guidelines of this article, assignment officers are to request a waiver in advance of order preparation to avoid last-minute waiver reviews, possible disapproval, and the attendant delay and potential embarrassment.

6. **Assignment of Officers Possessing Ph.D. Education.** Ph.D. officers below flag rank are assigned to Ph.D. utilization billets whenever they are not being assigned to key operational tours, or whenever there are not overriding circumstances approved by NAVPERSCOM, Restricted Line (RL)/Staff Corps Officer Distribution/Specialist Division (PERS-44).

a. If a properly coded Ph.D. billet is not available, the Ph.D. officer is assigned to a lesser-coded requirement, such as a Q or P code. NAVPERSCOM (PERS-440) will not do this without a thorough billet search.

b. Conversely, no non-Ph.D. officer is assigned to a Ph.D. billet without a thorough inventory search by NAVPERSCOM (PERS-440).

c. Recognizing DOD interest in personnel stability and NAVPERSCOM (PERS-4) policy on adherence to projected rotation dates (PRDs) to optimize Ph.D. utilization, PRD adjustments outside of the normal window are almost certainly required.

d. In all assignments involving Ph.D. officers and/or Ph.D. billets, assignment officers consult with NAVPERSCOM (PERS-440).

7. **Description of Graduate Education Programs**

a. **Doctoral Programs**. Reference (c) refers. This program allows study at the doctoral level in fields consistent with needs of the Navy, undertaken at NAVPGSCOL Monterey, CA, and for some curricula, at certain civilian education institutions. This program includes those who are continued on from PG programs as well as direct inputs to doctoral level studies.

b. **Postgraduate Programs**. Reference (c) refers. These programs allow for extension of previous studies at the PG level to meet education skill requirements supporting billet requirements. They are conducted at the NAVPGSCOL Monterey, CA; civilian educational institutions; and DOD-sponsored schools.

c. **Scholarship Program**. Reference (d) 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.

d. **Law Education Program**. Reference (e) refers. This is a fully funded program, which permits board-selected officers to pursue a law degree as full-time students at an accredited law school. Orders under this program are contingent upon an officer's acceptance of the program's obligated service (OBLISERV) and the agreement to change to designator 250X.

e. **Olmsted Scholars**

(1) The Olmsted Scholars Program allows five Navy or Marine Corps officers per year to study overseas. Per reference (f), Olmsted scholars are afforded an opportunity to obtain a United States (U.S.) recognized Master's degree.

(2) Olmsted Scholars are given this opportunity to obtain their Master's degree within the following guidelines:

(a) Olmsted Scholars are afforded an opportunity to complete an U.S. recognized Master's degree either immediately following Olmsted schooling or following an operational tour.

(b) Olmsted Scholars can complete a U.S. recognized Master's degree at NAVPGSCOL Monterey, CA or a civilian university. Officers electing to complete their Master's degrees at a civilian university will bear the educational costs themselves. The Olmsted Scholar Program provides an Advanced Degree Program Grant (currently $2500) to assist officers attending civilian universities.

(c) Olmsted Scholars have up to 1 year to complete their Master's degrees at NAVPGSCOL Monterey, CA or a civilian university. Officers who complete their degree requirements stateside will receive a P subspecialty code. Officers who do not complete their degree requirements will receive a G subspecialty code.

(d) Exceptions to the above policy require NAVPERSCOM (PERS-4) approval.

f. **Voluntary Graduate Education Program**. Reference (g) refers. A fully funded program, which permits a limited number of highly qualified Naval Academy midshipmen to receive P-coded

graduate education from Washington, DC area universities during period covering last semester at the Naval Academy and first 6 months after commissioning.

EXHIBIT 1

UTILIZATION CODE MATRIX FOR SUBSPECIALTY ASSIGNMENT

SITUATION	C,D,M,N,Q, P,F,G	R,S
Key operational tour necessary to maintain career development in warfare specialty	A	A
Education assignment (service college, postgraduate school, etc.)	B	B
Officer is being separated from the Navy	C	C
Billet **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 **subspecialty 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 subspecialty code and **higher priority** exists for utilizing SUB 2 or SUB 3	J	J
No subspecialty coded billets available within officer's subspecialty 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	

MILPERSMAN 1301-902

SELECTION FOR FULLY-FUNDED GRADUATE EDUCATION

Responsible Office	NAVPERSCOM (PERS-440)	Phone:	DSN COM FAX	882-4056 (901) 874-4056 882-2676
	NAVPERSCOM (PERS-45E)	Phone:	DSN COM FAX	882-4992 (901) 874-4992 882-2696

References	(a) CNO Policy Decision Memorandum 004-08 of 2 Jul 08 (b) OPNAVINST 1520.23B (c) OPNAVINST 1520.39 (d) SECNAVINST 1520.7F (e) OPNAVINST 1520.24B (f) CNETINST 1560.3D (g) OPNAVINST 1500.72F

1. **Policy**

a. Administrative screening and selection boards are utilized to select officers for graduate education. Assignment to any course of study depends on the availability of the individual officer, yearly quotas in the particular curriculum, and agreement by the officer to incur the required obligated service (OBLISERV).

b. Administrative Screening for Postgraduate (PG) Education

(1) Administrative screening is required for Unrestricted Line (URL) and Restricted Line (RL) officer (except 14xx and 18xx communities) for selection to PG education.

(2) Administrative screening for Staff Corps PG education pertains only to officer names that do not appear on the current board selected list of PG eligible candidates, and are considered only when banked assets have been exhausted and curriculum input goals cannot be achieved.

2. **Screening Requests**

a. Formal or informal administrative screening requests for PG education shall be initiated only when the officer

(1) will fulfill a community PG requirement,

(2) has the educational background (or is established on a Naval Postgraduate School (NPS) approved academic improvement program) which satisfies the entrance requirements for the proposed academic program, and

(3) is considered promotable within the community.

b. In no case will an administrative screen be conducted that does not address a specific community/Navy need.

3. **Administrative Screening Procedures**

a. A **Postgraduate Education Nomination Form**, Exhibit 1, furnished by Navy Personnel Command (NAVPERSCOM), Professional Development Education/Subspecialty Branch (PERS-440), is originated by the assignment officer and forwarded with the Officer Master Personnel File (OMPF) and Officer Data Card (ODC), **via** the assignment division officer director **to** NAVPERSCOM, Graduate Education/NROTC Placement (PERS-440B).

b. NAVPERSCOM (PERS-440) then routes the board sheet to NAVPERSCOM, Restricted Line/Staff Corps Officer Distribution/ Specialist Branch (PERS-44) for final determination.

4. **Selection Procedures for Captain (CAPT)/Commander (CDR) for Graduate Education**. Each potential CAPT/CDR input into a graduate program will be screened.

a. The following officers will do the screening:

(1) The candidate's cognizant division director.

(2) NAVPERSCOM (PERS-440) for determination of requirements.

(3) NAVPERSCOM (PERS-44).

(4) NAVPERSCOM, Career Management Department (PERS-4) (Commander, Naval Personnel Command (COMNAVPERSCOM) for Captains) for final determination.

b. The assignment officer initiates this screen by drawing the candidate's OMPF record, attaching a CAPT/CDR education board sheet (available from NAVPERSCOM (PERS-440)), and routing the package through the appropriate review chain for comment.

c. Final approval from NAVPERSCOM (PERS-4) is required **prior** to nominating the individual for orders.

5. **Curriculum Shifts for Graduate Education**. Curriculum shifts for enrolled officer students are considered only when it is clearly in the best interest of the students and the Navy.

a. Curriculum shifts are limited to the following categories of officers:

(1) When shifting from one technical curriculum to another technical curriculum.

(2) When shifting from a nontechnical curriculum to a technical curriculum.

(3) When shifting from a nontechnical curriculum to another nontechnical curriculum.

(4) When academic difficulty dictates.

b. Staff Corps officers desiring a shift from their board selected curriculum must request so in writing to their detailer. The detailer then initiates an administrative screening.

c. URL officers desiring to enroll in curricula limited to certain RL, the RL/Staff Corps transfer board must select Staff Corps.

d. Curriculum Shift Procedures:

(1) Upon receiving written request and endorsement letter from officer, NAVPERSCOM (PERS-440B) will forward approval sheet to the assignment branch head for review. The assignment branch head will initial eligibility determination and route sheet to NAVPERSCOM (PERS-440).

(2) NAVPERSCOM (PERS-440) then routes the Board Approval Sheet to NAVPERSCOM (PERS-44) for final determination.

6. **Reporting, Convening and, Graduating Dates Policy**. NAVPERSCOM (PERS-44) promulgates reporting, convening, and graduating dates for the various graduate education courses each year. Normally an officer is ordered to report for duty under instruction (DUINS)/duty involving flying denied under instruction (DIFDENINS) not later than 3, nor earlier than 3, working days prior to the class convening date (CCD).

a. **Reporting**. Officers ordered for DUINS for PG education will be assigned by COMNAVPERSCOM to report for administrative purposes to the nearest geographically available naval activity capable of providing this support.

b. **Slating**. NAVPERSCOM (PERS-440) promulgates loading plan quotas required from each assignment section to meet the Navy's requirements. Final slating for each input is completed not later than 6 months prior to the scheduled convening date. Chief of Naval Personnel (CHNAVPERS) is committed to maximum filling of graduate education quotas with quality officers.

c. **Detachment Policy**. The detachment date for graduating officers from education programs is on or before the third working day following graduation. Exceptions to this policy must be approved in advance by NAVPERSCOM (PERS-44).

7. **Graduate Education in English, History, and Physical Education**. No officers will be ordered into full-time, fully funded education programs in support of billets requiring studies in English, History, or Physical Education fields.

8. **Dual Master's Degree**

a. NAVPERSCOM (PERS-44) has final approval authority (on a case-by-case basis) for officers to attend a second fully funded PG education program provided that

(1) the officer has laterally transferred, and

(2) the officer does not have a level "P" or higher subspecialty code that is utilized in the gaining community.

b. Nominations are submitted by the gaining community assignment officer to NAVPERSCOM (PERS-440B) utilizing the **Postgraduate Education Administrative Screening Sheet**.

c. Officers with Master's degrees obtained at other than Navy expense which satisfies all criteria for subspecialty code assignment are assigned to PG Master's curricula only after all other sources have been exhausted.

(1) The cognizant detailing division director files appropriate documentation of the need to send such an officer in the officer's personal record.

(2) Officers with Master's degrees which were non-Navy-funded and which do not meet requirements for coding as a subspecialist at the Master's level are designated a general **P subspecialty code** and are eligible for selection and assignment to PG school.

9. **OBLISERV Requirements**

a. Active duty (ACDU) officers participating in Navy-funded graduate education on a full-time, part-time or off-duty basis will incur an ACDU obligation of 3 years after completion of, or withdrawal from, education programs. This obligation will be served concurrently with any other obligation

(1) This includes both residential and distributed learning programs, unless otherwise specified.

(2) This does not apply to educational programs leading to a certificate or a certification or to education received as a result of voluntary education programs such as tuition assistance, the Veterans' Education Assistance Program (VEAP), or the Montgomery GI Bill (MGIB). These programs are covered under separate directives and instructions.

(3) This does not apply to graduate education in health and theology disciplines, the law education program, PHD programs, education received at Service Colleges, scholarship, or fellowship programs. These programs are covered under separate directives and instructions.

(4) Nuclear trained officers should refer to MILPERSMAN 1520-050 for more information.

(5) Naval Reactor Engineering Officers (1220) should refer to reference (a).

b. **Determination**. In determining OBLISERV incurred for all other professional development education, specific governing directives listed below must be consulted in each case. The entire period of DUINS status from each date of reporting to date of detachment is used as the basic multiple when computing OBLISERV.

PROGRAM	**GOVERNING DIRECTIVE**
Fully-funded:	
Graduate Education	OPNAVINST 1520.23B and current NAVADMIN
Doctoral Program	OPNAVINST 1520.23B
Armed Forces Health Profession Scholarship	OPNAVINST 1520.39
Law Education Program	SECNAVINST 1520.7F
Non-fully funded:	
Scholarship/Fellowship Tuition Aid	OPNAVINST 1520.24B CNETINST 1560.3D
Professional Development Non-Degree:	
White House Fellows	MILPERSMAN 1301-904
Navy Federal Executive Fellowship	OPNAVINST 1500.72F
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

c. **Release from OBLISERV**. Upon receipt of a request for resignation or release from active duty (RAD), the assignment officer needs to ensure that OBLISERV arising from education related agreements has been fulfilled, or if it is determined an officer may be separated before the end of OBLISERV, the officer must repay monies on a prorated basis prior to final separation. The waiver of OBLISERV is at the discretion of the Navy and will usually not be approved.

10. **Medical Corps Officers Utilization**. The Surgeon General has asked that Medical Corps assignment policy reflect **4-year** minimum utilization for specialists. The following distribution policy is in effect:

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 4 years. This does not imply that the 4 years must be served at the same duty station.

(1) Beyond this initial 4-year utilization requirement, Medical Corps assignment policy will continue to match billet and officer qualifications, ensuring assignment of best-qualified officers within other current assignment policy constraints.

(2) Exceptions will be granted at the NAVPERSCOM division director's level following prior coordination with Bureau of Medicine and Surgery (BUMED).

b. **Graduating Medical Interns**. All graduating interns (general medical officers (GMOs)) will be assigned to an operational tour prior to selection to Graduate Medical Education Level 2 (GME2). Waivers will be considered on a case-by-case basis. The approving authority for these waivers is NAVPERSCOM (PERS-44).

11. **Processing of Transcripts**. All transcripts of undergraduate and graduate course work completed by an officer must be forwarded to NAVPERSCOM, Subspecialty Management (PERS-45E) for entry into the ODC. NAVPERSCOM (PERS-45E) will forward transcripts to NAVPERSCOM, Receipts Control Section (PERS-312C) for entry into the OMPF. Officers should also send transcripts to NPS (Code 01B3), Monterey, CA, at the earliest feasible date following completion of such work.

a. **Academic Profile Code (APC)**. NPS is responsible for assigning APCs to all officers. This code consists of a **3-digit** number, which describes an officer's academic background. NAVPERSCOM (PERS-440B) uses the APC to determine curriculum eligibility of officers. The APC is derived as follows:

(1) **1st digit** - Quality Point Rating (QPR) code representing the cumulative grade averaging on a **0 to 5 scale**.

(2) **2nd digit** - Math qualifications code on a **0 to 6 scale**. The scale is directly keyed to the math requirements for various curricula and completely ordered so that a **grade of 3**, for example, would satisfy the requirements typified by **3**, **4**, **5**, **or 6**.

(3) **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.

(4) 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.

TECHNICAL CODE

Code No.	Significant Upper Division Courses in Pertinent Physics (Calculus-Based)	Courses in Engineering/Physical Science
0	Ignore	B+ average
1	Ignore	C+ average
2	Complete sequence taken	B+ average
3	Complete sequence taken	C+ average
4	At least one course with	C grade
5	None	

NOTE: Significant coverage includes a major strong minor in a pertinent (ME, AE, EE, physics) discipline.

b. Example of the assignment and use of APCs in determining if an officer is qualified for direct or indirect input:

(1) An officer has an **overall QPR of 3.10**, has taken pre-calculus courses with **grades of A and B**, a full year of physics with **grades of C and C+**, and no engineering courses. The **AP Code is 243**.

(2) The officer desires to enter a technical curriculum with entrance requirements as follows:

For direct entry: 323
For indirect entry: 334
(3 months Engineering Science)

NOTE: These codes are unique to each curriculum.

c. The above officer is **not** qualified for entry. Completion of calculus with a C or better via self-study would qualify the officer for indirect entry via Engineering Science.

EXHIBIT 1

POSTGRADUATE EDUCATION NOMINATION FORM

DATE: _____ FROM: PERS-_____

PURPOSE: ( ) NOMINATION
( ) INTERCURRIC TRANSFER ( ) TO ( )
( ) PRD EXTENSION ( ) TO ( )
( ) OTHER

_____	_____	XXX-XX-_____/_____
NAME	GRADE	SSN (Last 4) DESIG

UNDERGRAD: PG CURRIC PREFERENCE/APC REQUIRED
MAJOR: _____ (1ST)_____/_____
SCHOOL:_____ (2ND)_____/_____
APC: _____ (3RD)_____/_____

(ASSIGNMENT OFFICERS ENSURE CURRENT OMPF AND ODC FORWARDED)
PERS-_____APPROVE/DISAPPROVE DH/XO/CO SCREENED_____
(ASSIGNMENT OFFICER) (IF APPLICABLE)
PERS-_____APPROVE/DISAPPROVE
PERS-_____APPROVE/DISAPPROVE
PERS-440B APPROVE/DISAPPROVE
(GRADUATE EDUCATION PLACEMENT OFFICER)
PERS-440 APPROVE/DISAPPROVE
PERS-44 APPROVE/DISAPPROVE
(FINAL DETERMINATION FOR O-4 AND BELOW)
PERS-4 APPROVE/DISAPPROVE
(FINAL DETERMINATION FOR O-5)

MILPERSMAN 1301-904

SERVICE COLLEGES

Responsible Offices	OPNAV (N7)	Phone:	DSN	664-4101
			COM	(703) 692-5933
			FAX	(703) 604-3469
	NAVPERSCOM (PERS-440)	Phone:	DSN	882-4100
			COM	(901) 874-4100
			FAX	(901) 874-2676
	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4217
			COM	(901) 874-2925
			FAX	(901) 874-2696

MyNavy Career Center	Phone: Toll Free	1-833-330-MNCC (6622)
	E-mail	askmncc@navy.mil
	MyNavy Portal	https://my.navy.mil/

References	(a) DoD Instruction 1300.19 of 3 April 2018 (b) CJCSI 1800.01F (c) 10 U.S.C. (d) CNO WASHINGTON DC 251459Z Oct 18 (NAVADMIN 263/18)

1. **General Information**

a. Service and joint colleges include the Naval War College (NWC), National Defense University (NDU) (comprised of the National War College, the Dwight D. Eisenhower School for National Security and Resource Strategy (ES), and the Joint Forces Staff College (JFSC)), the Service colleges of the other Military Services, and the international Services' colleges. The list of Service and joint colleges is provided in exhibit 1 (subject to change). Those institutions accredited by the Chairman, Joint Chiefs of Staff (CJCS) satisfy an officer's requirement for joint professional military education (JPME), a prerequisite for designation as a joint qualified officer (JQO). See references (a) through (c).

b. These colleges have historically played a major role in the professional development of the leadership of the U.S. Military Services by providing broadening education to prepare officers for greater responsibility.

c. The individual Services' and joint colleges' varying curricula emphasize different aspects and levels of Service and joint functions, resource management, and national strategy and policy.

d. Attendance at a Service or joint college is considered a significant milestone in the professional development of a naval officer. This opportunity is designed to enhance the competence of officers with high promotion potential who are selected for attendance through advanced professional military education. This improves their capability to provide intellectual leadership and to exercise sound judgment in defense matters.

2. **Policy**

a. Chief of Naval Personnel is committed to filling Service and joint college quotas with quality officers.

b. Any officer proposed and accepted by Navy Personnel Command (NAVPERSCOM) Officer Education Placement Branch (PERS-440) for a Service and joint college student quota is not to be detailed elsewhere, unless a fully qualified replacement is identified and specifically approved by PERS-440.

3. **Assignment Policy for JPME**. Reference (c), section 661, directs the Navy to ensure that approximately one-half of O-5 and above joint duty assignment list (JDAL) billets are filled by officers who have the appropriate level of joint qualification.

a. To the maximum extent that career timing may allow, JPME phase I and phase II should be viewed as en route preparation for a joint tour. To most effectively use the Navy's limited phase I and phase II quotas and meet expectations of joint commanders, a concerted effort is needed to identify officers for joint follow-on duty as early as possible in the professional military education process.

(1) Navy personnel policy mandates that all unrestricted line commanding officers will complete JPME phase I prior to assuming command. Navy officers, whose career timing does not support in-residence attendance, or for whom no in-residence quota is available, have several options for completion of JPME phase I, including non-resident fleet seminar programs and other distance learning programs which contain JPME phase I embedded in certain curricula at the Naval Postgraduate School.

(2) Reference (c), section 619a, mandates all active duty list officers must be JQO prior to promotion to the rank of flag officer. Secretary of Defense (SECDEF) waivers are available for officers whose promotion is based primarily upon scientific and technical qualifications for which joint requirements do not exist and in cases of Medical Corps, Dental Corps, Nurse Corps, Medical Service Corps, Chaplain Corps, and judge advocate officers. JPME phase II is only offered via in-resident Service colleges or at JFSC. Logical candidates for JPME phase II at JFSC are officers with a projected rotation date within a month of the start of the JPME phase II class who completed JPME phase I but have not completed JPME phase II.

b. NAVPERSCOM Special Assistant for Joint Officer Management Branch (PERS-451) will assign JPME phase II quotas at JFSC and provide class date information to assignment and placement officers.

4. **Assignment Policy for NDU**. Reference (c), section 663, directs the assignment of all JQOs, and greater than 50 percent (defined as 50 percent plus one) of all other officers graduating from NDU (ES, NWC, and JFSC) to joint duty as their next assignment. The joint duty assignment requirement for JQOs may be waived by SECDEF on a case-by-case basis. Of the 50 percent plus one NDU outplacement requirement, at least one-half of the officers are required to report directly to a joint duty assignment. However, for NWC and ES, a maximum of one-half of that 50 percent plus one requirement can be deferred by one tour to accommodate career milestone and timing requirements as allowed by SECDEF procedures. For officers graduating from the Joint Advanced Warfighting School (JAWS), 100 percent must be assigned to JAWS graduate-coded joint duty as their next assignment. Director, Joint Staff-level waivers may be considered on a case-by-case basis.

Example: With an ES graduating class of 100 Navy officers, a minimum of 51 officers from that graduating class is required to go to a joint duty assignment following graduation. Of those 51 officers, no more than 25 may be deferred by one tour.

a. A joint duty assignment is defined as one that provides significant experience in joint matters. SECDEF publishes a JDAL of qualifying billets. Joint billets are identified with a billet additional qualification designation (AQD) of JD1 (non-critical joint billet). An AQD JD2 billet (critical joint billet) requires fill by a JQO.

b. Prior to assignment to NDU, detailers must indicate to PERS-451 the joint follow-on assignment expectation for each proposed student to aid in tracking and planning follow-on assignments per statutory requirements.

c. At least 6 months prior to graduation, detailers will provide inputs to PERS-451 for a follow-on assignment for each student to comply with statutory requirements.

5. **Eligibility**

a. Service college programs are for selected active duty, Selected Reserve, Inactive Reserve, and Training and Administration of the Reserve officers in the pay grades O-5 and O-6 for senior level colleges (SLC) and O-4 for intermediate level colleges (ILC).

b. Resident attendance at an ILC is not a prerequisite to selection for an SLC, nor should it preclude resident attendance at an SLC. However, JPME phase I is a prerequisite for SLC attendance.

c. Normally, an officer is assigned to only one Service college at a given level; however, a very limited number of officers may attend more than one course at the senior level.

6. **Service College Quotas**. Office of the Chief of Naval Operations (OPNAV) Warfighter Development Division (N71) issues the Strategic Education and Alignment Plan which directs the necessary distribution of Navy officers to the various Service and joint colleges. The CJCS mandates the level of participation of naval officers at other Military Service and joint colleges according to statutory requirements for those institutions to maintain joint accreditation.

a. Quotas to Service and joint colleges are distributed among various detailing communities per community inventory and representation on the JDAL.

b. Officers will be assigned to Service and joint colleges per the JPME quota plan and Community inventory.

7. **Service College Selection**

a. Chief of Naval Operations (CNO) strongly supports the importance of Service college attendance as a significant

milestone in the professional development of a naval officer. The overall objective is to develop a cadre of professional naval officers who are able to lead, plan for, and employ naval, joint, and combined forces in support of national objectives. In the long term, CNO desires that only our top performing officers, primarily post-command officers, attend SLC programs.

b. Administrative boards will screen the most fully qualified due-course officers for top-line, key competitive in-residence JPME opportunities per reference (d).

c. Officers will be screened in conjunction with milestone screen boards for ILC and SLC, respectively. Officers who have screened for, or who have remaining looks for the next community milestone, are considered due-course and are eligible for Service and joint college assignments. Exhibit 2 provides eligibility requirements for all officers. Exceptions to these requirements will be adjudicated on a case-by-case basis by PERS-440.

d. Officers remain selected for a Service or joint college until they fail to select to the next higher rank, with the exception of a selection failure to the rank of captain (CAPT) or officers competitive for next career milestone at the O-5 or O-6 pay grade and have no more than 23 years of commissioned service at class convening date. All officers selected for promotion to CAPT are considered to be selected for SLC, unless they have previously attended while holding the rank of commander (CDR).

e. To ensure officers attending Service and joint colleges demonstrate the potential to provide intellectual leadership and sound judgment at the highest levels of defense, all nominations for Service and joint colleges must be administratively screened by NAVPERSCOM for continued eligibility before final assignment. Nominees for these programs must be the highest-quality officers.

f. The following minimum qualifications must be met before an officer is assigned to a Service or joint college:

(1) All O-5 officers must have no more than 23 years of commissioned service at class convening date. All O-6 officers must have no more than 24 years of commissioned service at class convening date. There is no maximum age for an O-6, provided

the officer has sufficient time on active duty remaining to complete the required obligated service (OBLISERV);

(2) The minimum rank for ILC is O-4 select and O-5 select for SLC. Rank waiver approval rests with Assistant Commander, NAVPERSCOM for Career Management (PERS-4). Detailers will initiate waiver requests and route to PERS-4 for approval via PERS-440C and NAVPERSCOM Staff/RL Officer Career Management Division (PERS-44). Rank waivers are only considered for officers attending the Navy ILC and SLC. Education waiver approval guidelines are listed in exhibit 2. Any exceptions to these guidelines will be vetted through NWC. The waiver package will consist of an endorsement by the detailing division director and the officer's performance summary record;

(3) Undergraduate degree from an accredited institution;

(4) Personal desire to attend;

(5) Ability to perform and contribute at the graduate level;

(6) Community recommendation;

(7) Potential for continued leadership and management growth;

(8) Potential to promote to CDR (failure of 0-5 selection disqualifies an officer from attending). Failure of selection to O-6 is allowable;

(9) Follow-on joint duty potential;

(10) Must have passed or been excused from the most recent physical fitness assessment;

(11) SLC, to include NDU, JFSC, and the Service colleges, will exclusively teach JPME phase II and completion of JPME phase I credit will be a prerequisite. Direct entry waiver (DEW) approval for officers who do not have JPME phase I and who are proposed for SLC rests with the Joint Staff and are limited by law to no more than 10 percent of the convening class. DEW for Navy personnel will be routed via PERS-440 for forwarding by PERS-451 to the Joint Staff for approval;

(12) Officers attending an international college 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); and

(13) Sufficient time for service obligation must be considered in the assignment process.

8. **NDU and Service College Descriptions**

a. Naval War College (NWC). The mission of the NWC is to enhance the professional capabilities of its students to make sound decisions in 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 College of Naval Warfare Course for CDRs and CAPTs and the Command and Staff Course for LCDRs.

b. National Defense University (NDU)

(1) NDU is involved with the development of officers for the exercise of joint high-level policy and staff functions. Focus is placed on the study of interdependence of the factors of national power, as well as the economic and industrial aspects of national security and resource management.

(2) Officers may attend the National War College or the ES only if their effective date of promotion to O-5 falls on or before 1 August of each respective academic year. This policy ensures the desired level of seniority for students attending these institutions, thereby, enhancing the overall educational experience.

c. Joint Forces Staff College (JFSC)

(1) The mission of the Joint and Combined Warfighting School (JCWS) is to produce graduates capable of creatively and effectively planning operational-level warfighting for joint and combined military forces while integrating the effects of the U.S. Government, nongovernmental organizations, and international organizations to ensure the success of combatant and joint task force commanders operating within an uncertain operational environment.

(2) The mission of JAWS is to populate the joint staff and combatant commands with officers expert in the joint planning processes and capable of critical analysis in the application of all aspects of national power across the full range of military operations. Students must be capable of synergistically combining existing and emerging capabilities in time, space, and purpose to accomplish operational or strategic objectives.

d. Other Service Colleges

(1) Assignment of naval officers to other Service colleges is critical to promote understanding of Navy capabilities and achieving the joint diversity required for each institution to maintain its JPME accreditation status.

(a) As the institution authorized to grant JPME accreditation, CJCS has directed that the seminar mix for ILC and SLC institutions should include at least one officer from each of the two non-host Military Departments.

(b) Per reference (c), section 2155, the percentage of students enrolled in any JPME who are officers of the host Service, may not exceed 60 percent with the remaining Services proportionally represented. The Strategic Education and Alignment Plan issued by OPNAV (N71) is based on annual CJCS direction that distributes quotas among the various sea Service components, Navy, Marine Corps, and Coast Guard.

(2) Navy officers will be assigned to the Air Force, Army, and Marine Corps Service colleges per JPME quota plan.

(3) Unrestricted line officers must be assigned to various international military colleges where PME is provided.

(4) Exchange and country-to-country agreements have been established. Quotas for international military colleges must be incorporated into the JPME quota plan.

9. **OBLISERV for Service Colleges**

a. Officers accepting orders to the U.S. or international Service colleges incur an active duty obligation of 2 years, commencing upon completion of the course of instruction. The obligation is served concurrently with any other service obligation. While completing JPME requirements at an ILC or

SLC, officers may earn a master's degree if offered by the institution. There is no additional service obligation for a master's degree obtained as a result of pursuing JPME (i.e., a master's degree from a war college obtained while attending JPME phase I or JPME phase II).

b. A member will incur a 2-month obligation for each month of language training provided in preparation for assignment to an international military college. This obligation as a result of language training commences upon completion of the language training and is served concurrently with any other service obligation.

c. No OBLISERV is incurred by attendance at JCWS.

10. **Fellowship Programs**. JPME credit for participation in certain fellowship programs such as the Federal Executive Fellowship, White House Fellowship, SECDEF Corporate Fellowship, and the Legislative Fellowship do not satisfy joint matters learning areas specified by reference (c), section 106A, for award of JPME credit.

EXHIBIT 1
SERVICE COLLEGE LIST

Domestic Service Colleges:

Senior	Intermediate
College of Naval Warfare (CNW) at Naval War College (NWC)	College of Naval Command and Staff (CNCS) at Naval War College
Air War College (AWC)	Air Command and Staff College (ACSC)
Army War College (USAWC)	Army Command and General Staff College (ACGSC)
USMC Top Level School (MCWAR)	Marine Corps Command and Staff College (MCCSC)
Space Force Senior College	Space Force Junior College

Joint JPME Institutions:

Senior	Intermediate
National War College	
Dwight D. Eisenhower School for National Security and Resource Strategy (ES)	
Joint Advanced Warfighting School (JAWS)	
Joint Combined Warfighting School (JCWS)	

International Military Colleges:

Senior	Intermediate
Argentine National Defense School	Argentine Naval War College in Command
Australian Defense College	Australian Joint Staff College
Indian National Defense College	Brazilian Naval War College
Inter-American Defense College	Canadian Forces Command and Staff College
Israeli Defense Force National Defense College	Baltic Defense College
Japanese National Institute for Defense Studies	Belgian Defense College Advanced Staff College
North Atlantic Treaty Organization Defense College	Brazilian Naval War College

Senior	**Intermediate**
Pakistan National Defense College	Canadian Forces Joint Command and Staff College
Peruvian Naval War College	Chilean Naval War College
South African Navy Command and Staff College	French Joint Defense College
Turkish National Security College	German General/Admiral Staff College
	Indian Defense Service Staff College
	Indonesia Naval Command and Staff College
	Italian Joint Services College
	Japanese Maritime Self Defense Force Staff College
	Korean Naval Command and Staff College
	Singapore Command and Staff College
	Spanish Armed Forces Joint Staff and Command Course
	Western Hemisphere Institute for Security Cooperation
	Uruguayan Naval War College

EXHIBIT 2
WAR COLLEGE ELIGIBILITY GUIDELINES

SENIOR WAR COLLEGE		
Rank	**Candidate Pool**	**Eligibility Requirement**
Captain (CAPT)	All CAPT	Must have no more than 24 years of commissioned service at class convening date
Commander (CDR)	All CDR	Due-course officers who have screened for or still have looks remaining, competitive for next career milestone at the O-5 or O-6 pay grade and have no more than 23 years of commissioned service at class convening date

INTERMEDIATE WAR COLLEGE		
Rank	**Candidate Pool**	**Eligibility Requirement**
Lieutenant Commander (LCDR)	Unrestricted line Restricted line and staff corps	Due-course officers who have screened for or still have looks remaining and are competitive for next career milestone at the O-4 pay grade.

Note: Officers remain selected for a Service or joint college until they fail to select to the next higher rank, with the exception of a selection failure to the rank of CAPT or officers competitive for next career milestone at the O-5 or O-6 pay grade and have no more than 23 years of commissioned service at class convening date.

EXHIBIT 3

NAVY PERSONNEL COMMAND CAREER MANAGEMENT DEPARTMENT (PERS-4) RANK WAIVER GUIDELINES

SENIOR WAR COLLEGE		
Rank	**Candidate Pool**	**Eligibility Requirement**
Lieutenant commander (LCDR)	Post department heads	Clear contenders for O-5 command or milestone
LCDR	Restricted line and staff corps	Clear contenders for O-5 command or milestone
** Naval War College (NWC) is the only Service college that will accept LCDRs into a senior course. Waiver authority is at NAVPERSCOM (PERS-4). Exceptions adjudicated by Assistant Commander, Navy Personnel Command for Career Management (PERS-4) on a case-by-case basis.		

INTERMEDIATE WAR COLLEGE		
Rank	**Candidate Pool**	**Eligibility Requirement**
Lieutenant (LT)	Post first shore tour (aviation)	Sustained superior performance and on track for next career milestone.
LT	Post division officer (surface and submarine)	Sustained superior performance and on track for next career milestone.
** NWC is the only Service college that will accept LTs into an intermediate course. Waiver authority is at PERS-4. Exceptions will be adjudicated PERS-4 on a case-by-case basis.		

MILPERSMAN 1301-906

NAVY OFFICER LEADERSHIP CONTINUUM TRAINING

Responsible Office	NAVPERSCOM (PERS-452)	Phone: DSN COM	882-4058 (901) 874-4058
	Naval Leadership and Ethics Center (NLEC)	Phone: DSN COM	841-3316 (401) 841-3316

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1412.14 (b) OPNAVNOTE 5450 (published annually) (c) NAVPERS 15839I, Vol I Manual of Navy Officer Manpower and Personnel Classifications Major Code Structures (d) Navy Leader Development Framework (version 3.0) of May 2019

1. **Purpose**. To establish procedures and requirements for officers to attend leadership continuum training.

2. **Background**. Reference (a) sets the minimum standards for qualifying and screening officers for command. Reference (b) publishes the updated unrestricted line (URL) command – sequential; URL major command at sea; URL major command ashore; URL major defense attaché; restricted line and Staff Corps major command lists annually. Reference (c) includes all approved additional qualification designators (AQD). Reference (d) directs and specifies attendance and completion of Navy officer leadership continuum school-based training. This training must be accomplished prior to commencing duties in a milestone billet or as soon as practicable thereafter.

3. **Policy**. Per reference (d), exhibit 1 outlines the officer leadership training continuum.

a. All officers will complete the Division Officer Leadership Course (DIVOLC) prior to or during their first tour following accession training. Each community will implement, administer, and

facilitate DIVOLC tailored to its community needs but employing the curriculum published by Navy Leadership and Ethics Center (NLEC) as the baseline standard. If required, NLEC can facilitate "train the trainer" DIVOLC offerings to assist a community in becoming self-sufficient.

b. The Intermediate Leadership Course (ILC) is required for all officers between seven and 12 years of commissioned service; it may be conducted in conjunction with other required community-specific training. For communities with an established department head (DH) pipeline, per exhibit 1, ILC will be taught by NLEC personnel at the location of the community's DH pipeline training. Communities without an established DH pipeline will attend the ILC at NLEC Headquarters (HQ) Newport, Rhode Island or NLEC regional command sites at Dam Neck, Virginia or San Diego, California. Communities may coordinate with NLEC to have a mobile training team (MTT) deliver the course at a community-convenient location.

c. All officers who have been selected for or newly promoted to Commander (O-5) but are not on a community-specific command track will attend the Senior Leadership Course (SLC). Due to the number of officers requiring SLC and class size limitations, officers who have been selected for a training path requiring their attendance at the prospective executive officer (PXO) and or prospective commanding officer (PCO) leadership courses will not attend SLC. SLC will be conducted at NLEC HQ Newport, RI or NLEC regional command sites at Dam Neck, VA or San Diego, CA. SLC will also be offered by MTTs at select locations around the fleet. Attendance at SLC does not preclude future opportunities for selection to a command track.

d. Reference (a) states that command leadership training is mandatory for all officers serving in command positions. All PCOs receive this training by attending the PCO course via an intermediate stop at NLEC. Officers en route to initial command must attend the PCO Course prior to assuming command. Captains (O-6) en route to a subsequent command that have attended the PCO Course and successfully completed O-5 command (not milestone billet) will attend the Major Command Course (MCC). To comply with reference (a), prospective major command officers who have not previously completed the PCO Course will attend a hybrid course consisting of one week at the PCO Course followed by one week at the MCC.

NOTE: Aerospace Engineering Duty and Aerospace Maintenance Duty O-6 officers who are selected to command and acquisition corps major command listed in reference (b) will attend MCC only.

e. Officers who have attended the PCO or MCC, who served in a commander command or major command billet and are subsequently ordered to a second command in the same billet grade, are not required to attend the same NLEC course if it has been less than four years since last attendance. If it has been greater than four years since their last attendance, the officer must attend the appropriate NLEC course again. Officers en route to fleet-up commanding officer (CO) billets must attend the PCO course.

f. Post-major command officers heading to sequential command of a command listed in reference (b) may attend the two day Sequential Major Command Course (SMCC).

g. All PXOs receive leadership training via an intermediate stop at NLEC while on permanent change of station (PCS) orders en route to their leadership assignments. Officers who have previously attended the PXO Course will not be required to attend the course again upon selection to a subsequent executive officer (XO) assignment. Officers en route to an officer in charge (OIC) tour may attend the PXO course on a case-by-case basis.

h. The Command Spouse Leadership Course (CSLC) is offered at NLEC for the spouses of PCOs. The intent is for spouses to attend this course one time only while the active duty member is attending command leadership training. An invitation for spouses will be included in the PCOs' orders, with the requirement to confirm the spouses' attendance with NLEC.

4. **Action**. For courses conducted as part of a billet-specific training pipeline, detailers remain responsible for ensuring the appropriate NLEC course quotas are obtained prior to completing orders for their constituents. Additional direction includes:

a. PCS orders for officers en route to DH leadership tours who do not receive ILC during an existing community pipeline or via MTT will include an intermediate stop for leadership training at an NLEC site.

(1) Quotas are obtained directly through the Enterprise Naval Training Reservation System. Exhibit 2 lists primary sites where ILCs are delivered.

(2) Orders to ILCs must be approved and written at least 4 weeks prior to class convening dates. NLEC must approve quotas added within 4 weeks to ensure adequate time for the attending officer to complete specified prerequisites.

b. Attendance at the PCO Course is mandatory prior to assuming command, unless waived by Chief of Naval Personnel per reference (a). Quotas for the MCC, PCO Course, PXO Course, and SMCC are requested through Navy Personnel Command Allocation and Statistics/Space Requirement Analysis/Space Cadre Branch (PERS-452) and guided by the below business rules:

(1) Orders to NLEC must be approved and written at least 6 weeks prior to class convening dates. Any orders written within that timeframe must be approved by NLEC.

(2) Detailers will coordinate with PERS-452 in the selection and management of MCC, PCO Course, PXO Course, and SMCC quotas. PERS-452 will maintain and make available to the appropriate stakeholders a listing of available course quotas. These quotas will be further disseminated to each community on a fair-share basis in order to facilitate maximum course effectiveness and even course loading. Maximum/minimum student loads for each course are: PCO 42/15, PXO 25/8, and MCC 14/6.

(3) As a variety of designators is essential for peer-to-peer interaction and learning, the PCO Course should be limited to no more than 15 officers of a single designator, with 8 being the limit for the PXO Course, and 3 for the MCC.

c. Any officer unable to attend the leadership course appropriate for their next billet must receive a waiver from the Deputy Chief of Naval Personnel (BUPERS-00B).

d. Per reference (c), upon successful completion of the applicable leadership course, detailers will ensure the appropriate AQDs are updated in the Officer Assignment Information System.

e. Officers with fewer years of commissioned service than would normally be indicated by their paygrade will attend the leadership course most commonly associated with their paygrade or billet. For example, a medical professional directly commissioned as a lieutenant commander (O-4) would attend the ILC vice DIVOLC.

EXHIBIT 1
OFFICER LEADERSHIP DEVELOPMENT COURSES
Division Officer Leadership Course (DIVOLC) [CIN: P-7C-0100]

Each community is responsible for conducting formal schoolhouse junior leadership training. Communities must employ NLECs offering or develop their own courses, using the NLEC curriculum as a baseline.

Intermediate Leadership Course (ILC) [CIN: H-7C-0104]

For officers, typically O-3/O-4, between 7-12 years of commissioned service.		
Communities Receiving ILC During DH Pipelines	**Communities Receiving ILC at NLEC HQ, NLEC Regional Command Sites or Via MTT**	
Surface	Aviation, Aviation Maintenance Duty Officer, Aerospace Engineering Duty Officer, Engineering Duty Officer	Medical, Dental, Nurse, and Medical Service Corps
Submarine	Explosive Ordnance Disposal Warfare	Civil Engineer Corps
Supply	Special Warfare	Human Resources Foreign Area Officer
	Information Warfare Corps	Limited Duty Officer and Chief Warrant Officer
	Public Affairs Officer	Judge Advocate General

Senior Leadership Course (SLC) [CIN: H-7C-0107]

For officers newly selected to O-5, not on a community-specific path leading to attendance at the PXO or PCO courses and heading to fleet-wide billets commensurate with that rank. Due to the number of officers requiring SLC and class size limitations, officers who have been selected for a training path requiring their attendance at the PXO and or PCO leadership courses will not attend SLC. Attendance at SLC does not prohibit future opportunities for selection to a command track.

Prospective Executive Officer Course (PXO) [CIN: P-1B-0005]

For officers, typically O-4 and above, going to designated XO or "XO equivalent" billets and officers en route to OIC tours.

Prospective Commanding Officer Leadership Course (PCO) [CIN: P-1B-0004]

The PCO course is required of all PCOs, lieutenant (O-3) through captain (O-6). All officers en route to initial command must attend the PCO Course prior to assuming command. Officers who have attended the PCO Course and served in a commander (O-5) command billet and are subsequently ordered to a second command in the same billet grade are not required to attend the PCO Course if it has been less than 4 years since last attendance. If it has been greater than 4 years, the officer must attend the PCO Course again. Officers en route to fleet-up CO billets must attend the PCO Course.

Major Command Leadership Course [CIN: P-1B-0060]

O-6 officers en route to subsequent command of a command listed in reference (b) must attend the MCC prior to assuming command. O-6 officers en route to subsequent command who have attended the PCO Course and successfully completed O-5 command will attend MCC. Prospective major command officers who have not previously completed the PCO Course will attend a 1-week hybrid course at the PCO Course and 1 week at the MCC.

NOTE: Quotas for the MCC, PCO Course, PXO Course, and SMCC should be obtained directly from the PERS-452 point of contact provided in exhibit 2.

EXHIBIT 2
NAVY LEADERSHIP LEARNING SITES

Learning Sites	Courses Offered
Naval Leadership and Ethics Center (NLEC) 440 Meyerkord Avenue Newport, RI 02841-1617 COMM: (401) 841-6384/7422 Web site: https://www.public.navy.mil/netc/centers/nlec/	MCC PCO PXO SLC ILC DIVOLC SMCC CSLC
Navy Personnel Command (PERS-452) 5720 Integrity Drive Millington, TN 38055-4500 COMM: (901) 874-4209/4058 DSN: 882-4209/4058	(Quotas only) MCC PCO PXO SMCC
Naval Leadership and Ethics Command San Diego 3975 Norman Scott Road, Suite 100 San Diego, CA 92136-5504 COMM: (619) 556-5961 E-mail: NLEC-SAN-DIEGO@navy.mil NLEC_SAN_DIEGO@navy.mil	SLC ILC DIVOLC
Naval Leadership and Ethics Command Dam Neck 1905 Regulus Avenue, Room 231 Virginia Beach, VA 23461-2009 COMM: (757) 492-5628 DSN: 492-5628 E-mail: NLEC_DET_DMNK@navy.mil	SLC ILC DIVOLC
Surface Warfare Officer School (SWOS) 446 Cushing Road Newport, RI 02841-6382 COMM: (401) 841-4957/4958	ILC
Navy Supply Corps School (NSCS) 1378 Porter Road Newport, RI 02841-1210 COMM: (401) 841-4826	ILC
Naval Submarine School Box 700 Groton, CT 06349-5700 COMM: (860) 694-3637 Fax: (860) 694-3637	ILC

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NAVAL LEADER LEGAL TRAINING CONTINUUM

Responsible Offices	NAVPERSCOM (PERS-444F)	Phone: COM	(901) 874-4061
	Naval Justice School	Phone: COM	(401) 841-3800

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc.fct@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) National Defense Authorization Act for Fiscal Year 2020 (c) VCNO memo 5370 Ser N09/19U112904 of 22 Apr 2019 (d) 5 CFR (e) DoD Directive 5500.07 of 15 May 2024 (f) JAGINST 5800.7F (g) Manual for Courts-Martial, 2024 (h) CNO WASHINGTON DC 292208Z Jan 20 (NAVADMIN 025/20)

1. **Purpose**. To establish a milestone-based legal training continuum for Navy prospective flag officers, commanding officers, executive officers, senior enlisted leaders, and all other officers to attend legal training courses prior to assuming a leadership position within their career continuum.

2. **Background**. Reference (a), section 5947, establishes the duty of all United States Navy commanding officers to ensure the exemplary conduct of all officers and enlisted personnel under their charge of command. To execute this duty, senior Navy leaders must understand military law and how to affect its purposes to promote justice, to assist in maintaining good order and discipline in the Military Services, and to promote efficiency and effectiveness in the military establishment. References (b), sections 540A and 540B;(c); (d), sections 2638.308; and (e) through (g) address many of the legal issues that senior leaders must be prepared to effectively and fairly address, to include military justice, fair and impartial

disposition of alleged offenses, investigations, Government ethics, and standards of conduct.

3. **Policy**

a. To ensure leaders are properly trained on legal policy and procedures, a legal training continuum has been established to provide milestone-based legal training to naval officers that addresses the legal requirements and challenges associated with incremental leadership responsibilities. The legal training continuum consists of courses at the junior officer, intermediate leader, and senior leader milestones.

b. To properly train all members of the command leadership triad to address legal issues that arise in their units, all prospective commanding officers (PCO), executive officers (PXO), and command master chiefs (PCMC) and chiefs of the boat (PCOB) are required to attend the Naval Justice School's Senior Leader Legal Course (SLLC).

c. All PCOs, PXOs, and PCMCs and PCOBs receive mandatory leadership training via an intermediate stop at the Naval Leadership and Ethics Center (NLEC).

d. Command leaders who served in a commander (O-5) command or major command billet and who are subsequently ordered to a second command in the same billet grade are not required to re-attend SLLC if it has been less than 4 years since last attendance. This applies to COs, XOs, officers in charge (OIC), and command senior enlisted leaders. If it has been more than 4 years since last attending SLLC, personnel are required to attend SLLC again. XOs serving in fleet-up billets are not required to attend SLLC once they take command, if they attended SLLC as part of their PXO pipeline.

e. OICs are required to either attend SLLC or receive face-to-face legal training by the senior staff judge advocate (SJA) in their chains of command. On a case-by-case basis, non-command track senior officers may attend SLLC if the immediate superior in command determines additional legal training would benefit those officers in the execution of their duties.

f. Placement officers are responsible for ensuring SLLC course quotas are obtained for all PCOs, PXOs, PCMCs and PCOBs, and OICs before completing orders for their constituents.

g. Commanding officers who attended SLLC prior to taking commander (O-5) command and who are subsequently selected for major command, are required to attend SLLC before taking major command. This requirement extends to all major commanders, to include sexual assault initial disposition authorities.

h. Building on previous legal training provided at SLLC, flag officers will receive additional legal training at the New Flag and Senior Executive Training Symposium (NFLEX). Training provided at NFLEX is a supplement to, not a replacement for, face-to-face legal training provided through operational chains of command by an SJA.

i. SJAs to a flag officer in command are required to provide legal training on Government ethics and standards of conduct, military justice, and other matters pertinent to the command within 90 days of the flag officer assuming duties; legal training will be required annually. This training is in addition to, and may be conducted in conjunction with, annual Government Ethics and Standards of Conduct training required by references (d), section 2638.308; (e); and (h).

4. **Action**

a. Community leads, as designated per reference (h), must:

(1) Ensure their personnel receive milestone legal training.

(2) Coordinate with Naval Justice School to ensure delivery of legal training to their division officers and department heads, or equivalents, within their training pipelines.

b. Naval Justice School must execute the following milestone legal courses:

(1) For junior officers or division officer-equivalents, an online legal training course will be implemented in training pipelines at community lead's discretion.

(2) For department head or equivalents, an in-person half-day legal course will be implemented in training pipelines at community lead's discretion, in coordination with Naval Justice School, as to specific timing and location.

(3) The SLLC for PCOs, PXOs, OICs, PCMCs, and COBs.

c. PCS orders for officers and senior enlisted members en route to leadership tours will include an intermediate stop for SLLC.

d. Quotas are obtained directly through the Enterprise Naval Training Reservation System (eNTRS). Contact information for Navy Personnel Command and Naval Justice School is provided for quota support only.

e. Any officer or senior enlisted member unable to attend SLLC en route to a leadership tour must request a waiver through their community manager who must be approved by the Deputy Chief of Naval Personnel (BUPERS-00B). This waives attendance en route to the leadership tour, but the officer or senior enlisted member remains obligated to attend SLLC as close to commencement of the leadership tour as possible. Judge advocates and legalmen serving in leadership billets are excluded from the requirements of this article because their career legal training is considered to have met this article’s training requirement.

f. Office of the Chief of Naval Operations (OPNAV) Flag Matters Office (N00F) will partner with the Office of the Judge Advocate General (OJAG) to review and deliver the legal training requirements for new flag officers. Review of the NFLEX legal training curriculum should occur at least annually and may be more frequent when warranted by circumstances and or changes in the law or governing directives.

MILPERSMAN 1306-100

ENLISTED DISTRIBUTION MANAGEMENT SYSTEM

Responsible Office	NAVPERSCOM (PERS-4013)	Phone: DSN COM FAX	882-4517 (901) 874-4517 882-2595
	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1080.53, Enlisted Distribution and Verification Report Users' Manual (EDBRMAN) (b) OPNAVINST 1000.16K

1. **Purpose**. This article addresses the Enlisted Distribution Management System for active duty United States Navy (USN) personnel.

2. **Background**

a. Billet control, personnel procurement, training, and distribution are processes in the Enlisted Distribution Management System. Authorized billets are the Navy's yardstick for measuring personnel management's ultimate objective of placing the right Sailor in the right job.

b. Procurement and training managers, major manpower claimants, and fleet commanders are continually striving to build the personnel base to support the requirements while personnel distributors (Navy Personnel Command (NAVPERSCOM) and manning control authorities (MCAs)) are faced with the challenge of how to best assign personnel excesses and shortages to most nearly meet the billet requirements.

3. **Distribution Management Controls**

a. **Functions of Distribution Management Controls**. To support Deputy Chief of Naval Personnel's (DEPCHNAVPERS) responsibility for controlling assignment of enlisted personnel and fleet commander's responsibility for readiness of activities under their command, three distinct and separate functions of

enlisted distribution management controls were established. These are **allocation control**, **manning control**, and **assignment control**.

(1) **Allocation Control**. Allocation control is the function of allocating available personnel resources to the MCAs, NAVPERSCOM, and or U.S. Fleet Forces. **For USN/Full Time Support (FTS) personnel,** this control is exercised by NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013).

(2) **Manning Control**. Manning control consists of two functions - manning and placement.

(a) **Manning** is the function of determining the quality, quantity, and priority for assignment of personnel to all billets within a composite.

(b) **Placement** is the function of communicating unit personnel vacancies to the assignment control authorities (ACAs) and directing the order in which these vacancies are to be filled.

(3) **Assignment Control** is selecting, detailing, and ordering of particular Sailors to fill requisitions per manning levels and priorities designated by the MCA.

(a) **For USN/FTS personnel**. NAVPERSCOM, Enlisted Distribution Division (PERS-40) is the ACA for all USN/FTS personnel.

(b) **Availability Time Table**. A Sailor becomes available to the ACA for detailing purposes 9 months prior to the Sailor’s projected rotation date (PRD), but the ACA cannot move them more than 3 months early or 4 months late without MCA concurrence.

b. **Assignment of an Activity to an MCA**. All activities are assigned to one of two MCAs. All sea commands and commands in direct support of the fleet fall under Commander Fleet Forces Command. All other shore duty relating to training, recruiting, and joint commands remain under Commander Naval Personnel Command.

c. **Availability Time Table**. A Sailor is an asset under the control of the MCA from the time of issuance of orders to an activity under that MCA, until 3 months prior to the Sailor’s PRD.

4. **Supporting Information Systems**

a. To support allocation, manning, and assignment control functions, three automated personnel management information systems have been developed. They are as follows:

(1) **Projection System**, supporting the allocation control function.

(2) **Navy Manning Plan (NMP)**, supporting the manning function.

(3) **Personnel Requisition System**, which supports the placement function.

b. These systems assist personnel managers to allocate total Navy personnel resources to the major composites, apportion available personnel assets among activities within a composite, and measure personnel needs while establishing activity's priorities for the assignment of personnel.

5. **Projection System**

a. **Functions**. The projection system has two major functions as follows:

(1) **Personnel Strength Projection**. The first function is to predict what the Navy distributable personnel strength will be 9 months in the future. **NOTE**: These predictions are based on the number of personnel already assigned to commands, a survey of Sailors who are under orders to be transferred from one requirement to another, and measurement of personnel available for assignment.

(2) **Personnel Allocation**. The second function is to equitably allocate available personnel assets to each composite.

b. **Distributable Communities**. For distribution purposes, Navy enlisted personnel are assigned to distributable communities. Distributable communities are specified Navy Enlisted Classifications (NECs) or ratings composed of billets. They are also personnel who are on board for duty and not in the Sailors' account as students, transients, patients, prisoners, or holdees who are counted using the assigned rate fields in Exhibit 1, or distribution NEC fields as shown in reference (a).

(1) **Management of Distributable Community**. NAVPERSCOM (PERS-4013) exercises management control over all distributable communities by establishing, maintaining, publishing and controlling the hierarchy of the structure of distributable communities. They analyze and coordinate actions on all recommended changes and implement approved changes to the structure of distributable communities.

(2) **Management by Ratings or NEC**. Normally, personnel assets and billets are managed by ratings; however, because of highly specialized training, certain members and billets are managed by NEC independent of rating. When NAVPERSCOM (PERS-4013) determines that an NEC will be managed as a distributable community, independent of rating, the NEC is designated either "**Closed Loop**" or "**Transitory**." The distinction between these two NEC categories is based on the manner in which personnel are projected for assignment.

(a) **Closed Loop NEC**. The Closed Loop NEC distributable community consists of personnel who are projected and assigned to consecutive tours within that NEC skill area. **NOTE**: A Closed Loop NEC distributable community is normally associated with one rating or group of ratings sharing a common occupational skill in which the Sailor has earned a highly specialized talent within Sailor's general rating experience. This Sailor is managed based solely on this NEC skill.

(b) **Transitory NEC**. The Transitory NEC distributable community consists of a variety of ratings sharing a common supplemental skill which may not be generically associated with the Sailor's actual rating.

1. This Sailor is managed by the NEC only during the period in which the Sailor is serving in a requirement requiring that NEC skill. Upon completion of a Transitory NEC tour, the member is reassigned to a requirement within Sailor's primary rating.

2. A complete list of distributable community NECs and ratings is available through the Active Readiness Information System program.

3. All enlisted personnel and billets belong either to an NEC distributable community or a rating distributable community.

4. Rating distributable communities are normally established within both the sea **and** shore composites; however, NEC distributable communities may be established in either the sea composite, shore composite, or both.

5. NECs which are not defined as distributable communities, but which are used to identify **special categories** of personnel assignments, are called **pseudo distributable community NECs**.

6. NAVPERSCOM (PERS-4013) also maintains the pseudo distributable community NEC listing. See Exhibit 2.

c. **Billet Structure Subdivision**

(1) **Subdivision by Detailing Composites**. Having determined the Sailors and billets which will be managed by rating or NEC, the total Navy billet structure is subdivided into detailing composites.

(a) **Sea or Shore Subdivision**. The first division designates billets as either sea or shore. This sea/shore division indicates whether a billet is counted as sea duty or shore duty for personnel rotation.

1. **Shore Composite**. If an activity has a sea/shore Type Duty Code "1" (CONUS shore duty) or "6" (overseas preferred shore duty), the activity's billets are placed in the **shore composite**.

2. **Sea Composite**. The remainder of the billets (i.e., sea/shore Type Duty Codes "2," "3," and "4") are placed in the **sea composite**.

a. **Sea Composite Subdivisions.** The sea composite is further subdivided into the following:

(1) **Submarine billets**.

(2) **Non-submarine billets**. The non-submarine composite is termed the "sea-surface/air" composite.

(b) **Shore**, **Sea-Surface/Air**, **and Sea-Submarine Subdivisions**. The shore, sea-surface/air, and sea-submarine composites are again subdivided into seven pay grades (e.g. pay

grades E-1 through E-3 are considered one pay grade in this division).

(c) **Pay grade Subdivisions**. Finally, each pay grade is subdivided into two MCAs representing the billets for which each MCA has responsibility.

(2) **Strength Projection/Personnel Asset Allocation**. The end result is to project future personnel strength and allocate personnel assets to each MCA by pay grade within the rating or NEC.

6. **Navy Manning Plan (NMP)**. Since distributable personnel assets rarely equal manpower requirements, distribution managers are faced with the problem of how best to utilize assets, which are short, or in excess of manpower requirements.

a. **Manning Plan for Distribution of Assets**. Solution of this problem requires a "manning plan" which will determine how shortages and excesses shall be distributed. This plan is termed the NMP. Using the projected level of assets for a composite and the billets authorized (BA) each activity, the NMP determines the most equitable level of manning an activity can expect for each detailing composite.

b. **Normal or Directed Manning Procedures**. The manning plan of a rating is determined under either "**normal**" or "**directed**" manning procedures.

(1) **Normal**. Determination of an activity's NMP under normal procedures indicates the activity plan is representative of its "fair share" of the predicted personnel assets for the MCA and composite.

(2) **Directed**. Directed manning indicates a Chief of Naval Operations (CNO) or MCA’s decision to man the activity at a level other than normal manning.

c. **NMP Procedure Determination Rule**. The procedure under which an activity's manning plan has been determined is indicated by the NMP rule displayed per section 5 of reference (a).

(1) A **numeral 1** or **2** as the first digit of the NMP rule indicates the activity's manning plan was determined under directed manning procedures. **NOTE**: **Numeral 1** indicates manning at a level other than 100 percent and **numeral 2** indicates 100 percent manning of BA.

(2) The **numeral 9** means the activity's manning was determined under normal (fair share) procedures. Since directed manning reflects a CNO or MCA decision, no "fair share" computation techniques are applied to these plans.

(3) Prior to computing a **normal** manning plan, all **directed** manning billets and personnel assets committed to those billets are **subtracted** from the total number of billets and assets allocated to the MCAs.

7. **Personnel Requisition System**. The Projection System predicts the level of personnel assets and provides a base upon which the MCA can build a manning plan to apportion the assets to each activity. Each MCA must communicate their activities' qualitative and quantitative personnel needs to the ACA. This communication is provided by the Personnel Requisition System.

a. **Personnel Requisition Functions**

(1) Measure activity personnel needs to bring the activity first to its manning plan and second, if assets become available, from manning plan to full BA. These needs are communicated as personnel requisitions.

(2) Communicate to the ACA in what priority sequence personnel are to be assigned to activities to fill their requisitions.

b. **Measurement of Personnel Needs**. The Personnel Requisition System measures the personnel needs of each activity for the forthcoming 9 months by comparing projected on board assets to the NMP and NMP to BA.

(1) The result of this measurement is a personnel requisition indicating to the ACA the rating or NEC required by the activity and the month in which the Sailor is required on board.

(2) The requisition specifies whether the Sailor is needed to bring the activity to NMP ("N" requisition); BA ("A" requisition); or represents a pay grade imbalance ("P" requisition).

c. **Sequence of Assignments - Priority to Certain Activities for Personnel Assignment**. The CNO and the MCAs have directed that certain activities be given priority in the assignment of

personnel assets. These priorities are termed **CNO Priority 1 and 2**, and **MCA Priority 3**.

(1) Reference (b) contains a detailed explanation of these priorities, their usage, and how personnel assets are allocated to meet the priorities.

(2) The priority that is assigned to a rating or NEC within an activity is indicated by the second digit of the NMP rule displayed in section 5 of reference (a).

(a) A "**0**" indicates no priority.

(b) A "**1**," "**2**," **or** "**3**" indicates a **CNO priority 1 or 2,** and **MCA priority 3**.

(3) Within each priority, the MCAs have further directed that requisitions be arranged in a sequence based on a sum of factors as the date the member is needed (take-up month), the activity's percentage of manning, deployment status, and mission assignment.

(4) The result is an arrangement of all activity requisitions in a priority order, which indicates to the detailer the MCA's desired sequence in which the requisitions are to be filled.

8. **System Dynamics**. The supporting systems for enlisted distribution operate to optimize future assignments considering all personnel transactions that are planned and recorded in the personnel management information system. This information is constantly changing.

a. **Accurate Accounting is Critical**. Correct reflection of an activity's needs in the personnel requisition is completely dependent on timely and accurate personnel and billet accounting. It is extremely important that activities thoroughly review reference (a) and manpower authorization to ensure their accounts are accurate.

b. **Reassignments**. The re-assignment of personnel prior to established PRD adversely impacts unit stability and Sailor morale; therefore, reassignments will not be made solely for the purpose of "leveling" where excesses have been created as a result of advancements.

(1) Efforts to achieve planned levels of NMP will be primarily concentrated on reduction of excesses by normal attrition and assignment of rotating personnel and accessions to NMP vacancies.

(2) Should normal rotation of personnel not satisfy a critical manning situation, reassignments of Sailors prior to their PRD may be required.

(3) Such reassignments shall be kept to a minimum and will be accomplished only upon the direction of NAVPERSCOM (PERS-4013) with approval from the respective MCA.

(4) Reassignment due to decommissioning/inactivation or major billet reductions shall be per MILPERSMAN 1306-1100 procedures.

c. **Operational Readiness is Paramount**. The ACA must issue orders as far in advance as practical when responding to the needs and desires of Sailors. The MCA must continually refine vacancies and priorities in evaluation of ever changing unit readiness. These two goals sometimes operate in opposition to each other; however, the readiness of operational units is paramount. Although the initial assignment decision rests with the ACA, the operational requirements of the MCA will be a primary factor in the process.

9. **Inquiries and Correspondence**

a. **Point of Contact (POC) for Unit Enlisted Manning**. Since the ACA responds only to deficiencies and priorities identified and directed by the MCAs, activities must ensure that all inquiries and correspondence regarding unit enlisted manning are addressed to NAVPERSCOM (PERS-4013), which performs the placement function as agent for the MCAs.

b. **POC - For Enlisted Personnel Matters that Affect Unit Manning**. Exhibit 3 provides the POC for correspondence concerning enlisted personnel matters that affect unit manning.

EXHIBIT 1

DISTRIBUTABLE COMMUNITY RATINGS

RATING	RCN	RATING	RCN	RATING	RCN	RATING	RCN
AB	6700	BM	0100	GM	0600	RP	2500
ABE	6704	BU	5600	GS	4440	SB	5350
ABF	6705	CE	5330	GSE	4401	SH	2490
ABH	6706	CM	5500	GSM	4402	SN	3600
AC	6600	CN	6000	HM	8000	SO	5320
AD	6200	CS	2200	HT	4300	STG	0401
AE	6800	CTI	1666	IC	4200	STS	0404
AEGF	AEGF	CTM	1633	IS	2300	SW	5700
AF	6080	CTN	1677	IT	1500	UC	5280
AG	7100	CTO	1644	LN	1750	UT	5800
AM	6900	CTR	1655	LS	2000	YN	1700
AME	6903	CTT	1611	MA	0150	MCPON	7900
AN	7800	CU	5080	MC	2600	FLTCM	7901
AO	6500	DC	4500	MM	3700	FORCM	7902
AS	7500	EA	5100	MN	0900	CNOCM	7903
AT	6300	EM	4100	MR	3900	CMDCM	7904
AV	6180	EN	3800	MT	0810		
AW	6400	EO	5410	MU	3300		
AWF	6404	EOD	5331	NC	1400		
AWO	6403	EQ	5380	ND	5340		
AWR	6401	ET	1000	OS	0300		
AWS	6402	FC	0700	PR	7000		
AWV	6405	FN	5000	PS	1800		
AZ	7400	FT	0800	QM	0200		

EXHIBIT 2

PSEUDO DISTRIBUTABLE COMMUNITY NEC LISTING

PSEUDO DNEC	SPECIAL CATEGORY
0051	Seaman, Male
0053	Recalled SELRES personnel

EXHIBIT 3

POLICY FOR INQUIRIES AND SUBMISSION OF CORRESPONDENCE CONCERNING ENLISTED PERSONNEL MATTERS

SUBJECT	SUBMIT TO	REFERENCE
Billets Authorized - Change, Revision or Correction	NAVMAC Via: Manpower Claimant	OPNAVINST 1000.16K
Priority Manning	MCA Via: TYCOM/BSO	OPNAVINST 1000.16K
Directed Manning	MCA Via: TYCOM/BSO	
Navy Manning Plan (NMP) - Change, Revision or Correction	MCA Via: TYCOM/BSO	
Manning Deficiencies - Command Readiness or Replacement	PERS-4013 Info: MCA TYCOM/BSO ACA	
Enlisted Manning Inquiry Report (EMIR)	PERS-4013 Info: TYCOM/BSO MCA ACA	MILPERSMAN 1306-108
Requisitions - Change, Revision, Correction, Priority	MCA Via: TYCOM/BSO	
Individual Requests	ACA Via: PERS-4013	MILPERSMAN 1306-110 MILPERSMAN 1306-112
Personnel Accounting (EDVR Corrections)	PERS-4013	EDVRMAN NSIPS

Definitions:

ACA:	Assignment Control Authority
NAVPERSCOM:	Navy Personnel Command
PERS-4013:	NPC, Personnel Readiness and Support Branch
MCA:	Manning Control Authority
NAVMAC:	Navy Manpower Analysis Center
TYCOM:	Type Commander
BSO:	Budget Submitting Office (Major Manpower Claimant)

MILPERSMAN 1306-101

ENLISTED ASSIGNMENT SYSTEM

Responsible Office	NAVPERSCOM (PERS-40)	Phone: DSN COM FAX	882-4360 (901) 874-4360 882-2027

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1300.17A (b) NAVADMIN 249/09 (c) OPNAVINST 6000.1C (d) NAVADMIN 256/08

1. **Policy**

a. **Rotation Pattern**

(1) The normal rotation pattern, also referred to as “sea/shore flow,” throughout a career is a repetition of assignments at sea and ashore. The type of duty to which a Sailor will be reassigned is dependent upon completion of the sea or shore tour as specified in this article. To the maximum extent possible, initial assignments will be to sea duty afloat upon completion of initial entry training.

(2) This sea/shore flow pattern may be modified in individual cases due to variables such as assignment to duty overseas (either at sea or ashore) or for an entire rating with a billet orientation that is primarily within the continental United States (CONUS) and outside the continental United States.

b. **Discipline/Reassignment/Detachment for Cause**

(1) Nonperformance of duty or “problem personnel” will not be sufficient reason to transfer Sailors in response to command efforts "to get rid of them."

(2) In all cases of detachment for cause, full documentation and a determination of the advisability of separation processing will be made prior to reassignment.

Commander, Navy Personnel Command (NAVPERSCOM) has final approval authority for all enlisted detachments for cause.

c. **Assignment**. Enlisted detailers will adhere to the following policies pertaining to the assignment of enlisted Sailors. Neither race, creed, color, national origin, nor sex (except where stipulated per reference (a)) will be factors in nomination and assignment of Sailors.

(1) **Required Skills**. Sailors' skills must be appropriate for the billet, or training en route will be accomplished when possible.

(2) **Cost Factors**. Permanent change of station (PCS) orders will emphasize minimizing monetary expenditures while maximizing use of personnel skills and qualifications.

(3) **Family Considerations**. When possible, Sailors who have family member(s) in primary or secondary school will transfer during school breaks.

(4) **Equitable Distribution - Activity**. Sailors will be equitably distributed to all activities by experience and skill in proportion to billets authorized (BA) or Navy manning plan. Manning of an activity in excess of authorized billets is not authorized, unless Navy-wide excesses exist in a specific community.

(5) **Equitable Distribution - Personal**. Sailors will be assigned to a variety of duty assignments to gain experience necessary to advance and excel within their rating.

2. **Background**

a. Rotation among sea, shore, and overseas activities is directly influenced by the number of personnel available for assignment, BA, qualifications of Sailors, time on station, and PCS funding. Obligated service (OBLISERV) is required for transfer to a new duty location to provide for both personnel and command manning stability. Using projected authorizations, personnel inventory projections, and historical data sea/shore flow lengths have been developed for all communities.

b. DoD has established overseas tour lengths for all overseas areas where Sailors are stationed, and they generally reflect the desirability of duty in that area.

c. Tour lengths applied to the sea duty commencement date, shore duty commencement date, or date of departure from CONUS determine a Sailor's projected rotation date (PRD). The PRD is a planning date and reassignment may occur at other than the PRD due to needs of the Navy.

3. **Orders Negotiation**. The orders negotiation window is defined as the **9 to 7 month** period prior to the first day of a Sailor's PRD month per reference (b).

a. Early engagement prior to the negotiation window by the command retention team (to evaluate a Sailor's career aspirations and requirements) is highly encouraged.

b. At **9 months** prior to PRD, Sailors may begin negotiating with detailers and applying for jobs via **Career Management System/Interactive Detailing**.

c. Sailors who fail to negotiate orders upon reaching the **6-month** mark prior to PRD will be considered for a "Needs of the Navy" assignment and will be issued priority manning control authority (MCA) orders.

4. **Transfers Necessitated by or Restricted as a Result of Civil Involvement or Military Disciplinary Action**. When a Sailor commits or is accused of committing a civil or military offense which necessitates the Sailor's continued presence in the area for the purpose of civil or military hearings, trials, etc.; the Sailor will not normally be reassigned from the area.

a. For purposes of this article only, the following circumstances constitute reassignment:

(1) Transfer to a new duty station.

(2) Expiration of temporary additional duty (TEMADD) orders from a parent activity away from the area which would require the Sailor's return to the parent activity's locale. In circumstances involving military offenses only, returning to parent activity for disciplinary action may be appropriate.

(3) If a Sailor is attached to a mobile activity (e.g., ship, squadron, etc.), departure of the activity from the area.

b. Requests for disposition instruction in all such cases will be forwarded via the chain of command to NAVPERSCOM, Enlisted Distribution Division (PERS-40).

c. Requests for professional apprentice (E, A, S PACT) personnel will be addressed to NAVPERSCOM, Shore Special Programs Assignment Section (PERS-4010).

d. Requests must include details of the circumstances surrounding the case and recommended course of action.

5. **Sea and Shore Tour Lengths and Variations**. The length of tours at sea and ashore for each rating depends primarily on the ratio of shore billets to sea billets. Every effort is made to achieve the Chief of Naval Operations goal of a **3-year-sea/3-year-shore** rotation pattern.

a. The minimum tour at sea is **3 years**; the maximum is **5 years**.

b. Tour lengths are published by naval administrative messages.

6. **Sea Intensive Ratings**

a. A sea intensive rating is defined as a rating that has a sea/shore flow of 48/36 or greater.

b. Sea/shore flow ratios of 47/36 or 48/37 are not classified as sea intensive.

7. **Sea/Shore Flow**

a. Changes in sea/shore flow will be implemented so that Sailors within **6 months** of PRD will not be affected.

b. If a tour length is decreased, Sailors whose PRDs fall in the next fiscal year will remain in that fiscal year.

8. **Cross-Decking**. Cross-decking is the permanent reassignment of Sailors prior to PRD for the purpose of improving manning in critical skill areas and must be approved by the cognizant MCA.

a. Cross-decking is a last resort action when manning deficiencies cannot be resolved through the normal assignment process.

b. PCS costs will be considered when cross-decking and the use of Sailors already in the same homeport will be maximized.

c. A minimum period of **6 months** between deployments is required for Sailors who are cross-decked from one ship or squadron to another (except for assignments to SSBN/SSGNs).

d. Due to the unique nature of Ship, Submersible Ballistic Nuclear (SSBN)/Ship, Submersible Guided Nuclear (SSGN) operations; a minimum period of **30 days** in an off-crew status is required for Sailors who are cross-decked from an SSBN/SSGN to another submarine.

e. Sailors who volunteer may be reassigned earlier than the **6-month** period between deployments.

f. Sailors should have a minimum of **7 months** OBLISERV remaining, except when the proposed transfer is a cost transfer outside the same homeport/corporate limits, in which case the Sailor should have a minimum of 24 **months** OBLISERV remaining.

g. Based on readiness requirements, the cognizant MCA may (with an approved NAVPERSCOM waiver) authorize cross-decks from new construction ships (after commissioning) prior to the Sailor completing 24 months on board.

9. **Diverts**. Diverts are order modifications of Sailors due to higher priority requirements. Diverts must have MCA concurrence.

10. **TEMADD Assignments**. TEMADD is a short-term additional duty assignment directed and executed by the type commander, as authorized by the appropriate MCA. The TEMADD assignments are normally between units of a similar type duty.

11. **Partial Sea Duty Credit Compensation for TEMADD Periods Spent at Sea while Attached to Shore**. Sailors who are assigned to an activity classified as shore duty (i.e., sea/shore type duty code "1" or "6") and are directed by higher authority to perform TEMADD **on board** an activity classified as sea duty

(i.e., Sea/Shore Type Duty Code "2" and "4") may request compensation in the form of partial sea duty credit from NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451).

a. TEMADD from Type Duty Code "1" or "6" to Type Duty Code "2" and "4." Sailors may request extension of current PRD or reduction of Prescribed Sea Tour (PST) upon return to sea duty. **Each** occurrence must meet the “days away” requirement based on the adjustment scale below. Sailors under orders at time of request will have their PST reduced for the TEMADD period **at sea**.

b. Partial sea duty credit may be authorized on a case-by-case basis under certain circumstances by NAVPERSCOM (PERS-451) for TEMADD assignment to a sea duty activity. Sea duty must be classified as Type Duty Code “3” or permanent assignment to a unit that requires Sailors to be on board a Type Duty Code “2” or “4” command while at sea, depending on but not limited to such factors as the type of mission, environment, and conditions under which the mission is performed. Requests from Sailors permanently assigned to units that require duty on board vessels while at sea (e.g., Afloat Training Group) must include actual day-by-day accounting of time spent on board while at sea in lieu of TEMADD orders.

DAYS AWAY	CREDIT MONTHS
1-30	0
31-60	1
61-90	2
91-120	3
121-150	4
151-180	5
181-210	6
211-240, etc.	7

c. Each request must indicate the Sailor’s choice of current PRD extension or reduction of PST. The following substantiating documents are required:

(1) TEMADD orders detailing exact "from" and "to" dates.

(2) A letter signed by the Sailor’s Commanding Officer (“By direction” not authorized) showing number of days actually

on board a command classified as Type Duty Code "2" or "4" sea duty.

d. Certified copies of TEMADD orders must show the **exact** departure and return dates, also the time onboard a command classified as Type Duty Code "2" or "4" sea duty for the days to count. Sailor must have reported onboard a command classified as Type Duty Code "2" or "4" sea duty for the time to be credited as sea duty.

e. Sailors will not normally receive sea duty credit if they are on full per diem (i.e., messing **or** berthing out in town).

f. Forward requests for PRD extension on shore duty to the Sailor's detailer with supporting documentation indicated above.

g. Forward requests for PST reduction to the Sailor's detailer with supporting documentation as indicated above.

12. **Pregnancy Assignments.** Sailors who become pregnant while assigned to sea duty will be transferred to shore duty prior to their 20th week of pregnancy. Sailors will be transferred to shore duty for the duration of the pregnancy and 12 months post delivery per references (c) and (d.

13. **Limited Duty (LIMDU) Assignments.** Sailors who become sick or injured while assigned to sea duty will be transferred to a servicing Transient Personnel Unit (TPU) until an Abbreviated Medical Review Board is completed. TPU will submit a YH availability report to NAVPERSCOM, Transient Prisoners Patients and Holdees Division (PERS-4013C1), which will make the LIMDU assignment as per MILPERSMAN 1306-1202.

MILPERSMAN 1306-102

TYPE DUTY ASSIGNMENT CODES

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4186 (901) 874-4186 882-2693

References	(a) OPNAVINST 1300.15A (b) OPNAVNOTE 5400 (Standard Naval Distribution List (SNDL))

1. **Type Duty Classification Codes**. Five types of duty designations or “types” are used to identify commands for establishment of sea/shore rotation. Each of these types of duty is credited as sea or shore duty for rotation purposes.

a. The types of duty are reflected in each command's Enlisted Distribution and Verification Report (EDVR) as a sea/shore code (SSC).

b. These codes are assigned and, when required, changed by Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4).

c. To determine Type Duty Codes, the following criteria applies:

(1) **Shore Duty (Sea/Shore Type Duty Code "1")**:

(a) Duty performed in United States (U.S.) (including Hawaii and Anchorage, Alaska) land-based activities where members are not required to be absent from the corporate limits of their duty station in excess of 150 days per year.

(b) Long term schooling of 18 or more months.

(2) **Sea Duty (Sea/Shore Type Duty Code "2")**:

(a) Duty performed in commissioned vessels and deployable squadrons homeported in the U.S. (including Hawaii and Alaska).

(b) U.S. land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year.

(3) **Overseas Remote Land-based Sea Duty (Sea/Shore Type Duty Code "3")**: Duty performed in a land-based activity, which does not require members to be absent more than 150 days per year, but is credited as sea duty for rotational purposes only due to the relative undesirability of the geographic area.

(4) **Overseas Sea Duty (Sea/Shore Type Duty Code "4")**:

(a) Duty performed in commissioned vessels and deployable squadrons homeported overseas.

(b) Overseas land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year.

(5) **Overseas Shore Duty (Sea/Shore Type Duty Code "6")**: Duty performed in overseas land-based activities, which are credited as shore duty for rotational purposes. Members are not required to be absent from corporate limits of their duty station in excess of 150 days per year.

2. **Type Duty Redesignation**. When the mission, functions, or the relative desirability of the location of an activity changes, it may be appropriate to submit a request for change in Type Duty Code as described below. Periodic reviews of type duty designations will be requested to ensure compliance with the criteria established in para. 1.

a. Submit the request to NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451) via the appropriate chain of command.

b. The appropriate immediate superior in the chain of command (ISIC) and manpower claimant must endorse all requests. Requests will be returned without action if not accompanied by the proper endorsements.

c. Minimum supporting documentation must include the following:

(1) Mission description.

(2) Individual personnel TEMPO (ITEMPO) concerns.

(3) For Sea/Shore Type Duty Code "3" requests, completed Tour Site Survey Data Sheet (included in reference (a)).

(4) Tabulation of number of days away from parent command during the last 2 years (6 months for newly established commands), using the format below.

NOTE: Divide number of days away by the total number of billet incumbent(s). 24 hours = 1 day.

SAMPLE FORMAT:

UIC: 01234
From: 1 October 2003 To: 1 October 2004

BSC	AUTH BILLETS	#PERS ASSIGNED	#DAYS AWAY
0010-PNC	1	1	150
0020-YNC	1	1	160
0030-SK1	1	0	0
TOTAL	3	2	310

310/2 = 155

3. **Type Duty Designation for Remote Land-Based Sea Duty**. Relative desirability of a geographic area will be considered when establishing type duty designation for remote tours and for Navy billets assigned to non-DOD activities.

a. Requests must be submitted using reference (a) Tour Site Survey Data Sheet in addition to the guidelines established in para. 2.

b. When two or more activities are in the same geographic area, the area coordinator (OPNAVNOTE 5400, part 2 section 4) is responsible for submitting a coordinated request.

c. The Tour Site Survey must include general information on the activity, population, geographic location, climate, housing, medical and dental support, education support, support services, transportation, social customs, and sociopolitical conditions.

MILPERSMAN 1306-104

PROJECTED ROTATION DATE (PRD)

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) CNO Washington DC 031833Z Dec 12 (NAVADMIN 361/12)

1. **Policy**. A projected rotation date (PRD) for a member's next tour is established when assignment orders are written. This PRD is based on a member's pay grade or projected pay grade (in the case of selects) at the time orders are written, and the community in which member will serve at the new duty station. There is no requirement to move members at their PRD, unless they are completing a required Department of Defense (DoD) tour overseas, or they have served the maximum amount of consecutive sea duty. The following applies:

a. Once established, PRDs may or may not be affected by advancement or reduction in rate.

b. A PRD will not normally be changed once established, unless there is a change made to the current sea/shore flow enlisted career path outlined in reference (a).

c. Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) is authorized to adjust a PRD to that of the senior pay grade for members who are advanced in grade during their current tour.

d. Decisions to adjust a PRD will be based on overall manning within the command, projection of future assets to fill to the new PRD, and most importantly, to enhance the career development of the incumbent at the new pay grade.

2. **Establishing PRDs**. PRD determinations are based upon the following guidelines:

a. Distribution rates and Navy enlisted classification;

b. Spouse co-location tours, which are typically aligned with the member going to sea duty;

c. DoD area tours;

d. PRD is determined without regard to obligated service (OBLISERV), except for overseas tours;

e. PRDs will be established to reflect an accompanied tour for members with primary family members, or the all others tour for members who elect an unaccompanied tour;

f. PRDs are established as follows:

(1) **Continental United States (CONUS)** - Month member reports to new duty station.

(2) **Outside continental United States** - Month member departs CONUS.

(3) **Sea Duty (Type 2)** - Based on full prescribed sea tour (PST) and sea shore flow enlisted career path outlined in reference (a).

g. For first-term members, see MILPERSMAN 1306-126.

3. **Recording PRDs**. When assignment orders are written, the PRD will be reflected in the ultimate activity's Enlisted Distribution and Verification Report (EDVR).

4. **PRD Verification**. PRD verification is the responsibility of both the transferring and receiving activities. Tour length options available to the member, 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 the member reports for duty by the receiving command. Reports shall be submitted to the cognizant assignment control authority, including circumstances and a recommended PRD.

a. PRDs will be verified in conjunction with service record and EDVR verification. If a PRD has not been assigned or appears erroneous, submit a PRD adjustment request.

b. A certified copy of NAVPERS 1070/605 History of Assignments will be forwarded to the appropriate detailer. NAVPERS 1070/605 may be accessed via the following link provided: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

5. **PRD Adjustment/Change**

a. PRDs cannot be changed by personnel diary entry.

b. NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) will continue to process requests for submarine-designated 1 and 2 members.

c. All inquiries for Professional Apprentice Career Track SN/AN/FN will be addressed to NAVPERSCOM, Shore Special Programs Branch (PERS-4010).

d. PRD inquiries for situations not listed above will be addressed to the appropriate NAVPERSCOM code.

e. Requests for PRD adjustment for the following reasons will be addressed to the NAVPERSCOM (PERS-4013) contact listed on command's EDVR:

(1) Enlisted Manning Inquiry Report for a careerist indicating intention not to reenlist at expiration of active obligated service;

(2) Discrepancies found by NAVPERSCOM (PERS-4013) placement coordinators when staffing pre-deployment Personnel Manning Report or EDVR; and

(3) Members assigned to new construction or transitioning units.

f. Requests for adjustments of overseas tour PRDs shall be submitted by letter to NAVPERSCOM (applicable detailer). Such requests must contain sufficient information to facilitate an accurate determination. Examples of situations in which PRDs require adjustments:

(1) Correction of erroneous PRDs;

(2) Members reporting without family members, with movement of family members subsequently authorized;

(3) Family members arriving in a "tourist status," or newly acquired family members who subsequently become "command sponsored" family members;

(4) Return of family members not at the option of member, or as a result of misconduct; or

(5) Member voluntarily elects to serve accompanied tour.

6. **PRD Detailing Window**. Detailers may issue orders directing transfer up to 6 months prior to PRD, and up to 6 months after the established PRD. This PRD detailing window provides flexibility for an individual in negotiating orders, and for the detailer to accommodate duty preferences while meeting enroute-training requirements. It also provides a larger pool of members to match to requirements, improving fleet readiness by reducing billet gaps of key positions at sea and correcting sea/shore imbalances in some ratings.

7. **Special Procedures for PRD Management of Advanced Electronic Field (AEF) Program Members**. AEF Program members may be assigned to sea after completion of "A" School for a period of 18 months to gain at-sea experience prior to assignment to their guaranteed advanced training.

a. PRDs for these members are phased to ensure that sufficient members return to training to fill established "C" School quotas.

b. Consideration for adjustment of these PRDs will be given on a case basis (e.g., to complete a cruise, complete submarine qualifications) contingent upon favorable endorsement by the command and no resulting vacant "C" School seat.

8. **PRD Adjustments/Order Modifications to Accommodate Delivery Dates for Family Member's Child (Baby Holds)**. On a case-by-case basis, requests for PRD adjustments/modification of orders will be considered, and normally approved, to preclude family members' travel within 6 weeks on either side of estimated delivery date.

a. If special circumstances warrant, extensions beyond 6 weeks may be granted. A doctor's statement is not required by NAVPERSCOM; however, command approval shall be based on locally available documentation.

b. Unless otherwise directed, message request shall be submitted to NAVPERSCOM (info all concerned), and provide estimated delivery date in addition to any substantiating information.

9. **Broken Service**. Members separated from naval service while serving on sea duty, and subsequently returned to active duty within 90 days or within 6 months of separation (if assigned RE-R1 reenlistment code) will be assigned as follows:

a. **Zero to Six Months Remaining on PST -** Assigned to shore duty.

b. **Seven Months or More Remaining on PST -** Assigned to sea duty for a period of 12 months or the completion of PST, whichever is greater.

c. For members serving ashore and electing to be separated from active duty, their shore tour will be considered completed, regardless of the amount of time remaining on their normal shore tour. In the event such members later reenlist, they will normally be reassigned to sea duty.

MILPERSMAN 1306-106

TIME ON STATION (TOS) AND RETAINABILITY OBLIGATED SERVICE (OBLISERV)

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4518 (901) 874-4518 882-2595

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1315.18 of 28 October 2015 (b) OPNAVINST 1300.15B (c) NAVSO P-6034 Joint Travel Regulations (JTR) (d) DoD Directive 1100.4 of 12 February 2005

1. **Purpose**. When considering enlisted Service members for permanent change of station (PCS) transfer, references (a) through (d) and this article must be reviewed to ensure time on station (TOS) and retainability requirements are met.

2. **Policy**. The following general policies apply to the assignment and reassignment of enlisted Service members, unless exempted by other articles or specifically waived by Commander, Navy Personnel Command (COMNAVPERSCOM), Career Management Department (PERS-4). Authority to deviate from these policies rests with Office of the Chief of Naval Operations (OPNAV) Director, Military Personnel, Plans, and Policy Division (OPNAV N13).

3. **TOS Requirement for Reassignment**. TOS is the period of time established for tours in specific geographic locations in the continental United States (CONUS), overseas, or at sea before executing a PCS transfer.

a. TOS requirements are established to enhance operational readiness by stabilizing Service members in units in order to help reduce PCS costs and improve the quality of life by reducing personal or family turbulence.

b. When all other factors are equal, TOS is the primary consideration in selecting Service members for reassignment.

c. The TOS requirement for all assignments within CONUS is 36 months. The TOS requirement for overseas assignments is the applicable (unaccompanied or accompanied) Department of Defense (DoD) area tour for overseas locations listed in reference (c), and on the DoD Web site, or the specified overseas sea duty tour length as defined in MILPERSMAN 1300-308 for enlisted. TOS may be satisfied by one or more tours at the same permanent duty station or those in close proximity to each other. For example:

(1) A PCS transfer before completing a 36-month tour from a command in Norfolk, VA to a command in Little Creek, VA would normally fulfill the TOS requirement because the commands are in the same geographic area. A transfer from Arlington, VA to Norfolk, VA before completing 36 months on board would violate the TOS requirement because the commands are not considered to be in the same geographic area.

(2) A PCS transfer within the same overseas geographic area before completing the required DoD area tour would not break TOS or create the requirement to restart a new DoD area tour at the new command.

d. TOS in CONUS is computed inclusively from the month of arrival to the month of departure. TOS overseas is computed from the date of departure from CONUS to the date of return to CONUS, excluding authorized leave en route.

e. Service members may be reassigned before completing the minimum TOS requirement under certain circumstances. TOS waivers may be granted on a case basis by NAVPERSCOM (PERS-4).

f. In the case of two PCS transfers within the same fiscal year, a Secretary of the Navy finding may be required for payment of a second dislocation allowance (DLA). See MILPERSMAN 1300-400.

g. Sea duty tour lengths are prescribed by the Secretary of the Navy.

h. Authorized exceptions (TOS waiver not required) to TOS requirements include:

(1) Reassignment to an overseas or sea tour,

(2) Twenty-four months TOS prior to transfer in sea-intensive communities, as prescribed in the current sea shore

flow naval message (NAVADMIN) who are assigned from shore to sea duty,

(3) Accession or reassignment to a different duty station for initial skill training or separation,

(4) Reassigned to a different duty station for training or educational purposes,

(5) Reassignment due to major weapon-system change or unit conversion (e.g., change of one type of aircraft to another); this exception does not cover moves associated with replacing Service members selected for new weapons systems or units,

(6) Permitted the option to retrain into a new specialty and location in conjunction with reenlistment; requires 12 months TOS prior to transfer,

(7) Permitted the option to select another location in conjunction with an established program to keep military couples together (spouse co-location per MILPERSMAN 1300-1000); requires 12 months TOS prior to transfer,

(8) Assignment to the Office of the Secretary of Defense, Office of the Chairman of the Joint Chiefs of Staff, or the Defense Agency where tenure is limited by statute or the provisions of reference (a) to a shorter tour,

(9) Service under reference (c), which prescribes different assignments for management positions in the support activities,

(10) Reassignment under the Exceptional Family Member Program or for humanitarian reasons,

(11) Reassignment to a different duty station in preparation for a unit deployment or move, or rendered excess as a result of such a deployment or move,

(12) Service member considered for reassignment is a first-termer,

(13) Disqualification for duty as a result of loss of security clearance, professional certification, nuclear certification, or medical qualification to perform, and upon

determination that no vacant billet exists within the limits of the same geographic location in which the Service member may serve pending requalification or recertification,

(14) Reassignment as prisoners, including assignments to and from confinement or reassignment for the purpose of standing trial,

(15) Reassigned from patient status,

(16) Curtailment for the purpose of traveling outside of the travel restriction for pregnancy of the Service member or spouse, or reassignment for the purpose of receiving adequate medical care, including curtailment of female Service members from unaccompanied tours because of the lack of adequate obstetric care,

(17) Involvement in incidents that may cause serious adverse publicity or embarrassment for the U.S. Government, which may jeopardize the mission, or indication that the Service member may a potential defector,

(18) Threatened with bodily harm or death and circumstances are such that military and civilian authorities are unable to provide for continued safety of Service members or their dependents, provided the threats and circumstances are verified by appropriate investigative agencies (e.g., Navy Criminal Investigative Service and Office of the Judge Advocate General),

(19) Completion or failure to complete a training or education program required for follow-on orders,

(20) Reassignment via a low cost move (LCM). LCM is a PCS move for which the total expected cost, including the Service member's travel and transportation allowances and DLA (if applicable) does not exceed $1,000.00,

Note: LCMs are not curtailments and do not require general or flag officer waivers of TOS that are required for other moves. It is not necessary to adjust the Service member's original tour completion date, nor for the Service member to have retainability beyond the original tour completion date.

(21) Completion of a full tour of duty in a joint assignment waived by Director, Officer and Enlisted Personnel

Management, under the Deputy Assistant Secretary of Defense for Military Personnel Policy per reference (a), and the action would otherwise require a waiver of a TOS requirement,

(22) Makes an unrestricted report of being sexually assaulted and who is granted an expedited transfer, or a Service member who is an alleged offender of a sexual assault whom the Service-designated approving authority selects for expedited transfer,

(23) Rendered in excess due to:

(a) Unit inactivation,

(b) Base closure or consolidation,

(c) Organization or staffing changes,

(d) Reclassification or other actions changing the occupational specialty or skill designator of a Service member,

(e) Disqualification for duty as a result of loss of security clearance, professional certification, nuclear certification, or medical qualification to perform, or relief from duty for cause, or

(f) Promotion to E-8 or E-9.

4. **Retainability/Obligated Service (OBLISERV) Requirements for Reassignment**. Retainability is the minimum amount of active OBLISERV a Service member must have upon arrival at a new duty station after a PCS transfer, both in CONUS and overseas. For Service members executing an LCM, additional retainability beyond the original tour completion date is not necessary.

a. OBLISERV is required before reassignment to ensure Service members complete the prescribed tour. Waivers of OBLISERV requirements may be granted on a case basis by NAVPERSCOM, Enlisted Distribution Division (PERS-40).

b. Service members must not be transferred from their present duty station without obtaining the required OBLISERV for the prescribed tour.

c. The transferring command is required to obtain the applicable OBLISERV or report non-compliance via naval message

to NAVPERSCOM (PERS-40) within 30 days of receipt of PCS orders. If PCS orders do not specify any required OBLISERV, the transferring command must contact NAVPERSCOM (PERS-40) for clarification and direction.

d. Personnel who refuse to incur the OBLISERV directed in their orders will have their record flagged per MILPERSMAN 1306-125. For Service members directed to use Career Waypoints (C-WAY), this record flag will result in forfeiture of their C-WAY reenlistment application approval quota, and they will be coded as "Intends to Separate" in C-WAY. Depending on the amount of OBLISERV that the Service member has remaining, NAVPERSCOM (PERS-40) will decide where the Service member will be assigned for the remainder of their current contract, based on the needs of the Navy.

e. OBLISERV will be acquired by reenlistment or extension of enlistment. For Service members who could possibly suffer monetary loss (selective reenlistment bonus (SRB) or renlistment bonus entitlement), refer to the current SRB NAVADMIN. OPNAV, Pay and Compensation Policy Branch (N130D) is the approval authority for exceptions to policy for Service members who could suffer possible monetary loss in the Enlisted Supervisory Retention Pay Program.

f. Early SRB reenlistment/extension can be granted for personnel in receipt of PCS orders to meet the OBLISERV requirement. Refer to the current SRB NAVADMIN message.

g. The following requirements are minimums only, which allows NAVPERSCOM (PERS-4) to authorize transfer when the Service member refuses to OBLISERV for the full tour. Additional OBLISERV may be required for special programs or schools. Fleet Reserve eligible personnel must comply with MILPERSMAN 1830-040.

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

h. Activities receiving personnel with insufficient OBLISERV must report OBLISERV violations via a personnel arrival without OBLISERV report message (exhibit 1) to transferring command. Inform the transferring command's immediate superior

in command (ISIC), COMNAVPERSCOM (appropriate detailer), and cognizant manning control authority.

5. **Personnel Approaching Fleet Reserve/Retirement Eligibility**. Personnel who have completed 17 or more years of active duty, in addition to OBLISERV requirements, must sign a permanent NAVPERS 1070/613 Administrative Remarks entry agreeing to remain on active duty for the period of time required to complete the applicable tour prescribed for the overseas area to which assigned.

a. Transfer to the Fleet Reserve or Retired List will not normally be authorized prior to completion of the prescribed overseas tour.

b. Personnel approaching retirement eligibility are cautioned that the requirement to complete the applicable tour for the overseas area may disallow their eligibility to request a twilight tour.

Exhibit 1

Personnel Arrival Without OBLISERV Report

(Use the proper message format containing the following)

FM RECEIVING COMMAND//JJJ//
TO PREVIOUS DUTY STATION//JJJ//
PREVIOUS DUTY STATION PSD (IF APPLICABLE) //JJJ//
INFO ISIC for transferring activity//JJJ// Appropriate Manning Control Authority
COMNAVPERSCOM MILLINGTON TN//Appropriate Detailer//
COMNAVPERSCOM/PERS-4013//
BT
UNCLAS//NO1306//
MSGID/GENADMIN/RECEIVING CMD//
SUBJ/PERSONNEL ARRIVAL WITHOUT OBLISERV//
REF/A/DOC/NAVPERSCOM/DDMMMYY//
AMPN/MILPERSMAN 1306-106, TOS AND OBLISERV REQUIREMENTS.//
RMKS/1. PER REF A, THE FOLLOWING IS SUBMITTED DUE TO TRANSFERRING COMMAND FAILURE TO OBTAIN OBLISERV PRIOR TO PCS MOVE TO THIS COMMAND:
A. SERVICE MEMBER: NAME/RATE
B. TRANSFERRING COMMAND AND UIC
C. DATE RECEIVED
D. DATE OF ORDERS (DTG/BUPERS ORDER #)
E. OBLISERV REQUIREMENT IN ORDERS
F. HAS SERVICE MEMBER ELECTED TO INCUR OBLIGATED SERVICE?
G. AMPLIFYING REMARKS//
BT

MILPERSMAN 1306-108

ENLISTED MANNING INQUIRY REPORT (EMIR)

Responsible Office	NAVPERSCOM (PERS-4013)	Phone: DSN COM	882-4360 (901) 874-4360

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Purpose**. To provide procedures to units for submitting a Navy-wide Enlisted Manning Inquiry Report (EMIR).

2. **Policy**. All sea and shore activities, except submarines and submarine support staffs, will submit an EMIR message to report significant manning issues that directly impact operational readiness. Submarines and submarine support staffs, sea and shore, will report personnel deficiencies per fleet and force commanders' directives.

3. **EMIR Procedures**. The following procedures are applicable to the EMIR:

a. **Shortage Notification and Criteria.** The EMIR notifies the type commander and other personnel readiness stakeholders of a command's concern regarding significant enlisted personnel shortages affecting readiness. To warrant submission of an EMIR, the personnel shortage must meet one of the following categories:

(1) **Rating Manning.** Current onboard (COB) manning or projected onboard (POB) manning in the applicable rating or closed loop/transitory Navy enlisted classification (NEC) code meets the following criteria:

(a) rating supervisory shortfall of less than 70 percent manned, or

(b) gapped 1 of 1 authorized billets leading to readiness impact.

(2) **Critical NEC (CNEC).** COB manning or POB manning for the CNEC does not meet approved Defense Readiness Reporting System – Navy (DRRS-N) CNEC threshold.

(3) **Readiness.** The commanding officer's assessment is that personnel shortage has a significant effect on unit readiness as reported in DRRS-N.

b. **EMIR Limitation.** The EMIR must not be used for reporting general manning shortfalls in the activity, or for reporting unplanned losses of personnel having no significant effect on unit readiness. These events should be communicated with the command's Navy Personnel Command placement coordinator.

c. **EMIR Submission.** Do not submit an EMIR until the Service members are a permanent loss from the activity. The appropriate loss entry must be submitted via Navy Standard Integrated Personnel System (NSIPS) to initiate appropriate personnel requisition.

EXHIBIT 1

SAMPLE ENLISTED MANNING INQUIRY REPORT

(Use the proper message format containing the following.)

R XXXXXXZ MMM YY

FM USS JONES
TO RESPECTIVE TYCOM//N1//(APPROPRIATE CODE PER INFO ADRESSEE TABLE)
INFO COMUSFLTFORCOM NORFOLK VA//N14/N142/N143//
COMPACFLT PEARL HARBOR HI/N13//(PAC ONLY)
COMNAVPERSCOM MILLINGTON TN//PERS-40/PERS-4013/PERS-4016-XXXX
(APPROPRIATE DETAILER CODE)//
ISIC//
UNCLAS//N01306//
MSGID/GENADMIN/USMTF 2019/USS JONES (COMMAND PLAD)//
SUBJ/ENLISTED MANNING INQUIRY REPORT (EMIR) RCS BUPERS 1306-2
(#UIC#)//
REF/A/DOC/MILPERSMAN/01MAR2018//
AMPN/REF A IS MILPERSMAN 1306-108 ENLISTED MANNING INQUIRY REPORT.//
POC/(LAST NAME, FIRST AND LAST INITIALS)/(RANK)/(TITLE)/COMMAND NAME/
TEL: DSN _____/TEL: COM _____/EMAIL: _____)//
RMKS/1. ALPHA: QM Manning

BRAVO:

RATE	BA	COB	ACOB	POB4	POB9
QMC	1	1	1	1	1
QM1	1	1	0	0	0
QM2	2	1	1	1	0
QM3	3	0	1	1	1
QMSN	0	1	1	1	1
QM TOTAL	7	4	4	4	3

CHARLIE: QM1: QM1 Smith trf'd TEMDU NAVHOSP Portsmouth for treatment.
DELTA: The lack of a QM1 fill will significantly impact (e.g., navigational capability, watch standing, experience, etc.) during forthcoming deployment.//

BT

MILPERSMAN 1306-110

ENLISTED DUTY PREFERENCE

Responsible Office	NAVPERSCOM (PERS-40)	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Recognizing that sea/shore rotation requirements of Naval Service necessitate permanent changes of station during a career, the Navy has provided a vehicle, the Enlisted Duty Preference, by which members may express assignment desires to their assignment control authority (ACA).

a. The Enlisted Duty Preference provides the ACA with valuable, timely information to consider when effecting Sailor assignment decisions.

b. Detailers often have a range of assignment options available in a given circumstance. In cases where members have no Enlisted Duty Preference, assignments may be made to the highest priority requirement without consideration of member's preferences.

2. **Submitting Enlisted Duty Preference**. Detailing is a process whereby the detailer matches available personnel assets and their desires with existing Navy-wide requirements. The preferred submission of desires is through the Career Management System Interactive Detailing (CMSID) portal between the member's 13- to 10-month projected rotation date (PRD) window; however, the Enlisted Duty Preference form can be submitted at any time to convey the member's duty desires. In the event a short-fused requirement is levied, detailers would prefer to offer the billet to a member desiring the billet/location, vice forcing someone else into it.

a. **Member's Responsibility.** It is emphasized that submission of Enlisted Duty Preference is a member's responsibility.

b. **Submission Method.** The method of submitting Enlisted Duty Preference is online via https://www.cmsid.navy.mil/.

c. **Calculation of Preferences.** The submission of realistic duty preferences is important. Individual preferences annotated

on the Enlisted Duty Preference are used in calculating the presentation on the Sailor's homepage. The table present on the Sailor's homepage called "First 5 Jobs Matching Your Preferences" display open positions matched to the Sailor's rate, paygrade, and Navy Enlisted Classifications (NECs) and preferences.

d. **Provide Additional Information.** The remarks section has been incorporated to allow members to indicate any information for which no provision is available and which would be useful to the detailer. Examples of such information are as follows:

(1) Any skills possessed by the member not identified by NEC.

(2) Amplifying Exceptional Family Member (EFM) or Individual Education Plan (IEP) affected family members.

(3) Expected delivery date, if wife is pregnant.

(4) When married to another servicemember, list spouse's full name, military service, SSN, rate, and present duty station.

e. **Submission Time.** It is recommended Enlisted Duty Preference be submitted at the mid-tour point, or no later than 13 months prior to PRD, or anytime thereafter when changes in significant personal data occur (family member status, location of household goods (HHG), etc.).

MILPERSMAN 1306-112

NAVPERS 1306/7, ENLISTED PERSONNEL ACTION REQUEST

Responsible Office	NAVPERSCOM (PERS-40)	Phone: DSN COM	882-4184 (901) 874-4184

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U-ASK-NPC

1. **Background**. NAVPERS 1306/7 Enlisted Personnel Action Request was devised and automated to provide a standard Navy-wide format for authorized command representatives to assist Sailors in the submission of requests to cognizant enlisted detailers.

2. **Submission of Requests**. Multiple requests on the same form are not allowed. All requests shall be processed and forwarded to the cognizant ACA by authorized command representatives regardless of the command's positive or negative recommendation or endorsement.

a. **Transmission Method**. Requests to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution and Readiness Branch (PERS-40) or Reserve Personnel Management Division (PERS-913) can be submitted via https://www.bol.navy.mil, mail or encrypted e-mail to the cognizant NAVPERSCOM assignment desk.

(1) Bureau of Naval Personnel (BUPERS) Online (BOL) provides pull-down menus to aid authorized command representatives in submitting requests to the correct department and provides a copy to the submitting command. An electronic (on-line) submission provides personnel security and eliminates mailing or facsimile transmission of requests. The electronic submission is the preferred method of submission, except for "A" School requests, rate conversion, and extension of enlistment cancellation requests which must be submitted via hard-copy due to required documentation.

(2) Attachments for the electronic NAVPERS 1306/7 can be made after the "submit request" has occurred. The command point of contact line will be used by the system to generate a return copy of the text version. Once this has been received by the command, attachments can be scanned and forwarded with the request to the cognizant NAVPERSCOM assignment desk.

(3) If mailed or sent via encrypted e-mail, addresses and office codes can be located on-line at http://www.public.navy.mil/bupers-npc/Pages/default.aspx.

(a) All electronic correspondence (e-mail) regarding Navy Personnel which contains names, SSNs, or other identifying information, must be digitally signed and public key infrastructure encrypted. In the event that encryption is not possible, the only other authorized means of electronically transmitting personally identifiable information is through use of Department of Defense (DoD) Safe Access File Exchange (SAFE).

(b) Any hard-copy correspondence must be pre-coordinated before mailing to the BUPERS or NAVPERSCOM codes for action. If used, all hard-copy correspondence regarding Navy personnel which contains names, SSNs, or other identifying information must:

(c) Be double-wrapped with the inner layer labeled "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties."

(1) Use DD 2023 Privacy Act Data Cover Sheet (as appropriate).

(2) Be mailed to only those with an official need to know.

(3) Be sent via a mailing service that can provide tracking information.

(4) Be handled and destroyed per Department of Defense privacy directives.

b. **Addressees.** Requests are to be sent directly to the following:

	Send request to...	**for...**

(1)	NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010)	non-designated Professional Apprenticeship Career Track Sailors (PACT) (aviation, A-PACT; engineering, E-PACT; and surface, S-PACT).
(2)	NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010S)	"A" School requests (only hard copies accepted).
(3)	NAVPERSCOM, Nuclear Power/ Submarine Assignment Branch (PERS-403)	submarine program volunteers.
(4)	NAVPERSCOM, Enlisted Career Progression Branch (PERS-81)	whether the command endorsement is favorable or unfavorable.
(5)	Enlisted Community Management Division (BUPERS-32)	high year tenure waivers.

3. **Resubmission of Requests**. Although resubmission is by no means discouraged, consideration should be given to the processing time required and the large volume of correspondence processed by each office. The possibility of a member's request being lost is an unfortunate reality. When a reasonable length of time (30 days from receipt date) has passed since original submission and no reply has been received, recommend contacting the responsible office prior to resubmitting the request.

4. **Cancellation of Requests**. To cancel a request, submit a new NAVPERS 1306/7 requesting cancellation. The request should provide specifics as the member may have more than one request on file (do not include new requests). This requirement is specifically intended to eliminate confusion with new desires and cancellation requests.

5. **Limitations of NAVPERS 1306/7 Usage**. Although the title "Enlisted Personnel Action Request" implies universal application for requests of any nature, in many cases the form is used incorrectly.

a. As a general guideline, the form is to be used to request any **program**, **school**, **reassignment**, **or special duty** for which a particular requesting format is not already specified.

(Some examples for which particular formats are specified are humanitarian assignment and reenlistment incentives.)

b. The most common misuse of NAVPERS 1306/7 is the **unsubstantiated request for reassignment.** A member must have sufficient justification to warrant reassignment prior to projected rotation date. If sufficient justification is provided, request will be brought to the cognizant detailing authority's attention.

6. **Endorsement Considerations**. This article will not dictate the command's in-house process for submitting NAVPERS 1306/7. Commands are responsible for pre-screening members for program eligibility prior to endorsing the request. Requests submitted by the command's designated representative will be considered endorsed by the commanding officer unless otherwise indicated in the comments section. To prevent manning presumptions, endorsements should address acceptable gap, relief requirement, and waiver issues (as applicable). Unless otherwise held by factors contained in the command endorsement, detailers will attempt to fulfill the request for the period indicated in the "Requested Action" block.

7. **Additional Clerical Instructions**. To ensure a timely and correct response is afforded each request, the information contained therein must be complete, current, and verified for accuracy. The below items are sources of inordinate delay and may result in an inappropriate or delayed response:

a. **Invalid points of contact addresses, incorrect phone numbers, and incorrect e-mail addresses.** These cause serious problems when the command cannot be contacted and missed opportunities occur.

b. **Request is submitted to the wrong department.** This severely impacts submissions that require deadlines. NAVPERSCOM is a large organization with many departments that handle various administrative tasks. Correct department information can be located on-line at http://www.public.navy.mil/bupers-npc/organization/Pages/NPCWebDirectory.aspx.

c. **Inaccurate personal data (Name, Rate, SSN, last four digits of SSN, etc.).** Verification of the member's name and last four of SSN is an absolute must as the enlisted master file searches by name and last four of SSN.

MILPERSMAN 1306-114

EARLY RETURN FOR CAUSE (ERFC) OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-40HH)	Phone: DSN COM FAX	882-3542 (901) 874-3542 882-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**:

a. Service members assigned duty overseas act as ambassadors of the United States (U.S.) and the U.S. Navy. As such, their performance within a host country must continue to bring credit and maintain the highest standards of personal behavior. **Early Return for Cause (ERFC)** is the removal of enlisted personnel from an overseas tour before their normal projected rotation date (PRD), as a result of proven unfavorable interactions with the host nation, or as a result of disciplinary action that calls into question the ability of a member to continue in an overseas assignment.

b. ERFC is one of the strongest administrative actions used and should only be requested when all other efforts (i.e., training, counseling, guidance, treatment, etc.) are exhausted. ERFC will not be used in lieu of disciplinary action or administrative discharge, nor is it an excuse to transfer a problem Sailor to another command. It will not be used to transfer a member with sub-standard work performance or evaluation marks. ERFC is not necessarily a bar to either retention or re-enlistment eligibility.

c. Commands requesting ERFC of members should understand that approval of their request will result in a gapped billet until a relief can be identified. Judicious use of the article is cautioned since all approvals of ERFCs will require the use of unexpected and unplanned permanent change of station (PCS) funds which could result in delay or cancellation of some other priority manning action.

2. **Procedures**:

a. **Report Submission:**

(1) All requests for **Fault Early Returns** must be submitted as an **Early Return for Cause Request (ERFCR)** (Exhibit 1) by message.

(2) Ensure the ERFCR is submitted in the format provided in Exhibit 1 including all “to” and “info” addressees. Failure to comply could result in unnecessary processing delays.

(3) Requests for early return will be submitted expeditiously and ensuring all required information is provided. These requests may involve situations requiring timely action to be taken due to the nature of the circumstances involved. An understanding of all the factors that necessitated the request submission is required prior to making a decision. Submission of a partial request is discouraged as it delays the timely processing of the request. Inclusion of additional information to ensure clarity and provide justification for submitting the request is strongly recommended.

(4) Requests for ERFC will be submitted to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40HH). Type commanders (TYCOMs) must notify NAVPERSCOM (PERS-40HH) within 5 days of requesting commander’s message date/time/group of their concurrence or non-concurrence with the submitting commander’s request.

b. **Transfer/Assignment Decision.** NAVPERSCOM will decide each case on its merits. If request for early return is approved, ensure the appropriate service record entry is completed on NAVPERS 1070/613, Administrative Remarks, indicating reason for submission of request.

(1) Approved requests will result in the transfer of member and family member(s) to an assignment for which eligible. Eligibility will be based upon requisition priority and sea/shore rotation to valid billets of member's rate. Assignments made due to ERFC issues do not alter sea or shore rotation.

(2) Orders directing transfer will normally be issued within 21 days. Detachment from current duty station will be directed to take place within 60 days of orders being released.

c. **Improper Overseas Screening**. Ensure all facts that are related to an improper screening are documented and reported in an Overseas Screening Deficiency Report (OSDR) as required, per MILPERSMAN 1300-306, prior to submitting an ERFCR. The OSDR will be listed as a reference in the EFRCR.

d. **Host Nation Relationship.** Incidents whereby the Navy's relationship with the host nation is discredited or there is a negative reflection on the U.S. because of a Sailor's behavior in the local community, will not be tolerated. Such incidents will be given prompt attention and ERFCRs will be acted on immediately. Our Sailors represent not only the Navy overseas, but are also ambassadors of the U.S. Their conduct in the local civilian community must be above reproach.

3. **Early Return for Cause Request (ERFCR)**

a. An ERFCR will be submitted when an overseas command determines that justification exists to meet the criteria established in paragraph 1.

b. The ERFCR (Exhibit 1) is sent to the following:

For...	Message Addressee...	And...	Info...
Enlisted Members (to include FTS and non-designated SN/FN/AN)	COMNAVPERSCOM MILLINGTON TN (PERS-40/PERS-40HH)	* MCA * TYCOM	* Fleet Commander * ISIC * Last Permanent Duty Station (improper screening)

EXHIBIT 1

EARLY RETURN FOR CAUSE REQUEST (ERFCR)

(Use the proper message format containing the following.)

FM PARENT COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS-40/PERS-40HH (Enlisted Only)/PERS-code for Detailer//
MCA
TYPE COMMANDER//N13//
INFO FLEET COMMANDER
ISIC
PREVIOUS DUTY STATION//(improper screening cases)
Others as appropriate
BT
UNCLAS //N01300//
MSGID/GENADMIN/PARENT CMD//
SUBJ/EARLY RETURN FOR CAUSE REQUEST ICO RATE/NAME //
REF/A/DOC/MILPERSMAN/DATE//
AMPN/REF A IS MILPERSMAN 1306-114 (THIS ARTICLE).//
POC/NAME/RANK/RATE/IDENTIFIER/LOCATION/TEL: // **(MANDATORY)**
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED TO SUPPORT REQUEST FOR EARLY RETURN FOR CAUSE:
A. MEMBER: NAME, RATE/RANK
B. REASON FOR REQUEST: EXPLAIN CLEARLY AND CONCISELY REASON FOR SUBMITTING THIS REQUEST, I.E., DISCIPLINARY, UNFAVORABLE INTERACTONS, ETC.
C. BACKGROUND INFORMATION: CIRCUMSTANCES LEADING TO THIS REQUEST. (DO NOT LIST NAMES, PERSONAL INFORMATION)
D. COUNSELING DOCUMENTED IN SERVICE RECORD: YES/NO
E. WAS MEMBER PROPERLY SCREENED FOR CURRENT ASSIGNMENT: YES/NO
(1) IS REPORT OF OVERSEAS SUITABILITY SCREENING (NAVPERS 1300/16) FILED IN MEMBER'S SERVICE RECORD? YES/NO GIVE/NAME/RANK/TITLE/DATE OF INDIVIDUAL SIGNING SCREENING)
F. IF MEMBER PROPERLY SCREENED, DID PROBLEMS DEVELOP AFTER ARRIVAL? EXPLAIN FULLY.
(1) SHOULD THESE PROBLEMS HAVE BEEN DETECTED IN SCREENING PROCESS?
G. HAVE ALL APPROPRIATE ADMINISTRATIVE/DISCIPLINARY/COUNSELING ACTIONS BEEN COMPLETED?
H. ADDITIONAL INFORMATION AS APPROPRIATE.
I. COMMANDING OFFICER'S COMMENTS/RECOMMENDATION: **(MANDATORY)**.//
BT

NOTE: All appropriate information necessary to make an informed decision MUST be provided. Incomplete or inconsistent information will cause unnecessary delays in processing of request.

MILPERSMAN 1306-116

PRESCRIBED SEA TOUR (PST)/NORMAL SHORE TOUR (NST)

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4187 (901) 874-4187 882-2693
	NAVPERSCOM (PERS-40MM)	Phone:	DSN COM FAX	882-4965 (901) 874-4965 882-2647

Exhibit	1. Sample SDCD Correction Letter

1. **Prescribed Sea Tour (PST)**. Sea tours are prescribed for communities as reflected in the current sea/shore rotation NAVADMIN message. Normally, the sea tour shall not exceed 5 years or be less than 3 years in duration.

a. Once members commence a sea tour, they are expected to complete the PST for the rate/rating held (or selectee rate/ rating held) at time of the initial assignment to sea duty regardless of subsequent advancement (i.e., an IT3 ordered to sea duty will complete a 45-month PST, even though subsequently advanced to IT2 and reassigned to a new duty station during that sea tour).

b. Sea tours listed in latest effective NAVADMIN are subject to revision as manning considerations allow.

c. See MILPERSMAN 1306-104 for projected rotation date (PRD) changes when sea/shore rotation changes for an entire community.

d. PST for first-term personnel will be established per MILPERSMAN 1306-126.

e. Rotation for female personnel is outlined in MILPERSMAN 1306-114.

2. **Sea Duty Commencement Date (SDCD)**. A tour of sea duty starts when an individual reports to a permanent duty station (PDS) classified as sea duty (type duty code 2, 3, or 4).

a. Once the sea tour has started, the SDCD will be adjusted forward for periods of 30 days or more served in the following types of duty:

(1) Unauthorized Absence (UA).

(2) Duty Under Instruction (DUINS).

(3) Temporary Duty/Temporary Additional Duty (TEMDU/TEMADD).

(4) Limited Duty (LIMDU).

(5) Humanitarian Assignment (HUMS).

(6) Separation from active Naval Service for a period of up to 3 months.

(7) Pregnancy Tour.

(8) Special Programs.

b. The adjustment period is computed **from** the day member departs from a sea duty command **to** the day member reports back to a sea duty command. Only full 30-day periods will be counted. For example:

DETACH DATE	REPORT DATE	TOTAL TIME SPENT	ORIGINAL SDCD	NEW SDCD
11 NOV 01	08 FEB 02	2 months, 28 days	OCT 99	(+) 2 months = DEC 99
25 FEB 02	28 MAR 02	1 month, 3 days	JAN 02	(+) 1 month = FEB 02
05 APR 99	17 SEP 00	1 year, 5 months, 13 days	DEC 97	(+) 17 months = MAY 99

c. Sea tours will be terminated upon a member's transfer to a PDS classified as shore duty (type 1 or 6), to TEMDU or TEMADD 18 months or longer, or separation from active Naval Service for more than 3 months.

d. Historically, members reverting to enlisted status from warrant or limited duty officer (LDO) have been immediately assigned to sea duty to start the PST for their rating.

(1) Since new warrant or LDOs are initially assigned to sea duty, this will result in a double sea tour in some cases.

(2) Members reverting to enlisted status will receive consideration for sea duty served as an officer.

e. The SDCD must be recorded on NAVPERS 1070/605 (7-06), History of Assignments, in the service record. In block 2 of NAVPERS 1070/605 record SDCD (**e.g.**, **USS NEVERSAIL (DD-101) NORVA SDCD: 99NOV**).

f. **To correct SDCD**, forward requests by E-Mail (preferred), letter, or facsimile (fax) to Navy Personnel Command (NAVPERSCOM), Distribution Management and Procedures Branch (PERS-451) using the sample format in Exhibit 1 (not required for E-Mail). For a small number of corrections, provide the same information for the member(s) shown in Exhibit 1 in the body of the E-Mail. For larger numbers of corrections, use a table or spreadsheet and attach to the E-Mail.

(1) A point of contact with E-Mail address and phone number is required on all requests.

(2) Copies of NAVPERS 1070/605 are not required, nor desired, unless specifically requested by NAVPERSCOM (PERS-451).

(3) E-Mail requests to pers451@navy.mil.
Mail/fax to:

Navy Personnel Command (PERS-451)
5720 Integrity Drive
Millington, TN 38055

Fax: (DSN) 882-2693, or
(COM) (901) 874-2693

3. **Normal Shore Tour (NST)**. NSTs are prescribed for each rate and some Navy Enlisted Classifications (NECs) as reflected in the latest effective NAVADMIN.

a. The tour length is directly affected by the ratio of sea billets to shore billets.

b. In order to provide stability and an opportunity for a reasonable period of time ashore with family and friends, a minimum normal continental United States (CONUS) shore tour of 24 months is established.

c. For first-term personnel, see MILPERSMAN 1306-126.

4. **Shore Duty Commencement Date (SHDCD)**. Tours of shore duty commence when members first report for duty at an activity designated type 1 or 6 duty, and terminate when members complete the NST for their rating, or voluntarily return to sea duty prior to completion of NST.

a. If last PDS was classified **sea duty** (type 2, 3, or 4 duty), SHDCD will be established as month and year reported.

b. If last PDS was classified **shore duty** (type 1 or 6 duty), SHDCD should already be recorded in service record and no further entry need be made. **If SHDCD is not recorded, request determination from NAVPERSCOM (PERS-451)**.

c. Shore duty commencement dates will be automatically updated when the member is diaried on board; however, commands should enter newly established SHDCDs on NAVPERS 1070/605 in the enlisted service record upon the member's reporting aboard. The date should be verified once reflected in the Enlisted Distribution and Verification Report (EDVR).

d. SHDCD will be reviewed when service record is verified.

(1) In the event SHDCD cannot be determined, or it appears to be erroneous, request determination from NAVPERSCOM (PERS-451).

(2) When SHDCD is reflected in the EDVR, make entry on NAVPERS 1070/605 in the Enlisted Service Record, citing EDVR as authority. No diary entry required.

5. **Shore Duty Curtailment**. Personnel serving on a NST who desire to return to sea duty may submit NAVPERS 1306/7 (1/03), Enlisted Personnel Action Request to NAVPERSCOM via their commanding officer (CO) for shore tour curtailment.

a. Favorable consideration will be given such requests provided

(1) member is not serving in a critical billet, (i.e., MAGG, Joint Command, Company Commander, etc);

(2) member is serving on type duty classified as sea/shore code 1 or 6;

(3) non-career member agrees to obligate for at least 24 months from date of reporting on board new command;

(4) member will have completed at least 24 months onboard at transfer; and

(5) such transfer is in the best interest of the Navy.

b. Requirement of remaining on board current shore duty for 2 years will be waived on a case-by-case basis. Factors that will affect a waiver of the 2-year onboard requirement are

(1) projected manning at present duty station.

(2) sea-to-shore manning of member's rate/rating.

(3) permanent change of station (PCS) costs for member and required relief.

(4) whether or not a Secretary of the Navy Finding (SECNAVFIND) is required for a second dislocation allowance (DLA) payment within the same fiscal year.

c. Members whose approved early reassignment would create a vacancy at current activity, requiring PCS move for relief, will not normally be approved unless by command endorsement; a gapping of billet will be acceptable.

d. Members who voluntarily terminate their tour of shore duty by executing the option to return to sea, as specified in this article, will commence a new PST on reporting to their new sea command.

e. Requests for voluntary shore duty curtailment by members on recruiting duty shall be submitted by members via their chain of command to NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010).

(1) Each case will be evaluated by NAVPERSCOM based upon available PCS funds and overall manning at sea in the member's rating.

(2) Upon approval, the member will be transferred to sea duty without a relief.

(3) The command will not receive a relief prior to the member's original PRD.

6. **GENDETS Advance to an Aviation Rating, Sea/Shore Rotation**. GENDETS advanced to aviation ratings in activities where no billets exist will be reassigned. Upon notification of advancement, members should contact their rating detailer to determine their options. If no contact is made within 60 days, it will be assumed member is not willing to obligated service (OBLISERV) and will be assigned accordingly.

EXHIBIT 1

SAMPLE SDCD CORRECTION LETTER
(Use proper letter format.)

From: Commanding Officer, USS NEVERDOCK (USS 00)
To: Commander, Navy Personnel Command (PERS-451)

Subj: REQUEST FOR SEA DUTY COMMENCEMENT DATE (SDCD) CORRECTION

Ref: (a) MILPERSMAN 1306-116

1. Request adjustment of the following SDCDs per reference (a):

RATE	NAME	SSN	FROM	TO	REMARKS
MM2	Sailor, John Q.	123-45-6789	98 12	99 03	TEMDU ACC 330 03SEP01 – 17DEC01
SK3	Jones, Bob J.	012-34-5678	01 06	01 12	LIMDU ACC 105 06JAN02 – 20JUL02
AT1	Smith, Slim D.	987-65-4321	01 04	01 07	TEMDU ACC 341 01OCT01-13JAN02

2. Point of Contact: PN1 J. P. Jones, DSN 444-1234.
E-Mail: jonesjp@neverdock.navy.mil.

I. M. UNDERWAY
By direction

MILPERSMAN 1306-118

ACTIVITY TOUR UPON COMPLETION OF AN OVERSEAS DEPARTMENT OF DEFENSE (DOD) AREA TOUR

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4185 (901) 874-4185 882-2693

References	(a) DODI 1315.18 of 12 Jan 05

1. **Policy**. Members in certain ratings who have otherwise completed the required DOD area tour identified in reference (a) may still have time remaining on their Prescribed Sea Tour (PST) or Normal Shore Tour (NST). The following procedures are in effect for the reassignment of such members.

2. **Procedures for Members Completing DOD Area Tour (Type Duty Code "3" and "4")**. Members who complete a DOD area tour and have time remaining on their PST will be reassigned per the following:

a. **0-6 months**.

(1) Remain on board to complete PST or longer tour.

(2) Transfer to shore duty for normal tour. Members must have, or agree to acquire, a minimum 12 months obligated service (OBLISERV) to be eligible for assignment ashore.

(3) Members who do not desire to acquire necessary OBLISERV will be extended on board to complete PST or expiration of active obligated service (EAOS), whichever is less.

b. **7-11 months**.

(1) Remain on board to complete PST or longer tour.

(2) Transfer to continental United States (CONUS) sea duty to complete 12-month minimum tour. For members with a 5-year PST, the activity tour will be 12 months or completion of PST, whichever is longer. The remaining PST may be waived by Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4) for additional OBLISERV.

(3) Members must have, or agree to acquire, a minimum of 12 months OBLISERV at new command to be eligible for assignment to CONUS. If member elects a Chief of Naval Operations (CNO) Priority 2 shore assignment (i.e., recruiting, physical security, recruit division commander (RDC) billet), a waiver of up to 24 months PST will be considered.

c. **12 months or more**.

(1) Remain on board to complete PST or longer tour.

(2) Transfer to CONUS sea duty with projected rotation date (PRD) established to provide 12 months at new command or to complete PST, whichever is longer.

(3) Members must have, or agree to acquire, a minimum of 12 months OBLISERV at new command to be eligible for assignment to CONUS. If member has less than 24 months remaining on PST, a waiver of up to 24 months will be considered if member elects a CNO Priority 2 shore assignment (i.e., recruiting, physical security, RDC billet).

d. The maximum involuntary extension for sea duty aboard a unit homeported in any overseas area will not exceed PST or EAOS, whichever is less.

e. Members whose EAOS is within 11 months after the PRD from the members' current area tour will be automatically extended to EAOS if necessary OBLISERV is not acquired for normal rotation.

f. Members assigned from overseas units (Type Duty Code "4" less Hawaii) to CONUS-based sea duty to complete their PST will be ordered for a period of 1 year or time required to complete PST, whichever is longer. Members must have, or agree to acquire, a minimum of 12 months OBLISERV at new command to be eligible for assignment to CONUS.

3. **Procedures for Members Completing DOD Area Tour (Type Duty Code "6" less Hawaii)**. Members who complete a DOD area tour and have time remaining on their NST will be offered the following options:

a. **1-6 months**.

(1) Remain on board to complete NST.

(2) Transfer to sea duty to start PST. Requires 12 months retainability per MILPERSMAN 1306-106.

b. **7-11 months**.

(1) Remain on board to complete NST.

(2) Transfer to sea duty to start PST. Requires 12 months retainability per MILPERSMAN 1306-106.

(3) Transfer to shore duty to complete their NST; however, in the interest of cost effectiveness this would be a move to a **fleet** concentration area where the member can expect to receive orders for follow-on assignment to sea duty. Members must have, or agree to acquire, a minimum of 12 months OBLISERV at new command to be eligible for assignment to CONUS.

c. **12 months or more**.

(1) Remain on board to complete NST.

(2) Transfer to sea duty to start PST.

(3) Transfer to another shore duty activity near a **fleet** concentration area for completion of NST.

MILPERSMAN 1306-120

COMMANDING OFFICER SHIPBOARD OPERATIONAL HOLDS (OPHOLD)

Responsible Office	NAVPERSCOM (PERS-4013)	Phone: DSN COM FAX	882-4428 (901) 874-4428 (901) 874-2066

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) FLTFORCOM/NAVPERSCOMINST 1300.1A (b) OPNAVINST 1300.15A (c) 10 USC §5540 (d) DoD 7000.14-R, Financial Management Regulation Manual, Vol 7a

1. **Policy**. As outlined in reference (a), an operational hold (OPHOLD) is a personnel action which impacts a member under orders from a sea duty command, serving in any type 4 duty unit (overseas sea) or type 2 duty (continental United States sea). An OPHOLD can significantly disrupt the lives of Sailors and the efficiency of the distribution system. It shall be reserved for extraordinary circumstances at sea duty commands only.

a. Commanding officers (COs) of type 2 duty units may request OPHOLD for members with orders for up to 12 months.

b. COs of type 4 duty units may request OPHOLD for members with orders for up to 2 months beyond the Department of Defense (DoD) area tour applicable to the member. Per reference (b) and on a case-by-case basis, Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) may also involuntarily extend members up to 180 days if their presence is required to meet critical and immediate operational needs.

2. **Guidance**

a. COs may request OPHOLD status for members in the following circumstances:

(1) When loss of the member results in or exacerbates a degradation of personnel operational capability on a type 2 or type 4 duty unit.

(2) When, in the opinion of the CO, other appropriate justification exists.

b. COs should **not** request OPHOLD in the following circumstances:

(1) If the services of the member can be spared without affecting mission accomplishment.

(2) Members may not be involuntarily extended beyond their expiration of active obligated service (EAOS) without specific approval. MILPERSMAN 1160-050 refers.

c. During the OPHOLD decision process, the member's orders will be evaluated by Commander, Navy Personnel Command (COMNAVPERSCOM) for potential cancellation.

(1) If the orders are cancelled, the member will be required to re-negotiate via MyNavy Assignment (MNA). No adjustments to the member's current projected rotation date will be made, unless directed by COMNAVPERSCOM and agreed to by the manning control authority.

(2) OPHOLDs submitted for personnel under orders issued to honor a reenlistment incentive shall note this fact and contain comment concerning the member's desire to delay, cancel, or request an alternate incentive.

d. Premium pay for being held past an EAOS, under certain conditions, which is authorized under reference (c) and implemented in MILPERSMAN 1160-050, is triggered by holding someone at an afloat command, in foreign waters, involuntarily, for operational purposes, in the public interest (as determined by the senior officer afloat), past his or her EAOS. Reference (d), chapter 1, section 010304 also gives specific eligibility criteria.

3. **OPHOLD Reporting**. COs who wish to delay execution of orders, per this article, shall request such action by message to COMNAVPERSCOM MILLINGTON TN//PERS4013// with a copy to:

- unit commander,
- type commander,
- fleet commander,
- Commander, United States Fleet Forces Command (COMUSFLTFORCOM) NORFOLK VA
- Commander, United States Pacific Fleet (COMPACFLT) PEARL HARBOR HI
- COMNAVPERSCOM MILLINGTON TN (appropriate detailer), and
- receiving command.

This report is to be made as soon as the necessity for an OPHOLD is determined.

a. Except in emergency situations, this report should be made at least 90 days prior to transfer month.

b. This report will indicate the month and year to which orders are requested to be delayed.

c. Request will indicate if the member is a volunteer or not.

MILPERSMAN 1306-122

PERMANENT CHANGE OF STATION (PCS) AND PERMANENT CHANGE OF ACTIVITY (PCA) MOVE DETERMINATION

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	DODI 1315.18 of 12 Jan 05

1. **General Information**

a. **Permanent Duty Station (PDS)** is defined as follows:

(1) The post of duty or official station, including a ship to which a member is assigned or attached for duty other than "temporary duty (TDY)" or "temporary additional duty (TAD)."

(2) The limits of such posts of duty or official station will be the ship, or the corporate limits of the city or town in which the member is stationed.

b. **Moves** are classified as either **permanent change of station (PCS)** or **permanent change of activity (PCA)** as defined below:

(1) **PCS**: The assignment, detail, or transfer of a member of a unit to a different PDS under competent orders that do not specify the duty as temporary nor provide for further assignment to a new PDS, or direct return to the old PDS.

(2) **PCA**: 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.

2. **Classification of Moves**. Moves are further classified per their associated costs as follows:

a. **Cost PCS Move**

(1) A change of PDS for which the PCS costs exceed $1,000.

(2) This type of move always requires the follow-on assignment of full Department of Defense (DOD) or Secretary of the Navy (SECNAV) prescribed tour length, as applicable.

b. **Low-cost PCS Move**. Any change of PDS for which the PCS costs do not exceed $1,000. There is no requirement to adjust the original tour completion date, see reference (a).

c. **No-Cost PCA Moves**

(1) A reassignment which does not involve a change of PDS. For example, an In-Place Consecutive Overseas Tour (IPCOT) or a reassignment from the Navy Annex (Arlington) to the Pentagon (Arlington).

(2) There are no entitlements associated with PCAs, except for Consecutive Overseas Tour leave travel in the case of IPCOT.

MILPERSMAN 1306-124

TOUR EXTENSIONS AND SPLIT TOURS

Responsible Office	NAVPERSCOM (PERS-40)	Phone: Toll Free	1-866-U ASK NPC

1. **Voluntary Tour Extensions**. Members desiring to extend their current tour of duty should initiate a NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40). The request should be submitted between 9 to 12 months prior to the member's projected rotation date (PRD) and be recommended by the member's commanding officer (CO).

a. To be eligible for consideration of tour extension under the provisions of this article, personnel must

(1) not be in receipt of permanent change of station (PCS) orders.

(2) have CO's recommendation.

b. Requests from personnel serving on types 3, 4, and 6 duty must contain a statement concerning suitability for continued overseas service per MILPERSMAN 1300-300. **The suitability determination shall include family member considerations if on an accompanied tour.**

2. **Voluntary Tour Extension Approval Criteria**. Extensions will normally be granted in 12-month increments on a case basis, considering fleet/sea/shore balances for each rating. After approval of an extension by NAVPERSCOM (PERS-40), the extension will not normally be canceled unless an exceptional hardship exists.

a. Extensions of less than 12 months in length may be approved in special circumstances (e.g., to complete deployment, etc.).

b. Request for extension in current command (type 2, 3, or 4 duty) will normally be approved so long as such extension does not result in manning in excess of billets authorized in the command's manpower authorization for the member's rating.

c. Request for extension in current command (type 1 and 6) is normally not solicited nor approved, except in times of PCS constraints.

d. Non-career designated personnel must incur sufficient obligated service (OBLISERV) requirements to complete tours as extended.

e. If extension on board is not feasible due to manning in excess, member will be offered the option of transferring to another sea duty command in the same homeport/area.

f. If another command in the same homeport/area is not available, member may extend for assignment to a command in another homeport/area with the following stipulations:

(1) A minimum of 2 years OBLISERV will be required.

(2) Where en route training in excess of 4 weeks is necessary, a minimum of 2 years OBLISERV plus training time will be required.

g. To avoid the inequity that could result from an individual serving for an extended period in a preferred assignment, extensions will always be considered on a case basis.

h. Requests to extend overseas are covered in MILPERSMAN 1300-310 and 1306-300.

i. Personnel shall submit NAVPERS 1306/7 via the chain of command to request sea tour extensions.

j. Personnel submitting a NAVPERS 1306/7 request to adjust PRD to expiration of active obligated service (EAOS) with the intent to separate will have their enlisted master file record flagged.

(1) Depending on active duty time remaining, the request may be disapproved and needs of the Navy orders issued.

(2) If a request to match PRD to EAOS is received with no stated reason, it will be considered intention to separate.

3. **Involuntary Tour Extensions**

a. During periods of PCS funding constraints, NAVPERSCOM may be required to extend personnel involuntarily on tours in the same unit or homeport/area.

b. Maximum Department of Defense (DoD) area tour for accompanied by family member/all others will not be exceeded, except as provided per MILPERSMAN 1300-308.

4. **Split Tour**. **Split tours** are defined as PCS assignment between two activities in the same geographic location.

a. **Same geographic location** is defined as any PCS move for which the total expected cost, including member's travel and transportation entitlements, does not exceed $1,000.00.

b. Any PCS move that exceeds the $1,000.00 becomes a cost move and is considered as an assignment outside of the geographic location.

c. Except as indicated below, members may request split tour reassignments effective at any time after they have served 24 months at the same activity, and provided at least 24 months remain on their current sea or shore tour, or continental United States (CONUS) or outside continental United States (OCONUS) tour.

(1) Members whose sea or shore, CONUS or OCONUS, tour is less than 49 months may request a split tour after 24 months, if they agree to serve 24 months (regardless of prescribed sea tour/normal sea tour) at the second assignment and have sufficient obligated service to complete the 24 months.

(2) Split tour assignments will be made at no cost to the government.

5. **Split Tour Eligibility Requirements**

a. The following requirements must be met prior to submission of request for a split tour:

(1) Overall evaluation of no lower than 3.0 for the past 24 months.

(2) No mark below 3.0 in the past 24 months.

(3) Have a clear record, no nonjudicial punishment (NJP) during the previous 24 months.

(4) Recommended for advancement and retention.

b. Favorable consideration of the above request is contingent upon

- manning level at present command,
- availability of billet requested within the geographic location of present duty station,
- training and/or travel costs involved, and
- recommendation by the CO.

c. Eligible personnel should submit requests on NAVPERS 1306/7.

d. An approved request will be effected 5 to 7 months after receipt of request in order to program a relief.

e. Split tour assignment is contingent upon

(1) member's prior execution of NAVPERS 1070/613 (7-06), Administrative Remarks entry acknowledging the conditions of the assignment; and

(2) executing NAVPERS 1070/621 (1/00), Agreement to Extend Enlistment to acquire sufficient OBLISERV, if required, prior to transfer.

MILPERSMAN 1306-125

ENLISTED RECORD FLAGS

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC
Responsible Office	BUPERS-32, Enlisted Community Managers	Phone: COMM	1-866-U ASK NPC

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-mail:	1-866-U ASK NPC uasknpc@navy.mil

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References	(a) DODI 1315.18 of 12 Jan 2005 (b) OPNAVINST 1300.17A (c) FLTFORCOM/NAVPERSCOMINST 1300.1

1. **Background**. In keeping the fleet appropriately manned with quality Sailors, judicious use of permanent change of station (PCS) funds is a strategic imperative for the Navy. Sailors not willing to obligate for their next set of orders have a negative impact on overall manpower readiness, retention, and advancement opportunities for their fellow Sailors. When considering members for PCS transfer, detailers must consider time on station (TOS) and retainability requirements as prescribed by MILPERSMAN 1306-106 and references (a) and (b). MILPERSMAN 1306-106 further details that members are required to obligate service (OBLISERV) before reassignment to ensure they complete the prescribed tour, except where Department of Defense (DoD) tours are greater. In addition, waivers of OBLISERV requirements may be granted on a case-by-case-basis by Navy Personnel Command (NAVPERSCOM).

2. **Policy**. Sailors who elect not to meet the minimum (OBLISERV) requirements for their reassignment will have their enlisted master file record flagged. This includes Sailors who:

a. Submit a NAVPERS 1306/7 Enlisted Personnel Action Request to adjust projected rotation date (PRD) to match expiration of active OBLISERV, as extended (expiration of active obligated service (EAOS)/soft expiration of active obligated service (SEAOS)), stating their intention to separate. Per MILPERSMAN 1306-124, a record will also be flagged if the

request is to match PRD to EAOS/SEAOS with no stated reason listed on the NAVPERS 1306/7;

b. Submit NAVPERS 1306/7 requesting early separation;

c. Submit a NAVPERS 1306/7, message, or correspondence to their respective Bureau of Naval Personnel (BUPERS), Enlisted Community Manager (BUPERS-32), indicating intent to separate at EAOS/SEAOS;

d. Refuse to OBLISERV for orders. If a Sailor refuses to OBLISERV to their prescribed tour, but has sufficient contract time to meet retainability, as outlined in MILPERSMAN 1306-106, orders may be modified to complete follow-on tour assignment until EAOS.

3. **Implications**. Once a Sailor's enlisted master file record is flagged, the Sailor:

a. Forfeits his or her Career Waypoints-Reenlistment (C-WAY-REEN) application quota approval (if in receipt of one). The quota will be revoked and the Sailor will be counted as "Intends to Separate (ITS)" in C-WAY-REEN;

b. Will be issued needs of the Navy orders, if the Sailor has 12 months or more remaining between PRD and EAOS/SEAOS. In certain cases, orders may be issued to an immediate deployer despite the Sailor having less than 12 months until EAOS/SEAOS.

4. **Personnel Manning Reports (PERSMARs)**. Requirements for PERSMAR submission are delineated in reference (c). When a PERSMAR is received by Navy Personnel Command's (NAVPERSCOM), Enlisted Personnel Readiness and Support Branch (PERS-4013), and a Sailor is listed as "Intends to Separate," in most cases, the PRD will be adjusted to the EAOS/SEAOS, and the record will be flagged for separation. However, if a Sailor is listed as "Intends to Separate," no action will be taken regarding PRD adjustment or record flag until a NAVPERS 1306/7 or signed NAVPERS 1070/613 Administrative Remarks (Page 13) is received, stating the Sailor's intent to separate. Commands are reminded that when submitting a command PERSMAR, if the Sailor is unsure or is early in his or her career, it is best to list the Sailor's career intentions on the PERSMARs as "Undecided," vice "Intends to Separate."

5. **Requirements for Removal of Record Flag/NAVPERSCOM Action**. If a Sailor later changes his or her mind and would like to remain on active duty, the following actions will take place:

a. Sailor must submit a NAVPERS 1306/7 to his or her rating detailer, requesting removal of the record flag and stating the Sailor's career intent.

b. Detailer will staff the request to NAVPERSCOM's Special Assistants Branch (PERS-4015) for review, who will then attach the original request that caused the flag and forward it to NAVPERSCOM's Special Assistant to the Director, Enlisted Distribution Division (PERS-40BB) for review.

c. NAVPERSCOM (PERS-40BB) will staff to the Career Waypoints (C-WAY) help desk at BUPERS-32 for Enlisted Community Manager (ECM) review and concurrence. Any changes made by BUPERS-32 which reset the Sailor's status in C-WAY must be annotated in the Sailors' C-WAY notes files.

d. NAVPERSCOM (PERS-40BB) will make the final decision, based on BUPERS-32's input, and will inform rating detailer and C-Way help desk of approval or disapproval.

e. If the request to delete the flag is approved and the Sailor previously had a C-WAY-REEN quota, that quota will be reinstated. If the Sailor never received a C-WAY-REEN quota, the application will be reset to compete for a reenlistment quota.

6. **Summary**

a. Requests for record flag removal will not normally be approved for Sailors within 6 months of their EAOS/SEAOS; each request for flag removal will be adjudicated on a case-by-case basis by NAVPERSCOM and BUPERS-32.

b. Chains of command and command career counselors should counsel Sailors regarding their decision to separate, utilizing career development boards (CDB), prior to any submission of notification of the Sailor's intent to NAVPERSCOM.

MILPERSMAN 1306-126

FIRST-TERM PERSONNEL ASSIGNMENT POLICY

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1300.15A (b) DoD Instruction 1315.18 of 12 Jan 05 (c) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Appendix Q

1. **Policy**. First-term members are those who are serving on their first enlistment contract including operative extensions (other service veterans (OSVET) and Navy veterans (NAVET) are not first termers).

a. **Members on a 3-year or less contract** will be given no more than one assignment (**exclusive** of **initial basic** and **skills training**) before their expiration of active obligated service (EAOS). If required to serve in a dependent-restricted tour overseas, they will be assigned to no more than two different geographic locations.

b. **Members on an initial enlistment of more than 3 but less than 4 years** will be given no more than one continental United States (CONUS) assignment before their EAOS following **initial basic** and **skills training**. The member will be issued a planned rotation date (PRD) equal to his/her prescribed sea tour (PST) for their initial assignment, unless the initial assignment is regulated by a Department of Defense (DoD) area tour. If overseas assignment is required, members shall be given no more than two assignments before their EAOS.

c. **Members on an initial enlistment of more than 4 but less than 5 years** will be given no more than two assignments in different locations before their EAOS following **initial basic** and **skills training**, regardless of tour length. The member will be issued a PRD equal to his/her PST for their initial

assignment unless the initial assignment is regulated by a DoD area tour.

d. **Members on an initial enlistment of more than 5 years** will not be given more than three assignments in different locations, provided one is an overseas location before their EAOS following **initial basic** and **skills training**, regardless of tour length. The member will be issued a PRD equal to his/her PST for their initial assignment unless the initial assignment is regulated by a DoD area tour.

e. **Members on their second assignment** can be ordered overseas if they have the required obligated service (OBLISERV) for the Department of Defense (DoD) area tour.

f. **Members electing to reenlist** will complete their PST at their initial assignment, unless the initial assignment is regulated by a DoD area tour or they are authorized to curtail their sea tour by negotiating through a reenlistment incentive program.

g. **Members with 6 years initial OBLISERV** assigned to a sea duty activity for their first permanent duty station (PDS) and guaranteed advanced training, will be reassigned to receive training upon completion of a special 18 to 24-month sea tour. Upon completion of training and reassignment to sea duty, sea duty commencement date and projected rotation date (PRD) adjustments (to coincide with their EAOS or completion of PST, whichever is less) should be requested by the gaining activity, per MILPERSMAN 1306-101.

h. **Professional Apprentice Career Track (PACT)** Sailors will be assigned a 24 month tour length/PRD, regardless of location or type duty of their first permanent duty station assignment, in order to align their rotation date with their contract A-school guarantee. If a PACT Sailor becomes designated during this initial 24-month assignment (via a rating examination), their PRD will be adjusted to the appropriate PST for that rating, unless the initial assignment is regulated by a DoD area tour.

2. **PRD and Tour Lengths**

a. **CONUS**

(1) Members **initially** assigned to CONUS shore duty will be assigned a 24-month tour, with the exception of those rates identified as having an INUS/OUTUS (within the continental United States/and outside the continental United States) rotation vice sea shore flow (SSF). Members will be assigned to sea duty (type 2 or 4) upon completion of an initial assignment to a 24-month shore tour.

(2) Members assigned to sea duty home ported in CONUS will be assigned a tour length to match their PST.

(a) PRD will be set to match PST.

(b) Exceptions to this rule are ships and units homeported in CONUS, but operating in an overseas area for 1 year or more. PRD will be set for a 1-year tour for these types of units.

b. **Overseas**

(1) Members assigned to overseas duty will be assigned a PRD of 36 months or the accompanied tour length, whichever is less, with the exception of Hospital Corpsmen (shore duty) and PACT Sailors, which will be 24 months. First-term duty in Alaska and Hawaii is 36 months unless otherwise specified. After completion of the 36-month tour, first-term members will be assigned per first-term limitations outlined in this article and reference (a) and (b).

(2) First-term members may be eligible for Overseas Tour Extension Incentive Program (OTEIP) benefits. See MILPERSMAN 1306-300 for details.

c. **Ratings without SSF**. Ratings identified as having a career path not defined by SSF will be assigned per the latest effective NAVADMIN for SSF. All outside continental United States (OCONUS) shore duty assignments must comply with DoD area tour lengths listed in reference (c).

d. **Tour length for members ordered to shore duty for their first tour will normally be for a maximum of 24 months**. With some exceptions, the assignment process goal is for first-term

members to be available for assignment to sea duty during their first enlistment.

3. **Floating Dry Dock Assignment**

a. **Four-year obligation personnel**. First 2 years of enlistment will encompass entry level training (Recruit Training Center (RTC) and "A" School) and floating dry dock duty. Last 2 years of enlistment, member will be assigned to sea duty.

b. **Three-year obligation personnel**. Member will not be detailed to floating dry dock.

4. **HM "A" School Graduates**. Members assigned an initial CONUS or OCONUS shore tour will be assigned a PRD of 24 months and sea tour PRD of 36 months.

5. **Members Under Age 18**. At no time will an enlisted member under the age of 18 be issued orders that require **reporting** to an operational command (Type Duty Code 2, 3, or 4).

a. When practical, use the training pipeline to ensure members will reach their 18th birthday before reporting (diaried aboard) to their PDS.

b. In situations where using the training pipeline will not satisfy the age requirement, assign member to Type Duty Code 1 or 6, per this article.

MILPERSMAN 1306-128

ROTATION FOR CONSTRUCTION RATING PERSONNEL

Responsible Office	NAVPERSCOM (PERS-401)	Phone:	DSN COM FAX	882-3571 (901) 874-3571 882-2716

1. **Policy**. Every Naval Mobile Construction Battalion (NMCB) or Amphibious Construction Battalion (ACB) member (Seabee) can expect to complete an isolated tour sometime during a career. Members assigned to isolated tours can expect a split sea tour by beginning a prescribed sea tour on isolated duty, and then completing a follow on sea tour, generally in a NMCB.

a. Based on the nature of Seabee assignments, occupation field 13 (OF 13) members assigned to isolated tours are no longer eligible for advanced assignment guarantee per MILPERSMAN 1306-200.

b. Personnel shall be assigned to the sea components of ACB without regard for gender.

c. Prior to reporting to either a NMCB or ACB tour, all personnel (OF 13 and non-OF 13) will be required to complete the 2-week Seabee replacement training at either the 20th Seabee Readiness Group located at Gulfport, MS or 31st Seabee Readiness Group located at Port Hueneme, CA.

MILPERSMAN 1306-130

POST-CONFINEMENT ASSIGNMENT PROCEDURES

Responsible Office	NAVPERSCOM (PERS-40	Phone: COM FAX	(901) 873-5170 (901) 873-5254

1. **Policy**

a. MILPERSMAN 1626-030 and 1640-060 through 1640-100 state members who are confined for 31 days or more will normally be returned to their previous duty station, and members confined while en route to a new duty station will be reassigned to another comparable duty assignment. Occasionally there will be circumstances in which the return of a released prisoner would not be in the best interest of the command or the individual.

b. In these cases commanding officers (COs) should, **at the time of confinement**, submit a message to Navy Personnel Command (NAVPERSCOM) (applicable detailer) requesting the member **not** be returned to the command. NAVPERSCOM will institute action for reassignment of the member to another comparable duty assignment. The message shall be submitted per the below guidelines:

(1) **For rated/designated members** the message shall be sent to NAVPERSCOM (applicable detailer).

(2) **For non-rated/non-designated members** the message shall be sent to NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013C).

(3) The activity where the brig is located and the local discipline/pass office which serves the brig must be information addressees to allow for proper submission of the availability report.

(4) The message must state the date the member was confined or transferred temporary duty (TEMDU) for confinement and the reason why the member should not be returned to the command, e.g., loss of security clearance, loss of Navy Enlisted Classification (NEC) qualification, morale, and/or member's return would cause high security risk of member’s well-being.

2. **Type of Transfers**. Members transferred to a Naval Consolidated Brig (NAVCONBRIG) are divided into the following two separate types of transfers:

a. Members being transferred for 30 days or less, who are assigned under temporary additional duty (TAD) orders.

b. Members who are assigned for 31 days or more who are assigned under TEMDU orders.

3. **Members pending Punitive Discharge**. Chief of Naval Personnel (CHNAVPERS) may suspend a punitive discharge of members confined in NAVCONBRIGs.

a. The CO of a NAVCONBRIG will request reassignment of such member to a duty station other than the member's duty station at the time of court-martial.

b. If applicable, a reassignment request by the brig will address loss of security clearance, loss of NEC qualifications, and change in rate.

MILPERSMAN 1306-132

REASSIGNMENT OF ENLISTED PERSONNEL ASHORE – COMPLETION OF TOUR (COMPTOUR)

Responsible Office	NAVPERSCOM (PERS-4013)	Phone COM	(901) 874-4381

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. A completion of tour (COMPTOUR) is the reassignment of personnel prior to projected rotation date (PRD) from one shore activity to another shore activity for the purpose of resolving a critical manning situation.

a. It is used as a last resort action when manning deficiencies cannot be resolved through the normal process.

b. A nominee for this type of reassignment must be serving in the requested rate and have **12 or more months remaining until PRD**.

c. All attempts will be made to make the reassignments via no-cost permanent change of station (PCS) orders.

d. Reassignments that incur PCS costs must be effected per MILPERSMAN 1306-106.

MILPERSMAN 1306-134

ASSIGNMENT POLICY WHEN NOT IN COMPLIANCE WITH PHYSICAL READINESS STANDARDS

Responsible Office	NAVPERSCOM (PERS-40)	Phone: Toll Free	1-866-U ASK NPC

References	OPNAVINST 6110.1G NAVMED P-117, Manual of the Medical Department

1. **Policy**. OPNAVINST 6110.1G and NAVADMINs describe the administrative action to be taken for members who are in noncompliance with physical readiness standards.

a. Failure of physical fitness assessments will not limit assignments except when a member cannot obligate for the minimum obligated service (OBLISERV).

b. Members who are out of standards may transfer; however, assignment to certain duties (e.g., instructor, recruiting, etc.) will continue being restricted to members who are within standards. Select schools may require members to report within Body Composition Assessment (BCA) or Physical Readiness Test (PRT) standards in order to be accepted for training, or require members to be within standards to graduate. Contact community detailers or school commands for guidance. Certain communities may require members to remain within BCA or PRT standards to retain standing in that community. Contact community detailers or school command for guidance.

c. Individuals not in standards and currently under sea duty orders shall contact the medical department representative (MDR) performing the screening so that the Sailor's next command can be notified of body composition percent.

d. If individuals report at next command significantly out of body composition percent, are found unable to perform duties on platform, or MDR finds Sailor is not compatible for platform, refer to NAVMED P-117, article 15-30.

MILPERSMAN 1306-136

SECURITY LIMITATIONS FOR SURFACE NUCLEAR POWERED SHIPS

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3636 (901) 874-3636 882-2638

1. **Policy**. Personnel who are not United States (U.S.) citizens will not be assigned to surface nuclear powered units in commission, overhaul, or new construction with exception of personnel from the following ratings: ABE, ABH, AD, AM, AME, AMH, AMS, AS, AF, PR, PS, and CS.

a. Non-U.S. citizens shall not have access to naval nuclear propulsion information (NNPI) and nuclear propulsion plant spaces.

b. The above ratings (if assigned to an NNPI unit identification code) shall only be assigned to aircraft carriers (nuclear) (CVNs).

2. **Security Limitations for Nuclear Repair Facilities**. Personnel who are not U.S. citizens will not be assigned to nuclear repair facilities, including the repair departments of nuclear capable submarine and destroyer tenders (AS/AD).

MILPERSMAN 1306-141

VOLUNTARY SEA DUTY PROGRAM

Responsible Office	NAVPERSCOM (PERS-4013)	Phone: DSN COM FAX	882-4360 (901)874-4360 882-XXXX

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 6000.1 (b) CNO ltr 7220 Ser N13/067 of 26 Apr 13 (PDM 008-13 Sea Duty Incentive Pay Program) (NOTAL)

1. **Policy**. The Voluntary Sea Duty Program (VSDP) is a voluntary program that encourages Sailors from all ratings and all pay grades to serve on Type 2/3/4 activities (subject to eligibility requirements and restrictions) to extend their enlistment in their current sea duty billet beyond their prescribed sea tour (PST), to terminate shore duty and accept new orders to a sea duty billet, or to accept back-to-back sea duty orders beyond their prescribed sea/shore flow (SSF). The sea duty assignment may be on board ships, squadrons, or other qualified sea duty assignments.

a. Sailors accepted into the VSDP will be able to defer their Career Waypoint-REENLISTMENT (C-WAY-REEN) application window to the minimum obligated service (OBLISERV) required for the orders negotiated as outlined in MILPERSMAN 1306-106. Additionally, volunteers will benefit from geographic stability, the opportunity to negotiate for choice orders, and high year tenure (HYT) waiver consideration.

2. **Policy Exceptions**. Requests for exception to this policy are to be routed via the applicable chain of command and endorsed by Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) with final determinations made by Office of the Chief of Naval Operations (OPNAV), Manpower, Personnel, Training, and Education Policy (OPNAV N13).

3. **Eligibility**

a. VSDP is open to all ratings and all pay grades volunteering to curtail shore duty and return to sea, extend at-sea, or accept back-to-back sea duty orders as part of VSDP; however, for those Sailors on shore duty beyond normal shore tour (as determined by SSF), in a limited duty status or holding a nuclear Navy enlisted classification (NEC) (33XX), and per paragraph 5 restrictions requests for VSDP will not be approved. Volunteers will be assigned to sea duty commands within the same geographic location as the current shore duty command, if available and requested. Out of area moves will be considered if the Sailor holds a critical NEC or requests a particular geographic location. Full time support Sailors will be considered for assignment to valid USN requisitions. All requests, regardless of command recommendation, will be forwarded to NAVPERSCOM, Enlisted Distribution Division (PERS-40) for disposition. Requests will be reviewed to ensure early transfers will not significantly impact the Sailor's current command. When the command does not support a request and it is determined that the Sailor's skills are in critical need in the fleet, the request will be adjudicated by NAVPERSCOM (PERS-40) after coordination with the manning control authority (MCA). Losing commands may appeal to their respective MCA via their business support office and type commander.

b. C-WAY-REEN Deferment. Sailors will not require a C-WAY-REEN application quota to execute a short term extension (STE) in order to accept orders, or extend in place under VSDP provided they meet the C-WAY-REEN criteria described below. A waiver for STE is not authorized solely to complete the original PST; at least 12 additional months of sea duty is required to use the STE waiver for VSDP. At the conclusion of the STE, a C-WAY-REEN application quota will be required to complete the PST, PCS transfer, or request to reenlist. Eligibility criteria for C-WAY-REEN deferment:

(1) No evaluation performance trait mark below 3.0 for the last 3 years;

(2) No PFA failures during the last 2 years and no more than 1 failure in the previous 4-year-period from the date of screening approval;

(3) No nonjudicial punishment during the last 2 years;

(4) Pass sea duty screening;

(5) Be recommended for retention and advancement; and

(6) Must have at least 1 year remaining until their current projected rotation date (PRD).

c. HYT Waivers. Depending on rating, sea duty manning, and the impact to future advancements, HYT waivers will be considered on a case-by-case basis for enlisted Sailors volunteering to curtail shore duty and return to sea, extend at-sea, or accept back-to-back sea duty orders as part of VSDP. The length of HYT waivers must meet, but not exceed, retainability requirements for the minimum amount of active obligated service a member must have upon arrival at a new duty station, per MILPERSMAN 1306-106, after a permanent change of station (PCS) transfer, both in continental United States (CONUS) and outside the continental United States (OCONUS). If a HYT waiver is approved for VSDP and the Sailor does not execute orders negotiated for this program for any reason, the HYT waiver will be rescinded by the Head, Enlisted Community Manager (BUPERS-32). In addition, once Sailors negotiate and accept orders or extend at sea, subsequent requests to transfer to the Fleet Reserve before the HYT waiver expires will be disapproved.

d. Servicewomen in an operational deferment status are eligible for VSDP, per reference (a), which allows Servicewomen on post-birth 12-month operational deferment to request to terminate deferment at any point after convalescent leave. Waivers will be granted on an individual basis and must include endorsements from the member, current or prospective operational command, and member's health care provider. These Sailors may execute a STE to obtain required OBLISERV for transfer (when necessary) if they return to sea duty at least 6 months early. C-WAY-REEN approval is required if the Sailor desires to reenlist.

e. Sea Duty Incentive Pay (SDIP). Sailors eligible to receive SDIP, per reference (b), are also eligible for VSDP and should request to receive SDIP in conjunction with VSDP. VSDP does not change eligibility or benefits for the SDIP Program. There are three programs associated with SDIP and are summarized as follows:

(1) Sea duty incentive pay - extension (SDIP-E) incentivizes Sailors to voluntarily extend their sea duty assignments on board their current sea duty command when assigned to ships, submarines, or aviation squadrons for rotational purposes by a minimum of 12 months and a maximum of 48 months beyond their PST.

(2) Sea duty incentive pay – back-to-back (SDIP-B) incentivizes Sailors to voluntarily extend their sea duty when assigned to a type 2/4 command for rotational purposes upon transfer to ships, submarines, or aviation squadrons by a minimum of 12 months and a maximum of 48 months beyond their PST.

(3) Sea duty incentive pay – curtailment (SDIP-C) aims at incentivizing Sailors to voluntarily curtail their shore duty assignments a minimum of 6 months prior to their original PRD and return to sea duty assignments on a ship, submarine, or at an aviation squadron for a minimum of 12 months and a maximum of 48 months beyond their PST.

Annotation of the specific SDIP Program the Sailor wishes to apply for must be included on the VSDP NAVPERS 1306/7 Enlisted Personnel Action Request. Approval for SDIP will be sent out in a separate naval message after the VSDP message of approval or disapproval. A Sailor can be approved for VSDP, but disapproved for SDIP based on specific eligibility requirements and vice versa. SDIP eligibility requirements and applications procedures are outlined in reference (b). NAVPERS 1306/7 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

f. Department of Defense (DoD) Area Tour Considerations. Sailors serving overseas or in a DoD area tour can request to extend their current sea tour, curtail their current shore tour if they remain in the same geographical area, or request back-to-back sea duty in any area of their choice. Per MILPERSMAN 1160-040 policy regarding consecutive overseas tours remains in effect.

g. Special Warfare (SPECWAR) Considerations. Sailors assigned to SPECWAR support in any rating can request to extend their current sea tour or request a back-to-back sea tour as part of VSDP. Additionally, Sailors serving on an individual augmentation (IA) tour can request back-to-back sea duty as part

of VSDP. In both categories mentioned; however, Sailors will not be authorized to curtail their current tour as part of the VSDP.

h. Spouse Co-Location Tour Considerations. Sailors assigned together as part of spouse co-location tours are eligible for VSDP; however, a request for VSDP will be considered a cancellation of their spouse co-location requests. If both spouses wish to participate in VSDP, they should first consult with their respective detailer.

i. Shore Special Program Considerations. Sailors currently serving in a Shore Special Program, but not in a Special Programs billet, may submit a VSDP request (e.g., Sailors attached to an administration department at a school command may be eligible, but impact to the command's mission will be carefully prioritized).

4. **Procedures**. The following procedures and guidelines will be followed:

a. Desirable Orders. Sailors who have applied for VSDP will not be required to accept a billet they do not desire. Detailers will work with them during two MyNavy Assignment (MNA) cycles to find desirable orders. If no match is found during this time period, the current VSDP application will expire and those Sailors still interested in VSDP must reapply. VSDP orders will not be cancelled for Sailors who subsequently receive an approved reenlistment quota after VSDP orders have been negotiated.

b. In all cases where PCS orders are required, the orders will be written for the entire PST and a STE on the current enlistment will be used to meet retainability. This STE will not require a C-WAY-REEN application quota. Sailors will be required to apply for a C-WAY-REEN application quota to complete the time remaining for a full sea tour.

c. C-WAY-REEN. Sailors volunteering to curtail shore duty and return to sea, extend at-sea, or accept back-to-back sea duty orders as part of VSDP will be allowed to apply for C-WAY-REEN authorization to OBLISERV for VSDP. Sailors in the C-WAY-REEN eligibility window who wish to apply for VSDP must have their VSDP application submitted for consideration no later than the last day of the month, 2 months prior to their final in-rate reenlistment application.

d. Geographic Stability and Negotiating of Orders. As a key component and incentive of VSDP, geographic stability and duty station preference requests will be considered by the detailers on a case-by-case basis for Sailors volunteering to curtail shore duty and return to sea, extend at-sea, or accept back-to-back sea duty orders as part of VSDP.

e. Sailors on shore duty must submit their VSDP request through their chain of command no later than 12 months prior to their PRD to ensure receipt by NAVPERSCOM (PERS-40), using NAVPERS 1306/7. Requests received by NAVPERSCOM (PERS-40) beyond that point will be returned without action. VSDP requests for Sailors who have completed less than 24 months on their current shore tour will be considered on a case-by-case basis based on orders requested and current command manning. It is desired that shore duty Sailors complete an 18 to 24 month tour at their present command prior to executing new VSDP orders; however, it is not required.

(1) Upon receipt of NAVPERS 1306/7, the rating detailer will review the Sailor's eligibility for VSDP and forward the request to NAVPERSCOM, Enlisted Placement Management Branch (PERS-4013) for adjudication. If the application is approved, the rating detailer will contact the Sailor and directly negotiate with them using the current MNA cycle's jobs. Sailors will be allowed to select from jobs currently advertised on MNA, but will NOT be able to apply for the jobs in MNA due to MNA gate restrictions. The Sailor **must** coordinate their selections with their detailer. If no advertised billets in MNA interest the Sailor, and after consultation with NAVPERSCOM (PERS-4013), other non-advertised high priority jobs in the geographic area of interest may be made available for selection. If approved for VSDP and an HYT waiver is required, the member will submit an HYT request, per MILPERSMAN 1160-120, once orders have been negotiated. The HYT request shall contain the number of months requested, and duty station negotiated or length of requested extension at current sea duty command. If the application is disapproved or the Sailor is deemed ineligible, the rating detailer will inform the Sailor via official correspondence.

(2) If no agreement can be made within 2 MNA cycles, the request will be returned disapproved. If a job assignment is agreed to by all concerned, the detailer will coordinate the transfer date to optimize training opportunities and meet the requisition fill date. In all cases where PCS orders are

required, orders will be written for the entire PST and an STE on the current enlistment used to complete the retainability OBLISERV. This STE will not require a C-WAY-REEN quota. Sailors are required to apply for a C-WAY-REEN quota to complete the time remaining for a full sea tour.

f. Sailors currently on sea duty should submit requests for a back-to-back sea tour 9 to 12 months prior to their PRD. If the request is approved, they will be able to negotiate for a sea duty tour following VSDP guidelines through month 8, at which time, they must have selected a set of orders or have their request returned with no action taken on the request. If returned, they will have 1 MNA cycle to negotiate for shore duty orders. Approvals of back-to-back sea duty tours should not create a billet gap for the losing sea duty command prior to the Sailor's original PRD, unless readiness requirements for the prospective command override this consideration.

g. Sailors requesting an extension at their current sea duty command should do so prior to entering their order negotiation window not later than 9 months prior to their PRD. Requests to extend at sea may be submitted at any time during the tour provided C-WAY-REEN guidelines in paragraph 4c above are followed.

h. STE Information.

(1) STE increments outlined in MILPERSMAN 1160-040 are waived for VSDP. A C-WAY-REEN quota is not required to execute a STE in order to accept orders or extend in place beyond current PST under the VSDP Program provided applications meet eligibility requirements. A waiver for STE is not authorized solely to complete the original PST; at least 12 additional months of sea duty is required to use the STE waiver for VSDP. A C-WAY-REEN quota will be required once the member re-enters a C-WAY-REEN window for PRD or soft expiration of active obligated service. Sailors desiring to reenlist in order to obtain the required OBLISERV for VSDP must follow C-WAY-REEN procedures contained in paragraph 4c.

(2) Sailors currently in sea duty assignments must extend beyond their PST for a minimum of 12 months, but not to exceed 24 months of additional PST.

(3) Sailors terminating shore duty early to go to sea may extend for 12 months to a maximum of 36 months provided they

exactly match the minimum OBLISERV required for the orders accepted (12 months unaccompanied for type 3 duty OCONUS), 24 months for CONUS or unaccompanied OCONUS, or 36 months accompanied OCONUS (e.g., a shore-duty Sailor within 5 months of end of active obligated service (EAOS) would have to extend for 31 months to obtain OCONUS orders).

(4) Sailors who do not execute orders negotiated for this program for any reason will have their extension rescinded. Authority to execute an STE with C-WAY-REEN deferment under this program is granted only after the NAVPERS 1306/7 request has been approved by NAVPERSCOM (PERS-40) and Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32).

i. STE Limitations. STE's in support of this program are limited as follows:

(1) Enlisted contracts cannot be extended for more than 48 aggregate months;

(2) A single extension greater than 36 months is not authorized;

(3) A maximum of three extension agreements, per enlistment, are authorized if the Sailor is accepted for orders under this program. Extension agreements authorized during initial recruit enlistment contracts for 6-year obligation enlistment programs (e.g., nuclear power or advanced training programs) do not count against the three extensions authorized per enlistment contract;

(4) No extension, in any circumstance, can take a Sailor (E-5 and below) beyond 14 years of service, and Sailors must not have more than 13 years of service on the day the STE commences; and

(5) Extensions can be executed without C-WAY-REEN approval once orders have been negotiated with NAVPERSCOM (PERS-40) and the Sailor has met all eligibility C-WAY-REEN deferment requirements.

5. **Restrictions**. VSDP requests will not be approved for any of the following conditions:

a. Prior C-WAY-REEN application was denied and member was

told to separate;

b. The member is currently being processed for administration separation; and

c. The member is not selected for continuation or retention.

6. **Oversight**. NAVPERSCOM (PERS-4013) will provide VSDP Program metrics reports to OPNAV, Force Shaping Plans and Policy Branch (N132) on a monthly basis.

MILPERSMAN 1306-200

ISOLATED DUTY TOURS

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-4518 (901) 874-4518

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) OPNAVNOTE 4600 (annual)

1. **General Information.** Overseas isolated duty consists of the geographical areas noted in MILPERSMAN 1300-304 where family members are not authorized, and USNS ships (except USNS COMFORT and USNS MERCY) and units listed in reference (a).

a. Members assigned to the units identified above will be offered the option of reassignment to their previous continental United States (CONUS) duty station area, or given an advanced assignment to the next duty station area in CONUS if they complete the tour to projected rotation date (PRD) as assigned.

b. Reassignment shall be based on valid requirements and in consonance with the appropriate sea/shore rotation.

c. Enlisted members residing in government quarters in a CONUS fleet concentrated area, who elect an overseas unaccompanied tour where accompanied tours are authorized, are entitled to a home basing guarantee per this article, and may maintain residences for their families in government quarters while serving their unaccompanied tours.

d. Upon selection for an overseas isolated duty tour, members may elect from the following options, subject to eligibility for available billets:

(1) **Return to area of previous CONUS duty station.** Members electing this option may return to the area of their previous CONUS duty station. The intent is to permit geographic stability for member's family over three assignment periods.

(2) **Choice of the top half of the current requisition.** Members electing this option must specify a requisition and may choose an assignment for which they are eligible, or qualify for prerequisite training, from the top half of that requisition.

e. Options should be submitted via MyNavy Assignment.

f. Seabees are not eligible for the above options.

g. The requisition process will provide visibility of available requirements nine months prior to the member's PRD. Detailers will be able to negotiate assignments, based on elected options, after that point.

h. Upon notification of guaranteed assignment, make the following entry on NAVPERS 1070/613 (10/81), Administrative Remarks:

"I understand that my guaranteed assignment may be canceled or changed as the needs of Navy dictate if I execute any of the following family member travel entitlements: Shipment of household goods (HHG) (except those shipped to my isolated duty station for my use); non-temporary storage of HHG (except members without family members); and receipt of with family member dislocation allowance."

_____
Member's Signature

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

MILPERSMAN 1306-300

OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP)

Responsible Office	NAVPERSCOM (PERS-40CC)	Phone: DSN COM FAX	882-3550/3502 (901) 874-3550/3502 882-2647
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S. Code §705 (b) 37 U.S. Code §314 (c) DoD Instruction 1315.18 of October 28, 2015 (d) Joint Travel Regulations par. 7005 (e) OPNAV Instruction 4650.15B of 15 Dec 2011 (f) DFAS - DJMS Procedures Training Guide, Chapter 14 (g) Military Pay Advisory (MPA) 29/14

1. **Policy**. Overseas Tour Extension Incentives Program (OTEIP) offers eligible enlisted members the opportunity to choose one of four incentive options for an extension of the Department of Defense (DoD) overseas tour length of 12 months or more.

a. The following options are available:

(1) **Option A** - $80 per month special pay for each month during the period of the extension.

(2) **Option B** - 30 days rest and recuperation (R&R) absence during the period of extension.

(3) **Option C** - 15 days R&R absence, plus round trip transportation at Government expense from the location of the extended tour of duty to the port of debarkation in the **continental United States (CONUS)** and return during the period of extension. Members authorized OTEIP extensions longer than 12 months are entitled to receive 20 days R&R absence.

(4) **Option D** - $2,000 lump sum payment on the first day of the 12-month extension.

b. The elected OTEIP option may not be used prior to the extension period reflected on the NAVPERSCOM authorization message or prior to member obtaining sufficient obligated service.

c. An extension overseas required for command sponsorship of family member(s) will not be used as an extension for eligibility under this program.

d. The authority and guidance for the OTEIP incentives are contained in references (a) through (g).

e. A request for extension in an overseas area need not be for the same command.

(1) An extension of at least 12 months may be granted for a new command or permanent duty station (PDS) if the new assignment satisfies the prescribed DoD tour length at the new activity.

(2) This exception is only used in conjunction with a decommissioning or billet reduction when a member is not being reassigned for a full DoD tour.

(3) In these circumstances, the extension must be for a minimum of 12 months, or the unaccompanied tour length at the new area, whichever is greater.

f. Incentive options may not be granted without receipt of approval authorization from Navy Personnel Command (NAVPERSCOM), OTEIP Manager (PERS-40CC).

g. Consecutive overseas tour (COT) leave entitlement is earned when a member is assigned to back-to-back complete DoD tours. OTEIP is earned for extensions of at least 12 months beyond the current DoD tour.

Note: Upon receipt of the OTEIP authorization message, the command should retain one copy in member's command career counselor folder, provide a copy to member, and ensure the supporting personnel support detachment (PERSUPP DET) or personnel office (PERSOFF) receives a copy with the appropriate NAVPERS 1070/613 Administrative Remarks as described in paragraph 6, below.

2. **Eligible Members**. The following enlisted members are eligible for OTEIP:

a. Members serving overseas on Type "3," "4," or "6" duty and members serving in Alaska and Hawaii on Type "2" duty. Personnel must complete the prescribed DoD area tour (accompanied for those taking dependents, unaccompanied for those who do not take dependents) before being eligible for OTEIP.

b. Members serving outside these areas on temporary additional duty (TEMADD) in excess of 179 days during any 12-month period will not be eligible for OTEIP.

c. A member assigned to a dependent-restricted tour location who extends for a minimum of 12 months beyond the prescribed DoD tour length may elect either the OTEIP or COT leave travel entitlement, not both.

3. **OTEIP Benefits for First-Termers**. First-term members assigned to an overseas PDS will be eligible for OTEIP following completion of the prescribed DoD area tour.

a. Members must complete the accompanied tour length for those with command sponsored dependents on station, or the unaccompanied tour length for single Sailors without dependents, or the unaccompanied tour length for those with dependents electing to serve an unaccompanied tour.

b. A single member assigned to Type "4" duty for a 36-month sea tour in Japan where the DoD unaccompanied tour is 24 months would be OTEIP-eligible for the third year.

c. OTEIP benefits are not automatic and must be requested.

Note: This policy is modified to include all members whose assigned tour exceeds the DoD tour length by at least 12 months.

4. **Request Procedures**. Submit requests for voluntary extensions of 12 or more months to NAVPERSCOM (PERS-40CC), not more than 18 months or less than 12 months, prior to current projected rotation date (PRD).

a. Commands may submit requests using **one** of the following methods:

(1) NAVPERS 1306/7 Enlisted Personnel Action Request, or letter signed by the commanding officer or delegated signature authority directly to the MyNavy Career Center (MNCC) at askmncc@navy.mil;

(2) or Naval message (exhibit 1).

b. Do not resubmit requests, unless a request is verified as not received by NAVPERSCOM (PERS-40CC).

c. Requests must include the following:

(1) Recommendation by the command;

(2) The specific time frame of the requested extension period or the specific time frame of OTEIP eligibility, if requesting OTEIP benefits when no PRD adjustment is needed;

(3) Member's elected option (A, B, C, or D); and

(4) Location of dependents for those members with dependents whether serving accompanied or unaccompanied.

Note: Activities must allow 30 days processing time for OTEIP request before contacting cognizant detailer for status update.

5. **Approval Factors**. Approval of OTEIP requests will be based on the following factors:

a. Current manning and priorities (needs of the Navy);

b. Need for the member at a Type "2" or "4" unit (shipboard duty), if on Type "3" duty;

c. Status of relief;

d. Timeliness of request (submission should be at least 9 months, but not more than 18 months prior to PRD); and

e. Need for member at a Chief of Naval Operations (CNO) priority billet (i.e., instructor, recruiter).

6. **Approval by NAVPERSCOM**

a. **Personnel Authorized Incentive Option A**

(1) The command must:

(a) Prepare the following NAVPERS 1070/613 utilizing Navy Standard Integrated Personnel System (NSIPS). Complete the NAVPERS 1070/613 panel as follows:

Authority: MILPERSMAN 1306-300 Permanent: Yes Date: Select Date Prepared Subject: OVERSEAS TOUR EXTENSION INCENTIVE - OPTION A Remarks: As authorized by MILPERSMAN 1306-300, I desire to exercise incentive Option A for my overseas extension of ____ months for the period _____-_____. Approving Officer Signature: (Signature of commanding officer or designee with "by direction" authority). Witness Signature: Enter the name and title of the witness in the appropriate blocks followed by the date the member and witness will sign the NAVPERS 1070/613. Member Signature: Select the date the member will sign.

(b) Print NAVPERS 1070/613, obtain signatures from the member and witness, and submit signed NAVPERS 1070/613 with a copy of the OTEIP authorization message to the servicing PERSUPP DET or PERSOFF.

(2) The PERSUPP DET or PERSOFF must:

(a) Verify the NSIPS NAVPERS 1070/613 Administrative Remarks entry and submit NAVPERS 1070/613 to the Official Military Personnel File (OMPF).

(b) Authorize the OTEIP payment per reference (f).

b. **Personnel Authorized Incentive Option B**

(1) The command must:

(a) Authorize R&R absence and complete the NSIPS Administrative Remarks panel as follows:

Authority: MILPERSMAN 1306-300 Permanent: Yes Date: Select Date Prepared Subject: OVERSEAS TOUR EXTENSION INCENTIVE - OPTION B Remarks: As authorized by MILPERSMAN 1306-300, I desire to exercise incentive Option B for my overseas extension of _____ months for the period _____-_____. Approving Officer Signature: (Signature of commanding officer or designee with "by direction" authority). Witness Signature: Enter the name and title of the witness in the appropriate blocks followed by the date the member and witness will sign the NAVPERS 1070/613. Member Signature: Select the date the member will sign.

(b) Print NAVPERS 1070/613, obtain signatures from the member and witness, and submit signed NAVPERS 1070/613 with a copy of the OTEIP authorization message to the servicing PERSUPP DET or PERSOFF.

(2) The PERSUPP DET or PERSOFF must verify the NSIPS Administrative Remarks entry and submit the NAVPERS 1070/613 to the OMPF.

Note: Option B benefits may be taken during one period or incrementally at the CO's discretion. Benefits must be used during operative period of extension and may not be used in conjunction with permanent change of station transfer or separation leave.

c. **Personnel Authorized Incentive Option C.** The accounting data in the NAVPERSCOM OTEIP approval message will be provided to personnel authorized incentive Option C. In order to allow local administrative support personnel sufficient processing time, change requests to Option C should be submitted to NAVPERSCOM by using one of the following methods: BOL PAR, NAVPERS 1306/7, letter, or naval message to NAVPERSCOM (PERS-40CC) not less than 30 days prior to the proposed commencement of travel. Travel for members serving in Type "4" units electing incentive Option C will originate from and return to the unit's homeport.

(1) The command must:

(a) Authorize R&R absence, plus round trip transportation at Government expense from the location of the extended tour of duty to the CONUS port of debarkation and return during the period of extension;

(b) Complete the NSIPS Administrative Remarks panel as follows:

Authority: MILPERSMAN 1306-300 Permanent: Yes Date: Select Date Prepared Subject: OVERSEAS TOUR EXTENSION INCENTIVE - OPTION C Remarks: As authorized by MILPERSMAN 1306-300, I desire to exercise incentive Option C for my overseas extension of ____ months for the period _____-_____. I plan to travel during the period _____ -_____. I understand that no per diem, meals, or lodging are authorized in connection with this travel, and that no transportation or per diem has been authorized for dependents. Approving Officer Signature: (Signature of commanding officer or designee with "by direction" authority). Witness Signature: Enter the name and title of the witness in the appropriate blocks followed by the date the member and witness will sign the NAVPERS 1070/613. Member Signature: Select the date the member will sign.

(c) Print NAVPERS 1070/613, obtain signatures from the member and witness, and submit signed NAVPERS 1070/613 with a copy of the OTEIP authorization message to the servicing PERSUPP DET or PERSOFF.

(d) Submit order request via NSIPS, and cite the authority for R&R absence as MILPERSMAN 1306-300 upon receipt of the accounting data.

(e) Confirm TEMADD orders reflect, "Travel by Government air is directed where available; otherwise, commercial air authorized as arranged by a Navy Passenger Transportation Office (NAVPTO) or other designated direct port-call activity."

(f) Ensure leave will commence and terminate at the appropriate CONUS port of debarkation and embarkation. 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). No excess baggage is authorized.

(g) Verify return transportation is arranged prior to departure of the member from the overseas location. This may be accomplished by the overseas NAVPTO or other designated direct port-call activity.

(2) The member is entitled to transportation from the location of the extended tour of duty to the nearest port of embarkation providing travel to the United States (U.S.), then to the nearest port of debarkation in the U.S. and return.

(3) The PERSUPP DET or PERSOFF must verify the NSIPS Administrative Remarks entry and submit the NAVPERS 1070/613 to the OMPF.

d. **Personnel Authorized Incentive Option D**

(1) The command must:

(a) Complete the NSIPS Administrative Remarks panel as follows:

Authority: MILPERSMAN 1306-300

Permanent: Yes

Date: Select Date Prepared

Subject: OVERSEAS TOUR EXTENSION INCENTIVE - OPTION D

Remarks: As authorized by MILPERSMAN 1306-300, I desire to exercise incentive Option D payment for my overseas extension of _____ months for the period _____-_____. I understand that if I fail to fully complete the 12-month overseas extension, the Government is authorized to recoup the unearned prorated portion of the lump sum payment.

Approving Officer Signature: (Signature of commanding officer or designee with "by direction" authority).

Witness Signature: Enter the name and title of the witness in the appropriate blocks followed by the date the member and witness will sign the NAVPERS 1070/613.

Member Signature: Select the date the member will sign.

(b) Print NAVPERS 1070/613, obtain signatures from the member and witness, and submit signed NAVPERS 1070/613 with a copy of the OTEIP authorization message to the servicing PERSUPP DET or PERSOFF.

(2) The PERSUPP DET or PERSOFF must:

(a) Verify the NSIPS Administrative Remarks entry and submit the NAVPERS 1070/613 to the OMPF.

(b) Authorize the OTEIP payment per references (f) and (g).

7. **Changing of Incentive Options**. When member is unable to take advantage of the originally elected option due to operations, schedules, or personal preference, member may request a change in elected option; take the following actions.

a. The command must

(1) Complete the NSIPS Administrative Remarks panel as follows:

Authority: MILPERSMAN 1306-300

Permanent: Yes

Date: Select Date Prepared

Remarks: As authorized by MILPERSMAN 1306-300, I desire to change my previously elected OTEIP option from ____ to ____. I certify that I have neither received, nor executed any portion of my previously elected option for the period of extension _____ to _____.

Member authorized change of option from ____ to ____ for period of extension from _____ to _____.

Approving Officer Signature: Enter the name and title of the approving officer (must be the CO or designee with "by direction" authority) in the appropriate blocks followed by the date the member and approving officer will sign the NAVPERS 1070/613.

Witness Signature: Enter the name and title of the witness in the appropriate blocks followed by the date the member and witness will sign the NAVPERS 1070/613.

Member Signature: Select the date the member will sign.

(2) Print NAVPERS 1070/613, obtain signatures from the member and witness, and submit signed NAVPERS 1070/613 with a copy of the OTEIP authorization message to the servicing PERSUPP DET or PERSOFF.

(3) Submit OTEIP change requests to NAVPERSCOM (PERS-40CC) using one of the following methods: BOL PAR, NAVPERS 1306/7, naval message, or letter signed by CO or delegated signature authority. Option change requests must indicate which option member was previously authorized, time frame of the previously authorized OTEIP period as verified by NAVPERSCOM

authorization message, which OTEIP option member now desires, and the affirmative statement certifying that the member hasn't received or executed any portion of the previously authorized OTEIP benefits.

b. The PERSUPP DET or PERSOFF must verify the NSIPS Administrative Remarks entry and submit NAVPERS 1070/613 to the OMPF.

8. **Canceling Extensions**

a. Cancelation requests may be submitted using one of the following methods: BOL PAR, NAVPERS 1306/7, naval message, or letter to NAVPERSCOM (PERS-40CC). Cancelation requests must include reason for the cancelation request, affirmation certifying whether or not the member has used any portion of the OTEIP benefits, CO's recommendation, and indication on whether or not a gap in the billet is acceptable.

b. Members who elect Option D and do not complete the 12-month extension must refund to the Government a prorated recoupment of the unearned portion of the benefits. Secretary of the Navy may waive the obligation of a member to reimburse the Navy if he or she determines that circumstances warrant the waiver.

(1) Waiver requests may be submitted to NAVPERSCOM (PERS-40CC) using one of the following methods: BOL PAR, NAVPERS 1306/7, naval message, or letter signed by CO or delegated signature authority.

(2) Waiver requests must include justification.

c. Every effort must be made to ensure the member uses the entitled incentive option during the operative period of extension.

(1) Incentive options involving R&R absence cannot be authorized retroactively.

(2) Retroactive monetary entitlements are payable only with authorization from NAVPERSCOM (PERS-40CC).

(3) Requests for retroactive payment must include the reason why the option was not requested or used during the eligibility period of extension.

(4) The command must:

(a) Complete the NSIPS Administrative Remarks panel as follows:

Authority: MILPERSMAN 1306-300 Permanent: Yes Date: Select Date Prepared Remarks: I acknowledge that I have received no benefits for the period _____ - _____ under the Overseas Tour Extension Incentives Program (OTEIP). Approving Officer: (Signature of commanding officer or designee with "by direction" authority). Witness Signature: Enter the name and title of the witness in the appropriate blocks followed by the date the member and witness will sign the NAVPERS 1070/613. Member Signature: Select the date the member will sign.

(b) Print NAVPERS 1070/613, obtain the member and witness signatures, and submit it to the servicing PERSUPP DET or PERSOFF.

(5) The PERSUPP DET or PERSOFF must verify the NSIPS Administrative Remarks entry and submit the NAVPERS 1070/613 to the OMPF.

EXHIBIT 1

OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP)
MESSAGE FORMAT REQUEST
(Use proper message format.)

R DDHHMMZ MMM YY ZYB
FM
TO COMNAVPERSCOM MILLINGTON TN//PERS-40CC//

BT
UNCLAS //N01306//
MSGID/GENADMIN//
SUBJ/OVERSEAS TOUR EXTENSION INCENTIVES PROGRAM (OTEIP)//
REF/A/DOC/CNPC//
AMPN/REF A IS MILPERSMAN ARTICLE 1306-300//
POC/NAME/RATE OR RANK/TITLE/TEL: /E-Mail address//
Mandatory (NOTE 1)
RMKS/1. REQUEST OTEIP FOR THE FOLLOWING SERVICE MEMBER:
A. NAME/RATE:
B. SSN: (last four only)
C. COMMAND UIC:
D. EXTENSION PERIOD: **(NOTE 2)**
E. OTEIP OPTION:
F. COMMANDING OFFICER'S RECOMMENDATION:
G. INDICATE LOCATION OF DEPENDENTS OR N/A IF MEMBER HAS NO DEPENDENTS
//
BT

Note 1: Point of contact line is mandatory. List the e-mail address if possible.

Note 2: For extension period, enter dates of extension (e.g., JUL16-JUL17), or indicate the period of eligibility if requesting OTEIP benefits when no PRD adjustment is necessary.

MILPERSMAN 1306-400

SUBMARINE DUTY

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3633 (901) 874-3633 882-2638

1. **Purpose**. To provide information and procedures pertaining to submarine duty. For information concerning instructor duty, overseas area assignments, etc., for submarine qualified personnel refer to the applicable article for general procedures. Other MILPERSMAN articles pertaining to submarine duty are as follows:

Topic	See MILPERSMAN
Qualification for Assignment to Submarine Duty	1306-402
Request for Submarine Training and Assignment	1306-404
Reassignment of Qualified Submariners	1306-406
Performance Monitoring Team (PMT)	1306-408
Chief of the Boat	1306-410
New Construction/Overhaul (OVHL)/Depot Modernization Program (DMP)/Conversion or Deactivation/Decommissioning (DECOM)	1306-412
Special Procedures for Assignment of SSBN Personnel	1306-414
Processing of Personnel Disqualified from Submarine Duty	1306-416
Submarine NR-1 and Deep Submergence Unit (DSU) Duty	1306-418
Assignment to Flag Writer Training for Submarine Qualified Yeoman	1306-420
Assignment to Electronic Surveillance/Support (SSEP) Groom Teams	1306-422
Physical Qualifications for Submarine Duty	1306-424

2. **Initial Submarine Training**. Initial submarine training is a 5-week basic course of instruction conducted at Naval Submarine School (NAVSUBSCOL), Groton, CT.

a. The purpose of the school is to provide basic training to assist personnel of all ratings to successfully complete the transition to submarine duty.

b. Enlisted personnel who volunteer for submarine duty are normally assigned to this school prior to reporting to their first submarine.

c. Waivers of attendance at NAVSUBSCOL may only be granted by Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403), with the approval of

- Commander, Submarine Force U.S. Atlantic Fleet (COMSUBLANT), or
- Commander, Submarine Force U.S. Pacific Fleet (COMSUBPAC),

as applicable.

d. Graduates of NAVSUBSCOL are assigned to duty aboard a submarine in commission or under construction.

e. Nuclear trained personnel will not normally attend NAVSUBSCOL.

MILPERSMAN 1306-402

QUALIFICATION FOR ASSIGNMENT TO SUBMARINE DUTY

Responsible Office	NAVPERSCOM (PERS-403)	Phone: COM	(901) 874-3633
	COMSUBFOR	Phone: COM	(757) 836-4334

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

References	(a) SECNAVINST 5510.35D (b) NAVMED P-117, Manual of the Medical Department (MANMED) (c) SECNAVINST 5510.30C (d) SECNAVINST 5510.36B (e) COMNAVCRUITCOMINST 1130.8Q (f) MOA between U.S. DoD/U.S. Navy and Australia DOD/Royal Australian Navy (Subj: Exchange of Defense Personnel) (undated) (NOTAL) (g) 22 CFR 1

1. **Policy**. Candidates must exhibit the highest standards of personal conduct and reliability involving the operation and maintenance of submarines. Except for nuclear-trained personnel who are otherwise screened, all personnel being initially screened for submarine duty should be evaluated using the standards of eligibility per reference (a). All requirements for Royal Australian Navy (RAN) trainees participating in the Australia, United Kingdom, and United States (AUKUS) Program (herein after "AUKUS trainees") are contained in exhibit 1.

2. **Qualification Requirements**

a. **Time**. All volunteers for submarine duty are required to complete **not less** than a 36-month initial sea tour prior to being eligible for shore duty, regardless of prior sea time. This commitment will ensure all new submariners are given adequate experience on board submarines.

b. **Required Statement**

(1) All candidates must sign the following entry on NAVPERS 1070/613 Administrative Remarks prior to transfer to submarine training:

> "I hereby volunteer for duty in any type of submarine in the Atlantic or Pacific Fleet. I understand my minimum initial sea tour will be 36 months, regardless of prior sea duty. I also agree to extend my enlistment or reenlist, if necessary, to meet obligated service (OBLISERV) requirements per MILPERSMAN 1306-604."
>
> _____
> Member's Signature
>
> Witnessed: _____

(2) If the Service member refuses to sign this entry or is not a volunteer, hold orders in abeyance and notify Navy Personnel Command (NAVPERSCOM) Nuclear Power/Submarine Distribution Branch (PERS-403).

c. **Rate and Rating**

(1) The following criteria are required for initial training or initial assignment to submarine duty:

(a) Be in the pay grades of E-1 through E-6. Personnel in the pay grade of E7 will be considered on a case-by-case basis by PERS-403.

(b) Source ratings:

1. Hospital corpsman (HM) (Navy enlisted classification L01A)

2. Machinist's mate, non-nuclear, auxiliary (submarines) (MMA)

3. Culinary specialist (submarines) (CSS)

4. Logistics specialist (submarines) (LSS)

5. Yeoman (submarines) (YNS)

6. Electronics technician, navigation (submarines) (ETV)

7. Information systems technician (network) (ITN), (electronic warfare) (ITE), and (communications) (ITR)

8. Torpedoman's mate (TM)

9. Missile technician (basic) (MT)

10. Fire control technician (basic) (FT)

11. Sonar technician (submarines) (STS)

(c) Nuclear-trained personnel:

1. Electronics technician, nuclear power (ETN)

2. Electrician's mate, nuclear power (EMN)

3. Machinist's mate, nuclear power (MMN)

(2) Volunteers into the advanced electronics field (MT) and submarine electronics computer field (SECF) (ETV, FT, STS) ratings must incur the OBLISERV for entry into these ratings as necessary.

(3) Personnel not currently in a submarine source rating must include a rating conversion request (lateral or Selected Conversion and Reenlistment Program) in the submarine volunteer request.

(4) Personnel in the HM rating must have completed 6 years total active service with a minimum of 2 years in the pay grade of E-5.

d. **Armed Services Vocational Aptitude Battery (ASVAB)**. Candidates must meet ASVAB criteria found in the 1306-618 Rating List on the Career Waypoints page at https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/, under the Conversion References menu.

e. **Physical**. Candidates must be physically qualified for submarine duty per reference (b), article 15-106, except as set forth herein.

(1) A physical for submarine duty must specifically state, "qualified or "not qualified" for submarine duty" in block 77 on DD 2808 Report of Medical Examination.

(2) Physical examinations more than **a year** old will not be accepted.

(3) Recommendations for waiver of visual defects in excess of the standards prescribed per reference (b), article 15-106 to include defective color vision, must be forwarded to PERS-403 via Bureau of Medicine and Surgery (BUMED) Medical Operations and Plans Department (N3) for determination. This is also applicable for all borderline or questionable cases.

(4) Applicants concerned about their physical eligibility for submarine duty in this regard should consult reference (b), article 15-106. Questions should be referred to PERS-403 via BUMED Fleet Programs Division (N10F).

(5) Some activities will not have all the facilities necessary to conduct the entire submarine physical per reference (b), article 15-106. To prevent undue delay in preparing a request for submarine training, those portions of the submarine physical which cannot be performed due to lack of facilities may be noted on DD 2808 and DD 2807-1 Report of Medical History and forwarded with NAVPERS 1306/7 Enlisted Personnel Action Request to askmncc@navy.mil. These portions of the physical will be performed upon arrival at Basic Enlisted Submarine School. Although not required, it is strongly recommended that an undersea medical officer reviews the physical.

f. **Age**. Personnel commencing submarine training may not be more than 30 years of age. PERS-403 will consider age waivers on a case-by-case basis.

g. **Discipline**. Candidates must have clear records that do not contain official entries indicating a conviction by court-martial or non-judicial punishment (NJP) awarded during the past 24 months. Requests for clear record waivers must be forwarded to PERS-403 and will be considered on past performance and current commanding officer's (CO's) recommendation. A single case of NJP may be waived without reference to PERS-403 when, in the opinion of the applicant's CO, the offense was minor and not typical of the Service member's projected performance profile.

h. **Security Clearance**

(1) The course of instruction taught at Basic Enlisted Submarine School requires a Confidential security clearance, and duty on board nuclear-powered submarines requires a Secret clearance. For well-motivated candidates who unquestionably meet all other eligibility requirements for submarine duty, a national agency check (NAC) request should be initiated simultaneously with submission of NAVPERS 1306/7, provided an entrance national agency check has not previously been completed. If a NAC cannot be completed prior to transfer, a request for an Office of Naval Intelligence (ONI) NAVPERSCOM record check, to be used as a basis for interim clearance, must accompany the request forms. All requests for investigation must be submitted per references (c), (d), (e), and MILPERSMAN 5510-010. Strict compliance with the security requirements of this article is mandatory.

(2) Personnel in the YN and ETV ratings must have had a background investigation completed in the past 5 years or have initiated a request for same.

i. **Performance**. Candidates must have a consistent record of above average performance or a demonstrated trend towards improved performance. No mark below 3.0 is allowed. This requirement is applicable to the last two regular enlisted evaluations only. Special evaluations submitted solely for the purpose of increasing performance marks to qualify for submarine duty, will not be accepted. In special cases, PERS-403 may grant waivers to this subparagraph.

j. **Drug Use**

(1) Personnel with a history of in-service drug use will **not** be accepted for submarine duty.

(2) Personnel with a history of pre-service experimental use of marijuana may be granted a waiver for submarine duty in the following situations:

(a) Disclosure is made and has been waived by the commanding officer of the respective Navy Talent Acquisition Group (NTAG) per reference (e).

(b) Any disclosure of experimental pre-service use of marijuana after enlistment can be waived **only** by PERS-403.

(c) Personnel with a history of pre-service drug misuse, other than marijuana, will not be accepted for submarine duty.

k. **Citizenship**. Only United States citizens are eligible for duty in the submarine force.

EXHIBIT 1
Policy for Trainees of the Australia, United Kingdom, and United States (AUKUS) Program

1. **Policy**. The Australia (AU), United Kingdom (UK), and United States (U.S.) (AUKUS) Program is a partnership between the three countries that will provide a conventionally-armed nuclear-powered submarine force to Australia per reference (f). In support of this goal, until the Royal Australian Navy (RAN) is sovereign-ready, AUKUS trainees will be accessed into U.S. training pipelines and will serve on board U.S. submarines. AUKUS trainees will meet or exceed U.S. requirements except as noted below. For questions or waiver submissions contact Commander, Submarine Forces (COMSUBFOR) at CSL_AUKUS@us.navy.mil.

a. All AUKUS trainees will arrive in the U.S. as "finished Sailors," having already completed initial training (RAN Recruit School and any specialized training deemed appropriate by the parent nation) and meeting all medical and academic requirements for induction into their selected U.S. training pipeline. Some trainees will be prior Collins Class enlisted Sailors who are converting to nuclear submarine duty. Additionally, RAN Sailors will report to their initial U.S. training command with the appropriate level of security clearance (referred to as positive vetting (PV) or negative vetting (NV)) consistent with pipeline training requirements. At a minimum, RAN Sailors are required to have the equivalency of a Secret security clearance (NV level 1).

(1) Service members within the submarine electronics computer field (SECF) in the electronics technician, navigation (submarines) (ETV), fire control technician (basic) (FT), and sonar technician (submarines) (STS) ratings require a single scope background investigation (SSBI), equivalent to a RAN NV level 2 and or a PV.

(2) Service members in the yeoman (submarines) (YNS) rating require an SSBI, equivalent to a RAN NV level 2 and or a PV.

2. **Qualification Requirements**

a. Volunteer statements and minimum initial sea tour limits of subparagraphs 2a and 2b above do not apply. RAN initial sea tour lengths will be a nominal 36 months and may vary from 33-39 months.

b. **Armed Services Vocational Aptitude Battery (ASVAB)**. AUKUS trainees will be assigned using an Australian aptitude assessment and will not complete the ASVAB.

c. **Age**. AUKUS trainees may commence submarine training between the ages of 18 and 55.

d. **Conduct**. RAN trainees will meet U.S. conduct requirements for enlistment in submarine programs per reference (e). Applicants must demonstrate maturity without emotional or mental health issues. Follow reference (e), volume IV, section 010402, subparagraph f (for character) and subparagraph g (for drug usage) to determine if a waiver is required.

e. **Performance**. The RAN will assess performance of potential AUKUS trainees using their own performance appraisal system.

f. **Citizenship**

(1) AUKUS trainees who are exclusively Australian citizens, either by birth or who are naturalized citizens and were born in any country other than those defined in reference (g), chapter I, subchapter M, part 126, section 126.1, are eligible.

(2) AUKUS trainees and immediate family members with U.S., UK, or AUS citizenship or dual citizenship with the U.S., UK, or AUS are eligible and do not require a waiver.

(3) Per reference (e), dual-citizenship is no longer disqualifying, and renunciation is no longer required provided that dual-citizenship does not include a restricted country as defined in reference (g), chapter 1, subchapter M, part 126 section 126.1. Dual citizenship of AUKUS trainees will be reported in the candidate’s nomination package and will require a waiver except as outlined in

subparagraph 2f(2).

(4) AUKUS trainees with immediate family members who maintain citizenships with any countries except those outlined in subparagraph 2f(2) will be reported in the candidate's nomination package and will require a waiver.

g. **Appearance**. AUKUS trainees will wear RAN uniforms. They will follow RAN grooming standards, which closely align to U.S. grooming standards with some minor exceptions.

h. **Waiver Authority**. All waivers to the above requirements will be considered on a case-by-case basis. Waivers will be submitted to COMSUBFOR utilizing NAVCRUIT 1133/39 Waiver Brief Sheet or form as modified by COMSUBFOR and supporting documentation per reference (e).

MILPERSMAN 1306-404

REQUEST FOR SUBMARINE TRAINING AND ASSIGNMENT

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN COM FAX	882-3633 (901) 874-3633 882-2638

1. **Submission of Requests for Submarine Training**. Enlisted personnel who meet the requirements of MILPERSMAN 1306-402 may submit their requests via their commanding officer (CO) to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403) on **NAVPERS 1306/7 (5/02)**, **Enlisted Personnel Action Request**, with current forms listed below attached:

- DD Form 2807-1 (Rev. 10-03), Report of Medical History
- DD Form 2808 (Rev. 10-05), Report of Medical Examination

a. In the "REQUEST ACTION" section of NAVPERS 1306/7, insert "INITIAL SUBMARINE TRAINING." COs shall include specific comments on factors listed in MILPERSMAN 1306-402. All applicable blocks must be completed.

b. The physical examinations cannot be older than 1 year and must state, "qualified for submarine duty."

c. Copies of the last two enlisted performance evaluations should be included.

2. **On Board for Duty**. All personnel who are on board for duty at an activity and are not in receipt of orders may apply for Enlisted Basic Submarine School.

a. With the exception of submarine candidates ordered direct from Class "A" Schools and recruit training, personnel must serve at least 1 year onboard their current activity before they can be **ordered** to Enlisted Basic Submarine School.

b. It is desirable that applications be submitted approximately 9 months early to permit ordering relief.

3. **Transient Status**

a. Members in a transient status, other than those available to NAVPERSCOM for assignment, are ineligible to apply for initial submarine training/duty until after reporting to their ultimate duty station.

b. Members awaiting assignment by NAVPERSCOM may, if qualified per MILPERSMAN 1306-402, indicate their desire for submarine training in availability reports.

4. **Attending Naval Schools**. Personnel attending naval schools in a nonreturnable status, who desire to volunteer for initial submarine training, may volunteer for initial submarine training per MILPERSMAN 1306-402.

5. **Submarine Duty Assignment**. Personnel selected for submarine training will be ordered to the Naval Submarine School (NAVSUBSCOL), Groton, CT, for the 5-week basic course of instruction. Orders to the school will read "For temporary duty under instruction and for further assignment by NAVPERSCOM to duty in submarines in the Atlantic or Pacific Fleet," or will be issued for ultimate assignment to a submarine via 5 weeks of Enlisted Basic Submarine School.

6. **Inability to Comply with Orders**. Noncompliance with orders to submarine training for any of the following reasons shall be reported as indicated:

a. **Insufficient obligated service (OBLISERV) and member refuses to extend or reenlist as necessary**. Submit message request to NAVPERSCOM (PERS-403) for cancellation of orders, with an information copy to all concerned. Include an explanation of relevant circumstances.

b. **Operational commitments or other factors preclude reporting by date specified**. Hold orders in abeyance. Request modification of the reporting date from NAVPERSCOM (PERS-403) by message, explaining the circumstances.

c. **Member no longer eligible for training because of physical or other reason**. Request cancellation of orders by message from NAVPERSCOM (PERS-403) with an information copy to all concerned. Include a brief explanation of relevant circumstances.

7. **Assignment upon Graduation**. During the fourth week of submarine training, students will receive their ultimate duty station orders. Graduates will be assigned to duty aboard a submarine in commission, or to a submarine under construction for a period of not less than a 36-month tour, regardless of present sea duty commencement date. This does not preclude assignment of submarine school graduates to a service school prior to initial assignment to a submarine.

8. **Submarine Qualification Program**. The submarine qualification program leading to the designation "Qualified in Submarines" is addressed in MILPERSMAN 1220-040.

9. **Reenlistment of Submarine Qualified Navy Veterans (NAVETS)**. NAVPERSCOM, Enlisted Community Manager Submarine Personnel Advisory Section (PERS-4011D9) approval is required for an (SS) qualified Navy veteran (NAVET) to reenlist.

a. These personnel are screened to determine if they will be assigned within the submarine community. Personnel not screened, or disapproved for submarine duty prior to reenlistment, are assigned by the surface detailer and are not eligible for Continuous Submarine Pay (CONSUBPAY).

b. If a member was reenlisted without NAVPERSCOM (PERS-4011D9) screening and approval, member must submit a reinstatement request per MILPERSMAN 1306-416.

c. Assignment detailers are not authorized to discuss possible assignment with NAVETS until they have been screened and approved by NAVPERSCOM (PERS-4011D9) and have returned to active duty.

d. Personnel not approved for return to submarine duty are entitled to wear the Enlisted Submarine Warfare Breast Device.

MILPERSMAN 1306-406

REASSIGNMENT OF QUALIFIED SUBMARINERS

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3617 (901) 874-3617 882-2638

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) OPNAVINST 7220.15

1. **Policy**. Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403) desires that submarine qualified members be assigned duty within the submarine force if valid manning requirements exist.

2. Reassignment of Qualified Submariners to Submarine Duty

a. Enlisted members serving on duty outside the submarine force will be ordered to duty within the force at their projected rotation date (PRD), provided such manning requirements exist.

b. The Job Advertising and Selection System (JASS) found at www.jass.navy.mil may be used to identify submarine duty preferences. Submarine qualified members who no longer hold an Enlisted Designator 1 (Divers, Explosive Ordnance Disposal, Sea-Air-Land, Career Recruiter, etc.) must submit NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request for reinstatement of Enlisted Designator 1 and return to submarine duty.

c. Members who converted to a non-submarine source rating (MA, NC, etc.) must include a request for lateral conversion back to a submarine source rating, and if applicable, NAVPERS 1221/6 (6/06), Navy Enlisted Classification (NEC) Change Request for assignment of submarine specific NEC. See MILPERSMAN 1306-416 for amplifying instructions on how to apply for submarine reinstatement.

3. **Qualification in Submarines by Members in Non-Submarine Source Ratings**

a. MILPERSMAN 1220-040 specifies the criteria to be designated "Qualified in Submarines."

b. Waivers may be granted by NAVPERSCOM (PERS-403) for members serving temporary additional duty (TAD) on board a submarine who complete the on board requirements for qualification. A request for such a waiver must include an endorsement by the submarine commanding officer (CO) and submarine type commander (TYCOM). Members approved for such a waiver will be assigned Submarine Designator 7 (SG). **NOTE**: **Members in this category are not entitled to Continuous Submarine Pay (CONSUBPAY)**.

4. **Return to Submarine Duty following Limited Duty (LIMDU)**. Non-nuclear trained submarine designated members on LIMDU, found fit for full duty by a Physical Evaluation Board (PEB), require further medical screening per reference (a), article 18 to ensure the member is qualified for submarine duty.

a. Prior to submitting a class “YJ” Availability Report the member's medical record must be screened by an Undersea Medical Officer to verify physical qualification per MILPERSMAN 1306-1200 through 1306-1210. The doctor's name and the statement "found physically qualified for submarine duty" must appear in the remarks section of the YJ Availability Report. A class “YJ” Availability Report submitted without this information will be canceled. If an Undersea Medical Officer is not available, a submarine physical must be completed per reference (a), article 15.

b. Nuclear trained submarine members are addressed separately in MILPERSMAN 1306-1206.

5. **Transfer out of the Submarine Force**. Members approved for permanent transfer to a community outside the submarine force, or assigned a rating or NEC which is non-submarine specific (i.e., HM training, Career Recruiter Force, Second Class Diver training, etc.), will be assigned Submarine Designator 7 (SG).

a. This entitles the member to wear the submarine warfare breast insignia, but member is no longer eligible for CONSUBPAY. The assignment of Submarine Designator 7 (SG) is made effective the date of the rating change or NEC assignment.

b. If a member requests release from the non-submarine community and desires to return to submarine duty, member must include a request for reinstatement to the submarine force.

c. Reinstatement to submarine duty for these members is not automatic and is approved only by NAVPERSCOM (PERS-403); or for HM Submarine Independent Duty Corpsman (IDC), NAVPERSCOM (PERS-403) and Chief of Naval Operations (CNO), Nuclear Enlisted Program Manager (N133D).

6. **Maximum Tour Length away from Submarine Duty**. Reference (b) allows submarine designated members to draw CONSUBPAY while not serving on board a submarine if they maintain an obligated service (OBLISERV) of 14 months beyond the non-submarine duty PRD (if otherwise eligible), in order for the member to rotate back to submarine duty.

a. The intent of this requirement is that submarine qualified members return to submarine duty on a normal sea/shore rotation throughout their career.

b. Members who remain away from submarine duty for more than 5 years maximum, by virtue of an additional non-submarine tour of duty or PRD extension, will be screened by NAVPERSCOM (PERS-403) prior to returning to submarine duty.

c. Members who elect to remain on non-submarine duty will be assigned Submarine Designator 5 (SQ). This entitles a member to continue to wear the enlisted submarine warfare breast insignia, but member is no longer entitled to CONSUBPAY and is not to be assigned to submarine duty without NAVPERSCOM (PERS-403) approval.

MILPERSMAN 1306-408

PERFORMANCE MONITORING TEAM (PMT)

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-4933 (901) 874-4933 882-2638

1. **Purpose**. To provide information and guidance for submission of request for assignment to Performance Monitoring Team (PMT).

2. **Background**. PMTs, formerly Ship System Maintenance Monitoring Support Detachments, were established in the early 1970s to assist in development and operation of the SSBN Extended Operating Cycle and the accompanying Extended Refit Period. Because this concept proved so successful, additional detachments have been established to support SSN submarines. All detachments have been redesignated as PMTs. PMTs are located at all submarine homeports.

3. **Tour Length**

a. **Non-nuclear personnel**. Due to technical expertise and close contact with civilian technical engineers, PMT tours for non-nuclear personnel will be 36 months. For sea/shore duty determination, the tour will be the same as for the corresponding submarine staff.

b. **Nuclear personnel**. They will be assigned to a 36-month PMT tour in the continental United States (CONUS) to count as shore duty for rotation. Upon completion, they will be reassigned to an operational nuclear powered ship for the prescribed sea tour.

4. **Eligibility Requirements**. Members requesting assignment to a PMT must be eligible for the type duty at the location requested.

a. Nuclear trained personnel must complete a minimum of 48 months at sea in an operational billet prior to assignment and be Engineering Watch Supervisor qualified.

b. Due to the nature of the evaluation and data collection procedures used in a PMT, members in paygrades below those of MILPERSMAN 1306-408 will not normally be assigned to a PMT.

c. All members requesting assignment to a PMT should be of high professional quality and adept at communicating effectively with both civilian and military personnel. Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403) will screen each volunteer prior to assignment.

5. **Submission of Requests**. The applicant should arrange an interview with an officer in charge (OIC) of a PMT whenever possible. In conjunction with the interview, requests should be submitted to the member’s respective detailer on NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request, approximately 9 months prior to member's projected rotation date (PRD).

MILPERSMAN 1306-410

CHIEF OF THE BOAT

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM	882-3626 (901) 874-3626
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVPERS 18068F, Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (b) OPNAVINST 1306.2H

1. **Policy**

a. Chief of the boat (COB) is assigned by billet and identified by Navy enlisted classification (NEC) 8COB in line with reference (a).

b. COB tour lengths are normally 36 months. Extensions are not normally approved, except for special cases such as overhaul and change of homeport stability.

2. **Eligibility**. Personnel to fill COB billets are Service members who hold secondary NEC 8COB.

a. **Submarine Service members** must be E-9, E-8 or E-8 (selectee) to be eligible for this NEC.

b. **Nuclear-Trained Service Members:**

(1) Assigned to a COB billet must be E-9, or if E-8, must be eligible for transfer to the Fleet Reserve.

(2) Who are assigned COB will not be assigned duties in connection with supervision, operation, maintenance or training in nuclear propulsion plants; they will concurrently be assigned primary NEC N59X. Strategic Weapons System Service members assigned as COB will concurrently be assigned primary NEC T36A.

3. **Identification/Selection**. Commanders and commanding officers are responsible for identifying outstanding Service members, who have demonstrated excellence in leadership and managerial qualities, for assignment of COB NEC 8COB.

a. Upon initial selection of an eligible candidate, commanders and commanding officers will submit NAVPERS 1221/6, Navy Enlisted Classification (NEC) Change Request, recommending assignment of secondary NEC 8COB:

Via	To	Copy to
Parent submarine group/squadron commander **Note: For shore-based activities,** NAVPERS 1221/6 should be submitted via the submarine group/squadron commander geographically located nearest the Service member's current command	Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Distribution Branch (PERS-403)	Commander, Submarine Force U.S. Atlantic Fleet (00A) or Commander, Submarine Force U.S. Pacific Fleet (003) (as appropriate) NAVPERSCOM, Enlisted Placement Management Branch (PERS-4013)

b. Justification is required on NAVPERS 1221/6. NAVPERS 1221/6, block 7, is the commanding officer's recommendation of suitability, which verifies the Service member meets the selection requirements outlined in reference (b), chapter 3 and MILPERSMAN 1306-935 for assignment as command master chief (CMC).

c. A statement is required that affirms the Service member is a volunteer for assignment as COB, in line with the needs of the Navy, on NAVPERS 1070/613, Administrative Remarks (permanent entry), executed via Navy Standard Integrated System (NSIPS) (enlisted service record), and forwarded to Navy Personnel Command (NAVPERSCOM), Records Management Policy Branch (PERS-313) to file into the official military personnel file.

4. **Interview, Screening, and Assignment**

a. The submarine group/squadron commander will form an interview and screening board, which should include the CMC and two currently serving COBs.

b. The board will conduct the required interviews and screening and forward a recommendation for the submarine group or squadron commander's recommendation and comments.

c. The group or squadron commander will subsequently forward the endorsed NAVPERS 1221/6 to PERS-403.

d. NAVPERSCOM COB/Submarine CMC Detailer (PERS-403EH) will formally screen each recommendation and NAVPERS 1221/6 by reviewing the Service member's service record and enlisted master file, and the Navy Central Registry to certify the Service member meets all qualifications listed in reference (b), section c.

e. Coordination with submarine type commands (TYCOM) attempt to align prospective COBs to available billets. However, Service members should expect to be assigned per balancing needs of the Navy with COB assignment. Qualified Service members are eligible for assignment to a COB billet once released by their rating detailer. However, assignment to a COB billet is not assured.

f. The COB candidate will attend the COB/CMC Course (CDP 788J) at the Naval Leadership and Ethics Center (NLEC) Newport, RI prior to reporting to initial COB assignment.

g. Upon assignment as COB, reference (b), chapters 3, 4, 5 and 7 apply.

h. Upon completion of the COB/CMC Course and reporting to and being gained at the prospective command, PERS-403EH will assign NEC 8COB.

5. **Projected Loss**. Since COB reliefs are programmed approximately 6 to 9 months in advance, it is essential that PERS-403EH be advised of the command's intentions and those of the incumbent COB. The following procedures must be utilized to minimize the possibility of gapping this critical billet.

a. If incumbent COBs desire to extend their projected rotation date on board, they must submit NAVPERS 1306/7, Electronic Personnel Action Request, with the command's endorsement, to PERS-403, via the appropriate chain of command.

b. If an early relief from PERS-403EH assets is desired or required, a message or letter must be submitted per MILPERSMAN 1306-104. Ensure desired reporting date is included.

c. Extensions of COB tours require TYCOM approval.

d. Fleet-up to COB from on-board assets will not be approved. Should the unplanned loss of the incumbent COB necessitate a temporary fleet-up of an on-board asset while a permanent replacement is being located, approval of the TYCOM is required.

e. Whichever procedure is elected, prompt correspondence with PERS-403 is essential to facilitate an orderly and timely relief.

6. **Removal of COB Designation NEC 8COB**

a. In the event it becomes necessary to disqualify a Service member from further duty as COB (either for administrative or other reasons), the commanding officer must submit NAVPERS 1221/6 recommending removal of NEC 8COB to PERS-403EH, via the parent submarine group/squadron commander and TYCOM, together with justification to support NEC removal.

b. In the event NEC removal is derogatory in nature, Service members will be afforded an opportunity to make a statement on their own behalf.

(1) This statement will be appended to NAVPERS 1221/6.

(2) In lieu thereof, Service member may signify acknowledgment on NAVPERS 1221/6, block 7.

(3) Removal of a serving COB's NEC requires submission of a “Detachment for Cause” request per MILPERSMAN 1616-010.

MILPERSMAN 1306-412

NEW CONSTRUCTION, OVERHAUL (OVHL), DEPOT MODERNIZATION PERIOD (DMP), CONVERSION, DEACTIVATION, OR DECOMMISSIONING (DECOM)

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN COM FAX	882-3626 (901) 874-3626 882-2638

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 (b) DoD 7000.14-R, Financial Management Regulations, Military Pay Policy and Procedures-Active Duty and Reserve Pay, Volume 7A (c) COMSUBLANT/COMSUBPACINST 1306.1B

1. **Policy**

a. Members will be ordered to crews of nuclear-powered submarines under construction and to ship, submersible, ballistic, nuclear (SSBNs) undergoing overhaul (OVHL) in two or more discrete increments.

b. Certain crew members of submarines under construction or OVHL should be stabilized to ensure the submarine commences the construction or OVHL with an adequate number of members who will remain on board throughout the shipyard period and a reasonable period thereafter to provide necessary continuity and a training base for members reporting later in the construction or OVHL period. Members who are stabilized will commence rotation off the ship per the following schedule:

(1) **Ship, Submersible, Nuclear (SSN) New Construction:** Twelve months after commissioning date.

(2) **SSBN Trident New Construction:** Eighteen months after commissioning date.

(3) **SSN OVHL:** Twelve months after OVHL completion.

(4) **SSBN (All) OVHL:** Thirteen months after OVHL completion.

2. **References**. Commanding officers (COs) and executive officers of new construction, OVHL, depot modernization period (DMP), conversion, deactivation, or decommissioning (DECOM) units should review this article for specific requirements. The following additional references should also be reviewed:

Topic	Reference
Member's travel and or per diem	Reference (a), volume 1, chapters 4 & 5
Family member(s) travel	Reference (a), volume 1, chapter 5, part C
Transportation of household goods	Reference (a), volume 1, chapter 5, part D
Dislocation allowance	Reference (a), volume 1, chapter 5, part G
Trailer allowance	Reference (a), volume 1, chapter 5, part F
Family separation allowance	Reference (b), volume 7A, part 3
Manning requirements	Reference (c)

3. **Manning Procedures for New Construction Submarines**. Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignments Branch (PERS-403) will exercise assignment and manning control for all enlisted manning requirements, with the exception of non-designated seaman (SN) and fireman (FN), until manning control is shifted to NAVPERSCOM, Enlisted Placement Management Branch (PERS-4013) at commissioning. Thereafter, manning requirements will be handled in the normal fashion by the designated manning control authority (MCA).

a. **Filling Requirements.** Enlisted manning requirements for new construction submarines will be filled by volunteers and other eligible members who become available for assignment from sea or shore activities in the appropriate time frame.

b. **Nominating Additional Members.** When these sources are exhausted, the gaining MCA will be required to nominate additional members from the MCA's assets to complete the manning. NAVPERSCOM (PERS-403) will issue a modified personnel deficiency report to NAVPERSCOM (PERS-4013) with a copy to the

gaining MCA, type commander (TYCOM), and present immediate superior in command (ISIC).

c. **Screening.** All rated members and designated SN and FN volunteers or nominees for assignment to new construction submarines will be screened per this article and approved by NAVPERSCOM (PERS-403) prior to issuance of orders.

d. **NAVPERSCOM (PERS-4013) Responsibility.** NAVPERSCOM (PERS-4013) will ascertain eligibility and issue assignment directives for non-designated SN and FN.

e. **Control Arrival at Submarines.** To provide for efficient utilization of critical, highly trained and skilled manpower, NAVPERSCOM (PERS-403) will ensure that members do not arrive at the submarines significantly earlier than when they can be effectively utilized.

f. **Modify Manning Directives.** The status of the submarines will be monitored by NAVPERSCOM (PERS-403), and manning directives will be modified as dictated by changes in the construction schedule.

g. **Issue Manning Directives.** To provide timely manning for submarines, NAVPERSCOM (PERS-403) will issue manning directives to NAVPERSCOM (PERS-4013) per the following schedule:

(1) **Twelve Months Prior to First Increment Manning Date.** NAVPERSCOM (PERS-403), along with submarine TYCOMs, will issue manning directives for new construction submarines to the MCA and NAVPERSCOM (PERS-4013).

(2) **Nine Months Prior to Reporting Date for Each Increment.** NAVPERSCOM (PERS-4013) will ensure manning requirements reflect in the personnel requisition.

(3) **Six Months Prior to the Reporting Date for Each Increment.** NAVPERSCOM (PERS-403) will identify all members who have been approved for assignment. Should NAVPERSCOM (PERS-403) exhaust all options to identify qualified members to meet requirements, NAVPERSCOM (PERS-4013) will be tasked to initiate action to obtain additional qualified members to fill remaining requirements.

(4) **Four Months Prior to the Reporting Date for Each Increment.** NAVPERSCOM (PERS-403) will issue assignment

directives for members who have been approved for assignment utilizing requisition numbers from the personnel requisition.

(5) Thereafter, assignment directives will be issued as additional members are identified.

(6) When manning the precommissioning unit is complete, in conjunction with the commissioning of the submarine, NAVPERSCOM (PERS-403) will notify (PERS-4013,) and the MCA will be shifted to the respective fleet commander effective upon the date of commissioning.

4. **Engineering Department Manning**

a. The first increment engineering department allowance of each new construction nuclear submarine will be filled with a majority of sea-experienced nuclear propulsion plant operators.

b. The reporting date for these members is keyed to propulsion plant construction events. The remaining nuclear propulsion plant operators will report at a later increment date.

5. **Members Approaching Fleet Reserve Eligibility**. Members with more than 17 years active service (as of their tentative reporting date to a new construction submarine) who are volunteers for this duty must be required to execute the following (permanent or temporary) NAVPERS 1070/613 Administrative Remarks entry within the Navy Standard Integrated Personnel System electronic service record, and forward a copy with their request for this duty:

"If selected for new construction submarine duty in a ship with a reporting date of _____, I agree to remain on active duty until 12 months (18 months for a Trident submarine) subsequent to the commissioning date of the submarine to which I am assigned."

_____
Member's Signature

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

6. **Establishing or Adjusting Projected Rotation Dates (PRD).** While every command should establish a comprehensive PRD management plan, the following guidelines are provided:

a. **New Construction Submarines.** Members must understand they will be required to remain ordered to crews of nuclear powered submarines under construction on board for the following:

(1) **SSN New Construction:** Twelve months after commissioning.

(2) **SSBN New Construction:** Eighteen months after commissioning.

b. **OVHL, DMP, and Conversion Submarines**

(1) Members ordered to a submarine undergoing OVHL, DMP, or conversion will normally be assigned for at least 24 months.

(2) PRDs should thereafter be adjusted to reflect at least 12 months on board after completion for an SSN and 13 months after completion for an SSBN.

(3) Since a submarine may be delayed in construction or completing a shipyard period, COs should establish a department or division rotational plan to ensure an equitable portion of the crew rotates at any one time during and after the shipyard period.

c. As discussed further in this article, the CO will submit a letter to NAVPERSCOM (PERS-403) with an enclosure to include a personnel manning status which will recommend PRDs for all enlisted members attached to the unit. The forwarding cover letter should contain the "in service" date.

7. **Submission of Requests by Nuclear-Trained Members for Assignment to New Construction Submarines.** Except for a small number of prototype graduates ordered directly to new construction duty, nuclear-trained members must complete at least 12 months in an operational nuclear billet prior to being ordered to new construction duty.

a. Members who are sea-experienced should have qualified for watch stations which are commensurate with their rate and Navy enlisted classification (NEC).

b. In addition to meeting the minimum requirements for new construction set forth in this article, nominations will be reviewed in light of the billet for which recommended and the records of members already accepted for that billet.

c. Normally, members awaiting a Selective Training and Reenlistment (STAR) or other reenlistment benefit will not receive that benefit until at least 12 months after commissioning (18 months for SSBNs).

d. Obligated service (OBLISERV) requirements associated with a particular benefit must still be met when the member ultimately resubmits a request for the benefit that was previously guaranteed as a reenlistment incentive.

e. COs are requested to furnish NAVPERSCOM with the following information with respect to each nominee:

(1) Extent of watch qualifications attained.

(2) Certified copies of the last two evaluations on NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1/E-6).

(3) Whether STAR or other reenlistment benefit is pending and whether candidate is willing to defer it (if applicable).

8. **Submission of Requests from Non-Nuclear-Trained Members for Assignment to New Construction Submarines**. Petty officers and designated strikers who meet the qualifications of this article may submit their requests using NAVPERS 1306/7 Enlisted Personnel Action Request to NAVPERSCOM (PERS-403). Requests from non-designated SN and FN members must be forwarded to NAVPERSCOM (PERS-403) via the CO. In the requested action section, insert "NEW CONSTRUCTION SUBMARINES." A non-career applicant must indicate his willingness to extend his enlistment or reenlist (if necessary) to obtain the **required OBLISERV of 24 months or meet OBLISERV required by this article, whichever is longer**. When extensions are executed, insert the following in the reason block of NAVPERS 1070/621 Agreement to Extend Enlistment: **"New Construction Manning."**

a. **Previous Assignment Benefits**

(1) Members awaiting STAR or reenlistment assignment benefits must indicate in writing they are willing to waive or delay such assignment benefits until they have been onboard 12 months after commissioning or 18 months for Trident submarines.

(2) OBLISERV requirements associated with a particular benefit must be met when the member ultimately resubmits a request for the benefits, which were previously guaranteed as a STAR and other reenlistment incentive.

b. **Additional Information on Requests.** In the CO's comments and recommendations section of NAVPERS 1306/7, the CO must provide complete information on the items listed below plus any other relevant comments desired:

(1) Security clearance.

(2) Special training (service schools attended and completion dates of each).

(3) Extent of watch qualifications attained.

9. **Training En Route to New Construction Crews**

a. **Categories.** En route training requirements for members assigned to the precommissioning crew of a submarine completing construction are classified in distinct categories as follows:

(1) **NEC Training:** Courses of instruction that assign a specific NEC upon completion of training which is required to meet the skill requirements specified in the unit's manpower authorization.

(2) **Factory Training:** Courses of instruction on maintenance and operation of new systems and equipment which are taught only by contractor personnel and which may or may not yield an NEC upon completion. Members will only receive this training en route if class convening dates are available prior to increment manning dates.

(3) **Precommissioning Training:** Non-NEC producing courses of instruction available at fleet training centers (FTCs) which are required to meet designated TYCOM requirements; such as firefighting, damage control, refresher training, personnel qualification standards, and human resource management.

(4) **Non-NEC Producing Maintenance, Operator, and Team Training:** Courses of instruction on maintenance and operation of systems and equipment which are taught in Navy FTCs and do not assign the member an NEC upon completion of training.

b. **Assignment to En Route Training Pipeline.** To ensure effective management of permanent change of station (PCS) funds (military personnel, Navy), temporary duty under instruction (TEMDUINS) funds (training less than 20 weeks), and per diem funds (operations and maintenance, Navy), the following pertains to the assignment of members to the en route training pipeline:

(1) NAVPERSCOM assumes the responsibility for primary NEC training and factory training for equipment and systems to be installed on new construction submarines. With the exception of nuclear-power-trained members, some civilian factory training class convening dates are not available prior to established increment manning dates. Rather than gap those billets, NAVPERSCOM (PERS-403) will directly transfer the member to the new construction submarine, and the member will attend that training on a temporary additional duty (TAD) basis. Precommissioning units should closely monitor and liaise with their TYCOM and ISIC to ensure those members receive training as soon as practical.

(2) NAVPERSCOM (PERS-403) will not normally include non-NEC producing maintenance, operator, and team training TEMDUINS assignments in PCS orders. It is assumed this training will be accomplished on a TAD basis (funded by appropriate TYCOM or warfare sponsor) after member's arrival at the permanent duty station; however, in the case of submarines completing construction, non-NEC producing operator and maintenance training may be provided for members assigned to precommissioning crews on an individual case basis. This will be done if it can be reasonably determined that the member concerned has not previously had this training or received on-the-job instruction in these systems.

10. **Qualifications to be Met Prior to Transfer to New Construction**

a. **Disciplinary Record.** The transferring command will conduct a records review of enlisted members ordered to ships under construction to ensure no prior conviction by court-martial or nonjudicial punishment, and no civil violation other than minor traffic offenses for the previous 12 months.

b. **Minimum Requirements.** The following minimum requirements must be met:

(1) No indebtedness problem of a serious or chronic nature (i.e., the receipt of more than one letter regarding a delinquent account).

(2) No history of instability or serious health problems of a probable recurrent nature during the past 12 months.

(3) No evaluation or fitness report mark below 3.0 in any category for the past 12 months.

(4) For members who have received significant training en route to a new construction unit, a minor deviation from the above standards while undergoing training will not normally result in cancellation of orders to the new construction ship.

c. **OBLISERV.** COs must notify NAVPERSCOM (PERS-403), within 10 days of receipt of the assignment directive, if the member does not desire to acquire OBLISERV for such assignment.

d. **Disqualification.** If a member fails to meet any of the above minimum requirements, COs must notify the appropriate assignment control authority (ACA) and NAVPERSCOM (PERS-403) within 10 days of receipt of the assignment directive of the specific disqualifying factors and hold the assignment directive in abeyance pending direction from the ACA.

e. **Disqualification Waivers**

(1) A waiver of disqualifying criteria may be requested from the appropriate ACA, if recommended by the CO.

(2) In other cases where critical skill areas are involved, the ACA may waive disqualifying criteria.

11. **Procedures for Splitting New Construction SSBN Crews.** The following procedures will be followed in determining the split of the new construction crew members for assignment of either **blue** or **gold** crews upon commissioning of the submarine.

a. **Unique Situations.** While each member assigned to a new construction SSBN is issued orders to a certain crew, there may develop situations that require moving a few members to the other crew.

b. **Six Months Prior to Scheduled Commissioning of an SSBN.** Both COs will ensure the following is received by NAVPERSCOM (PERS-403):

(1) **Forward Letter.** An SSBN manning letter using the format contained in exhibit 1 for both blue and gold crews. This letter must be forwarded via the submarine group (SUBGRU) Commander and NAVPERSCOM (PERS-4013) with a copy to the parent TYCOM.

(2) **Recommend PRD.** A PRD will be recommended for each member assigned. Equitable distribution of members between both crews by pay grades and experience must be considered. Three principal assignment constraints should be observed in the recommendation of PRDs:

(a) Members must have completed a minimum 24-month activity tour.

(b) PRDs must conform to the patrol schedule (PRD month in which the 15th day subsequent to exchange of command date falls).

(c) Recommended PRD may not exceed the maximum sea tour (5 years), unless the affected member has signed NAVPERS 1070/613 entry volunteering to extend his sea tour (as required).

c. **Issue Orders.** PCS orders will be issued by NAVPERSCOM (PERS-403) for every enlisted member assigned prior to commissioning of the SSBN.

d. **Moving Members and Families.** Trident submarines **will not** move members and families from new construction location to established homeport on "homeport change certificates."

12. **Procedures for New Construction SSN Crews**. The following action will be completed by the CO of new construction SSNs.

a. **Six Months Prior to the Scheduled Commissioning of an SSN.** The CO will ensure the SSN manning letter, using the format in exhibit 1, is forwarded to NAVPERSCOM (PERS-403) via the parent ISIC and NAVPERSCOM (PERS-4013). The ISIC should ensure a copy is forwarded to the parent SUBGRU and TYCOM at that time.

b. **Recommend PRD.** A PRD will be recommended for each member assigned utilizing the following three principal assignment constraints:

(1) Members must have completed a minimum of 24 months.

(2) PRDs should support the ship's schedule as known at that time.

(3) Recommended PRD may not exceed the maximum sea tour (5 years), unless the affected member has signed NAVPERS 1070/613 entry volunteering to extend his sea tour (as required).

c. **Two Months Prior to the Scheduled Commissioning of the SSN.** The following actions should occur:

(1) NAVPERSCOM will reply to the SSN manning letter. Included in this reply will be PRD adjustments and deviations with an explanation, should a requested PRD be disapproved.

(2) PCS orders will be issued by NAVPERSCOM (PERS-403) for every enlisted member assigned prior to commissioning of the SSBN.

13. **Special Procedures for SSN OVHL and DMP**. To the maximum extent possible, members selected for assignment to an SSN OVHL or DMP should have sufficient OBLISERV to complete the shipyard period, plus 12 months thereafter.

a. **Rotate Personnel.** The CO of the OVHL or DMP period should plan to rotate some members during the shipyard period to avoid high personnel turnover at the completion of the OVHL or DMP.

b. **Pending STAR and Selective Conversion and Reenlistment (SCORE) Benefits.** Members with pending STAR and SCORE benefits should not be assigned to OVHL and DMP if such assignment will cause an undue delay in receiving their benefits and the members are unwilling to accept such a delay.

c. **Fifteen Months Prior to the DMP or 13 Months Prior to the OVHL Commencement Date.** The following actions should occur:

(1) TYCOM should request augment billets be assigned to the unit by the MCA.

(2) NAVPERSCOM (PERS-4013) should ensure the necessary requisitions are in place to reflect the detailer's 9-month requisitions.

d. **Six Months Prior to the OVHL or DMP Commencement Date.** SSN CO must ensure a letter recommending OVHL and DMP crew makeup is received at NAVPERSCOM (PERS-403) via parent SUBGRU commander and NAVPERSCOM (PERS-4013) with a copy to the parent TYCOM.

(1) As an enclosure to this letter, use exhibit 1 that will list every billet, including the additional OVHL and DMP augment billets listed in reference (c).

(2) When submitting this letter, nominate non-selectees for a pre-OVHL and DMP PRD which is consistent with the ship's present schedule and which will either coincide with their end of active OBLISERV or permit completion of 24 months for those members upon their reassignment.

e. **Response.** NAVPERSCOM (PERS-403) and NAVPERSCOM (PERS-4013) for non-designated SN and FNs will reply to this letter indicating members who will remain aboard for OVHL or DMP and will adjust recommended PRDs (as appropriate).

f. **Augments**

(1) Augment members must be ordered to report 6 months prior to commencement for SSN OVHL or 4 months prior to commencement of DMP.

(2) The OVHL or DMP executive officer should maintain liaison with NAVPERSCOM (PERS-403) OVHL or DMP coordinator to ensure augment members are identified.

14. **Procedures for SSBN Deactivation and DECOM**. The DECOM crew of an SSBN is comprised of selected members from the pre-DECOM blue and gold crews.

a. **OBLISERV.** To the maximum extent possible, members selected for assignment to a DECOM should have sufficient OBLISERV to complete the period of the DECOM.

b. **Pending STAR and SCORE Benefits.** The members with pending STAR and SCORE benefits should not be assigned to the DECOM period if such assignment will cause undue delay in receiving their benefits and the members are unwilling to accept such a delay.

c. **Ten Months Prior to DECOM Commencement Date.** NAVPERSCOM (PERS-4013) should ensure the necessary requisitions are in place to reflect in the detailer's 9-month requisition.

d. **Six Months Prior to DECOM Commencement Date.** The following actions should occur:

(1) SSBN COs must ensure a joint letter recommending DECOM crew makeup is received at NAVPERSCOM (PERS-403) via parent SUBGRU command and NAVPERSCOM (PERS-4013), with a copy to parent TYCOM. Use exhibit 1 as an enclosure to this letter to list every billet on the most recent blue crew enlisted distribution verification report, whether or not members can be identified from either crew.

(2) When submitting this crew makeup letter, nominate non-selectees for a pre-DECOM PRD which is consistent with the patrol schedule and which will either coincide with their expiration of active obligated service (EAOS) or permit completion of a minimum activity tour (24 months) for those members upon their reassignment.

(3) NAVPERSCOM (PERS-403) and NAVPERSCOM (PERS-4013) for non-designated SN and FN will reply to this letter indicating members who will remain on board for DECOM and will adjust PRDs (as appropriate).

15. **Special Procedures for SSN Deactivation and DECOM.** To the maximum extent possible, members selected for assignment to an SSN DECOM should have sufficient OBLISERV to complete the shipyard period.

a. **Pending STAR and SCORE Benefits.** Members with pending STAR and SCORE benefits should not be assigned to the DECOM period if such assignment will cause undue delay in receiving their benefits and the members are unwilling to accept such a delay.

b. **Ten Months Prior to the DECOM Commencement Date.** NAVPERSCOM (PERS-4013) should ensure the necessary requisitions are in place to reflect in the detailer's 9-month requisition.

c. **Six Months Prior to the DECOM Commencement Date.** SSN COs must ensure a letter recommending DECOM crew makeup is received at NAVPERSCOM (PERS-403) via parent SUBGRU commander and NAVPERSCOM (PERS-4013) with a copy to the parent TYCOM.

(1) Use exhibit 1 as an enclosure to this letter to list every billet.

(2) When submitting this letter, nominate non-selectees for a pre-DECOM PRD which is consistent with the ship's present schedule and which will either coincide with their EAOS or permit completion of 24 months for those members upon their reassignment.

(3) NAVPERSCOM (PERS-403) and NAVPERSCOM (PERS-4013) for non-designated SN and FN will reply to this letter indicating members who will remain aboard for DECOM and will adjust PRDs (as appropriate).

EXHIBIT 1

SSBN and SSN MANNING FOR SHIP'S OVHL, DMP, DECOM
SSBN CREW CONSOLIDATION and CREW SPLIT FOR SHIP'S OVHL and DECOM
NEW CONSTRUCTION CREW

(Use appropriate title.)

Crew: (Blue)/(Gold) USS _____ (SSN/SSBN _____)

_____DIVISION

ALW (1) VOL (2)	ALW (1) REQ	ACTUAL REQ (3)

RATE	NEC	RATE	NAME	N/VOL	EAOS	PRD	PRD	SDCD

REMARKS

NOTES:

(1) Denotes augment or additional personnel for OVHL or DMP.
(2) Enter "V" or "N" (as appropriate).
(3) In remarks enter:

1: NAVPERS 1070/613, agreeing to exceed maximum sea tour.
2: NAVPERS 1070/613, waiver/delay STAR school.
3: NAVPERS 1070/613, agreeing not to transfer to Fleet Reserve until completion of OVHL + 1 patrol.

MILPERSMAN 1306-414

SPECIAL PROCEDURES FOR ASSIGNMENT OF SSBN PERSONNEL

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3626 (901) 874-3626 882-3626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Background**. National priorities accorded the Fleet Ballistic Missile Strategic Weapons System and the Nuclear Power Program dictate an exceptional degree of combat readiness.

a. The unique nature of nuclear submarine operations demands a personnel allowance, which provides a delicate balance between requirements for special skills, watch stations, and submarine safety.

b. To ensure the stability necessary to maintain that balance, special procedures for crew rotation have been established.

2. **Ship, Submersible, Ballistic Nuclear (SSBN) and Ship, Submersible, Nuclear (SSN) Tour Adjustments**. Unanticipated losses caused by illness, disqualification, humanitarian reassignment, etc., may necessitate extending projected rotation dates (PRDs) of remaining members in the same rating or technical experience level to maintain manning stability.

a. Requests for changes to PRDs should be submitted to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403) per MILPERSMAN 1306-104.

b. All requests for PRD extensions must indicate whether the member is a volunteer or nonvolunteer, and whether the member has a Selective Training and Reenlistment (STAR)/Selected Conversion and Reenlistment (SCORE) benefit pending.

c. When sufficient qualified/sea-experienced volunteers are not available to fill certain high priority shore duty/new construction requirements in the case of nuclear trained and Trident/Poseidon personnel, NAVPERSCOM (PERS-403) will order

personnel from nuclear submarine crews at PRD as necessary to fill these billets.

3. **Action by the SSBN Commanding Officer (CO)**. Members who, upon completion of a deterrent patrol, have insufficient obligated service (OBLISERV) to complete the subsequent patrol must be identified. (Insufficient OBLISERV applies to those cases wherein a member's end of active obligated service (EAOS) is earlier than 5 days subsequent to the post-patrol exchange of command date).

a. To improve the number of days members are assigned to operational units in the billet for which they are trained, the procedure described below is to be followed.

b. During on-crew period A, SSBN COs review noncareer designated members whose EAOS occurs more than 90 days after period C, and who have insufficient OBLISERV to complete period E (see table below for identification of periods A through E).

A	B	C	D	E
ON-CREW	OFF-CREW	ON-CREW	OFF-CREW	ON-CREW
REVIEW/COUNSEL	NOMINATE		TRANSFER	

c. The following sequence of events must take place:

(1) During on-crew period A, members are identified who do not have sufficient active OBLISERV to complete on-crew period E.

(2) Members who decline to OBLISERV to complete on-crew period E will be nominated by the end of the first week of training of off-crew period B for transfer after on-crew period C.

(3) Members will complete on-crew period C, and **within 15 days of return** to homeport, be transferred by NAVPERSCOM (PERS-403). Every effort will be made to assign these members to another submarine in the same homeport.

(4) When the SSBN is establishing its PRD management plan, the following rule will be adhered to:

(a) If the SSBN crew returns from patrol **between the 1st through 15th of a month**, the member's PRD will be established as the same month of return from patrol.

(b) If the SSBN crew returns from patrol **after the 15th of the month**, the member's PRD will be established for the following month.

d. COs must submit a PRD change request for all members identified by the review, or request authority from NAVPERSCOM (PERS-403) to unconditionally extend a member for a period of less than 24 months per MILPERSMAN 1160-040.

e. All applicable members must be informed of the policy, and, after approval of the PRD change request or the unconditional extension by NAVPERSCOM (PERS-403), they will be required to extend their enlistments to coincide with their newly established PRD or for the period of the authorized unconditional extension (as applicable).

f. Extensions will normally be executed on an official Navy Standard Integrated Personnel System (NSIPS) printed NAVPERS 1070/621 Agreement to Extend Enlistment; however, if NSIPS is not available to generate the document prior to the expiration of the Sailors contract, NAVPERS 1070/621 may be downloaded from the NAVPERSCOM Web page and executed manually. All NAVPERS 1070/621's executed manually must be submitted to the servicing personnel office to be entered into NSIPS prior to submission to the official military personnel file. Such extensions will not be beyond the **month in which the 15th day after change of command falls**.

4. **Post-Patrol SSBN Manning Message and Post-Patrol SSBN Manning Report**. Upon completion of the above review and at the beginning of period B, the CO will submit an SSBN Post-Patrol SSBN Manning Message or Post-Patrol SSBN Manning Report (contained in exhibits 1 or 2) to support personnel manning for period E as shown in the above paragraph.

EXHIBIT 1

POST-PATROL SSBN MANNING MESSAGE

(Use the proper message format containing the following.)

FROM: COMSUBGRU _____//N1//
TO: COMNAVPERSCOM MILLINGTON TN//PERS4013//
INFO: COMNAVPERSCOM MILLINGTON TN//PERS403//
(AS APPROPRIATE) COMUSFLTFORCOM NORFOLK VA//N1//
COMPACFLT PEARL HARBOR HI//N1//
COMSUBLANT NORFOLK VA//N1//
COMSUBPAC PEARL HARBOR HI//N1//
USS _____// //
BT
UNCLAS //N01306//
MSGID/GENADMIN/ / //
SUBJ/POST-PATROL MANNING FOR USS _____ (SSBN) ____)/
(BLUE)/GOLD) (REPORT SYMBOL _____)//
REF/A/DOC/MPM/YMD//
AMPN/REF A IS MILPERSMAN 1306-414.//
RMKS/1. THE FOLLOWING PERSONNEL ARE KNOWN UNPLANNED LOSSES DURING THIS OFF-CREW PERIOD:
NAME RATE/NEC LOSS DATE REASON

2. THE FOLLOWING PERSONNEL ARE POTENTIAL UNPLANNED LOSSES:
NAME RATE/NEC LOSS DATE REASON

3. REPLACEMENT PERSONNEL HAVE NOT BEEN IDENTIFIED FOR THE FOLLOWING BILLETS. RELIEFS REQUIRED PRIOR TO PATROL:
A.
B.
C.

4. THE FOLLOWING PERSONNEL ARE PG AFTER COMMENCEMENT OF TEAM TRAINING:
NAME RATE/NEC PG DATE

5. THE FOLLOWING PERSONNEL HAVE BEEN DESIGNATED AS INDICATED:
NAME DESIG RATE

6. THE FOLLOWING NON-CAREER DESIGNATED PERSONNEL WILL HAVE INSUFFICIENT OBLISERV TO COMPLETE THE SUBSEQUENT PATROL:
A. LESS THAN 90 DAYS OBLISERV:
NAME RATE NEC EAOS
B. GREATER THAN 90 DAYS OBLISERV:
NAME RATE NEC EAOS

EXHIBIT 1 (Continued)

7. THE FOLLOWING PERSONNEL ARE NOMINATED FOR TRANSFER AFTER THE FORTHCOMING PATROL, HAVING DECLINED TO INCUR ADDITIONAL OBLISERV PER REF (A) TO COMPLETE THE NEXT TWO PATROLS:
NAME RATE NEC EAOS

8. PROJECTED MANNING FOR COMMENCEMENT OF REFIT AND FOR EACH MONTH THEREAFTER THROUGH DEPLOYMENT IS:

GRADE	POB	9106	9107	9108	9109
E-7 - E-9					
E-6					
E-1 - E-9					

9. EXCESS E-6 - E-9 PERSONNEL ON BOARD:
NAME RATE/NEC PRD REMARKS

10. REQUEST FOLLOWING PRD ADJUSTMENTS TO MATCH FUTURE PATROL CYCLES:
NAME RATE/NEC LAST 4 SSN CUR PRD REQ PRD VOL/NVOL

11. THE FOLLOWING PERSONNEL ARE PLANNED LOSSES AFTER NEXT PATROL FOR WHICH A RELIEF HAS NOT BEEN IDENTIFIED:
NAME RATE/NEC ACCEPTABLE RELIEF

PRDS WILL BE SUBMITTED BY USS _____ (BLUE)/(GOLD) IF RELIEFS ARE NOT IDENTIFIED PRIOR TO CREW'S DEPARTURE FOR PATROL.

12. USS _____ (BLUE/GOLD) IS PROJECTED TO BEGIN OFF-CREW TRAINING ON _____ WITH AN ASSIGNED ENLISTED PERSONNEL STRENGTH OF _____ PERSONNEL.

13. POC COMSUBGRU _____ IS _____
DSN: _____.

14. CO COMMENTS/CONCERNS:
BT

EXHIBIT 2

POST-PATROL SSBN MANNING REPORT

(Use the proper letter format containing the following.)

From: Commander, Submarine Group _____
To: Navy Personnel Command (PERS-4013)

Subj: POST-PATROL MANNING FOR USS _____ (SSBN _____)
(BLUE/GOLD)

Ref: (a) MILPERSMAN 1306-414

1. The following personnel are known to be unplanned losses during this off-crew period:

NAME RATE/NEC LOSS DATE REASON

2. The following personnel are potential unplanned losses:

NAME RATE/NEC LOSS DATE REASON

3. Replacement personnel have not been identified for the following billets. Reliefs are required prior to patrol for:

a.

b.

c.

4. The following personnel are prospective gains after commencement of team training:

NAME RATE/NEC PG DATE

5. The following personnel have been designated as indicated:

NAME DESIG RATE

6. The following noncareer designated personnel will have insufficient OBLISERV to complete the next patrol:

a. Less than 90 days OBLISERV:

NAME RATE/NEC EAOS

b. Greater than 90 days OBLISERV:

NAME RATE/NEC EAOS

EXHIBIT 2 (Continued)

7. The following personnel are nominated for transfer after the forthcoming patrol having declined to incur additional obligated service per reference (a) to complete the next two patrols:

NAME RATE/NEC EAOS

8. Projected manning for commencement of refit and for each month thereafter through deployment is

GRADE	POB 9206	9207	9208	9209
E-7 - E-9				
E-6				
E-1 - E-9				

9. Excess E6-E9 personnel on board

NAME RATE/NEC PRD REMARKS

10. Request the following PRD adjustments match future patrol cycles:

NAME RATE/NEC PRD REQ PRD VOL/NVOL

11. The following personnel are planned losses after the next patrol for which a relief has not been identified:

NAME RATE/NEC ACCEPTABLE RELIEF

PRDS WILL BE SUBMITTED BY USS _____ (BLUE/GOLD) IF RELIEFS ARE NOT IDENTIFIED PRIOR TO CREW'S DEPARTURE FOR PATROL.

12. USS _____ (BLUE/GOLD) is projected to begin off-crew training on _____ with an assigned enlisted personnel strength of ____ personnel.

13. Point of contact at Commander Submarine Group _____ is _____ DSN: _____.

14. Commanding officer's comments/concerns:

Copy to:
COMNAVSUBFOR (N1)
COMNAVPERSCOM (PERS-403)
COMUSFFC (N1)
COMPACFLT (N1)
COMSUBLANT (N1)
COMSUBPAC (N1)
USS _____

MILPERSMAN 1306-416

PROCESSING OF PERSONNEL DISQUALIFIED FROM SUBMARINE DUTY

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3633 (901) 874-3633 882-2638

References	NAVMED P-117, Manual of the Medical Department SECNAVINST 5510.3A SECNAVINST 5510.35A NAVPERS 18068F, Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications OPNAVINST 5355.3B SECNAVINST 7220.80E

1. **Policy**. Because of the special safety and reliability aspects of operating submarines, the need to provide for disqualification for duty in submarines in certain instances is clear. Disqualification for duty in submarines is an administrative procedure invoked to preclude reassignment of a member to another submarine command.

a. Disqualification for duty in submarines supplements the disciplinary and administrative actions that may be required to effect satisfactory performance, and is not an end in itself.

b. There are a few situations where a member is unable to meet the physical standards for submarine duty through no fault or lack of diligence on the member's part. In these few cases, disqualification is an appropriate course of action by itself.

c. Disqualification for duty in submarines shall not be used as a substitute for required disciplinary and/or administrative action. Particular care shall be exercised to ensure that disqualification is not used to effect the transfer of members to other duty when they do not clearly meet the established high standards for continued Naval Service.

2. **Categories and Reasons**. There are two categories of disqualification for duty in submarines, one of which must be cited in **every** disqualification recommendation.

a. **Disqualified Category**. Members removed from submarine duty in the disqualified category are not normally eligible for return to submarine duty at any future date. Reasons for disqualification are as follows:

(1) Inability to qualify or failure from a training pipeline leading to assignment to submarine duty.

(2) Inability to requalify (SS) members only.

(3) **As a result of disciplinary and/or administrative action resulting in (list one)**

(a) disqualification prior to separation,

(b) discharge detachment for cause,

(c) unauthorized absence in excess of 30 days,

(d) classification as a conscientious objector or homosexuality,

(e) a change in rating,

(f) Navy Enlisted Classification (NEC) removal,

(g) security clearance,

(h) substantiated family advocacy sexual abuse case,

(i) ineligibility for the Personnel Reliability Program (PRP) when such action precludes further service in submarines, or

(j) other such disqualifying action (specify).

(4) Unreliability due to drug/alcohol abuse.

(5) Stress reaction, emotional instability, or suicide attempts/gestures.

(6) Environmental unadaptability (including claustrophobia).

NOTE: Disqualification for stress reactions, emotional instability, suicide attempts/gestures, or for environmental unadaptability must include psychiatric/psychological consultation

b. **Physically not Qualified Category**

(1) Members found not physically qualified may reapply for return to submarine duty when they again meet the physical requirements set forth in NAVMED P-117, article 15.

(2) Requests for reinstatement must be submitted via the chain of command and Bureau of Medicine and Surgery (BUMED) (MED-21) to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403). Reasons for disqualification are as follows:

(a) Failure to meet the physical requirements for submarine duty contained in NAVMED P-117, article 15. For administrative purposes, physical disqualification will be limited to members with a duly diagnosed medical condition such as an ulcer, lung disorder, neurosis, etc. Organic brain syndrome may also be used for physical disqualification.

(b) All too often the medical problem, which renders a member not physically, qualified for submarine duty also renders the member not physically qualified for **all** duties of the member's rate at sea or on foreign service (full duty). When considered appropriate, recommendations for medical board action or administrative separation will be initiated in addition to disqualification for duty in submarines.

(3) A waiver of the physical standards for submarine duty should be considered in all appropriate cases. Waivers may be recommended with qualified and documented medical advice. Considered action will be on the basis of the member's condition, the risk it places on the member's continued health and safe reliable submarine operations.

(4) Waiver requests should be submitted to NAVPERSCOM (PERS-403) via BUMED (MED-21). For members assigned to submarine duty, submit waiver request via immediate superior in command (ISIC), type commander (TYCOM), and BUMED (MED-21).

(5) Questionable Cases. When the category or reason to be cited in a disqualification recommendation cannot be determined, guidance should be requested from NAVPERSCOM (PERS-403).

3. **Disqualification Authorities**. NAVPERSCOM and Commander, Submarine Force, U.S. Atlantic Fleet (COMSUBLANT)/Commander, Submarine Force, U.S. Pacific Fleet (COMSUBPAC) are the ultimate authorities for submarine disqualification.

a. Submarine commanders will act only on the cases of members who are under their administrative or operational command.

b. NAVPERSCOM (PERS-403) will act on all other cases such as members in transit, in school commands not under the force commander's control, or in nonsubmarine shore commands for duty.

c. Except for disqualification involving physical disqualification; or disqualification of submarine-qualified members by reason of environmental unadaptability, stress reaction, or emotional instability which have not been resolved by administrative action; the following commanders are authorized to approve disqualifications:

(1) Submarine group/squadron commanders.

NOTE: Disqualification authority may be delegated in writing to chief of staff/chief of staff officer.

(2) Submarine base commanding officers (COs).

(3) COMSUBLANT Deputy Chief of Staff Personnel Readiness.

(4)COMSUBPAC Assistant Chief of Staff (ACOS) for Personnel and Training.

d. NAVPERSCOM (PERS-403) and COMSUBLANT/COMSUBPAC, as the disqualification authority, will review each disqualification action and retain the prerogative to direct final action and to disqualify members in either disqualification category.

e. In an effort to minimize delays in processing submarine disqualification cases, NAVPERSCOM (PERS-403) has been

designated the NAVPERSCOM point of contact (POC) for these matters.

(1) All message traffic to NAVPERSCOM concerning disqualification matters should be sent to NAVPERSCOM (PERS-403F), who will monitor timely completion of actions.

(2) Procedures for removal of security clearances and eligibility for PRP require written acknowledgments from the member. Correspondence concerning these matters should be addressed to

(a) NAVPERSCOM, Personnel Performance, Security and Separations Division (PERS-83), for security clearance issues per SECNAVINST 5510.3A, and

(b) Chief of Naval Operations (CNO), Special Assistant for Naval Investigation Matters and Security (N09N) for Personal Reliability Program (PRP) issues per SECNAVINST 5510.35A.

4. **Assignment of Designator 8 (SP)**. All members disqualified from submarine duty will normally be assigned to a submarine support command for a 2-year tour, or to complete prescribed sea tour (PST) or normal shore tour (NST), whichever is longer. Submarine Designator 8 (controlled by NAVPERSCOM (PERS-403)) will be assigned.

a. Nuclear-trained members found physically disqualified from submarine duty, but remain qualified for the nuclear field, will be assigned to surface nuclear duty.

b. Members who require forced rating conversion by virtue of PRP decertification or security clearance revocation will normally be converted to a rating consistent with assignment to a submarine support billet.

c. Assignment to submarine support can only be made to a valid billet, and normally in the same geographic area.

(1) If forced rating conversion is not required, members will retain their submarine source rating and, if applicable, Navy Enlisted Classification (NEC) codes.

(2) If there is no valid submarine support billet available, or the cognizant surface detailer has a valid billet

which can be filled by a member, the submarine detailer must receive approval from the manning control authority (MCA) via Enlisted Placement Management Center (EPMAC) to assign a submarine disqualified member directly to duty in the surface fleet.

(3) If authorization is granted by the MCA, the submarine Designator 8 will be removed.

d. Members assigned to a submarine support billet will be assigned a 2-year projected rotation date (PRD). At the completion of the 2-year submarine support tour the following options are available:

(1) Retain Designator 8 and continued assignment to submarine support duty.

(2) Release from Designator 8 and made available for general detailing by the surface community. This may require forced rating conversion. If member decides to be released, member must submit NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request, requesting release to surface community and removal of Designator 8 and, if applicable, forced rate conversion. If approved for release, member's command must submit NAVPERS 1221/1 (Rev. 06-92), Navy Enlisted Classification (NEC) Change/Recommendation per NAVPERS 18068F, volume II for NEC removal if NECs are submarine related.

(3) Request reinstatement to submarine duty, as explained in this article.

(4) In cases where members are being administratively separated, a submarine disqualification package (Exhibit 1) will be utilized and forwarded to NAVPERSCOM (PERS-403F) prior to separation.

e. For all members not under disqualification authority of COMSUBLANT or COMSUBPAC (shore commands outside the submarine community, school commands, recruiting, etc.), the recommendation for disqualification will be submitted directly to NAVPERSCOM (PERS-403) in the format of Exhibit 1.

5. **Correspondence**. All correspondence to NAVPERSCOM (PERS-403) or CNO, Nuclear Power Program Manager (N133) relating to submarine disqualification (and associated NEC removals or

rating change) of enlisted members shall also be addressed to NAVPERSCOM (PERS-403F).

a. To speed processing of disqualification cases, message notification of each case must be sent to NAVPERSCOM (PERS-403) as soon as the decision to disqualify has been finalized.

b. Exhibit 2 provides the format for this message. NAVPERSCOM (PERS-403) will act as the NAVPERSCOM POC for all submarine disqualification matters.

c. Correspondence (or copies thereof) to activities external to NAVPERSCOM shall continue to be sent per applicable instructions. NAVPERSCOM (PERS-403) will be notified of all submarine disqualifications. This is a critical tool for management of the submarine enlisted community. All messages or letters for final submarine disqualification must be sent "info" or "copy to" to NAVPERSCOM (PERS-403).

6. **Rating Changes**. When rating changes are required as part of the disqualification process or the removal of a Designator 8, a rating change recommendation should be submitted to NAVPERSCOM (PERS-403) as soon as disqualification action has been approved.

a. To best match the member's previous training, experience, and needs of the Navy, choices should normally be made per the guidance in Exhibit 3.

b. Recommendations from the CO are encouraged in addition to the choices submitted by the member.

c. It is strongly recommended that choices submitted by the member be realistic. Members who have received extensive training in their present rating will not normally be assigned to ratings requiring extensive additional training or to those overmanned in rating and paygrade.

d. If none of the choices made by the member are feasible, a rating selection will be made by NAVPERSCOM per needs of the Navy and recommendations submitted by the CO. **NOTE:** With few exceptions, disqualified members are assigned to a submarine support billet and rating conversion must be consistent with ratings normally assigned to such billets.

e. Rate changes should not be submitted until the following actions have been completed (as applicable):

(1) Permanently PRP decertified.

(2) Security clearance removed/revoked.

(3) Submarine disqualification package received by NAVPERSCOM (PERS-403).

f. Rate change submission **should not** be included in an availability report.

7. **Availabilities**. Members being disqualified shall be made available as follows:

a. Availabilities should not be submitted until the submarine disqualification package has been forwarded to NAVPERSCOM (PERS-403).

b. Nonsubmarine designated E-3 and below. Should be made available to EPMAC as soon as the disqualification is finalized and the member is available for transfer.

c. All availability correspondence for submarine designated E-3 and above shall be addressed to NAVPERSCOM (PERS-403) using class DG avail code. Any other submissions may cause further delay in transfer of disqualified members.

d. Upon receipt of availability, NAVPERSCOM (PERS-403) will ensure the following administrative actions have been completed prior to entering the availability:

(1) Receipt of submarine disqualification package.

(2) Removal of submarine enlisted designator.

(3) NEC removal/change, if applicable.

(4) Rate conversion, if applicable.

(5) Assignment of Designator 8(SP), if applicable, (assigned by NAVPERSCOM (PERS-403)).

8. **Striker Identification Removal**. There is no requirement to **convert** disqualified E-3 submarine members to another rating if they are designated strikers. Striker designator removal may be required for submarine specific ratings. Approval must be

obtained from NAVPERSCOM, Active Enlisted Advancements/ Incentives Branch (PERS-811) for striker designator removal.

9. **PRP/Security Clearance/NEC Removal**. Removal of a member from the PRP or revocation of the member's security clearance can significantly decrease the member's ability to function at a subsequent duty station or in another rating.

a. Removal from the PRP and revocation of security clearance **should not be performed automatically** as part of the disqualification process, but should be based solely upon the merits of each case. Similarly, NECs, which are not unique to the submarine force, should not automatically be recommended for removal.

b. Submarine disqualification by reason of NEC removal will require approval of NAVPERS 1221/1 by EPMAC via NAVPERSCOM (PERS-403), prior to processing for submarine disqualification. Nuclear NEC removal will require approval by CNO (N133D) prior to submarine disqualification.

c. In cases where members are submarine disqualified when forced rating conversion is required and hold a submarine related NEC, submission of NAVPERS 1221/1 is required after submarine disqualification has been completed and forwarded to NAVPERSCOM (PERS-403).

10. **Procedures for Requesting Reinstatement to Submarine Duty**. Members previously assigned the submarine designator (SS)/(SU) may request reinstatement to submarine duty.

a. **Time Frame**. Requests for reinstatement to submarine duty must be submitted within 5 years from the date of disqualification.

b. **Authority**. NAVPERSCOM (PERS-403) is the submarine reinstatement authority in all cases and will assign the (SS)/(SU) submarine designator, as appropriate.

c. **Recertification**. HM Submarine IDC's must request reinstatement from NAVPERSCOM (PERS-403), via CNO, Enlisted Plans and Career Management Branch (N132D), and "clinically" recertify prior to "refresher training" to be eligible for PCS orders to a submarine and reinstatement.

d. **Submarine Designator Assignment Date**. If approved, the submarine designator will be assigned the date the reinstatement approval letter is signed for members who were medically disqualified. For all others, the submarine designator will be assigned upon reporting on board an operational submarine for duty.

e. **Reinstatement for "Physically not Qualified" Members**. Members who were physically disqualified may request reinstatement if the medical problem no longer exists, or has remained asymptomatic for a minimum of 2 years without benefit of medication, special diet, or **continuing therapy**. In all cases, a waiver of the medical standards must be submitted. The format for requesting reinstatement is as follows:

(a) Submit NAVPERS 1306/7 requesting reinstatement of the (SS)/(SU) designator and waiver of physical standards for submarine duty to NAVPERSCOM (PERS-403F) via local chain of command and BUMED (MED-21).

(b) As enclosure (1) include all applicable medical documentation and a current submarine physical as required by NAVMED P-117, article 15-69.

f. **Reinstatement for Alcohol Abuse**

(1) Members disqualified by reason of alcohol abuse per this article may be considered for return to duty in submarines after fulfilling the provisions of OPNAVINST 5355.3B.

(2) A request for reinstatement to submarine duty after disqualification for alcohol abuse must be submitted strictly per OPNAVINST 5355.3B using the format of Exhibit 4.

(3) If reinstated, the member will be assigned to submarine duty in a submarine unqualified (SU) status at PRD using normal assignment procedures. The (SU) designator will be assigned effective the date of reporting to a submarine.

g. **Reinstatement for All Others (Demonstrated Unreliability, Security Clearance Removal, etc.)**. Submit NAVPERS 1306/7 requesting reinstatement of the (SS)/(SU) designator and provide a statement concerning the reason for disqualification. Members will include a copy of a current (within 6 months) submarine physical and copies of their last three performance evaluations as enclosures.

11. **Pre-Service Drug Abuse Waivers for Previously Undisclosed and/or Undocumented Usage**

a. If, subsequent to assignment to submarine duty, a pre-service drug abuse is disclosed or identified and there is no documented waiver, a waiver request must be submitted to NAVPERSCOM (PERS-403), info to the ISIC and TYCOM (directly to NAVPERSCOM (PERS-403) for members not assigned under a submarine TYCOM).

b. A waiver will be considered only for experimental use of marijuana. A signed statement from the member defining the extent of usage is required.

12. **Limited Waiver of the Physical Standards for Submarine Duty**. Senior enlisted members (generally construed to mean senior E-7 and above), found not physically qualified for submarine duty may be granted a limited waiver of the physical standards for submarine duty.

a. This limited medical waiver will be granted by NAVPERSCOM (PERS-403), only on the advice of BUMED (MED-21) on a case-by-case basis, so the member will be able to ride a submarine for short periods of time (i.e., sea trials, weekly operations).

b. Members will be considered for a limited waiver only if recommended by the cognizant squadron or group commander, TYCOM, and BUMED (MED-21), and only if a valid need for the member's services exists.

c. The member, if approved, shall **not** be assigned to submarine duty, will be assigned submarine Designator 8(SP), and shall **not** be eligible for continuous submarine pay (CONSUBPAY). The limited medical waiver will be granted by letter to the member's parent command.

d. If granted a limited medical waiver, members must notify the staff to which assigned of their medical status, and the staff shall be responsible for ensuring members are physically able to ride a submarine on a limited basis.

e. A verification of the member's medical condition must be made by a submarine medical officer at least annually.

f. Members will be eligible for Operational Submarine Duty Incentive Pay (OPSUBPAY) per SECNAVINST 7220.80E, as they shall be considered "Qualified in Submarines with Limited Medical Waiver." A member granted a limited waiver will not be eligible for assignment to a precommissioning unit or to a submarine in overhaul unless NAVPERSCOM (PERS-403) and the responsible group and TYCOM concur.

g. An member granted a limited waiver currently serving in a precommissioning unit or in a submarine in overhaul may remain aboard that ship until post-shakedown availability (PSA) sea trials or post-overhaul sea trials have been completed.

EXHIBIT 1

RECOMMENDATION FOR DISQUALIFICATION FROM DUTY IN SUBMARINES AND, WHEN APPLICABLE, RELATED ADMINISTRATIVE ACTIONS FOR COMMANDS NOT UNDER COMSUBPAC OR COMSUBLANT DISQUALIFICATION AUTHORITY.
(Use proper letter format containing the following.)

From: Commanding Officer, _____
To: Commander, Navy Personnel Command (PERS-403)

Subj: RECOMMENDATION FOR DISQUALIFICATION FROM DUTY IN SUBMARINES

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual, Article 1220-040
(b) NAVPERS 15560D, Naval Military Personnel Manual, Article 1306-416
(c) SECNAVINST 5510.35A (when applicable for PRP)
(d) SECNAVINST 5510.3A (when applicable for security clearance)
(e) Current CREO/REGA NAVADMIN

Encl: (1) Member's statement (not required for "physically not qualified" category)
(2) Copy of NAVPERS 1221/1 (Rev. 06-92), Navy Enlisted Classification (NEC) Change/Recommendation (if a nuclear-trained operator, mail original to CNO (N133D))
(3) Copy of last three enlisted evaluation reports (not required for "physically not qualified" category)
(4) Copies of enlisted service record pages documenting substandard performance and disciplinary action (not required for "physically not qualified" category)
(5) Medical data (for "physically not qualified" category only)
(6) Any other pertinent data
(7) Copies of counseling sheets (or summary if not available)

1. Per references (a) and (b), (rate/designator, full name, branch, SSN, NECs) is recommended for disqualification from duty in submarines. Disqualification category is _____. When applicable, the last sentence in this paragraph should read,

EXHIBIT 1 (Continued)

"Member's signed statement concerning disqualification and the associated administrative actions listed below are contained in enclosure (1)."

2. The following actions have been taken in this case:

a. Temporarily/Permanently (omit one) decertified for duty under the Personnel Reliability Program per reference (c).

b. Personnel security clearance for (indicate level of clearance) has been denied/revoked (omit one) per para. 17-208 of reference (d). Cite applicable portion(s) of para. 16-102.2 which describe the reason(s) for such action. If the member's clearance has been changed from a higher to a lower category for cause other than purely administrative reasons, so state and give specifics.

c. Change of rating to (1)_____, (2)_____, (3)_____, in order of priority, is recommended. The "open rates" list contained in reference (e) has been considered in making this recommendation. Rate/Member's last name, state member's preferences, and commanding officer's concurrence or reason for not recommending them.

d. Recommend enclosure (2) NAVPERS 1221/1 be approved.

3. Detailed comments on this recommendation are as follows:

4. By reference (cite letter or message) subject member is being processed for a discharge per NAVPERS 15560D, article (state appropriate article). Enclosures (1) through (7) refer. If member is not being processed for discharge, a statement is required stating reason for not processing member for discharge.

Signature

Copy to:
CNO (N133D) (Nuclear-trained members only (Advance)
EPMAC (EP-42)
Service Record (Transient holding activity if applicable)

EXHIBIT 2

SAMPLE DISQUALIFICATION MESSAGE

(Use the proper message format containing the following.)

```
FROM:  Originating Activity
TO:    COMNAVPERSCOM MILLINGTON TN//PERS403//
INFO:  EPMAC NEW ORLEANS LA//   //
BT
UNCLAS //NO1306//
MSGID/GENADMIN/       /
SUBJ/SUBMARINE DISQUALIFICATION NAVPERSCOM (PERS403)//
RMKS/1.  RATING, NAME, SSN, NEC DISQUALIFIED FROM SUB DUTY ON DATE BY
REASON OF _________.  SNM PERMANENTLY REMOVED FROM PERSONNEL
RELIABILITY PROGRAM.  SECURITY CLEARANCE REMOVED/REVOKED.
RECOMMENDED/NOT RECOMMENDED FOR ASSIGNMENT TO SUBMARINE SUPPORT
ACTIVITY.
BT
```

NOTES:

1. The disqualification message should not be submitted until the submarine disqualification package has been forwarded to NAVPERSCOM (PERS-403).

2. Only applicable information in para. 1 need be submitted. Not all of the actions in the sample will be applicable in every case.

3. Members disqualified from submarine duty, but not processed for discharge from the Naval Service will normally be assigned to a submarine support activity for a minimum of 2 years. Members unsuitable for such assignment should be processed for discharge from the Naval Service.

4. In cases where NEC removal is being recommended for a reason other than drug abuse, for non-nuclear members, submission of NAVPERS 1221/1 is required per NAVPERS 18068F, volume II.

5. Availability Report. After all administrative actions (i.e., rating change, NEC removal, PRP decertification, and security clearance removal/revocation, as appropriate), submit the enlisted availability to NAVPERSCOM (PERS-403) (and other necessary addressees).

6. For nuclear-trained members a NAVPERS 1221/1 must be submitted, for cases other than drug related disqualification, **prior to submission** of the disqualification message. Do not submit disqualification message or availability report until removal of NEC is approved.

EXHIBIT 3

RATING CONVERSION

1. Members being disqualified from submarine duty who are in ratings that are unique to the submarine force or that normally require PRP eligibility must convert to other ratings when disqualified. The choice should normally be made using the following guidance:

MT	STS	TM	FT
OS	*STG	OS	OS
#*AT	OS	MS	FC
EM	EM	BM	IC
*IC	#*AT	BT	EM
*ASE	OT	ABE	MM
MS	*ASE	MM	GM
BM	MS	AK	DS
#*AE (E-4)	BM		
BT (E-4)	#*AE (E-4)		
MM (E-4)	BT (E-4)		
AK (E-4)	MM (E-4)		
	AK (E-4)		

* Must normally be eligible for PRP.

\# When member requests and is recommended for conversion to these ratings. Exhibit 1 must provide additional remarks/information.

2. Rating conversions should normally be to those ratings consistent with submarine support assignments.

3. The above choices should be forwarded to NAVPERSCOM (PERS-403), in the format of Exhibit 1, by the applicable activity as soon as the disqualification decision has been finalized.

EXHIBIT 4

SAMPLE REQUEST FOR REINSTATEMENT IN SUBMARINE (DRUG/ALCOHOL)
(Use proper letter format containing the following.)

From: Name/Rate/SSN
To: Commander, Navy Personnel Command (PERS-403)
Via: (1) Commanding Officer,
(2) Commander Submarine Force, U. S. Pacific Fleet/ U. S. Atlantic Fleet (as applicable)

Subj: REINSTATEMENT IN SUBMARINES

Encl: (1) Most recent Drug/Alcohol Abuse Report on member
(2) List of dates and results of urinalysis tests (if applicable) since submarine disqualification

Ref: (a) OPNAVINST 5355.3B

1. I request reinstatement in submarines.

2. I was disqualified from submarines due to alcohol dependency on _____. Since that time I have been made aware of the physical and mental effects of alcohol abuse and I reject abuse of alcohol.

3. To substantiate my freedom from substance abuse I volunteer for participation in a urinalysis screening program for 1 year after reassignment to a submarine.

Member's Signature

MILPERSMAN 1306-418

SUBMARINE NR-1 AND DEEP SUBMERGENCE UNIT (DSU) DUTY

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN COM FAX	882-4933 (901) 874-4933 882-2638

1. **Submarine NR-1 Duty**. Submarine NR-1 is a nuclear-powered, deep-diving oceanographic vessel home ported in Groton, CT.

a. The crew is composed of 4 officers and 22 enlisted members. Fifteen of the enlisted billets are for nuclear-trained, enlisted members. The remaining 7 enlisted billets are for:

- 1 submarine qualified yeoman
- 1 senior storekeeper (Navy Enlisted Classification (NEC) 2815)
- 1 junior storekeeper
- 1 independent duty corpsman and
- 3 submarine-qualified electronic technicians.

b. Tour length on Submarine NR-1 is 3 years for all personnel.

c. All nuclear-trained enlisted billets are for active nuclear NECs. All nuclear operators assigned qualify as Engineering Officer of the Watch.

d. **Prerequisites** for Submarine NR-1 duty for nuclear-trained enlisted members:

(1) Upper-half class standing at Nuclear Power School and Nuclear Power Training Unit (NAVNUPWRTRAU) (no waivers will be considered).

(2) No performance trait evaluation marks in the lower two marking areas (1.0 and 2.0) in all categories for the last three reporting periods.

(3) Qualified in submarines and as Engineering Watch Supervisor (senior-in-rate watch station qualification will be considered on a case basis).

(4) Paygrade: E-5 or E-6.

(5) Approximately 5 to 12 years experience in the Navy. Approximately 3 years sea experience on an operational nuclear propulsion plant.

(6) Favorable commanding officer (CO) endorsement.

e. Department of Energy, Naval Reactors Representative's Office (NAVREACTREPOFC PH HI) personnel perform **final selection** of nuclear-trained enlisted members for duty on Submarine NR-1 through a series of interviews.

f. **Requests** for Submarine NR-1 duty, including support personnel, should be submitted to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403) on NAVPERS 1306/7 (Rev. 01/03), Enlisted Personnel Action Request; last three evaluation reports; and class standings on NAVPERS 1070/604 (Rev. 3-05), Enlisted Qualification History.

2. **Deep Submergence Unit (DSU)**. DSU is a highly specialized command under the cognizance of Commander Submarine Development Squadron 5, based in San Diego, CA.

a. DSU consists of several unique detachments tasked with submarine rescue, oceanographic research, search and recovery operations, and diving/salvage operations.

b. DSU organization is as follows:

(1) DSU Deep Submergence Unit (parent command).

(2) DET MYSTIC Deep Submergence Rescue Vehicle (DSRV-1).

(3) DET AVALON Deep Submergence Rescue Vehicle (DSRV-2).

(4) DET TURTLE Deep Submergence Vehicle (DSV-3).

(5) DET SEA CLIFF Deep Submergence Vehicle (DSV-4).

(6) DET UMV Detachment Unmanned Vehicles.

c. **Prerequisites**. The following requirements are prerequisites for assignment to DSU:

(1) Have successfully completed a prescribed submarine tour (where billet requires).

(2) Be qualified in submarines (where billet requires) and qualified on senior-in-rate watch station.

(3) For assignment to DSRVs or DSVs, be qualified in all respects to attend Navy Scuba School. All candidates must be screened prior to detaching from present command.

(4) For divers assigned to DET UMV, hold required NEC and be current in all required qualifications.

(5) Favorable CO endorsement.

c. **Requests** for DSU duty should be submitted on NAVPERS 1306/7 to:

- NAVPERSCOM (PERS-403) for submarine personnel
- NAVPERSCOM (PERS-401), Seabee/UDT/EOD/SEAL Assignment Branch for divers

MILPERSMAN 1306-420

ASSIGNMENT TO FLAG WRITER TRAINING FOR SUBMARINE QUALIFIED YEOMAN

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN COM FAX	882-3633 (901) 874-3633 882-2638

1. **Policy**. Submarine qualified yeomen requesting assignment to flag writer training will be screened per MILPERSMAN 1306-900. In the event a member is approved for assignment to flag writer training, they will be assigned Submarine Designator 5(SS). Flag writers desiring reentry into the submarine force will be rescreened, and if manning permits, will be allowed reentry.

MILPERSMAN 1306-422

ASSIGNMENT TO SUBMARINE SURVEILLANCE EQUIPMENT PROGRAM (SSEP) GROOM TEAMS AND SUPPORT BILLETS

Responsible Office	NAVPERSCOM (PERS-403)	Phone: COM	(901) 874-4312

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-866-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

1. **General Information**

a. Submarine Surveillance Equipment Program (SSEP) groom teams certify and calibrate electronic support, periscope, and sound navigation and ranging (SONAR) systems on deploying Atlantic and Pacific fleet submarines. They also install, test, and certify special mission support equipment and recording systems in support of type commander (TYCOM) and Office of Naval Intelligence (ONI) missions.

b. SSEP groom teams support the TYCOM. They are located in Groton, CT and Pearl Harbor, HI and have assigned shore duty billets.

2. **Tour Lengths**. All assignments to SSEP groom teams (information systems technician (submarines), electronic warfare (ITE) and sonar technician (submarines) (STS)) are for a tour length of 42 months, which provide a 6-month on-site training period, followed by a 36-month tour. Support personnel (i.e., yeoman (submarines) (YNS); information systems technician (submarines), network (ITN); and logistics specialist (submarines) (LSS)) tour lengths are 36 months. Obligated service to complete the tour length is required prior to transfer.

3. **Eligibility Requirements**. The following criteria must be met to be qualified for SSEP duty:

a. Be submarine-qualified and in the pay grade of E-5 or above.

b. Have a minimum of 2 years at-sea experience in the maintenance and operation of ship submersible (nuclear), ship submersible (ballistic nuclear), or ship submersible (guided nuclear electronic surveillance) or SONAR system (ITE and STS).

c. Be eligible for a Top Secret sensitive compartmented information clearance based on a favorable single scope background investigation (ITE, ITN, and YNS).

d. Be recommended by commanding officer and the Officer in Charge (OIC), SSEP.

e. Have no nonjudicial punishment for previous 36 months.

f. Must be a qualified SONAR supervisor at last sea-going command (STS only).

g. Must have AN/BLQ-10 operational experience or be a graduate of the AN/BLQ-10 Maintenance Course (ITE). ITE applicants without AN/BLQ-10 experience should be sent to the AN/BLQ-10 Maintenance Course prior to reporting to SSEP.

h. Must have an active government travel card.

i. Must have a current U.S. passport.

j. Must be qualified command pay and personnel administrator (YNS only).

4. **Submission of Requests**

a. Requests for assignment to SSEP groom teams and support billets must be submitted via e-mail to the OIC of the SSEP groom team for which assignment is requested. Submit request to Commander, Submarine Force, U.S. Atlantic Fleet (COMSUBLANT) SSEP OIC: SSEP_NWLN_ALL_OFFICERS@navy.mil or Commander, Submarine Force, U.S. Pacific Fleet (COMSUBPAC) SSEP OIC: PRLH_CSP_SSEP_OIC@navy.mil. Selection to this billet will occur once the screening package has been reviewed by the applicable SSEP division and approved by the SSEP OIC. Orders will only be written once SSEP screening is completed.

b. Requests must include the following documents:

(1) Current copy of NAVPERS 1070/881 Training, Education, and Qualification History (generated through Navy Standard Integrated Personnel System (NSIPS)) electronic service record (ESR);

(2) All NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 – E-6) or NAVPERS 1616/27 Evaluation and Counseling Record (E-7 – E-9) evaluations for 5 years prior to submission of the request;

(3) Completed NAVPERS 1306/92 Special Program Screening (**all sections**); and

(4) Physical fitness assessment detailed report from the Physical Readiness Information Management System (PRIMS) from the most recent completed cycle.

MILPERSMAN 1306-423

ASSIGNMENT TO UNDERSEA SURVEILLANCE BILLETS

Responsible Office	NAVPERSCOM (PERS-403DH)	Phone: DSN COM FAX	882-3636 (901)874-3646/3626 874-2638
	NAVPERSCOM (PERS-406)	Phone: DSN COM FAX	882-3769 (901)874-3769/3791 874-2645

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) OPNAVINST 1300.15A

1. **General Information**

a. Undersea surveillance (UNDERSEASURV) supports the theater anti-submarine warfare commander; Commander, Undersea Surveillance (CUS), naval oceanographic processing facilities (NOPF), United States defense attaché offices, and other national agencies in support of theater and national mission requirements. These entities support the anti-submarine warfare command and tactical forces by detecting, classifying, tracking, and providing timely reporting of information on submarines, and gathering long term oceanographic and undersea geological information.

b. UNDERSEASURV commands are located in Dam Neck, VA and Whidbey Island, WA.

c. UNDERSEASURV detachments are located in Naples, Italy and Oslo, Norway.

2. **Tour Lengths**. Assignments to UNDERSEASURV commands and detachments are per reference (a).

3. **Eligibility Requirements**. The following criteria must be met to qualify for:

a. CUS/NOPF Operation Control Center (OPCONCEN):

(1) Single scope background investigation (SSBI)/Tier 5 for access to materials classified top secret (TS) and eligibility for access to sensitive compartmented information (SCI) and special access programs (SAPs). The Service member may not be eligible for assignment if in a close personal relationship with or married to a foreign national. Additionally, the Service member may not be eligible if the family member(s) of the spouse are foreign nationals; and

(2) NAVPERS 1306/92 Special Program Screening with all sections completed and signed by the commanding officer CO or officer in charge (OIC) submitted per paragraph 4a below. NAVPERS 1306/92 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/milpersman /Pages/default.aspx.

b. **UNDERSEASURV Detachment Italy:**

(1) Minimum of one successful Integrated Undersea Surveillance System (IUSS) NOPF tour;

(2) Attained IUSS qualification as tactical watch officer and qualification as IUSS watch supervisor;

(3) SSBI/Tier 5 for access to materials classified TS and eligibility for access to SCI and SAPs. The Service member may not be eligible for assignment if in a close personal relationship with or married to a foreign national. Additionally, the Service member may not be eligible if the family member(s) of the spouse are foreign nationals;

(4) Applicants will be interviewed and approved by CUS, Intelligence Directorate (N2);

(5) Must be suitable for multiple daily interactions with senior (O-5 and above) Commander, Sixth Fleet staff members; and

(6) NAVPERS 1306/92 with all sections completed and signed by the CO or OIC and submitted per paragraph 4b below.

c. **UNDERSEASURV Detachment Norway:**

(1) Minimum of one successful IUSS NOPF tour;

(2) SSBI/Tier 5 for access to materials classified TS and eligibility for access to SCI and SAPs. The Service member may not be eligible for assignment if in a close personal relationship with or married to a foreign national. Additionally, the Service member may not be eligible if the family member(s) of the spouse are foreign nationals;

(3) Applicants will be interviewed and approved by CUS (N2);

(4) Must be suitable for multiple daily interactions with senior embassy staff and members of a host Government; and

(5) NAVPERS 1306/92 with all sections completed and signed by the CO or OIC and submitted per paragraph 4b below.

4. **Submission of Requests**

a. Requests for assignment to CUS/NOPF OPCONCEN:

(1) Submitted via MyNavy Assignment (MNA). Navy Personnel Command will select the member as "pending suitable screening".

(2) Complete and submit NAVPERS 1306/92 and forward to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Distribution Branch (PER-403) for Sonar Technician Submarine (STS) or Combat Distribution Branch (PERS-406) for Sonar Technician Surface (STG). If the member does not have an adjudicated SSBI/Tier 5, the CO will annotate in the CO's comments of NAVPERS 1306/92 when the SSBI/Tier 5 was initiated.

(3) Member's orders to the command will be released once they have screened "suitable" per paragraph 3.

b. Requests for assignment to UNDERSEASURV detachments Italy and Norway:

(1) Submitted via MNA. Navy Personnel Command will select the Service member as "pending suitable screening" and nominate the member to CUS (N2) to begin the screening process;

(2) Complete and submit NAVPERS 1306/92 and forward to NAVPERSCOM (PERS-403) for STS or NAVPERSCOM (PERS-406) for STG. If the member does not have an adjudicated SSBI/Tier 5, the CO will annotate in the CO's comments of NAVPERS 1306/92 when the SSBI/Tier 5 was initiated;

(3) Complete Overseas Screening; and

(4) Member's orders to the command will be released once the service member is screened "suitable" as per paragraph 3.

MILPERSMAN 1306-424

PHYSICAL QUALIFICATIONS FOR SUBMARINE DUTY

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3633 (901) 874-3633 882-2638

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED), Article 15-106

1. **Policy**. All submarine designated personnel, including those recruited for or who volunteer for submarine duty, must be found physically qualified for submarine duty per reference (a).

2. **Procedures**

a. Prior to transfer to a submarine or to submarine training, the transferring command must ensure a submarine physical has been completed, or is up to date, and no medical waivers are required or pending.

b. Periodic tests, shots, etc., must be complete.

c. All orders issued by Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403) for submarine duty, or to initial submarine training, must specify the above requirements and be completed **prior to transfer**.

3. **Noncompliance**

a. Personnel transferred without meeting the above physical standards are a detriment to the readiness of the fleet, or may cause the loss of training quotas.

b. The transferring command, receiving command, NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013), and type commander will be notified immediately, by message, of any transfer not in compliance with this article.

MILPERSMAN 1306-425

ASSIGNMENT TO – NAVY DATA COMMAND BILLETS

Responsible Office	COMUNDERSEASURV (N1)	Phone: DSN	(757) 492-5124/ 5122/5123
		COM	(757) 492-5124
		FAX	(757) 492-7138

MyNavy Career Center	Phone: Toll Free	1-833-330-MNCC (6622)
	E-mail:	askmncc@navy.mil
	MyNavy Portal:	https://my.navy.mil/

Reference	(a) DoD Instruction 1315.18 of 28 October 2015

1. **General Information**

a. Navy Data Command (NAVDATACOM) provides critical operational reports to Seventh Fleet task force commanders and warfighters in support of their mission to project power, provide a forward presence, and maintain mutual defense agreements of the United States and allied interests.

b. NAVDATACOM located in Yokosuka, Japan also has a detachment (DET) in Okinawa, Japan and a DET in Yokohama, Japan.

2. **Tour Lengths**. Assignments to NAVDATACOM, NAVDATACOM DET Okinawa, and NAVDATACOM DET Yokohama are made per reference (a).

3. **Eligibility Requirements**. The following criteria must be met to qualify for NAVDATACOM duty:

a. Complete section A and question 2 of section D on NAVPERS 1306/92 Special Program Screening,

b. E-6 and below Service members (except members in the information systems technician (IT), information systems technician (submarines) (ITS), yeoman (YN), and yeoman (submarines)(YNS) ratings) must meet the following special-access programs' security eligibility requirements at the time of arrival at NAVDATACOM Yokosuka, NAVDATACOM DET Okinawa, or NAVDATACOM DET Yokohama:

(1) Hold an adjudicated Secret clearance with completed investigation date within the last 6 years.

(2) If the Service members' Secret clearance investigation date is outside the 6-year requirement, then Continuous Evaluation (CE) enrollment is acceptable in lieu of a Department of Defense (DoD) periodic reinvestigation.

c. Service members in the IT, ITS, YN, and YNS ratings, and all E-7 and above must meet the following special access programs' security eligibility requirements at the time of arrival at NAVDATACOM Yokosuka, NAVDATACOM DET Okinawa, or NAVDATACOM DET Yokohama:

(1) Complete a Top Secret personal security investigation with eligibility for sensitive compartmented information and special access programs.

(2) If the Top Secret clearance investigation date is outside the 5-year requirement, then CE enrollment is acceptable in lieu of a DoD periodic reinvestigation.

d. Have no non-judicial punishment for the previous 36 months.

e. Members may not be eligible for assignment if married to a foreign-national or if their spouses' family member(s) are foreign nationals.

4. **Submission of Requests**. To request assignment to NAVDATACOM Yokosuka, NAVDATACOM DET Okinawa, or NAVDATACOM DET Yokohama, Service members must submit an application via MyNavy Assignment. If selected, members must complete required screening outlined in subparagraphs 4a through 4d within 30 days from receipt of orders.

a. E-6 and below Service members (except members in the IT, ITS, YN, and YNS ratings) complete and submit NAVPERS 1306/92 and forward to Commander, NAVPERSCOM (COMNAVPERSCOM) (Attn: Detailer) via e-mail to askmncc.fct@navy.mil. If the member does not have an adjudicated Secret clearance within the last 5 years, the commanding officer (CO) will annotate in the CO's comments of NAVPERS 1306/92 when the Secret personal security investigation was submitted.

b. Service members in the IT, ITS, YN, and YNS ratings, and all E-7 and above complete and submit NAVPERS 1306/92 and forward to COMNAVPERSCOM (ATTN: Detailer) via e-mail to askmncc.fct@navy.mil. If the Service member does not have an adjudicated Top Secret clearance, the CO will annotate in the CO's comments of NAVPERS 1306/92 when the Top Secret personal security investigation was submitted.

c. Service members will forward current Pre-Screening Questionnaire (PSQ) obtained from the Defense Counterintelligence and Security Agency Web site at https://www.dcsa.mil/mc/isd/special/templates/ to Commander, NAVDATACOM Yokosuka Japan (ATTN: Security Manager) via e-mail to M-YO-NDCSECMGR@fe.navy.mil. For any "yes" responses to the PSQ, provide the supplemental template (PSQ templates 1 through 5) associated with the "yes" field.

d. If circumstances have changed that require an update to the member's SF86 Questionnaire for National Security Positions, he or she must contact his or her current command security manager. For NAVDATACOM personnel security matters e-mail M-YO-NDCSECMGR@fe.navy.mil.

MILPERSMAN 1306-500

NUCLEAR POWER TRAINING PROGRAM

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-4933 (901) 874-4933 882-2638

1. **Purpose**. To provide information and procedures pertaining to the Nuclear Power Training Program. Other MILPERSMAN articles pertaining to the Nuclear Power Training Program are as follows:

Topic	See MILPERSMAN
Qualification for Assignments	1306-502
Requests for Assignment	1306-504

2. **Policy**. Highly motivated and trained technicians are required to maintain and operate the Navy's nuclear powered submarines and surface ships, and shore based training facilities. To meet those requirements, the Navy has established a nuclear power training program through which qualified volunteers may attain the necessary expertise.

3. **Naval Nuclear Propulsion Program (Surface/Submarine)**

a. This program consists of approximately 12 months academic training, followed by approximately 6 months operational and maintenance training at a land-based reactor prototype site.

b. Applicants volunteering for this program should be advised that most of the training will be in a new technical field and is not limited to the professional aspects of any particular rating.

c. Training is divided into the following three major phases:

(1) **Nuclear Field "A" School**. Each candidate is classified into one of three ratings: Electronics Technician (ET), Electricians Mate (EM), or Machinist Mate (MM). Each has

a class “A” school with varying course lengths. These courses are taught at the Naval Nuclear Power Training Command (NNPTC) in Charleston, SC. The courses cover in-rate theory and equipment specific to a naval nuclear propulsion plant.

(2) **Basic Nuclear Power Course**. This course is 24 weeks long and is taught at NNPTC in Charleston, SC. Students receive a theoretical background in nuclear propulsion technology and other subjects required for the operational training phase which follows.

(3) **Nuclear Propulsion Plant Operator Course**. This 26-week operational training course is conducted at one of the nuclear propulsion reactor prototype plants (Naval Nuclear Power Training Unit (NAVNUPWRTRAU)) located at Ballston Spa, NY or Charleston, SC. At NAVNUPWRTRAU, students gain realistic practical experience by operating the prototype propulsion plant as a member of a watch section, while working with experienced nuclear propulsion plant operators and supervisors.

MILPERSMAN 1306-502

QUALIFICATIONS FOR ASSIGNMENT TO NUCLEAR PROPULSION PROGRAM SCHOOLS

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN COM FAX	882-4696 (901) 874-4696 882-2638

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) NAVMED P-5055, Radiation Health Protection Manual (c) Manual for Courts-Martial, United States (2005 Edition) (d) SECNAVINST 5510.30B

1. **Suitability for the Nuclear Propulsion Program**

a. **Academic Prerequisites**. The Nuclear Propulsion Program schools are academically difficult, and a sound understanding of mathematics, physics, and chemistry is necessary for successful completion.

b. **Motivation**. Strong motivation, interest in the program, and willingness to work diligently in the academic and operational training phases are important prerequisites for the program.

c. **Reliability**. While the highest standards of personal conduct and reliability are required of all members of the Naval Service, it is especially important that members assigned to duty involving operation, maintenance, and supervision of naval nuclear propulsion plants are of unquestioned reliability.

d. **Applicant Evaluation**. Conscientious efforts are necessary to examine and evaluate each applicant's character, background and potential for meeting program requirements.

2. **Requirements for Assignment to the Nuclear Propulsion Program**. Responsibility for determining members' qualifications rests with the commanding officer (CO). Prior to recommending

members for the Nuclear Propulsion Program, COs interview and evaluate nominees per the following requirements:

a. **Paygrade/Occupational Area**. Be paygrade E-2 through E-6 on active duty.

(1) Members selected for the program will be placed in one of three nuclear operator categories (mechanical, electrical or reactor operator) at the beginning of basic Nuclear Power School based on experience and needs of the program.

(2) Members will be converted to the source rating appropriate to their operator training (MM, EM or ET) upon successful completion of the Nuclear Field "A" School course.

b. **Motivation**. Be motivated for the program and aware of the demanding academic effort required to complete the training program (e.g., general study and class time usually totals at least 12 hours per day).

c. **Scores**

- **MK + EI + GS + AR = 252, or**
- **VE + AR + MK + MC = 252**

Fleet personnel do not have to take the Navy Advanced Placement Test (NAPT).

d. **High School Diploma**. Have a high school diploma.

e. **Algebra**. Have completed at least 1 year of high school level algebra with no less than a "C" (70 - 79% on a 100% base).

f. **Chemistry**, **Physics**, **or other Sciences**. Should have completed high school level or higher instruction in chemistry, physics, or other sciences.

g. **Age**. Have not reached 25th birthday on class convening date at Nuclear Power School.

h. **Physical**. Be physically qualified per

(1) reference (a), article 15-106 and reference (b) for members applying for **submarine duty**; or

(2) reference (a), article 15-103 and reference (b) for personnel applying for **nuclear field duty**.

i. **Academic Performance**. Have demonstrated good academic performance at Class "A" and other service schools (evidenced by a standing within the upper half of the class).

NOTE: Members who did not stand in the upper half of the above schools will be considered on a case basis if other evidence of academic achievement clearly indicates potential to successfully complete nuclear propulsion training.

j. **Citizenship**. Be a U. S. Citizen.

k. **Active Service**. Not have completed more than 4 years active service on class convening date for Nuclear Power School. Waivers will be considered on a case basis for particularly outstanding candidates.

l. **Disciplinary Record**. Have a clear record for at least 1 year insofar as the CO can determine by inspection of current service record, and not more than one minor offense during the past 2 years. (A minor offense is defined in reference (c), chapter 128.b.)

(1) **Convictions**. Members convicted of a serious offense will not be accepted. (A serious offense is one that may jeopardize eligibility for security clearance, such as theft or an offense that suggests unreliability.)

(2) **Drug Abuse**. Evidence of drug abuse is disqualifying; however, a waiver may be granted for preservice experimental use of marijuana. This waiver policy applies only to preservice use of marijuana which was of a clearly experimental nature and was acknowledged by the individual during recruitment.

(3) **Other**. Cases may arise which, in the judgment of the CO, do not clearly fall within the disciplinary guidelines provided above. In such cases, recommendations containing supporting information should be submitted to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403F) for decision.

m. **Performance**. Must have overall performance marks of 3.0 or better, with no individual performance trait marks below 2.0 for 2 years prior to entry into Nuclear Power School, except for

cases in which one minor offense has resulted in an evaluation trait mark below 3.0. Selection for nuclear propulsion training will depend on the nature of the minor offense and an evaluation of the member's overall performance record.

n. **Security Clearance**. A security investigation and clearance are required for the Nuclear Propulsion Program.

(1) A SECRET clearance is required for all students prior to the commencement of training in the Nuclear Propulsion Program. The requirements for granting a SECRET clearance are contained in reference (d).

(2) Prior to completion of the CO's endorsement on a member's request for entry into the Nuclear Propulsion Program, it must be determined if the appropriate security documents are available in the service record. If they are not, a National Agency Check (NAC) request must be submitted simultaneously with the submission of member's NAVPERS 1306/7 (Rev. 1/03), Enlisted Personnel Action Request.

(3) The member cannot be ordered to Nuclear Field "A" School until a satisfactory NAC is completed and documented in the service record.

MILPERSMAN 1306-504

REQUESTS FOR ASSIGNMENT TO NUCLEAR PROPULSION TRAINING

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN COM FAX	882-4933 (901) 874-4933 882-2638

1. **Policy**

a. Requests for assignment to nuclear propulsion training and ultimate assignment to surface ship or submarine duty shall be submitted by qualified members per MILPERSMAN 1306-502 to Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignment Branch (PERS-403F) on NAVPERS 1306/7 (01/03), Enlisted Personnel Action Request.

b. Members may indicate they are volunteers for submarine duty; however, ultimate assignment to submarine duty cannot be guaranteed unless the applicant is already qualified in submarines (SS designator).

2. **Service Record Entry**. The following entry must be made on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks in the member's service record prior to submitting a request for assignment to the Naval Nuclear Propulsion Program:

Date: "I understand the requirements that I must fulfill if selected for the Naval Nuclear Propulsion Program per provisions of MILPERSMAN 1160-040, 1160-080, 1306-502 and 1510-030."

_____
Member's Signature

Witnessed: _____
J. ELLIS
LCDR, USN, Personnel Officer

3. **Forwarding Endorsement**. The following information must be included in the forwarding endorsement:

a. Member has/has not been selected for officer status.

b. Member has/has not been previously selected for the Naval Nuclear Propulsion Program.

c. Statement that applicant has been determined to be physically qualified and that additional physical examination records DD Form 2808 (Rev. 10-05), Report of Medical Examination and DD Form 2807-1 (Rev. 3-07), Report of Medical History have been completed and are submitted as enclosure (1).

d. Copy of high school transcripts, and college transcripts (if applicable).

e. Copy of NAVPERS 1070/604 (Rev. 3-05), Enlisted Qualifications History.

f. Copy of NAVPERS 1616/26 (Rev. 7-95), Evaluation Report and Counseling Record covering the last 2 years.

g. Justification for waiver of any program eligibility requirements.

h. Commanding officer's statement as to the applicant's potential to successfully complete Nuclear Propulsion Training.

4. **Previously Assigned to Nuclear Training and Disenrolled for Alcohol Dependency**

a. Requests for reassignment to nuclear propulsion training for members who were disenrolled for alcohol dependency prior to completion of training may be considered after successful rehabilitation and a 180-day observation period, at least 90 days of which must be at the member's endorsing command.

b. During this period the member must demonstrate exemplary performance and freedom from alcohol abuse. The following additional information must be included with the request:

(1) Member's statement that he has been made aware of the physical and psychological effects of alcohol abuse, rejects any

further abuse, and supports the Navy and Nuclear Power Program drug and alcohol policy.

(2) A copy of the latest NAVPERS 1616/26 or special evaluation documenting the member's performance and attitude toward further alcohol abuse.

(3) A statement of the type treatment received by member.

5. **Requirements to be Met prior to Transfer**. The member's command shall ensure the requirements listed below are met prior to transfer.

a. **Obligated Service (OBLISERV)**

(1) Members selected for assignment to nuclear propulsion training must have a minimum of 48 months active OBLISERV at time of reporting to Nuclear Power School (NPS).

(2) Members who will have completed less than 2 years active service on reporting to NPS must extend or reenlist to ensure a minimum aggregate active service of 6 years.

(3) Members may reenlist or extend their enlistments, if qualified in all other respects, to obtain the required active OBLISERV.

(4) United States (U.S.) Naval Reserve must convert to U.S. Navy.

(5) Instructions concerning reenlistment and voluntary extensions of enlistment are contained in MILPERSMAN 1160-030 and 1160-040.

(a) Members extending to meet OBLISERV requirements and selected for Nuclear Surface Ship assignment will have the opportunity to reenlist at the completion of prototype training, dropping the inoperative extensions executed to obtain sufficient OBLISERV for nuclear surface operators to compute Selective Reenlistment Bonus (SRB).

(b) If an extension would become operative prior to completion of nuclear propulsion training, then two extensions should be utilized; one extension to allow completion of the training and a second extension to complete the 48-month OBLISERV requirement.

b. **Documentation**. When NAVPERS 1070/621 (1/00), Agreement to Extend Enlistment or NAVPERS 1070/622 (1/00), Agreement to Recall or Extend Enlistment is executed to attain active OBLISERV required, the following entry shall be made as the NARRATIVE REASON for extension:

"Training - Nuclear Field Program (MILPERSMAN 1306-500 and 1510-030). I understand this extension becomes binding upon execution and thereafter may not be cancelled except as set forth in MILPERSMAN 1160-040 and 1160-080."

6. **Cancellation**. If a member does not desire to obligate himself as required, retain member on board and submit message notification to NAVPERSCOM (PERS-403F), who will then issue cancellation orders.

7. **Preparation for NPS**

a. Members interested in the Naval Nuclear Propulsion Program should complete a refresher course in basic mathematics.

b. Additional review in basic physics and chemistry should also be accomplished. Completion of this study, while not mandatory, will assist in the successful completion of Nuclear Propulsion Training.

8. **Assignment to Nuclear Field "A" School**. Members who are selected for Nuclear Propulsion Training will be assigned to Nuclear Field "A" School for up to 28 weeks training.

a. Members whose present rating is EM or ET will be required to successfully complete abbreviated courses covering topics essential to support the NPS curriculum.

b. MM3 and members in other ratings will be required to successfully complete the entire "A" School curriculum prior to commencing NPS.

MILPERSMAN 1306-600

SERVICE SCHOOLS

Responsible Office	NAVPERSCOM (PERS-4010)	Phone: DSN COM FAX	882-3865 (901) 874-3865 882-2760

1. **Scope**. This article and its subarticles provide information and procedures pertaining to service schools:

Topic	See MILPERSMAN
Eligibility requirements.	1306-602
Determining obligated service (OBLISERV) requirements.	1306-604
Service school quotas.	1306-606
Class “A” School opportunities.	1306-608
Implementing the Guaranteed Targeted Enlistment Program.	1306-610
Foreign nationals and immigrant aliens.	1306-612
Granting leave in conjunction with such orders, family members' travel, and shipment of household goods (HHG) incident to orders to service schools.	1306-614
Determining the disposition of ineligible candidates who report to service schools.	1306-616
Listing of “A” School requirements.	1306-618

2. **Assignment upon Completion of Course of Instruction**

a. Assignment after training will be determined by the member's eligibility for sea or shore duty.

b. Members who reported to temporary duty under instruction (TEMDUINS) or duty under instruction (DUINS) from sea duty, who have more than 6 months remaining until completion of their prescribed sea tour, shall normally be returned to sea duty for a period of at least 12 months, or until completion of their prescribed sea tour, whichever is longer.

MILPERSMAN 1306-602

CLASS "A" AND SERVICE SCHOOL REQUIREMENTS

Responsible Office	BUPERS-32	Phone: DSN COM FAX	882-2678 (901) 874-2678 882-2063

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVEDTRA 12061, Catalog of Nonresident Training Courses (b) NAVMED P-117, Manual of the Medical Department (MANMED) (c) OPNAVINST 6001.1C Navy Guidelines Concerning Pregnancy and Parenthood (d) OPNAVINST 5350.4D (e) SECNAVINST 5510.30B Department of the Navy (DON) Personnel Security Program (PSP) (f) OPNAVINST 6420.1A Physical Requirements for Non-Submarine Personnel Embarked on Submarines (g) NETCINST 1500.9 Training Requirement Identification and Resource Sponsor Commitment

1. **Purpose**. To establish and prescribe requirements, guidelines, and procedures for prospective Class "A" and Service school candidates.

2. **Eligibility Requirements**. Candidates for Class "A" or Service school must meet the general requirements described herein and the specific prerequisites for each school as set forth in reference (a) or other appropriate directives.

a. **Entrance Standards and Security Clearance**

(1) Commanding officers (COs) must screen candidates to ensure they meet school entrance standards, including appropriate security clearance requirements.

(2) Qualified personnel in pay grades E-1 through E-3 will be assigned to schools on an individual request basis. With the exception of rating conversion, personnel selected for

advancement or already advanced to E-4 will not normally be considered for Class "A" school.

b. **Physical.** Members must have passed most current physical readiness test and be within body composition assessment standards, in addition to being physically qualified for transfer per reference (b), article 15-30.

(1) Those requiring medical attention that will interrupt completion of course of instruction must not be transferred to any school.

(2) Refer to reference (c) for assignment of pregnant Navy members to school. Recommendation from the medical officer must be forwarded to Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32).

c. **Education.** When high school graduation is a prerequisite for a particular Service school, successful passing of the high school level general educational development (GED) test will be accepted for qualification.

d. **Suitability Evaluation.** COs must ensure that members selected for transfer to Navy Service schools are well suited to the course of instruction, as well as the type of work associated with the training.

(1) The basis for evaluation should include performance, military behavior, physical characteristics, mental aptitude, applicable Navy test scores, civilian occupations, previous training, experience, hobbies, and interests.

(2) Initiative in pursing college education, completing Navy courses, and participation in post-secondary, adult, and continuing education program courses should be factors in recommending a member for a specific “A” school. Grades received in any of the courses completed will also be considered during the screening process.

(3) All commands are reminded that fleet “A” school candidates will make a permanent impression on recruit accessions that make up most of the “A” school population; therefore, all COs are urged to endorse only the best in the fleet for assignment.

(4) If the unit is or will be deployed in the near future, the suitability evaluation must include the date the member will be made available for school by the command.

(5) Include the three most recent NAVPERS 1616/26 Evaluation Report and Counseling Record (E1 - E6) forms with suitability evaluations.

e. **Disciplinary Record.** Candidates must not have a record of conviction by any court-martial, nor have more than one non-judicial punishment (NJP) during the 18 months preceding assignment to school. Waivers for more than one NJP should be submitted to BUPERS-32 per paragraph 6 below.

f. **Time on Board**

(1) Fleet applicants may submit requests after completion of 12 months on board their current permanent duty station.

(2) Applicants assigned to their initial first duty station must also complete a minimum of 12 months on board prior to submission of requests for assignment to Class "A" or Service school, and must have a minimum of 18 months on board prior to transfer.

(a) Rated personnel must have 24 months on board prior to transfer.

(b) Participation in Navy-wide advancement examinations for open ratings and assignment via returnable quota (accounting category code (ACC) 341 schools only) remain an option for overseas commands. Waivers for up to 12 months of the required Department of Defense tour will be handled on a case-by-case basis and must be fully justified on NAVPERS 1306/7 Enlisted Personnel Action Request. NAVPERS 1306/7 may be accessed using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

g. **Active Obligated Service (OBLISERV).** Candidates must be eligible to extend or reenlist, per MILPERSMAN 1160-030 and 1160-040, and be willing to incur active OBLISERV per MILPERSMAN 1306-106 and 1306-604.

h. **Pending "A" School Request and Advancement Examination Participation.** Non-designated personnel who have an "A" school

request pending, or who have been approved for attendance at an "A" school, are not authorized to participate in an advancement examination for any other rating until completion of the "A" school. Once a member participates in an advancement examination, member may not request an "A" school for a different rating until the results of the Navy-wide advancement examination are released.

Note: Per MILPERSMAN 1510-030, advancement is not automatic for the Advanced Electronics Field (AEF), Advanced Technical Field (ATF), and Nuclear Field (NF) Programs. Sailors who begin and attrite from the AEF, ATF, and nuclear power training programs and are reclassified or force converted into either the AEF or ATF Program are not eligible for any payment of enlistment bonus for their new rating. However, they are eligible for accelerated advancement to E-2 along with their other AEF and ATF counterparts effective on the date of reclassification into the program.

3. **Recruit Input**. Recruits are assigned to "A" school by BUPERS-32.

a. Per MILPERSMAN 1306-618, some recruits may be granted an armed services vocational aptitude battery (ASVAB) test score waiver for assignment to Class "A" school.

b. Service record entries or reports of ineligibility set forth in this article are not required for recruits.

4. **Submission of Requests**

a. Per MILPERSMAN 1306-611 Professional Apprenticeship Career Track (PACT) Program, PACT Sailors will apply for Class "A" or Service school via the Career Waypoints (C-WAY)-PACT module.

b. Fleet Sailors with less than 14 years of service (between active duty service date and soft expiration of active obligated service (as extended)) who desire to laterally convert to another rating requiring Class "A" school, will apply for lateral conversion via the C-WAY-Reenlistment (C-WAY-REEN) module per MILPERSMAN 1440-010 Conversion Authorization.

c. Procedures and Information Requirements. Requests for Class "A" or Service school should be forwarded to the desired rating's cognizant enlisted community manager within BUPERS-32

using a hardcopy NAVPERS 1306/7 (not an electronic BUPERS ACCESS copy), and must include the following information:

(1) Command Endorsement. The command endorsement must certify the candidate has no history of in-service or prior service alcohol or drug abuse (alcohol and drug abuse is defined per reference (d)) or an offense involving the introduction, possession, or use of marijuana, narcotics, or other controlled substances. Waivers for pre-service experimental (one-time) use of marijuana will be considered on a case-by-case basis. Pre-service or in-service use of other drugs or any abuse of alcohol will not be waived. Required certification may be provided in the comment section of NAVPERS 1306/7 via memorandum or message.

(2) ASVAB Scores. All scores in the ASVAB test indicated on NAVPERS 1070/886 Member Data Summary. NAVPERS 1070/886 may be accessed using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

Note: If the member has taken the Armed Forces Classification Test, forward a certified copy of the new NAVPERS 1070/886 Member's Data Summary as an enclosure to the member's request.

(3) Evaluations. All submission requests must include the most recent NAVPERS 1616/26 reports. Up to three evaluation reports should be included in the request, unless otherwise specified in paragraph 5 below. Evaluations submitted must be chronologically continuous (i.e., day-for-day accountability of the member up through the most recent evaluation).

5. **School Requirements**

a. Candidates and COs should be cognizant of specific school requirements as set forth in reference (a) prior to submission of documentation to support waiverable selection requests.

b. Specific Requirements for Designated Schools

(1) Air Traffic Controller (AC) "A" School

(a) Members must be physically qualified per reference (b), article 15-69 within 120 days of the class convening date.

(b) BUPERS 32 will notify the command of selection and request the physical be completed. It is imperative that BUPERS-32 is notified if the physical cannot be completed and or if the member is not qualified before the member transfers.

(2) Naval Aircrewman (AW) "A" School. Forward copy of completed NAVPERS 1070/613 Administrative Remarks, per MILPERSMAN 1220-010, pertaining to the Aircrew Program.

(3) Cryptologic Technician (CT)/Intelligence Specialist (IS) "A" School.

(a) All requests for CT and IS "A" school must include a copy (not original) of a newly prepared SF 86 Questionnaire for National Security Positions and a personal screening interview by a special security officer. See reference (e) for general form preparation.

(b) Do not initiate a Tier 5 (T5) background investigation prior to submitting the request for CT/IS "A" School, unless specifically directed by BUPERS-32. If selected, orders to school will direct initiation of a T5. Submit a T5 as soon as possible following receipt of orders to CT/IS "A" School. Any delay in submission of required paperwork to the Department of Defense, Central Adjudication Facility (DODCAF), Washington, DC will preclude student from convening on the scheduled class convening date.

(c) Fingerprint cards are not desired.

(d) Both the applicant and applicant's immediate family member(s) must be U.S. citizens. A waiver for U.S. citizenship requirement for immediate family may be considered due to a "compelling need." Include an intelligence risk assessment and a foreign contact interview with the waiver. Only DONCAF may authorize these waivers based on CT enlisted community manager's recommendation for severely undermanned CT branches.

(e) Generally, moral turpitude offenses are disqualifying.

(f) Former Peace Corps volunteers are not eligible.

(g) Must be a high school graduate or equivalent GED, college preparatory training, home study, or other

equivalency. If not a diploma graduate, applicant must provide a high school transcript verifying successful completion of the tenth grade.

(4) Cryptologic Technician (Interpretative) (CTI) "A" School

(a) May be assigned to duty in submarines or duty involving aerial flight. Reference (b), chapter 15 and reference (f) pertain.

(b) Defense language aptitude battery (DLAB) requirement for all languages is 110 or better. This minimum score may be waived on a case-by-case basis for native speakers of certain languages. Request DLAB tests through the Naval Education and Training Professional Development and Technology Center Pensacola, FL. The Defense Language Proficiency Test requires a minimum score of Listening 2+ and Reading 2+ to qualify for direct conversion as a native linguist. Only candidates applying for direct conversion who are fluent in a foreign language need to take this exam per reference (g).

(5) Religious Program Specialist (RP) "A" School. All requests must include a chaplain's endorsement.

(6) Mineman (MN) "A" School

(a) Have no uncorrectable condition which precludes assignment overseas per MILPERSMAN 1306-600 through 1306-618.

(b) Request must include specific remarks from the CO on the member's suitability for overseas duty.

(c) Temporary medical or dental problems that can be corrected prior to "A" school are not disqualifying.

(7) Hospital Corpsman (HM) "A" School

(a) Personnel applying for hospital corpsman training are required to have an ASVAB composite of 156 (VE+MK+GS).

(b) Must have no record of conviction of court-martial or non-judicial punishment during the 18 months preceding assignment to "A" school.

(c) Must be within body composition assessment standards and must not have failed their most recent physical fitness assessment (PFA) or any two of the last four PFA's preceding assignment to school.

(d) Must be found worldwide assignable for potential operational and overseas assignments, and must maintain worldwide assignable status throughout "A" school.

(e) Must be informed they will be assigned to duties involving direct patient care and clinical services and may be assigned to the Fleet Marine Force for duty.

(f) Requests must include a copy of all NAVPERS 1616/26 evaluations.

(g) COs are encouraged to consult with local medical department representatives to further determine a candidate's suitability for medical duty.

(h) A licensed physician or dentist, or any graduate of a medical or dental school in any country is not eligible for entrance into the HM rating.

(i) Applicants meet standards as requirements are strictly adhered to for accession into the HM community.

(8) Submarine Rating Schools

(a) Member must be a volunteer for submarine duty, per MILPERSMAN 1306-400, and meet physical standards per reference (b).

(b) Generally, moral turpitude offenses are disqualifying.

(c) No history of drug abuse.

(9) Temporary Duty Under Instruction (TEMDUINS) and Duty Under Instruction (DUINS). All assignments to AW/CT/HM "A" school will be made on a TEMDUINS/DUINS (non-returnable) basis due to follow-on training requirements.

6. **Requests for Waiver of Eligibility Requirements**

a. Waiver of eligibility requirements (except requirements involving security clearance, OBLISERV, requisite training/physical standards for personal safety) contained in MILPERSMAN 1306-618 may be requested for members who have exceptional potential.

b. Waiver requests must be submitted in the CO's endorsement to the quota request and must include the following:

(1) Specific deficiency and full justification for waiver. In cases of ASVAB test score waiver, list all available scores separately.

(2) Length of time the member has been striking for the rating for which training is requested, and comments concerning the member's civilian experience as it relates to the requested course of instruction.

(3) Evaluation of the member's overall potential to the Navy, including the member's career intentions and leadership potential.

(4) Courses the member has completed which will enhance the prospect of successful school completion.

c. When a waiver has been granted, an appropriate NAVPERS 1070/613 entry must be made prior to the candidate's transfer to school.

7. **Re-Interview and Reclassification**

a. For re-interview or reclassification of personnel dis-enrolled from a Class "A" school, see MILPERSMAN 1236-020.

b. Reclassification to a second "A" school will only be approved if applicant is fully qualified and recommended to a less technical and demanding Class "A" School Program.

Note: Voluntary drops will be availed to the fleet as PACT members per MILPERSMAN 1306-611.

MILPERSMAN 1306-604

ACTIVE OBLIGATED SERVICE (OBLISERV) FOR SERVICE SCHOOLS

Responsible Office	BUPERS-328	Phone: DSN COM FAX	882-2533 (901) 874-2533 (901) 874-2041

MyNavy Career Center	Phone Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVPERS 18068F Navy Enlisted Occupational Standards Volume I (b) OPNAVINST 1160.8B

1. **Policy**. Commanding officers (CO) of transferring activities will ensure the active obligated service (OBLISERV) outlined in this article is completed prior to personnel transfers. Waivers of this requirement normally will not be approved.

a. Unlesss otherwise directed in MILPERSMAN 1306-618 or reference (a), OBLISERV for "A" and "C" schools and factory and contractor training is computed from the class convening date. OBLISERV must be incurred prior to permanent change of station, temporary additional duty, or temporary duty under instruction transfer to the school by executing either:

(1) NAVPERS 1070/621 Agreement to Extend Enlistment,

(2) NAVPERS 1070/622 Agreement to Recall or Extend Active Duty, or

(3) NAVPERS 1070/601 Immediate Reenlistment Contract.

Note: If the length of the Service member's current enlistment contract is sufficient to cover the OBLISERV required in subparagraph 3b below, additional OBLISERV is not required. This policy also applies to returnable quotas.

b. If reenlistment and or obtainment of OBLISERV prior to transfer will cause loss of selective reenlistment bonus (SRB),

a member may request the following OBLISERV options from Bureau of Naval Personnel (BUPERS) Selective Reservists and Fleet Training Support Branch (BUPERS-328):

(1) A NAVPERS 1070/613 Administrative Remarks (Page 13) entry in lieu of hard OBLISERV.

(2) OBLISERV to Train (OTT) per reference (b) and most recent SRB naval administrative message.

2. **Procedures**

a. For non 5 or 6 year obligation (YO) Sailors, when preparing the NAVPERS 1070/621 and or NAVPERS 1070/622 the reason will be "To meet OBLISERV requirements upon graduation from (name of course) course of instruction per MILPERSMAN 1306-604, I understand this extension becomes binding upon execution and, thereafter, may not be cancelled except as set forth in MILPERSMAN 1160-040."

b. In the event a fleet input student completes the course of instruction in less than the scheduled course length, initial OBLISERV may be reduced by the schoolhouse CO to correspond to the actual time spent under instruction. If the student transfers from schoolhouse prior to OBLISERV adjustment, correspondence requesting adjustment of OBLISERV under such circumstances must be forwarded to BUPERS-328 with copies of all related NAVPERS 1070/604 Enlisted Qualification History, NAVPERS 1070/880 Awards Record, NAVPERS 1070/881 Training Education and Qualification History, and NAVPERS 1070/613.

c. For non 5/6YO Sailors (in addition to subparagraphs 2a and 2b requirements), a member acquiring an additional OBLISERV for a course of instruction will also execute and sign a NAVPERS 1070/613 entry of understanding concerning OBLISERV payback for disenrollment. An example statement is as follows:

"Having executed an extension of my current enlistment to obtain sufficient OBLISERV for (course of instruction/course identification number), I understand that in case of my disenrollment prior to completion of that course of instruction, the extension may be cancelled and a new extension executed per the service requirements of MILPERSMAN 1306-604."

_____
Member's Signature

Witnessed: _____
L. Kimble
CDR, USN, Personnel Officer

d. OTT eligible members must submit their requests for permission to use the OTT option to BUPERS-328 via their COs.

3. **Active OBLISERV for Schools.** OBLISERV requirements, per course lengths, for members assigned to single service schools or consecutive service schools will be determined by using the below chart in subparagraph 3b.

a. Active OBLISERV must not, in any case, exceed 72 months.

b. The following table outlines required OBLISERV for schools not identified in MILPERSMAN 1306-618:

Course Length	OBLISERV	Course Length	OBLISERV
01-03 weeks	06 months	15-22 weeks	30 months
04-06 weeks	12 months	23-30 weeks	36 months
07-08 weeks	18 months	31-38 weeks	42 months
09-10 weeks	20 months	39-46 weeks	48 months
11-12 weeks	22 months	47-52 weeks	54 months
13-14 weeks	24 months	53 weeks or greater	60 months

c. The following notes apply to 30-60 months OBLISERV:

(1) This provision does not apply to "C" schools less than 11 weeks in duration for which 24 months OBLISERV from graduation is required for SRB-eligible Navy enlisted classification (NEC) codes.

(2) This provision is not applicable to nuclear power NECs 3353-3396 or to training pipelines associated with initial 6-YO recruiting programs (advanced electronics field (AEF) and

advanced technical field (ATF)). This provision applies for those who have either converted to a rating to be eligible for this training or for those non-designated members who later strike for a rating to be eligible for this pipeline training.

4. **6-YO Programs**. Various programs require a total of 6 years active duty obligation. The AEF, ATF, and nuclear field programs require a 4-year enlistment and a concurrent two-year extension of active duty obligation. These programs are set forth in MILPERSMAN 1510-030.

5. **5-YO Programs**. In addition to academic requirements, all members must acquire an aggregate of 5 years total active OBLISERV to qualify for "A" School training in the following ratings (regardless of "A" School length):

(AC) Air Traffic Controller	**(ETS)** Electronics Technician Submarines
(AW) Aviation Antisubmarine Warfare Operator	**(FT)** Fire Control Technician
(BU) Builder	**(HM)** Hospital Corpsman (HM DA)
(CE) Construction Electrician	**(MC)** Mass Communications Specialist
(CM) Construction Mechanic	**(STS)** Sonar Technician Submarines
	(SW) Steelworker
(EA) Engineering Aide	**(UT)** Utilitiesman
(EO) Equipment Operator	

a. Members with an aggregate of 5 years active OBLISERV, who will not have at least the minimum OBLISERV remaining on their enlistments as set forth in this article, must agree to extend their enlistments for the required minimum obligation to become eligible for one of the above schools.

b. The Surgeon General has waived the HM “A” school requirement for sea-air-land team candidates receiving medical training.

c. Fleet inputs or lateral conversions for HM and AC 5-Year Program "A" school candidates require 48 months minimum OBLISERV as of class convening date.

d. Fleet inputs or lateral conversion master-at-arms, legalman, builder, construction electrician, construction

mechanic, engineering aide, equipment operator, steelworker, and utilitiesman candidates require 48 months minimum OBLISERV upon graduation from course of instruction.

6. **Acquiring Active OBLISERV.** Members may reenlist or extend their enlistments (if qualified) to obtain the required active OBLISERV.

a. Instructions concerning reenlistment and voluntary extensions of enlistment are contained in MILPERSMAN 1160-030 and MILPERSMAN 1160-040.

b. Hard OBLISERV is required for all members attending "A" and "C" schools and factory and contractor training (**except** those attending "A" and "C" schools under the Selective Conversion, Reenlistment, and Lateral Conversion Programs).

c. Waivers of OBLISERV normally will not be approved.

d. Members who fail to incur sufficient OBLISERV (as required) will be dropped from a school upon reporting or at the time the discrepancy is discovered.

(1) If not separated, they will immediately be made available for general duty assignment.

(2) If the member is designated and reports to a new command, where the OBLISERV discrepancy is discovered, the new command must notify BUPERS-328 for authorization to remove the striker designation. If a member is in excess as a non-designated seaman, airman, or fireman, make the member available for needs of the Navy assignment.

(3) Under no circumstance will a member be allowed to remain in school, become designated, or remain designated without fulfilling the requirements for OBLISERV as set forth in this article.

(4) All members should be counseled on the requirement for Navy Personnel Command’s approval for reenlistment.

7. **Extensions of Enlistment**

a. Reason Entries. When NAVPERS 1070/621 or NAVPERS 1070/622 is executed to attain active OBLISERV required for a

course of instruction, one of the following narrative reason entries (as appropriate) must be made:

(1) Fleet input students - refer to subparagraph 2a of this article.

(2) Initial entry students other than nuclear field: "Training for AEF, ATF, five-year obligor (5-YO) Program, or other training (cite applicable authority, e.g., PERS-TC, etc.). I understand this agreement becomes binding upon enrollment in the course of instruction for which it is executed and, thereafter, may not be cancelled, except as set forth in MILPERSMAN 1160-040 and MILPERSMAN 1510-030."

(3) Nuclear field: "Training (Nuclear Field (NF) Program, accelerated advancement to E-4, MILPERSMAN 1510-030. I understand this extension becomes binding upon execution and, thereafter, will not be cancelled."

b. Cancellation or Adjustments of Extensions. Refer to MILPERSMAN 1160-040. For non-5/6-YO members disenrolled from "A" or "C" schools, OBLISERV will be computed per the table in subparagraph 3b of this article.

c. OBLISERV of 5/6-YO Program Disenrollees. Refer to MILPERSMAN 1160-040 and MILPERSMAN 1510-030.

MILPERSMAN 1306-611

PROFESSIONAL APPRENTICESHIP CAREER TRACK (PACT) PROGRAM

Responsible Office	BUPERS-32	Phone: DSN COM FAX E-mail:	882-3096 (901) 874-3096 (901) 874-2041 pact admin.fct@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC askmncc@navy.mil https://my.navy.mil/

Reference	(a) COMNAVCRUITCOMINST 1130.8K

1. **General Information**

a. This article provides policy and execution guidance related to the Professional Apprenticeship Career Track (PACT) Program. It codifies existing policies and supersedes all prior policy guidance.

b. As outlined in reference (a), the Navy PACT Program guarantees an initial apprentice skill training and viable career opportunities for Sailors who maintain eligibility. Designation into a rating will be available at the end of the Sailor's apprenticeship tour.

2. **Policy**

a. The PACT Program is designed to enlist Sailors into a monitored, general apprenticeship program which provides formal and on-the-job training and leads to a viable career path at the completion of their apprenticeship tour. This program stabilizes the PACT workforce required to accomplish mission essential undesignated work in the Fleet. Eligibility to apply for rating entry within designation paths begins 12 months prior to the Sailor's Projected Rotation Date (PRD) which is set to 24 months after initial assignment to their first Permanent Duty

Station (PDS). PACT Sailors will normally be designated 90 days prior to their PRD. The PACT Program includes three apprenticeship career tracks:

1) Aviation PACT (A-PACT);

2) Engineering PACT (E-PACT); and

3) Surface PACT (S-PACT)

b. PACT Program eligibility standards were developed for each apprenticeship career track based on the list of associated ratings. Sailors in receipt of an initial accession contract into one of the three tracks must meet the established minimum requirements for their chosen track. These requirements are listed in MILPERSMAN 1306-618.

c. Sailors accepted into the PACT Program will attend an initial PACT apprenticeship course for their respective track and receive a follow-on assignment determined by the needs of the Navy to a Fleet unit. Sailors dropped from a previous course of instruction and reclassified into the PACT Program will receive Permanent Change of Station (PCS) orders determined by the needs of the Navy. As a result these Sailors may or may not attend the PACT apprenticeship course.

d. All PACT Sailors will be assigned a 24-month PRD at their first PDS unless the initial assignment is regulated by other policies, i.e., DoD and PRECOM tours.

e. Rating eligibility screening and career progression plans will be developed during the PACT Sailor's reporting Career Development Board (CDB). A rating eligibility screening is conducted using the Career Waypoints (C-WAY) general eligibility screening functionality. Rating eligibility screening produces a list of ratings for which the Sailor is qualified. In addition, Command Career Counselors (CCCs) should encourage their Sailors to take the Job Opportunities in the Navy (JOIN) Assessment to identify their interests. JOIN can be found at https://www.bol.navy.mil/ and selecting "JOIN" from the BOL application menu. Sailors can use the Sailor Service Access (SSA) option to view their "JOIN" results and the Career Exploration Module (CEM) within C-WAY to identify eligibility requirements for additional ratings of interest. Based on the results of the general rating qualification and Sailor's interest profile, a career progression plan will be developed.

The Career Information Management System (CIMS) is used to document CDBs. All required CDBs must be conducted and documented in CIMS (reporting, 6-month, 12-month, 18-month and 24-month CDBs conducted for PACT Sailors).

f. PACT Sailors who obligate service for 24 months beyond their current Expiration of Active Obligated Service (EAOS) are then eligible for advancement to pay grade E-4 with endorsement from their Commanding Officer or Officer-in-Charge (CO/OIC). PACT Sailors designated via "A" School will be advanced to pay grade E-4 upon completion of all required training for that rating.

3. **Definitions**

a. PACT is the specific apprenticeship career track into which the Sailor was accessed when entering the Navy, or into which they were later reclassified during training.

b. Rating designation is the process by which a Sailor submits an application to designate into a rating, receives approval, and ultimately becomes a rated Sailor.

c. Designation pathway is the method the Sailor chooses to become designated. Pathway methods are described in section 5.b. of this article.

4. **Responsibilities**

a. OPNAV (N13) - Director, Military Personnel Plans and Policy (N13) is responsible for approval of enlisted force management policy in support of the Deputy Chief of Naval Operations (N1). As such, OPNAV (N13) is the approving authority for PACT designation policy.

b. OPNAV (N132) - Director, Enlisted Force Shaping Plans and Policy (N132) is responsible for developing enlisted force management policy in support of the Deputy Chief of Naval Operations (N1). As such, OPNAV (N132) will establish all applicable designation policies.

c. BUPERS-32 - Head, Enlisted Community Management (BUPERS-32) will execute PACT program policies and plans. Additionally, BUPERS-32 will develop an annual PACT accession mission and an estimation on the number of Sailors that will be eligible for designation.

d. BUPERS-33 – Head, Career Waypoints (C-WAY) Program will maintain and update the Rating Identification Engine (RIDE) and Job Opportunity in the Navy (JOIN) Assessment as directed by OPNAV N132 and OPNAV N13.

e. Head, Enlisted Placement Management, PERS-4013 - Manning Control Authorities (MCA) will provide overarching requisition prioritization and guidance to PERS-40 and will display a list of prioritized jobs for PACT Sailor applications within MyNavy Assignment (MNA).

f. Director, Enlisted Distribution PERS-40 will select qualified Sailors for billet assignment based on MCA's priorities.

(1) Ensure assigned rate is accurately delineated in orders. Add rating designation and Obligated Service (OBLISERV) text to orders.

(2) "A" School considerations. Sailors selected for jobs which require an "A" school will be written orders to "A" school. Ultimate duty station orders will be written upon graduation.

g. Command Responsibility. COs and OICs are responsible for managing the careers of PACT Sailors serving at their commands. Commands must balance PACT requirements with designation needs and desires of PACT Sailors. They must ensure the completeness and accuracy of all designation applications and personnel understand and comply with all policies related to PACT designation. Additionally, commands must:

(1) Ensure their CCC and or designated representatives obtain MNA and C-WAY System access;

(2) Ensure applications for PACT Sailors under their cognizance to include those concurrently assigned elsewhere (e.g., Individual Augmentee (IA), Temporary Additional Duty (TAD), etc.) are submitted in conjunction with MNA cycles. If a PACT Sailor has met eligibility requirements for designation but has not earned the command's endorsement for retention, the command will contact Navy Personnel Command (NAVPERSCOM) Shore Special Assignments Branch (PERS-4010) to have the Sailor's PRD changed to match their Soft Expiration of Active Obligated Service (SEAOS).

(3) Validate all Sailor Career Waypoints (C-WAY) qualifications at each CDB.

(4) Sailors may be advanced to E4 if they:

(a) Meet all rating entry requirements

(b) Earned the Chain of Command's recommendation

(c) Incur required obligated service of 24 months beyond their current Expiration of Active Obligated Service (EAOS)

(d) Complete any screening required by their orders (Sea Duty screening, overseas screening, etc.)

(e) Are within 90-days of their original PACT PRD.

Note: PACT Sailors designated via "A" School will be advanced to pay grade E4 upon completion of all required training for that rating.

h. CCC procedures include the following:

(1) Ensure each Sailor is fully qualified in C-WAY. Address any required waivers with BUPERS-32 prior to application.

(2) Review and assist each PACT Sailor with their MNA application. PACT Sailors must be counseled they do have the option to request to remain on board their current command in C-WAY. Command must have a valid vacant billet in MNA for the Sailor's requested rating.

(3) Update applications to reflect changes to Sailors' designation eligibility status;

(4) Ensure applications are submitted before the MNA cycle closes; and

(5) Submit required documents as needed.

Note: Commands encountering challenges with submitting MNA applications should contact the PACT Detailer.

Note: Sailors are encouraged to utilize CDBs and the Career Exploration Module (CEM) in order to determine any actions they can take to expand the list of ratings they are eligible for (e.g., retake the Armed Forces Classification Test (AFCT) to improve their scores in order to expand their rating designation opportunities or earn a driver license, etc.).

i. Sailor Responsibility. Sailors are ultimately responsible for their own careers and maintaining all qualifications.

(1) Sailors should use their most recent CDB as a guide in making their career decisions. Additionally, Sailors are encouraged to engage with command leadership to better understand duties, rating requirements, and skillsets unique to each rating. Sailors should use their C-WAY Sailor Self Service Access (SSSA) to verify their rating qualifications. Sailors should utilize the Navy Credentialing Opportunities Online (COOL) website for rating information description, Learning and Development Road Maps (LaDRs), and credentials associated with their perspective rating choices.

(2) With the assistance of their CCC or career development team, Sailors must submit MNA applications within the requisition cycle timeline established by PERS-40.

5. **Rating Assignment**

a. Rating Qualification. CCCs will utilize the qualification function in the C-WAY Sailor browser to determine ratings for which a PACT Sailor is qualified.

b. Submit applications using MNA. Sailors are selected on the basis of best qualified, needs of the Navy, and their rating entry designation qualifications. PACT Sailors have two designation pathways:

(1) Successful completion of Fleet "A" School and all required training for that rating, or

(2) Designation at 90 days from original PACT PRD

Note: The Information Warfare, Special Warfare, Submarine, Divers, EOD, AW, AC, LN, MC, RP, MA, and Nuclear Power ratings /communities require special screening/package to be submitted via Electronic Personnel Action Request (ePAR) IAW the

applicable MILPERSMAN to BUPERS-32 via the MNCC 13-16 months prior to the Sailor's PRD.

c. For PACT Sailors electing not to OBLISERV for orders, commands must submit a failure to OBLISERV message to PERS-4010. Sailor's PRD will then be aligned to their SEAOS. If not aligned to a valid vacant billet onboard current command, the Sailor will lose the selected rating. If aligned to a valid billet, the Sailor may retain the rating; however, they will forfeit PACT auto advancement opportunity. The Sailor remains eligible for other advancement opportunities, i.e., MAP, NWAE, etc.

d. PACT Sailors not selected for a rating/requisition after three MNA cycles will have their PRD matched to their SEAOS and are limited to the following options:

(1) Remain undesignated and separate at their SEAOS.

(2) Contact BUPERS-3 PACT ADMIN (pact admin.fct@navy.mil) via their CCC to determine needs of the Navy rating opportunities.

Note: Sailors must complete their remaining military service obligation (MSO) in the Individual Ready Reserve (IRR).

e. Sailors with interrupted service at the first PDS. Sailors who are transferred from first command due to limited duty, medical hold, legal hold, HUMS, pregnancy etc. and are subsequently reassigned may apply via ePAR to BUPERS-32 PACT ADMIN via the MNCC with command endorsement, for designation at their original PRD. Designation opportunities may be limited to non-Class "A" school required ratings if the assignment limitation precludes the Sailor from attending formal training. On the ePAR list rating choices in order of priority. The reasons provided above are not all inclusive.

f. Cancellation of a PCS orders. If PCS orders are cancelled, contact the rating or PACT Detailer as appropriate for further disposition.

6. **Disqualifications**

a. Substandard Performance. Substandard performance or disciplinary problems are cause for cancellation of a Sailor's

eligibility for designation. Commands are required to document substandard performance issues.

b. Failure to maintain their eligibility for the prospective rating as delineated in MILPERSMAN 1306-618. CCC must update Sailor eligibility status into C-WAY. Additionally, Sailors must:

(1) Have no Non-Judicial Punishment (NJP) within 12 months of "A" School class convening date; and

(2) Be recommended for advancement and retention.

(3) PACT Sailors approved to designate via "A" School and who subsequently fail or are disenrolled should contact PACT Admin for guidance and further disposition.

c. Loss of Retention and/or Advancement Recommendation. If a Sailor has their retention or advancement recommendation rescinded by the CO or OIC, they are no longer eligible for designation. The Command must notify the PACT Detailer at (PERS-4010) to have the Sailor's PRD adjusted to match their SEAOS.

7. **Reclassifications to the PACT Program**

a. Accession "A" School disenrollment may be reclassified to the PACT Program. Any Sailor in the accession pipeline who is disenrolled from a previous course of instruction and reclassified into the PACT Program must have their PCS orders written to include a 24-month PRD. "A" School disenrollments will fall into the needs of the Navy category under the NETC N33, Supply Chain Operations as outlined in MILPERSMAN 1236-020. After reporting to their PDS, reclassified PACT Sailors are subject to all requirements outlined in this article.

b. PACT Program School Disenrollment. PACT Sailors who fail to complete assigned PACT training may be subject to separation per MILPERSMAN 1910-125.

MILPERSMAN 1306-614

TRANSFER ORDERS, FAMILY MEMBER TRAVEL, HOUSEHOLD GOODS INFORMATION, AND LEAVE

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulation (JFTR), Volume I

1. **Transfer Orders**. Personnel approved for school quotas will be transferred per provisions of MILPERSMAN 1320-300 and its subarticles. NAVCOMPT 536 (12-79), Standard Transfer Order (STO) should be prepared per MILPERSMAN 1320-300 and its subarticles, and the transfer directive. Information to be included in the STO is as follows:

a. **Type Quota/Convening Date/Authority**. The NAVCOMPT 536 must specify the type of quota (Temporary Duty under Instruction (TEMDUINS) or Duty under Instruction (DUINS)), convening date of the class for which member is being transferred, and authority for transfer.

b. **Transportation**. Government transportation shall be used, where practicable, as outlined in MILPERSMAN 1320-300 and its subarticles.

c. **Travel**. Where applicable, travel is authorized per MILPERSMAN 1320-100.

d. **Travel for Family Members/Shipment of Household Goods**. Entitlement to travel for family members and shipment of household goods, where applicable, shall be per reference (a).

e. **Report Date**. To keep expenditures to a minimum, personnel ordered to TEMDUINS/Temporary Additional Duty under Instruction (TEMADDINS) shall be transferred to report no earlier than the day preceding the class convening date of the school, except when transportation dictates otherwise and greater economy can be effected by use of other modes of travel (i.e., available government transportation).

2. **Family Member Travel and Household Goods Information**. Entitlement to travel of family members and movement of household goods under examples of types of quotas listed in MILPERSMAN 1306-606 is as follows:

a. TEMDUINS quotas **do not** constitute a permanent change of station (PCS).

(1) Entitlement to family members' transportation and movement of household goods at government expense **are not** authorized.

(2) A temporary change of station weight allowance for members of eligible paygrade may be authorized at government expense from the member's permanent duty station to the temporary duty station, and then to the new permanent duty station.

b. DUINS quotas are a PCS, and movement of family members and shipment of household goods at government expense **are** authorized, if otherwise eligible.

c. Commands must ensure that enlisted personnel are properly advised, prior to transfer to school, as to whether or not transportation of family members and shipment of household goods at government expense are authorized.

3. **Granting of Leave**

a. Fifteen days leave will normally be granted upon detachment from apprenticeship training, fundamental training, "A" or "C" schools, as appropriate.

b. Schools will only grant leave to personnel received on TEMADDINS orders upon completion of course of instruction when it is specifically authorized in the transfer order.

MILPERSMAN 1306-616

INELIGIBLE STUDENTS RECEIVED BY TRAINING ACTIVITY

Responsible Office	NAVPERSCOM (PERS-4010S)	Phone: DSN COM	882-3883 (901) 874-3883

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) OPNAVINST 5350.4D

1. **Policy**. When a Service member reporting to a school command is not fit for full duty, is not qualified for the course of instruction (waiver has not been granted), requires medical attention that will not allow for an uninterrupted course completion, or has administrative action pending from the last duty station, the following procedures in paragraphs 1a and 1b below must be followed.

a. Report circumstances to Navy Personnel Command (NAVPERSCOM), Shore Special Programs Distribution Branch (PERS-4010S) by message with an information copy to Naval Education Training Command, Accession Detailing Branch (N33), and the Service member's last duty station.

b. Provide all information required in the availability report, and include one of the following recommendations for disposition of the Service member:

(1) Retain on board for course of instruction

(2) Do not enroll in course of instruction, and ensure the following information is reported:

(a) Type of administrative action pending;

(b) If unfit for medical reasons, include diagnosis, extent of disability, date problem was recorded in health record, the expected duration of the illness, and whether a transfer physical was received;

(c) Present location of family members; and

(d) Whether or not dislocation allowance was advanced or paid.

2. **Drug Abuse**. Any Sailor determined to be using, possessing, promoting, manufacturing, or distributing drugs and or drug paraphernalia (in violation of applicable provision of reference (a), Federal, State, local statutes, or this instruction) must be disciplined (as appropriate) and processed for administrative separation per reference (a). Service members diagnosed as drug dependent must be offered treatment prior to separation.

Note: Waivers of this policy will not be approved.

3. **Eligibility for Reclassification**. Service members will not be considered eligible for reclassification, except as follows in paragraph 3a and 3b below.

a. **Forced or Special Conversions.** Circumstances, results of disciplinary action, and rating choices must be provided to NAVPERSCOM, Community Management Support Branch (BUPERS-328) by message for designated or rated Service members who are not eligible for retention in their current ratings. Service members will be considered for direct conversion only.

b. **Recruiting Selective Conversion Reenlistment (RESCORE) or Prior Service (PRISE) III Program**

(1) For Service members attending "A" school in conjunction with enlistment guarantee conversion under the RESCORE or PRISE III Program who fail, or are no longer qualified for the specific "A" school, notify NAVPERSCOM (PERS-4010S) as required by MILPERSMAN 1133-060.

(2) Training commands are required to have the dropped students undergo a professional development board, endorsing further assignment to another "A" school.

(3) A designated classifier at the school command must screen for ratings which the student is fully qualified and report the recommendations through the availability process.

4. **"A" School Assignment**. Enlisted Community Managers (BUPERS-32) will assign a school based on needs of the Navy. Assignment to another "A" school is not guaranteed.

MILPERSMAN 1306-618

CLASS "A" SCHOOL AND RATING ENTRY REQUIREMENTS

Responsible Office	BUPERS (BUPERS-312)	Phone: COM	(901) 874-2678

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) COMNAVCRUITCOMINST 1130.8Q (b) OPNAVINST 1220.2B (c) SECNAVINST 5510.35D

1. **General Information**. This article provides rating entry and Class "A" School requirements for accessions during initial classification (i.e., individuals enlisting, known as "future Sailors," at military entrance processing stations (MEPS)), reclassification at Navy Recruit Training Command (RTC) or at naval training activities, fleet Sailors who desire lateral conversions referenced in MILPERSMAN 1440-010, fleet Sailors who require forced conversion referenced in MILPERSMAN 1440-011, and Professional Apprentice Career Track (PACT) Program Sailors designating into permanent ratings referenced in MILPERSMAN 1306-611. See reference (a) for rating requirements based on accession programs.

2. **Policy**

a. Class "A" School and minimum rating entry requirements are based on continued analysis of training curriculum, training outcomes, and on-the-job performance standards. Minimum rating entry requirements include mental (Armed Services Vocational Aptitude Battery (ASVAB) and special classification tests), medical, security clearance, and conduct attributes. Additional requirements are applicable for certain communities (e.g., legal, religious personnel, nuclear, and special warfare/special operations). Basic rating entry standards may be accessed on the MyNavy HR Web site at https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY and within the Career Waypoints (C-WAY) System. Standards are defined for

classification and reclassification during accession and training and for conversions and designations in the fleet.

Note: Although motivation is a major factor in completing many courses of instruction, there is a direct relationship between ASVAB test scores and the training success rate required for career progression.

b. C-WAY is the authoritative system for rating entry standards. C-WAY maintains all minimum rating entry qualification standards and provides an estimation of fit between the Sailor and rating match. The C-WAY System provides a functionality to support a comprehensive Sailor screening based on current ASVAB, physical, and conduct standards. C-WAY screening results in a list of ratings in which a Sailor is qualified to perform.

(1) For initial classification at MEPS, classifiers must use the current Navy Recruiting Classification System. The Navy Recruiting Classification System interfaces with C-WAY to provide a list of ratings for which the "future Sailor" is qualified and a classification opportunity exists. Policy and guidance related to initial classification processing are available in reference (a).

(2) For reclassification at RTC, Class "A" School, and "C" School, classifiers must use the C-WAY-Reclassification Module. The C-WAY System will provide a list of ratings for which the Sailors are qualified and a reclassification opportunity exists. Policy and guidance related to reclassification processes are available in MILPERSMAN 1236-020 and reference (b).

(3) For PACT Sailor designation, command career counselors (CCC) must, on the Sailor's behalf, use C-WAY-PACT Marketplace Record Browser to apply for participation in the MyNavy Assignment (MNA) PACT Marketplace during the application cycles. This will allow CCCs to make application for their Sailors for desired ratings in which they are qualified for in the MNA PACT Marketplace. Policy and guidance related to PACT Sailor designation policy and processes are available in MILPERSMAN 1306-611.

(4) For lateral conversions, policies and guidance are available in MILPERSMAN 1440-010 and 1160-140.

(5) For forced conversions, CCCs must follow the process and policy stated in MILPERSMAN 1440-011.

3. Roles and Responsibilities

a. Office of the Chief of Naval Operations (OPNAV) Military Personnel, Plans, and Policies Division (N13) is responsible for the approval of enlisted force management policy in support of the Deputy Chief of Naval Operations for Personnel, Manpower, and Training (CNO N1).

b. OPNAV Enlisted Force Shaping Plans and Policies Branch (N132) is responsible for developing enlisted force management policy in support of CNO N1. As such, OPNAV N132 establishes all applicable Class "A" School and rating entry standards. OPNAV N132G provides oversight for the Enlisted Personnel Classification Program and policy. OPNAV N132G is responsible for development, evaluation, and improvement of methods, techniques, and procedures for administration of the Enlisted Personnel Classification Program, see MILPERSMAN 1200-050. OPNAV N132G is the approving authority for Class "A" School and rating entry standards.

c. OPNAV Nuclear Enlisted Community Manager (ECM) (OPNAV N133), in coordination with OPNAV N132 and Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-312), serves as the adjudicator for all nuclear-trained personnel.

d. Navy Recruiting Command (NAVCRUITCOM) is responsible for all initial and accession classification actions. NAVCRUITCOM, per OPNAV N132 guidance, recruits applicants to fill accession goals and processes initial classification contracts, ensuring compliance with Class "A" School and rating entry requirements.

e. Naval Education and Training Command (NETC) Supply Chain Operations Department (NETC N3) is responsible for executing the Post-Accession Reclassification Program as described in MILPERSMAN 1236-020. NETC N3 must develop reclassification quotas and adjudicate reclassification actions for individuals who require program changes post-accession at RTC, "A" School, or "C" School prior to arriving at their permanent duty stations.

f. BUPERS Director, Enlisted Community Manager (BUPERS-312), in coordination with OPNAV N132, is responsible for managing individual ratings. BUPERS-312 must manage individual rating quota plans and adjudicate all lateral conversions and PACT designation applications as directed by OPNAV N13 and delineated by BUPERS Director, Military Community Management (BUPERS-311). BUPERS C-WAY Program Manager (BUPERS-313) is responsible for C-WAY execution.

g. BUPERS Community Management Support Branch (BUPERS-312) is responsible for processing and adjudicating forced conversion packages via MILPERSMAN 1440-011.

h. NAVPERSCOM Shore Special Distribution Branch (PERS-4010) is responsible for processing approved conversions, adjusting projected rotation dates (PRD), and writing permanent change of station (PCS) orders, as applicable.

i. NAVPERSCOM Nuclear Power/Submarine Distribution Branch (PERS-403) is responsible for processing submarine and nuclear-approved conversions, adjusting PRDs, and writing PCS orders, as applicable.

j. Immediate superior in command (ISIC) career counselors monitor C-WAY via "ISIC level" access to ensure subordinate commands are complying with all applicable Class "A" School and rating entry standards and C-WAY related polices.

k. Commanding officers and officers-in-charge, hereinafter referred to as commanding officers, are responsible for the completeness and accuracy of all applicable C-WAY **(i.e., Active Component to Selected Reserve (AC2SELRES), Targeted Reentry Program (TRP), Reserve Component to Active Component (RC2AC))** applications. Commanding officers must ensure their command personnel understand and comply with applicable Class "A" School and rating entry requirements and C-WAY related polices.

l. Sailors are ultimately responsible for their own careers. Lacking awareness of Navy policies will not justify additional reviews requesting designation or conversion actions. Sailors should use their most recent career development boards as a guide in making their career decisions. Sailors are encouraged to engage with other Sailors designated in ratings in which they have interest to better understand duties, rating requirements, and skill sets unique to each rating. Additionally, Sailors are encouraged to use Job Opportunities In the Navy (JOIN) located at

https://www.bol.navy.mil/JOINAssessment/ to identify their interests and Career Exploration Module (CEM) within C-WAY System to identify eligibility requirements for additional ratings of interest.

Note: CEM assists in determining correctable deficiencies that would render Sailors ineligible for desired ratings (e.g., retake the Armed Forces Classification Test (AFCT), an in-Service version of the ASVAB, to improve their scores in order to expand their rating entry opportunities; apply for security clearance; or earn a driver's license, etc.).

4. **Waivers**

a. All rating requirement waivers for "future Sailors" will be processed per reference (a).

b. BUPERS-312, NETC N3, or OPNAV N133 may grant rating requirement waivers under certain conditions for accessions and fleet Sailors.

(1) Post-accession Sailors at RTC or "A" School may submit rating requirements waivers for reclassification to NETC N3 or OPNAV N133 for reclassification into the Nuclear Propulsion Program.

(2) A fleet Sailor who has shown a particular aptitude for a rating and is considered an exceptional candidate may request a waiver via command endorsement, per MILPERSMAN 1440-010. Based on command endorsement and quota availability, BUPERS-312 will consider granting waivers on a case-by-case basis for Sailors requesting lateral conversion.

c. ASVAB waivers

(1) Waivers are not authorized for single score minimum requirement (e.g., Minimum WK = 45);

(2) Six points (maximum) on two test score combinations (i.e., VE + AR);

(3) Nine points (maximum) on three test score combinations, (e.g., VE + MK + GS);

(4) Twelve points (maximum) on a four score combination, including where a score is doubled (e.g., AR + "2MK" + GS).

Note: Retest of ASVAB. Although this paragraph provides an avenue for members who do not meet Class "A" School or rating entry requirements, retesting using the AFCT is advised to meet minimum scores, see MILPERSMAN 1236-010.

d. Admitted pre-service substance use concerning fleet Sailors.

(1) For ratings which stipulate "no history of substance use," waivers for top performing Sailors with admitted pre-service substance use will be considered on a case-by-case basis. For waiver requests, submit NAVPERS 1306/7 Electronic Personnel Action Request to the appropriate BUPERS-312 ECM. Sailors must be able to obtain the appropriate security clearance to be eligible for the rating to which they are requesting to convert. Sailors will be granted tentative conversion approval pending the adjudication of their security clearance from the Defense Counterintelligence and Security Agency (DCSA). If the adjudication results in the Sailor not being able to obtain the appropriate security clearance, the Sailor will not be able to convert into that rating.

(2) Per MILPERSMAN 1306-402 and MILPERSMAN 1306-502, submarine and nuclear field duty enlisted ratings pre-service substance use waivers may be granted for marijuana only. For these ratings, submit NAVPERS 1306/7 waiver request to PERS-403 or OPNAV N133. Submarine and nuclear personnel requirements for the Personnel Reliability Program are listed in reference (c).

MILPERSMAN 1306-700

EXCHANGES OF DUTY (SWAPS)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC

References	(a) DoDI 1315.18 of 12 Jan 05

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 operationally necessary or justifiable in view of the expenditure of Government funds required. Permanent change of station (PCS) transfers of this nature must normally be made on a low-cost 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 reference (a) (currently $1,000 or less).

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

c. Exchanges of duty are not authorized for transfers from continental United States (CONUS) to overseas, or vice versa. For personnel stationed overseas , no change of entitlements will occur. Check with the command financial specialists for assistance.

2. **Eligibility Requirements**

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

b. Be not in receipt of PCS orders;

c. Be of 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; and

d. Receive approval by each Service member's commanding officer (CO) and Navy Personnel Command (NAVPERSCOM).

3. **Waivers**. If both COs involved approve of the exchange of duty, detailers and NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) may authorize waivers of pay grade and or NECs on a case-by-case basis. Refer to the command's Enlisted Distribution Verification Report (EDVR) 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 NAVPERSCOM Women in Ships Coordinator, (PERS-4013B4H) 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 online Web site https://WWW.BOL.NAVY.MIL. Service members can log on and enter their request or search for possible exchange of

duty. Once an exchange of duty is found, each member desiring the exchange of duty must submit NAVPERS 1306/7 Enlisted Personnel Action Request per MILPERSMAN 1306-112. NAVPERS 1306/7 is available at: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/Pages/default.aspx

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 member wishes to serve;

(4) Primary NEC code and secondary NEC code if required per member's command EDVR. Do not enter NEC(s) if member's billet does not require them, as it can eliminate others from being able to exchange duty with member;

(5) Expiration of active obligated service - year and month; and

(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 member's PRD.

6. **Submission of Request for Exchange of Duty**

a. Once a match is found, submit a NAVPERS 1306/7 at least 30 days prior to the desired date of transfer to the appropriate detailer via both COs, info copy to NAVPERSCOM (PERS-4013).

b. Submit requests from non-designated aviation, engineering, and surface professional apprenticeship career tracks (A-PACT, E-PACT, S-PACT) Sailors to NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010).

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. 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 detailer via message. Allow a minimum of 5 working days for responses.

Exchanges 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, detailers (Assignment Control Authorities (ACA)) and NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) may authorize waivers of paygrade and/or NECs on a case-by-case basis. Refer to the command's Enlisted Distribution Verification Report (EDVR) 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 servicemembers 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 NAVPERSCOM, Women in Ships Coordinator (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 Online Web site https://WWW.BOL.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 NAVPERS 1306/7

(Rev. 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 member wishes to serve.

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

(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 member's PRD.

6. **Submission of Request for Exchange of Duty**

a. 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 NAVPERSCOM (PERS-4013).

b. Submit requests from non-designated SN/FN/AN personnel to NAVPERSCOM (PERS-4013).

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. 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, or NAVPERSCOM via message. Allow a minimum of 5 working days for responses.

MILPERSMAN 1300-800

TRANSFER OF PERSONNEL TO OPERATIONAL DUTY (OPERATIONAL SCREENING)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: DSN COM FAX	 882-3523 (901) 874-3523 882-2647

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUMEDINST 1300.2A (b) NAVMED P-117, Manual of the Medical Department (c) SECNAVINST 1850.4E (d) SECNAVINST 5300.30C

1. **Purpose**. To establish the requirement for commanding officers to perform an operational screening after a member in their command receives permanent change of station (PCS) orders to operational duty.

2. **Policy**. Operational screening determines suitability of Sailors transferring to Type 2, 3, and 4 duty. For Sailors transferring to Remote/Isolated Duty or Overseas Duty (Type 6), refer to MILPERSMAN 1300-300 for applicable screening procedures.

a. The responsibility for operational screening lies with the Sailor’s parent command. Screening Military Treatment Facility (MTF) responsibilities are outlined in references (a) and (b). Parent commands will ensure operational screenings are completed within the timelines in paragraph 3.

b. For Sailors transferring to an operational command within their first year of active duty, the Navy’s entrance physical examination will be considered to satisfy the requirements of an operational screening.

c. An operational screening must be completed no later than 30 days after a Sailor is under orders to operational duty.

d. For Sailors who have been disqualified from any program (e.g., submarine, nuclear, air crew duty) due to medical limitations and are requesting conversion, an operational screening must be completed prior to any conversion request being considered. Ensure submarine disqualification or medical waiver process has been completed prior to submission of the operational screening report.

3. **Reporting Requirements**. For personnel found able to return to duty (RTD) after temporary limited duty (TLD) or "Fit for Continued Naval Service" by the Physical Evaluation Board (PEB), responsibilities are outlined in MILPERSMAN 1300-801.

a. For medical limitations identified during operational screening, contact the gaining command and Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40BB/applicable detailer) for acceptance per this article and reference (a).

b. If a delay in operational screening is anticipated, notify the gaining command and NAVPERSCOM (PERS-40BB) utilizing Exhibit 1, with a "status pending" message, stating the reason for delay and anticipated completion date.

c. For Sailors found **Suitable**: The transferring command will document suitability screening using Exhibit 2 and attach to transfer package.

d. For Sailors found **Unsuitable**:

(1) The transferring command will notify the gaining command and NAVPERSCOM (PERS-40BB) using Exhibit 3.

(2) Ensure report of unsuitability contains the following:

(a) Detailed reason(s) for the finding to include ICD-9 code(s).

(b) Recommendations from the screening MTF regarding medical limitations, prognosis, and indicated administrative actions (e.g., placement on TLD, referral to PEB).

(c) Recommendation from the commanding officer.

(3) Commands with officers who are found unsuitable for operational duty will send an operational unsuitability message to their respective detailer.

4. **NAVPERSCOM Action**. Upon receipt of an unsuitable for operational duty message, NAVPERSCOM (PERS-40BB) will place the 0090 (Not Operationally Suitable) Navy Enlisted Classification (NEC) code in the Sailor's Enlisted Master File (EMF).

a. **For enlisted Sailors**, disposition recommendations will come from the respective detailer and enlisted community manager (ECM). NAVPERSCOM, Disability/ Retirements/Limited Duty (LIMDU) Branch (PERS-821), Medical Liaison Officer will coordinate with Bureau of Medicine and Surgery (BUMED), force medical officers, ship medical officers, and overseas MTFs as required for those cases where assignment determinations for different type platforms cannot be readily made.

b. **For officers**, recommendations will come from the respective detailer, placement officer, and officer community manager. NAVPERSCOM (PERS-821) Medical Liaison Officer will coordinate with BUMED, force medical officers, ship medical officers, and overseas MTFs as required for those cases where assignment determinations for different type platforms cannot be readily made.

c. **For both officers and enlisted**, one of the following actions will result if the Sailor is not placed on TLD or referred to PEB:

(1) If a prospective gaining command with medical capabilities appropriate for supporting the Sailor's limitations can be identified, assignment orders will be issued.

(2) If a valid requirement exists at the current command, retain the member until expiration of active obligated service (EAOS) or minimum service requirement (MSR), unless needs of the Navy dictate otherwise.

(3) **For enlisted Sailors only**, one of the following additional actions may result:

(a) As dictated by needs of the Navy, an enlisted Sailor may be allowed to extend/reenlist provided the Sailor can be detailed per MCA priorities. This is different from the first option in that it allows Sailors who are unsuitable for some operational jobs to go to other hard-to-fill jobs.

(b) The Sailor will be instructed to contact his/her command career counselor (CCC) regarding submission of a conversion package to NAVPERSCOM, Active/Reserve Enlisted Career Program Division (PERS-81). COs and CCCs should be aware that most Navy ratings require a Sailor to be world-wide assignable and if the Sailor has been found to be operationally unsuitable, the request for conversion may be disapproved.

(c) If none of the above options apply, the enlisted Sailor's command will be directed to initiate administrative separation (ADSEP) processing per MILPERSMAN 1910-120 by reason of "not worldwide assignable."

5. **Administrative Separation (ADSEP)**

a. Sailors administratively separated by reason of being "not world-wide assignable" per MILPERSMAN 1910-120 **must not** have a disability as defined in reference (c).

b. Sailors who are awaiting PEB findings will not be administratively separated until conclusion of the PEB process.

c. If an administrative board is required prior to a separation determination, the administrative board may not disregard or change the diagnosis of a medical officer. Sailors can introduce evidence as to the impact that such diagnosis may have on their potential for productive future naval service.

6. **Human Immunodeficiency Virus (HIV) Personnel**. Personnel enrolled in the HIV program are governed under reference (d) and are not included in this article.

EXHIBIT 1

OPERATIONAL SCREENING STATUS REPORT

(Use proper message format containing the following:)

FM Transferring Command
TO COMNAVPERSCOM MILLINGTON TN//PERS-40BB/APPLICABLE DETAILER (for enlisted personnel)/APPLICABLE OFFICER DETAILER FOR OFFICERS//
INFO GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//M3F//
BT
UNCLAS // N01300//
MSGID/GENADMIN//
SUBJ/OPERATIONAL SCREENING STATUS REPORT ICO RANK/RATE, NAME, SSN (XXX-XX-1234, LAST FOUR DIGITS)//
REF/A/DOC/BUPERS/DMY//
REF/B/DOC/BUMED/DMY//
REF/C/RMG/BUPERS ORDER/DTG//
NARR/REF A IS MILPERSMAN 1300-800 OPERATIONAL SCREENING PROCESS. REF B IS BUMEDINST 1300.2A. REF C IS ORDER XXXX//
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/EMAIL IF APPLICABLE//
RMKS/1. ORIG UNABLE TO COMPLETE OPERATIONAL SCREENING PER REFS A THRU C WITHIN THE 30-DAY TIME PERIOD.
2. REASON FOR DELAY:
3. ANTICIPATED COMPLETION DATE:
4. ADDITIONAL INFO FROM MTF (IF ANY):
5. PROVIDER'S NAME, RANK, TELEPHONE NUMBER, AND E-MAIL ADDRESS.
6. COMMANDING OFFICER'S COMMENTS:
BT

EXHIBIT 2

OPERATIONAL SUITABILITY REPORT

(Attach the following statement to transfer package)

(DATE) SUITABILITY FOR OPERATIONAL DUTY

1. Operational screening per BUPERS Order XXXX completed. Member is fully suitable for operational duty.

2. Reason for screening: Orders to Type 2/operational duty.

U. R. SEAWORTHY
By direction

(**DATE**): I hereby acknowledge the above entry and that I am fully suitable for operational duty.

_____
(Sailor's Signature)

EXHIBIT 3

OPERATIONAL UNSUITABILITY REPORT

(Use proper message format containing the following:)

FM Transferring Command
TO COMNAVPERSCOM MILLINGTON TN//PERS-40BB/APPLICABLE DETAILER (for enlisted personnel)/APPLICABLE OFFICER DETAILER **ONLY** FOR OFFICERS//
INFO GAINING COMMAND (IF APPLICABLE)
BUMED WASHINGTON DC//M3F//
BT
UNCLAS // N01300//
MSGID/GENADMIN//
SUBJ/UNSUITABILITY FOR OPERATIONAL DUTY ICO RANK/RATE, NAME, SSN (XXX-XX-1234, LAST FOUR DIGITS)//
REF/A/DOC/BUPERS/DMY//
REF/B/DOC/BUMED/DMY//
REF/C/RMG/BUPERS ORDER/DTG//
NARR/REF A IS MILPERSMAN 1300-800 OPERATIONAL SCREENING PROCESS. REF B IS BUMEDINST 1300.2. REF C IS BUPERS ORDER XXXX//
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/EMAIL IF APPLICABLE//
RMKS/1. OPERATIONAL SCREENING PER REFS A THRU C COMPLETED. MEMBER IS UNSUITABLE FOR (LIST SPECIFIC UIC/BILLET).
2. REASON FOR SCREENING: ORDERS TO TYPE 2/OPERATIONAL DUTY.
3. REASON FOR UNSUITABILITY: (MEDICAL OFFICER'S DIAGNOSIS. UTILIZE ICD-9 CODES WHEN APPLICABLE.)
4. ADDITIONAL INFO FROM MTF (PER REF B):
A. SPECIFIC LIMITATIONS.
B. PROGNOSIS FOR IMPROVEMENT.
C. LIMDU / PEB.
D. PROVIDER'S NAME, RANK, TELEPHONE NUMBER AND E-MAIL ADDRESS.
5. COMMANDING OFFICER'S RECOMMENDATION://
BT

MILPERSMAN 1306-802

SURFACE SHIPS UNDERGOING CONSTRUCTION AND CONVERSION

Responsible Office	NAVPERSCOM (PERS-409)	Phone:	DSN COM FAX	882-2337 (901) 874-2337 882-2649
	NAVPERSCOM (PERS-4013)	Phone:	DSN COM FAX	882-4497 (901) 874-4497 882-2734

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVSO P-6034, Joint Travel Regulations (JTR) (b) OPNAVINST 6110.1J (c) OPNAVINST 4650.17

1. **Policy**. Personnel assigned to all new construction surface ships will first report to the ship's pre-commissioning detachment (PRECOMMDET) or pre-commissioning unit (PRECOMMUNIT), located at either Fleet Training Center (FTC) Norfolk, VA, or FTC San Diego, CA, depending on the ship's prospective homeport. After a 2-month training period, most personnel will report to their respective shipyard.

2. **Entitlements**

a. **Personnel Ordered for Duty in Connection with Fitting Out (DUTY CFO) Accounting Category Code (ACC-106)**. A Service member ordered either to the PRECOMMDET or PRECOMMUNIT for a period in excess of 6 months would report DUTY CFO. This will entitle the member to move family members and household goods to that location.

(1) Approximately 4 months prior to the ship being placed in service, a second set of permanent change of station (PCS) orders will be issued, entitling the Service member to move family members and household goods to the ship's homeport.

(2) Detailers are authorized to offer sea duty credit for time served, up to 12 months, while assigned in ACC-106 at

either the PRECOMMDET or PRECOMMUNIT to be applied towards ACC-100 to the delivering UIC.

(3) Service members ordered DUTY CFO are **not** entitled to per diem.

(4) For specific entitlement information, reference (a), consult chapter 5, part B.

b. **Personnel Ordered for Temporary Duty in Connection with Fitting Out (TEMDU CFO)(ACC-352).** Personnel who are assigned to the PRECOMMUNIT for less than 6 months prior to the ship's placement in service will report to that site TEMDU CFO.

(1) Personnel who report TEMDU CFO may be authorized to draw per diem. The authorization for per diem will cease when the Service member reports to an activity for duty.

(2) Personnel who report TEMDU CFO are only authorized to move family members and household goods to the post-commissioning homeport of the activity where they are reporting for duty, if prior to the issuance date.

(3) Service members will not receive sea duty credit for the time served in ACC-352.

(4) Service members will not be entitled to move family members and household goods to the ship's prospective homeport until Chief of Naval Operations (CNO) makes the official homeport announcement.

(5) For more specific entitlement information, consult reference (a), chapter 4, part C.

3. **Qualifications for Assignment**. The pre-commissioning period of a unit undergoing new construction or conversion is a fast paced, demanding period that requires the highest level of performance from each individual assigned. This period requires intensive effort to establish the administrative and training readiness of the unit for future operations. Additionally, the PRECOMMUNIT is not equipped to handle excessive personnel-related administrative burdens. In view of this, all personnel ordered to duty on new construction surface ships must meet the following minimum standards:

a. No prior conviction by courts-martial and not currently in a legal hold status or pending administrative separation.

b. No non-judicial punishments or civil violations, other than minor traffic offenses, for the past 12 months.

c. Currently within height, weight or body fat standards, and member has passed the most recent regularly scheduled physical fitness assessment per reference (b).

d. No indebtedness problems of a serious or chronic nature.

e. No history of serious physical or mental health problems of a probable or recurrent nature.

f. No evidence of drug abuse in the past 12 months. pre-service drug experimentation is not a disqualifying factor.

g. No alcohol-related incidents in the past 12 months.

h. Must be a U.S. citizen if assigned to a nuclear-powered ship; however, the following rates can be assigned to a nuclear aircraft carrier without being a U.S. citizen: aviation boatswain's mate-equipment (ABE), aviation boatswain's mate-handling (ABH), aviation machinist's mate (AD), aviation structural mechanic (AM), aviation structural mechanic – equipment (AME), aviation support equipment technician (AS), master chief aircraft maintenanceman (AFCM), culinary specialist (CS), aircrew survival equipmentman (PR), and personnel specialist (PS). Non-U.S. citizens must never have access to naval nuclear propulsion information (NNPI) and nuclear propulsion plant spaces.

Note: If Service members have attained U.S. citizenship via naturalization, they must update their official service record data via the personnel office or the servicing transaction service center/personnel support detachment.

i. Performance marks of at least 3.0 in all traits, be recommended for retention, and receive a promotable or higher recommendation for the previous 24 months.

j. Must be able to complete obligated service (OBLISERV) requirements for current or prospective paygrade prior to high year tenure (HYT). If applicable, HYT waivers must be approved prior to issuance of orders or authorization to transition.

4. **Assignment to Ships Under Construction or Conversion.** Personnel desiring assignment to ships under construction should contact their respective rating detailers regarding new construction billet availability and to obtain further guidance on requesting new construction duty. Personnel may also be referred by their rating detailer to Navy Personnel Command (NAVPERSCOM) Sea Special Programs Distribution Branch (PERS-409) in order to meet the readiness needs of ships under construction or conversion.

a. Nuclear Power-Trained Personnel. Except for a small number for prototype graduates ordered directly to new construction duty, nuclear power-trained personnel must complete at least 12 months in an operational nuclear power billet prior to being assigned to new construction duty. Service members who are sea experienced must be qualified for those watch stations that are commensurate with their rate and Navy enlisted classification code.

b. Previous Benefits. Service members awaiting selected training and retention (STAR) or reenlistment assignment benefits must indicate in writing that they are willing to waive or delay such assignment benefits until they have completed a 24-month OBLISERV requirement after ship's placement **in-service**. OBLISERV requirements associated with a particular benefit must be met when the individual ultimately resubmits a request for the benefits which were previously guaranteed as a STAR or other reenlistment incentive.

c. Commanding Officer (CO) Endorsement. COs are required to make comments concerning the Service member's suitability for assignment, utilizing the criteria set forth in paragraph 3. Additionally, COs are requested to provide the following information regarding the member:

(1) Extent of watch qualifications attained

(2) Special training (Service school attended and completion date of each)

(3) Agreement to incur sufficient OBLISERV, if applicable

(4) Security clearance

(5) Whether STAR or other reenlistment benefits are pending, and whether the Service member is willing to waive or defer it, if applicable

(6) For nuclear power-trained personnel, include certified copies of last two NAVPERS 1616/26 Evaluation Report and Counseling Record (E1-E6).

5. **Suitability Determination and Reporting Requirements**. The transferring command will determine suitability or unsuitability for assignment to new construction duty within 15 days of receipt of the assignment directive and submit a report of suitability or unsuitability for rated personnel to PERS-409 and NAVPERSCOM Enlisted Placement Management Branch (PERS-4013) for undesignated personnel.

a. Determination of suitability will be based on the criteria identified in paragraph 3 and will include a review of service and training records as well as service treatment records.

b. If a Service member fails to meet any of the minimum standards outlined in paragraph 3, submit a report of unsuitability to PERS-409 and or PERS-4013, specifying the disqualifying factors, and hold the assignment directive in abeyance pending direction.

c. Should circumstances following an initial finding of suitability later make Service member unsuitable for assignment, submit a report of unsuitability as soon as possible.

Note: Transfer evaluation marks below the minimum standards identified in paragraph 5 are disqualifying and a report of unsuitability is required.

d. Use of NAVPERS 1300/18 New Construction Screening is required.

6. **Waivers**. If a Service member fails to meet the minimum requirements, a waiver for disqualifying criteria may be requested from PERS-409 and or PERS-4013 as appropriate, if recommended by the transferring command CO. NAVPERSCOM retains final waiver approval.

7. **Personnel Stability**. Service members who have completed their prescribed sea tour will only be considered for assignment

to ships under construction if they indicate their volunteer status in writing or in response to a request submitted to PERS-409 and have approval granted to extend at sea for the additional time required to meet the required OBLISERV.

a. OBLISERV Requirements. Personnel assigned to ships under construction or conversion will be required to incur sufficient OBLISERV to complete a minimum of 24 months on board after ship's placement in-service or minimum Department of Defense (DoD) area tour for those units assigned overseas. A slippage in the date will **not** incur additional OBLISERV.

(1) Requests for transfer to Fleet Reserve will not be favorably endorsed for effective dates prior to 24 months after ship's placement in service.

(2) Must possess required OBLISERV appropriate for the length of training per MILPERSMAN 1306-604.

(3) Must possess required OBLISERV prior to execution of orders per MILPERSMAN 1306-106.

b. Assigning Projected Rotation Dates (PRD). In all cases, PRDs will be assigned for not less than 24 months from the date of ship's placement **in-service**, additionally:

(1) For personnel without prior sea duty, PRDs are assigned:

(a) To PST for Service members on second or subsequent enlistment.

(b) To PST for Service members on first enlistment.

(2) For personnel with prior sea duty, PRDs are assigned to PST, but not less than 24 months after ship's placement **in-service**.

8. **PCS Orders to Ships Under Construction at Civilian Shipbuilding Companies or Yards**. A 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.

a. These units allow processing of electronic PCS orders for Service members assigned to, and detached from, DUTY CFO or TEMDU CFO at the ship’s construction site.

b. Reporting and detaching procedures for PCS orders to ships under construction are provided in exhibit 1 of this article.

EXHIBIT 1

REPORTING AND DETACHING PROCEDURES FOR PCS ORDERS TO SHIPS UNDER CONSTRUCTION

1. DUTY CFO (6 MONTHS OR MORE)

a. Two sets of PCS orders will be issued by NAVPERSCOM when the detailer determines that the delivery date of the vessel will be 6 months or more from the Service member's estimated date of arrival (EDA) at the ship's PRECOMMUNIT based on the current ship's phasing plan (CSPP).

b. The following procedures apply:

(1) Service member's first PCS orders will be to the ship's PRECOMMDET or PRECOMMUNIT, located at the construction or conversion site. Upon arrival, the member 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 permanent duty station (PDS). Members assigned to FORDU CFO (ACC-106) may be entitled to transportation costs from ship's construction site to the assigned initial homeport (if different from the construction site) or to where the family members are residing per reference (a), para U7115-B.

(2) Service member's second PCS orders will be issued upon release of the CNO message assigning the initial homeport for the vessel. The unit identification code (UIC) of the PRECOMMUNIT will be activated and assigned the area/type/city code (ATC) as of the date of the CNO message. The orders will include the following personnel text (PTEXT) (P62038):

"ON _____ 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 AND TO THE NAVY PASSENGER TRANSPORTATION OFFICE ARRANGING DEPENDENT TRAVEL."

c. These orders will detach the Service member from "DUTY CFO" (ACC-106) with the PRECOMMUNIT and direct the member to report to the vessel for duty (ACC-100) on board when placed "IN SERVICE." No per diem entitlements exist. PCS entitlements are

to the homeport assigned by the CNO, or designated place if assigned to unusual arduous sea duty under reference (a), paragraph 5222-D and reference (c). These orders to sea duty meet DoD time on station (TOS) exemption and no waiver is required.

2. TEMDU CFO (LESS THAN 6 MONTHS)

a. Service members will be issued 1 set of PCS orders by NAVPERSCOM when the detailer determines that the delivery date of the vessel will be less than 6 months from the member's EDA at the ship's PRECOMMUNIT based on the CSPP.

b. When orders are issued **after** the CNO message has been released, assigning the ship's initial homeport, the Service member will be ordered to report to the PRECOMMUNIT UIC (intermediate activity) for "TEMDU CFO (ACC-352) AT (shipbuilding company or yard.)" Upon detachment from TEMDU CFO, the member will be "DUTY (ACC-100) ON BOARD WHEN PLACED IN SERVICE." The orders will include the following PTEXT (P62038):

"ON _____ 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 AND TO THE NAVY PASSENGER TRANSPORTATION OFFICE ARRANGING DEPENDENT TRAVEL."

c. 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, or on the date the Service member's assignment is changed from TEMDU CFO (ACC-352) to DUTY (ACC-100), per reference (a), para U4105-A. Also see reference (a), para U4102-G. PCS entitlements are to the vessel's initial homeport assigned by CNO, or to designated place if assigned to unusual arduous sea duty under reference (a), paragraph U5222-D and reference (c).

d. If the Service member 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. Entitlements to dependents' transportation are not to exceed the cost of that from the old permanent duty station to the initial homeport, unless the vessel will be designated as unusually arduous sea duty when

commissioned. TEMDU CFO is not considered indeterminate temporary duty under purview of reference (a), chapter 4, part G.

3. **ORDERS TO A VESSEL REMAINING AT THE CONSTRUCTION SITE FOR 6 MONTHS OR MORE AFTER COMMISSIONING (FOR POST COMMISSIONING WORK) AND CNO ASSIGNS THAT SAME SITE AS SHIP'S INITIAL HOMEPORT.**

a. Procedures for assigning Service members to TEMDU CFO (ACC-352) or DUTY CFO (ACC-106) are the same as previously specified.

b. In PCS orders detaching Service member from DUTY CFO (ACC-106) and directing them to report for DUTY (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 member (regarding transportation of family members/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 Service member is directed, upon completion of TEMDU CFO (ACC-352), to report for DUTY (ACC-100) on board when placed in-service, PCS entitlements, if any, are from the old permanent duty station to the initial homeport (same as the PRECOMMUNIT UIC location/construction site). Again, once the member occupies permanent quarters, or on the date the member's assignment is changed from TEMDU CFO (ACC-352), or temporary additional duty (TAD), to DUTY (ACC-100) entitlements to per diem stop per reference (a), para U4105-A.

d. Six months prior to completion of the post-commissioning work, CNO issues a homeport "change" from first (initial) homeport (same as construction site) to the ultimate homeport. When appropriate, Service members 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. **PROCEDURES IN CONNECTION WITH SHIP DELIVERY SLIPPAGES**

a. All personnel ordered to TEMDU (ACC-352) 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 1 location, from the best information available at the time orders are written, is anticipated to be in excess of 6 months." When the appropriate authority officially determines that a slippage in ship delivery of the vessel will occur, NAVPERSCOM will be notified by the Program Office.

b. To ensure per diem payments to Service members assigned to TEMDU (ACC-352) at FTC, or TEMDU CFO (ACC-352) are not suddenly terminated, NAVPERSCOM or CO/prospective CO (PCO), PRECOMMUNIT, will be responsible for the following procedures:

(1) Additional Period **Exceeds** 6 Months. Slippage occurs after personnel have reported for TEMDU (ACC-352) pre-commissioning training at FTCs, or TEMDU CFO (ACC-352) with PRECOMMUNIT at the construction site, and the remaining time from the date the determination is made until the new projected commissioning date will exceed 6 months. NAVPERSCOM (PERS-409) and (PERS-4013) for non-designated enlisted personnel, will issue appropriate order modifications, changing the Service member's status at:

(a) **FTCs:** Status from TEMDU CFO (ACC-352) pre-commissioning training to DUTY (ACC-106) commissioning training; or

(b) **PRECOMMUNITs:** From TEMDU CFO (ACC-352) to DUTY (ACC-106)

(c) **FTCs and PRECOMMUNITS:** disband the precommissioning detail in the case of extreme (greater than 6 months) slippage of ship's delivery date.

(2) Additional Period is **Less** Than 6 Months. Slippage occurs after personnel have reported to FTCs for TEMDU (ACC-352) pre-commissioning 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 6 months, the following procedures will apply for:

(a) **FTCs:** PERS-409 and PERS-4013 for non-rated or non-designated enlisted personnel, will issue appropriate order modifications. These modifications will either change the Service member's status from TEMDU CFO (ACC-352) pre-commissioning training to DUTY (ACC-100) pre-commissioning training, or extend present period of TEMDU CFO (ACC-352) pre-

commissioning training for an additional period (not to exceed 6 months from date of NAVPERSCOM order modification).

(b) **PRECOMMUNITS:** The PCO of the vessel under construction is authorized, under MILPERSMAN 1320-030, to modify NAVPERSCOM orders to military personnel under his or her command to extend their present period of TEMDU CFO (ACC-352). The modification will be an endorsement to Service member's orders to extend their present period of TEMDU CFO for an additional period not to exceed 6 months from date of endorsement. The endorsement will include:

1. Date the TEMDU CFO is extended,

2. Reason for such extension,

3. New estimated date of completion of TEMDU CFO (which cannot exceed 6 months (or 180 days) from the date the TEMDU CFO is extended), and

4. Copies of endorsement modification(s) will be forwarded to NAVPERSCOM PERS-409 or PERS-4013 for all non-rated/non-designated enlisted personnel. NAVPERSCOM will use these copies to **manually** update the Service member's master record or 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 7 days or less when the period of TEMDU or TEMDUINS is more than 30 days, or 3 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 action(s) outlined above will again be required.

MILPERSMAN 1306-803

SPECIAL PROCEDURES FOR NEWLY ESTABLISHED/ RECOMMISSIONED NAVAL CONSTRUCTION FORCE (NCF) UNITS

Responsible Office	NAVPERSCOM (PERS-401) (PERS-4013)	Phone: DSN COM FAX	882-3655 (901) 874-3655 882-2716

1. **Policy**

a. The procedures in this article are applicable to newly established or newly recommissioned Naval Construction Force (NCF) Units.

b. Navy Personnel Command (NAVPERSCOM), Seabee/SEAL/SWCC/ EOD Diver Assignments Branch (PERS-401) is the placement monitor for newly established or recommissioned NCF Units.

2. **Manning Levels**. NCF Units newly established or recommissioned are manned to levels directed by Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM).

3. **Manning Increments**

a. **Newly Established/Recommissioned Units**. Personnel assigned to all new NCF Units will report to the Precommissioning Unit (PRECOMMUNIT), located at either Naval Construction Battalion Center (NCBC) Gulfport, MS or NCBC Port Hueneme, CA, depending on the unit's prospective homeport.

b. **Nucleus Crew**. The nucleus crew consists of 80 percent of the unit's manning, will receive precommissioning (PRECOM) training at the appropriate NCBC, and report 12 months prior to the unit deploying. They are responsible for the establishment of the unit's organization.

4. **Training**. The en route training requirements for personnel assigned to the PRECOM crew of newly established/recommissioned units are classified into the following categories:

a. **Navy Enlisted Classification (NEC) Training**. Courses of instruction that assign a specific NEC upon completion of training and are required by the activity's manning documents.

b. **Seabee Replacement Training (SERT)**. Non-NEC producing courses of instruction, which are required to meet type commander (TYCOM) requirements or can be completed at the Naval Construction Regiments (NCR).

5. **Funding Policy**. To ensure effective management of permanent change of station (PCS) and training funds, NAVPERSCOM will only fund en route NEC and SERT training.

6. **Personnel Stability**. Members who have completed their prescribed sea tour (PST) will only be considered for assignment if they indicate their volunteer status via a NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request submitted to NAVPERSCOM (PERS-401) and have approval granted to extend at sea for the additional time required to meet the projected rotation date (PRD).

a. **Obligated Service (OBLISERV) Requirements**. Personnel assigned to newly established/recommissioned units will be required to incur sufficient OBLISERV to complete a minimum 24 months on board.

(1) Requests for transfer to Fleet Reserve will not be favorably endorsed for effective dates prior to 24 months on board.

(2) Personnel must possess required OBLISERV appropriate for the length of training per MILPERSMAN 1306-106.

b. **Assigning PRDs**

(1) In all cases PRDs will be assigned for not less than 24 months upon reporting on board.

(2) For personnel without prior sea duty, PRDs are assigned

(a) to PST for members on second or subsequent enlistment.

(b) to expiration of active obligated service (EAOS) for members on first enlistment.

MILPERSMAN 1306-804

NEWLY ESTABLISHED OR TRANSITIONING AIRCRAFT SQUADRONS

Responsible Office	NAVPERSCOM (PERS-404EL) (PERS-4013)	Phone:	DSN COM FAX	882-2325 (901) 874-2325 882-2642

1. **Policy**. The procedures outlined in this article are applicable to newly established squadrons, squadrons transitioning to a new model aircraft and the introduction of prototype aircraft into the fleet.

a. Transitioning and newly established squadrons will be manned per fleet manning levels except in those cases where priority manning has been authorized by Chief of Naval Operations (CNO).

b. In some instances, aviation units faced with major configuration changes having an effect on manning requirements in selected ratings do not fall into the above categories. Examples would be the installation of a new fire control system or Anti-Submarine Warfare (ASW) sensor system. In these cases, type commanders (TYCOMs) should request that Navy Personnel Command (NAVPERSCOM) implement the special stability options discussed later in the article for those ratings or Navy Enlisted Classification (NEC) codes most affected by the update.

c. NAVPERSCOM Points of contact concerning assignments and manning for newly established and transitioning aircraft squadrons:

- New Construction Section (PERS-404EL) and
- Enlisted Personnel Readiness and Support Branch (PERS-4013)

d. In transitioning aircraft squadrons, all personnel will remain on board to complete prescribed sea tour (PST)/normal shore tour (NST) except those personnel in ratings receiving transition training. These personnel are subject to other criteria as outlined in this article.

2. **Assignment Qualifications**. Assignment criteria set forth herein will apply to personnel reporting to newly established or transitioning aircraft squadrons within **12 months** of establishment or commencement of transition.

a. Reassignment under the provisions of this article will not normally be approved once an individual has reported on board a newly established or transitioned squadron for duty.

b. Members volunteering for/ordered to duty in newly established or transitioning aircraft squadrons must meet the following requirements:

(1) **Indebtedness**. No indebtedness problem of a serious or chronic nature (waiverable).

(2) **Health**. No history of instability or serious health problems of a probable recurrent nature during the past **12 months**.

(3) **Performance**. No mark below 3.0 in any category or below 3.0 overall during the previous **24 months**. Evaluation marks received from Navy Recruit Training Command, Service School Commands, on members who have never served at a permanent duty station; or marks received during active duty for training for USNR members, are not considered disqualifying for duty in newly established or transitioning aircraft squadrons.

(4) **Disciplinary History**. No prior conviction by courts-martial, nonjudicial punishment (NJP), and no civil violations other than minor traffic offenses for the past **12 months**.

(5) **Obligated Service (OBLISERV)**. Members must be able to complete OBLISERV requirements for current or prospective paygrade prior to high year tenure (HYT). Waivers to HYT must be approved prior to issuance of orders/authorization to transition.

3. **OBLISERV Requirements**. The following applies to personnel being assigned to an establishing or transitioning aircraft squadron.

a. **OBLISERV for a newly establishing aircraft squadron**. Minimum OBLISERV of **24 months** from the establishment date or completion of transition is required for personnel being assigned to an establishing/transitioning aircraft squadron that is moving **from CONUS to CONUS**.

b. **Prior to transfer the individual is required to incur the required additional OBLISERV**.

(1) Minimum OBLISERV of **24 months** from the establishment date or completion of transition is required for personnel being assigned to an establishing/transitioning aircraft squadron that is moving **from OCONUS to CONUS**.

(2) Members moving from **CONUS to OCONUS** have to complete the DOD minimum tour of the area being assigned from the establishment date or completion of transition for an establishing/transitioning aircraft squadron.

(3) Prior to transfer the individual is required to incur the required additional OBLISERV.

c. **OBLISERV for a transitioning aircraft squadron**. The following applies to personnel that elect to remain on board a transitioning aircraft squadron and receive transition training:

(1) Amount of OBLISERV requirement/extension of projected rotation date (PRD) in order to receive transition training is computed from class graduation date and is dependent on the length of training received. The following is to be utilized when calculating OBLISERV/PRD extension requirements.

Length of Training	**Amount of required OBLISERV/PRD extension**
1-3 weeks	6 months
4-6 weeks	12 months
7-8 weeks	18 months
9-10 weeks	20 months
11-12 weeks	22 months
13 or more weeks	24 months

(2) Personnel who volunteer to remain on board to complete the transition and receive additional training must incur additional OBLISERV and agree to extend on board if required per the above chart up to a maximum of **24 months**.

(3) The following NAVPERS 1070/613 (Rev. 7-06)), Administrative Remarks entry must be made for personnel who require an extension beyond their normal PST:

Date: "In consideration for assignment to _____ transition program, I agree to remain on sea duty for a period of (refer to chart above) months from completion of transition training, unless such requirement is specifically waived by NAVPERSCOM."

_____
Member's Signature

WITNESSED: _____
Name, Rank, and Title of Witnessing Officer

(4) Additional OBLISERV requirements for personnel who volunteer to remain on board to receive transition training cannot be satisfied by a NAVPERS 1070/613 entry in member's service record.

4. **Stability Period**. To afford maximum stability, personnel who arrive onboard a newly established or transitioning aircraft squadron will not normally be eligible for transfer until they have completed **24 months** on board after transition or establishment. This requirement may be waived where members are on board in excess of both rating/NEC allowances, with the approval of the manning control authority (MCA).

5. **Previous Assignment Benefits**. Members guaranteed previous assignment benefits (Selective Training and Reenlistment (STAR), Selected Conversion and Reenlistment Program (SCORE), Reenlistment Incentive, etc.) must indicate in writing that they are willing to waive or delay such benefits until they have been on board **24 months** after transition or establishment.

a. OBLISERV requirements associated with a particular benefit must be met when the member ultimately resubmits a request for the benefits previously guaranteed.

b. A copy of the member's waiver/delay shall be forwarded to NAVPERSCOM (PERS-404EL).

6. **Request Procedures**. Personnel desiring to volunteer for newly established or transitioning aircraft squadron duty shall submit requests utilizing the NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request.

a. Commanding officers (COs) are required to make comments concerning the member's suitability for assignment utilizing criteria set forth in this article.

b. Additionally, include comments concerning member's special training (service schools attended and completion dates) and agreement to incur sufficient OBLISERV, if applicable.

7. **Transferring Command's Responsibility**. The transferring command will conduct a review of the member's service record to ensure that the member meets the criteria and OBLISERV set forth in this article.

a. COs shall notify NAVPERSCOM (PERS-404EL) within **10 days** of receipt of the assignment directive if a member fails to meet the minimum requirements or does not desire to acquire OBLISERV (specify disqualifying factors).

b. Hold assignment directive in abeyance pending NAVPERSCOM (PERS-404EL) determination. If NAVPERSCOM (PERS-404EL) reply is not received within **30 days**, initiate tracer action.

8. **Transitional Assets**. COs of transitioning aircraft squadrons shall screen all on board personnel to determine that the requirements of this article have been complied with. Personnel not qualified for transitioning aircraft squadrons shall be made available for reassignment.

9. **Adjustment of Sea Duty Commencment Date (SDCD)**. SDCDs will be established and reported per MILPERSMAN 1306-116. COs of units undergoing construction, conversion or transition should refer to MILPERSMAN 1306-116 for adjustment procedures.

10. **Adjustment of PRD**. PRDs of all personnel assigned to newly established or transitioning aircraft squadrons will be established to allow for required **24 months** after establishment or completion of transition or member's PST for their rating/NEC, whichever is greater.

a. In order to ensure that all key members are not transferred immediately at the end of the stabilization period, **12 months** prior to the end of the stabilization period, the CO shall review the command's Enlisted Distribution and Verification Report (EDVR) and make PRD adjustment recommendations, with a certified copy of NAVPERS 1070/605 (Rev. 7-06), History of Assignments to NAVPERSCOM, Enlisted Distribution Division (PERS-40), with information copy NAVPERSCOM (PERS-4013).

b. PRD adjustments will be a **maximum plus or minus 90 days** from the original PRD.

c. When recommending PRD adjustments, such factors as time remaining on active duty, time remaining on PST, and the desires of the individual should be considered.

d. Waiver requests must be made to NAVPERSCOM (PERS-404EL) and include justification.

e. Adjustment of OBLISERV requirements will be handled on a case-by-case basis.

11. **Assignment of Personnel to Activities Involved in the Introduction of Prototype Aircraft**. NAVPERSCOM (PERS-404EL) will assign all personnel to duties directly related to the introduction of prototype aircraft, which will include factory training, acceptance, evaluation trials, and fleet introduction phases.

a. NST lengths will be adjusted to ensure that critical skills continue to be used where required.

b. Personnel specially selected/trained for new basic model aircraft introduction will be distributed apart from normal rotation since their assignment to duties directly related to the new aircraft program is essential.

c. NAVPERSCOM (PERS-404EL) will promulgate a notice soliciting volunteers, establishing eligibility requirements, and specifying the method of submitting requests for duty in the introduction of prototype new basis model aircraft. The notice will be distributed approximately **24 months** prior to fleet introduction of the aircraft.

12. **Newly Established or Transitioning Aircraft Squadrons Time Table**

Legend: **BTD** – Beginning Transition Date
MCT – Member Completes Training
CTD – Complete Transition Date
ED - Establishment Date

Date	Action	Responsibility
12 months prior to BTD/ED	Determination of ED or BTD, BTD/CTD and Official Notification of ALCON	Cognizant Type Commander
12 months prior to BTD (transition only)	Screen on board personnel for transition eligibility and desires. Submit message to NAVPERSCOM (PERS-404 and PERS-4013) of transitioning personnel and non-transitioning personnel with avail date for reassignment. (Refer to Exhibit 1 for proper format.) Execute OBLISERV agreement for transitioning personnel and notify NAVPERSCOM.	Squadron CO Squadron CO Squadron CO
9 months prior to BTD/ED	Generate requisitions to fill vacancies created by non-transition personnel and new billets as provided by OPNAV.	NAVPERSCOM (PERS-4013)
9-6 months prior to BTD	Assign personnel to squadron via appropriate training pipeline or direct (as required) to fill any vacancy not filled by on board assets.	NAVPERSCOM
BTD/ED	Begin transition/establishment	SQUADRON CO
BTD/ED & 12 months	Screening requirement for newly assigned personnel terminate per MILPERSMAN 1306-804.	NAVPERSCOM
CTD	Complete transition	SQUADRON CO
CTD/ED & 12 months	OBLISERV requirements from CTD/ED and 24 months for prospective gains ceases. Review unit EDVR and make staggered PRD adjustment recommendations to NAVPERSCOM.	NAVPERSCOM SQUADRON CO

EXHIBIT 1

SAMPLE FORMAT FOR INITIAL PHASE-IN-PLAN

(Use the proper message format containing the following:)

```
FROM ORIGINATING ACTIVTY
TO COMNAVPERSCOM//PERS4013//
INFO APPROPRIATE FLEET COMMANDER
COMNAVPERSCOM MILLINGTON TN//404EL//
APPROPRIATE MCA
APPROPRIATE TYCOM
APPROPRIATE FUNCWING
APPROPRIATE PSA/PSD
Others as appropriate
UNCLAS //NO1306//
SUBJ:  INITIAL PHASE-IN-PLAN FOR TRANSITIONING UNIT.  VFA- (UIC:       )//
MSGID/GENADMIN/COMMAND PLA//
REF/A/RMG/TYCOM PLA/MSG DTG//
AMPN/TYCOM TASKING MSG//
REF/B/DOC/COMNAVPERSCOM/01JUL03//
NARR/REF A TRANSITION SCHEDULE.  REF B IS MILPERSMAN 1306-804.//
RMKS/1.  THIS ACTY IS SCHEDULED FOR TRANSITION TO F-18 AIRCRAFT FROM MMM YY TO
MMM YY.

    A.  COMMANDING OFFICER HAS SCREENED THE FOLPERS FOR TRANSITION IAW REF A,
APPROP OBLISERV HAS BEEN INCURRED AND NAVPERS 1070/613 ENTRY MADE IAW REF B:
NEW TRANSITION BILLET
RATE  NAME         Last 4 SSN              MBR WILL FILL (RATE/NEC)
AT1   HORNET          6789                 AT1/8345

    B.  THE FOLPERS WILL NOT TRANSITION, AND ARE MADE AVAIL FOR ORDS AS FOLS:
DETACHMENT/DUPREFS
RATE NAME    LAST 4 SSN         EAOS   EXT  CUR PRD DATE 3 CHOICES
AT2  PHANTOM    2222           861101  12MO 8802    8510 SAN DIEGO

    C.  FOLPERS ARE BEING PROCESSED FOR SEPARATION.
RATE     NAME           LAST 4 SSN         DATE LTR MAILED/DTG FOR MSG

    D.  FOLPERS IN RECEIPT OF FLTRES AUTH/SELECTED FOR OFFICER PROMOTION WITH
TRF/PROMOTION DATE AS INDICATED:
RATE     NAME           LAST 4 SSN         FLTRES/PROMOTION DATE

2.  COMMENTS.  (INCLUDE ANTICIPATED SPECIAL NEC/MANNING REQRMTS NOT COVERED BY
SQMD OR OPNAV 1000/2 COMD MANNING DOCUMENT.  SPECIAL PROBLEM CAUSED BY
TRANSITION.  CO'S COMMENTS.)//
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MILPERSMAN 1301-826

COMMAND POLICIES AND PROCEDURES - SHORE STATION SENIOR LEADERSHIP (SSSL) TRAINING REQUIREMENTS

Responsible Office	NAVPERSCOM (PERS-440/444)	Phone:	DSN COM FAX	882-4040 (901) 874-4040 882-2676

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-6622 askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. The Shore Station Senior Leadership (SSSL) Course is a program of instruction conducted over 3 weeks and facilitated by Commander, Navy Installations Command (CNIC). SSSL includes the Senior Shore Leadership Course (SSLC) for 2 weeks followed by the Emergency Management Senior Leadership Course (EMSLC) for 1 week. The SSSL Course prepares senior shore installation leaders, with an emphasis on prospective commanding officers (PCO) and prospective executive officers (PXO), to effectively lead and manage assigned resources to provide cost-wise shore services, and support shore force capabilities to meet Navy strategic objectives. The course is also recommended for prospective command master chiefs (PCMDCM).

b. Comprehensive course requirements for shore senior leadership consist of the following courses: SSSL Course, Navy Justice School Senior Leader Legal Course, and the Senior Command Leadership Course.

c. The SSSL Course is mandatory for PCOs, PXOs, and strongly recommended for non-CNIC flag officers, regional chiefs of staff, select civilian leadership, and PCMDCMs. Navy Personnel Command (NAVPERSCOM) Special Placement Branch (PERS-440) and NAVPERSCOM Shore Placement Branch (PERS-444) manage quotas for officers attending SSSL courses under NAVPERSCOM sponsorship.

2. **Procedures for Ordering Students to the SSSL Course**

a. Students Attending Incident to Permanent Change of Station (PCS) Orders. Normal order writing procedures apply. In addition, proposals will be routed via PERS-444 for quota control and course booking during the PCS.

b. Students Attending on Temporary Additional Duty (TEMADD) Under NAVPERSCOM Orders. Students, whose en route timing will not permit attendance in lieu of PCS orders, will attend the course TEMADD prior to detaching from their present duty station. Funding will be provided by their parent commands.

3. **Reporting**. Students ordered to the course will be directed to report to the:

"CNIC Shore Station Senior Leadership Course, Washington, DC, no later than 0800, (date of class start), temporary duty under instruction (TEMDUINS) for about 3 weeks."

Contact	Or
CNIC (N000) Commander's Action Group COMM: (202) 433-4441 DSN: 288-4441	NAVPERSCOM (PERS-444) COMM: (901) 874-4061 DSN: 882-4061

The SSLC Course is located at **Washington Navy Yard, 716 Sicard Street, Building 111, Washington, DC 20375-5410.**

4. **Special Notes**

a. It is recognized that some conflicts will arise in scheduling students to this course. The following notes should be considered:

(1) The practice of ordering students TEMADD from their present command to a school to benefit a future command is the exception, not the rule.

(2) The Secretary of the Navy (SECNAV) shares a strong interest in the program's success. These procedures have been adopted following serious consideration and acknowledgment of

the program's importance to meeting the Navy's strategic objectives to support the fleet, fighter, and family.

(3) Scheduling problems should be resolved on a case-by-case basis with the Service member's present command and or detailer.

(4) SSSL Course priority will be given to officers attending the Chairman of the Joint Chief of Staff Level IV Antiterrorism Executive Seminar.

b. Students assigned to the course will be sent complete course information forms and check-in guidance 5 weeks before the course start date. Students needing additional information can contact CNIC, Commander's Action Group (CAG) Training Chief at COMM: (202) 443-4441 or DSN: 288-4441.

c. It is recommended that students access current SSLC, EMSLC, and installation information at www.cnic.navy.mil/sslc.

d. PXOs and PCOs assigned to transient personnel units are not required to take EMSLC.

5. **Exhibits**. Exhibits 1 through 3 are provided for information.

EXHIBIT 1
APPROVED UNIT IDENTIFICATION CODES FOR ENROLLMENT IN THE SHORE STATION SENIOR LEADERSHIP TRAINING CURRICULUM COMMANDER, NAVY INSTALLATION COMMAND REGION/INSTALLATION POST BASE RE-ALIGNMENT AND CLOSURE

N00171 Commander, Naval District Washington (6)
- N68469 Naval Support Activity (NSA) Washington
- N61152 NSA Annapolis
- N61151 NSA South Potomac
- N0428A NSA Patuxent River
- N33355 NSA Bethesda
- N61142 Joint Base Anacostia Bolling

N61463 Commander, Mid-Atlantic (14)
- N32443 Naval Sea Systems Norfolk Naval Shipyard
- N62688 Naval Station (NAVSTA) Norfolk
- N60191 Naval Air Station (NAS) Oceana
- N69212 Weapons Station (WPNSTA) Yorktown
- N50092 Joint Expeditionary Base Little Creek-Fort Story
- N32414 NSA Mechanicsburg
- N69213 WPNSTA Earle Colts Neck
- N00129 Naval Submarine Base (SUBASE) New London
- N32446 Navy Shipyard Portsmouth
- N32411 NAVSTA Newport
- N61011 NSA Saratoga Springs
- N00128 NAVSTA Great Lakes
- N57095 NSA Hampton Roads
- N61018 NSA Crane

N09697 Commander, Southeast (17)
- N00207 NAS Jacksonville
- N60201 NAVSTA Mayport
- N42237 SUBASE Kings Bay
- N00213 NAS Key West
- N62604 Construction Battalion Center Gulfport
- N60514 NAVSTA Guantanamo Bay
- N61008 NSA Panama City
- N63043 NAS Meridian
- N61007 NSA Orlando
- N00204 NAS Pensacola
- N60508 NAS Whiting Field
- N00216 NAS Corpus Christi
- N60241 NAS Kingsville
- N83447 NAS/Joint Reserve Base (JRB) Fort Worth
- N00206 NAS/JRB New Orleans
- N00639 NSA Mid-South
- N50173 Naval Support Facility Beaufort

N68742 Commander, Northwest (4)
- N68436 Naval Base Kitsap
- N00620 NAS Whidbey Island
- N68967 NAVSTA Everett
- N32013 Naval Magazine Indian Island

N00242 Commander, Southwest (10)
- N00245 NAVSTA San Diego
- N69232 NAVBASE Ventura County Point Mugu
- N60042 Naval Air Facility El Centro
- N63042 NAS Lemoore
- N60495 NAS Fallon

EXHIBIT 1
APPROVED UNIT IDENTIFICATION CODES FOR ENROLLMENT IN THE SHORE STATION SENIOR LEADERSHIP TRAINING CURRICULUM COMMANDER, NAVY INSTALLATION COMMAND REGION/INSTALLATION POST BASE RE-ALIGNMENT AND CLOSURE
(continued)

N00242 Commander, Southwest (10) (continued)
- N61065 WPNSTA Seal Beach
- N47609 Naval Air Weapons Station China Lake
- N61014 NSA Monterey
- N00246 NAVBASE Coronado
- N63406 NAVBASE Point Loma

N61128 Commander, Marianas (Guam) (2)
- N61755 NAVBASE Guam
- N441557 NSA Anderson

N61449 Commander, Hawaii (2)
- N62813 NAVSTA Pearl Harbor
- N0534A Pacific Missile Range Facility Barking Sands

N61075 Commander, Navy Region Korea (1)
- N32778 Commander, Fleet Activities (CFA) Chinhae

N61076 Commander, Navy Region Japan (7)
- N61029 CFA Okinawa
- N61028 CFA Yokosua
- N61030 CFA Sasebo
- N61057 NAF Atsugi
- N61060 NAF Misawa
- N68539 NSF Diego Garcia
- N61077 Singapore Area Coordinator

N3049B Commander, Navy Region Europe (8)
- N62588 NSA Naples
- N62995 NAS Sigonella
- N66691 NSA Souda Bay
- N62832 NAVSTA Rota
- N3379A Camp Lemonnier Djibouti
- N62590 NSF Deveselu
- N62592 NSF Redzikowa
- N63005 NSA Bahrain

EXHIBIT 2
SHORE STATION SENIOR LEADERSHIP (SSSL) COURSE CONTENT

Commander, Navy Installations Command (CNIC) Mission Overview and Guidance
N1: Overview and Workforce Development; Classification and Staffing; Employee and Labor Relations; Performance Management; Manning, Manpower, and Total Workforce Management Systems (TWMS); Equal Employment Opportunity; Command Climate; Reserve Manning; Diversity and Inclusion
N3: Overview; Emergency Management; Fire and Emergency Services; Air Operations; Port Operations; Assessments
N4: Overview; Public Works and Energy; Encroachment; Facility Investments; Environmental Program and Planning; Natural and Cultural Resources; Real Property Management; Internet Navy Facility Assets Data Store; Drinking Water Training Course; Naval Facilities Engineering Systems Command Brief
N5: Overview
N6: Overview
N8: Overview
N9: Overview; Navy Safe Harbor; Fleet Readiness and MWR; Family Readiness; Family Advocacy; Sexual Assault Prevention and Response; Housing and Public Private Venture; Non-Appropriated Funds Human Resources; Mock Installation Case Management Group; Incident Determination Committee Training
N00G: Inspector General
N00L: Office of General Counsel
N00J: Legal Priorities Ashore; Practical Ethics for Navy Leaders
N00K: Funeral Honors; CACO
N00P: Public Affairs
N00R: Shore Ministries
N00: Great Power Competition; Congressional Engagement
Guard Mount and Post Check Demonstration; Explosives and Weapons Safety
Case Studies and Senior Leader Mentoring Sessions; Panel Discussions; Commanding Officer Perspectives; Installation Triad Brief; Region Commander Mentor Session
Anti-Terrorism Training (AT) Force Protection (FP) Installation Commanding Officer Anti-Terrorism Course (Satisfies level 3 AT/FP required training)
Defense Commissary Agency Brief; Navy Exchange Service Command Brief; Defense Logistics Agency Brief

EXHIBIT 3
EMERGENCY MANAGEMENT FOR SHORE LEADERS COURSE (EMSLC) CONTENT

Commander, Navy Installations Command (CNIC)/N36T Welcome and Overview
Installation Emergency Management Program; National Incident Management Program and Incident Command System Overview
"Hurricane Michael" Case Study
Phases and Key Elements of Installation Emergency Management
Installation Emergency Management Plans
Incident Commander and Incident Command Post Operations
Emergency Operations Center Incident Management Team Roles
Incident Command Post Demonstration
Public Awareness and Mass Warning
Incident Management Team Operations – Initial Response
Incident Management Team Operations – Recovery
Commander's Intent and Commander's Critical Information Requirements
Commanding Officer's Forum
Emergency Services Forum
"Naval District Washington Active Shooter" Case Study
Fire and Emergency Services Operations Capability
Defense Support of Civil Authorities and Foreign Humanitarian Assistance
Tours of Shore Enterprise Operations Center, Naval District Washington Region Operations Center, Region Dispatch Center and Washington Navy Yard Emergency Operations Center
Commander's Roles and Responsibilities
Public Affairs and Media Training
Overview of the Installation Training and Exercise Program
Final Practical

MILPERSMAN 1306-900

ASSIGNMENT OF ENLISTED PERSONNEL TO SPECIAL PROGRAMS

Responsible Office	NAVPERSCOM (PERS-4010) Shore	Phone: Toll Free	1-866-U-ASK NPC
	NAVPERSCOM (PERS-409) Sea	Phone: Toll Free	1-866-U-ASK NPC

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 6110.1J (b) SECNAVINST 5510.30B

1. **Policy**. To request assignment to a special program, contact rating detailer for release to a special program assignment or submit NAVPERS 1306/7 Enlisted Personnel Action Request to applicable detailer at Navy Personnel Command (NAVPERSCOM) approximately 12-15 months prior to member's projected rotation date.

a. It is the responsibility of the commanding officer, command master chief, chief of the boat, or senior enlisted advisor, as well as several other key personnel, to ensure all applicants are fully endorsed/qualified for the specific program.

b. This article provides basic procedures for screening, reporting, and requesting information for transfer to a special program. Refer to other pertinent MILPERSMAN 1306 articles for further screening requirements.

(1) NAVPERS 1306/92 Special Program Screening form will be completed as required. Access to this form is located at http://www.npc.navy.mil/ReferenceLibrary/Forms/NAVPERS/.

(2) Exhibit 1, Special Program Suitability/Unsuitability Report will be submitted for all special program applicants once a suitability determination has been made.

(3) Exhibit 2, Special Program Waiver Request will be utilized when a wavier is warranted.

(4) Exhibit 3, Special Program Screening Deficiency Report will be submitted as required when deficiencies in the screening process are noted.

2. **Background**

a. In order to provide guidance on the ever-increasing complexity of the Navy's mission, it is frequently necessary to establish special programs to perform support functions that are not identified by existing ratings.

b. The following MILPERSMAN articles provide information on specific programs and their additional requirements.

TOPIC	See MILPERSMAN
Navy Food Management Teams (NFTMs)	1306-901
Regional Maintenance Center (RMC)/Ship Repair Facility (SRF) Program	1306-902
Brig/Transient Personnel Unit (TPU) Staff	1306-904
Command Career Counselor Program	1306-905
Naval Intelligence Support Center	1306-906
Navy Ceremonial Guard	1306-907
Navy Personnel Command (NAVPERSCOM) Transient Monitoring Unit (TMU)	1306-908
Seabee Underwater Construction Technician (UCT) Program	1306-912
Flag Officer Writer (NEC A15A)	1306-913
Military Assistance Advisory Groups (MAAGS), Military Groups, North Atlantic Treaty Organization (NATO) Commands, Joint Staffs, Attache' (Embassy) Duty, and Similar Activities	1306-914
Professional Development Instructor (PDI)	1306-915

TOPIC	See MILPERSMAN
Navy Drug and Alcohol Counselor and Intern	1306-916
Navy Equal Opportunity Assistants (EOAs)	1306-917
Naval Support Unit, State Department	1306-918
Navy Flight Demonstration Squadron (NAVFLIGHTDEMRON) (Blue Angels)	1306-919
USS Constitution	1306-920
Personnel Exchange Program (PEP)	1306-921
Pay and Personnel Administrative Training Team (PPAT) and the Personnel Administrative Training Group (PATG)	1306-923
Mobile Utilities Support Equipment (MUSE) Program	1306-924
Senior Enlisted Academies (SEAs)	1306-925
Joint Staff Duty with Military Entrance Processing Stations (MEPS)	1306-926
Navy Harbor Pilot Program	1306-927
Navy Music Program (MU)	1306-928
Navy Manpower Analysis Center (NAVMAC)	1306-929
Historic Ship Nautilus (SSN 571)	1306-930
Navy Absentee Collection and Information Center (NACIC)	1306-931
Staff Duty with the Broadened Opportunity for Officer Selection and Training (BOOST) Program	1306-932
Nuclear Trained Personnel Assigned to Nuclear Capable Intermediate Maintenance Activities (IMA)	1306-934
Command Master Chief (CMC) Program	1306-935

TOPIC	See MILPERSMAN
Advancement Examination and Rate Training Manual Writer	1306-936
Flag/Staff Duty for Mess Management Specialists	1306-937
White House Communications Agency (WHCA)	1306-939
Naval Reserve Officer Training Corps (NROTC) Training and Support Personnel	1306-940
Fleet and Family Support Centers (FFSCs)	1306-941
USS Arizona Memorial	1306-942
Mobile Environmental Teams (METs)	1306-943
Naval Special Warfare Mobile Communication Teams (MCT)	1306-944
Flag Officer (STAFF) Duty	1306-945
Navy Tugmaster Program	1306-946
Navy Exchange Service Command (NEXCOM) Fleet Assistance Teams	1306-947
Commander Naval Air Forces (CNAF) Aviation Maintenance Management Team (AMMT)	1306-948
Landing Craft, Air Cushion (LCAC)	1306-949
Marine Helicopter Squadron One (HMX 1)(Nighthawks)	1306-950
Assignments Outside the Department of Defense (DoD)	1306-951
Instructor Duty	1306-953
Recruit Division Commander (RDC) Duty	1306-954
Survival, Evasion, Resistance, and Escape (SERE) Instructor	1306-955
Naval Reserve Instructor Duty	1306-956
Nuclear Propulsion Training Activities	1306-957

TOPIC	See MILPERSMAN
Academic Remedial Training (ART) Instruction Duty	1306-958
Afloat Training Groups (ATGs)	1306-959
Instructor Duty at Field Medical Service Schools (FLDMEDSERVSCOLs)	1306-960
Cryptologic Technician Interpreter (CTI) Language Instructor Candidates	1306-961
Instrumental Instructor Duty at Navy School of Music	1306-962
Recruiting Duty	1306-964
Career Recruiter Force (CRF)	1306-965
Enlisted Rating Detailer	1306-966
Camp David (Naval Support Facility, Thurmont, MD)	1306-968
Joint Communications Support Element (JCSE)	1306-970
Apprentice Military Environment (AME) Instructor Duty	1306-971
Patrol Coastal (PC) Crew	1306-972
Navy Provisional Guard Battalion (CUBA)	1306-973
Naval Special Warfare Meteorology and Oceanography Support Teams (NSW METOC)	1306-975
Enlisted Musician (MU) Assignments to Navy Premier Bands: US Navy Band, Washington DC and Naval Academy Band, Annapolis MD	1306-976
Littoral Combat Ship (LCS)	1306-978
Recruitment/Assignment to Commander, Naval Special	1306-979
Navy Interactive ON-NET (ION) Computer Network Exploitation (CNE) Operator Certification Program	1306-980

TOPIC	See MILPERSMAN
Assignment of Nuclear Trained Master Chief Petty Officers (MCPOs) as Reactor Department Master Chief (RDMC)/Engineering Department Master Chief (EDMC) in CVN 65	1306-982
Medical Deep Sea Diving / Fleet Marine Force Reconnaissance Corpsman Programs	1306-983
Naval Special Warfare Command (NAVSPECWARCOM) Tactical Information Operations (TIO) Program	1306-984
United States Special Operations Command (USSOCOM)	1306-985
Qualification for Assignment to Naval Special Warfare Support Activity Duty	1306-986
Instructor Duty at Medical Education and Training Campus (METC)	1306-987
Maritime Civil Affairs and Security Training Screening Requirements	1306-988
Assignment to Navy Information Operations Command (NIOC) Maryland - Fleet Information Operations Center (FIOC) Special Projects/Sea Duty (UIC 48549) and National Security Agency/Central Security Service (NSA/CSS) Special Projects/Sea Duty (UIC) 48547)	1306-989

3. **Qualifications**. Commands will ensure the following requirements are met prior to transfer:

a. Members requesting a special program must understand that these programs coincide with normal sea/shore rotation. If member is bound for sea duty, the special program will be a sea going program. If member is bound for shore duty, the special program will be for shore.

b. Members must be released by their rating detailer to qualify for a special program.

c. Individuals selected for special programs are expected to meet or exceed Navy physical fitness standards per reference (a).

d. Any person selected for a special program involving the education or orientation of military or civilian personnel will have a favorable national agency check or entrance national agency check on file. Many special programs require a security clearance and member is to acquire the security clearance specified in the program description prior to transfer per reference (b).

e. Individuals qualified for a special program will have the required obligated service (OBLISERV) to complete the normal tour of duty.

(1) Members must have current approval from Career Waypoint Reenlistment process or have sufficient OBLISERV on current contract prior to issuance of permanent change of station orders.

(2) Careerist with 15 or more years of active service must complete minimum tour of duty prior to being authorized to transfer to the Fleet Reserve. A NAVPERS 1070/613 Administrative Remarks entry will be made certifying the member understands and agrees.

(3) Members who are unwilling to incur required OBLISERV are not eligible for transfer to special programs. Retain member on board and send an unsuitability report to NAVPERSCOM (appropriate code) via message.

f. Commanding officers will ensure members are fully qualified for assignment. The commanding officer's signature on NAVPERS 1306/92 is the endorsement.

(1) Report suitability/unsuitability determinations utilizing Exhibit 1.

(2) Submit a waiver (if warranted) utilizing Exhibit 2.

4. **Waivers**. Special screening qualifications are required for all special programs; however, waivers are granted on a case-by-case basis.

a. With the exception of security clearances and prerequisite training required for personal safety, waivers of published requirements will be considered if the member has exceptional potential for success in a given program.

b. Waivers are submitted to NAVPERSCOM (applicable code or specified special program manager).

c. Supporting documentation and the commanding officer's endorsement should accompany all waiver requests.

d. Use the message format in Exhibit 2 for waiver messages.

NOTE: Several qualifications will indicate non-waiverable in the MILPERSMAN associated with a given special program. These requirements cannot be waived for that specified program.

5. **Unsuitable After Transfer to a Special Program**. After a member has been transferred to a special program and has been determined unsuitable, due to no fault of the member (e.g., medical, program disestablishment, etc.), the member will be considered for other special programs for which the member is qualified or released back to his or her rating detailer via message to NAVPERSCOM, Enlisted Distribution Division (PERS-40) and rating detailer.

a. Negotiations with member and detailer for reassignment will occur for the remainder of the prescribed sea/shore tour. If member is within 12 months of completion of normal shore tour, the member will return to sea duty.

b. If the reassignment is the fault of the member, then the member will be reassigned by the in-rate detailer based on requisition priority.

6. **Special Programs Screening Deficiency Report (SPSDR)**. Exhibit 3 provides the format for submitting a SPSDR. This message is used to report discrepancies discovered as a result of the screening, which is conducted by the transferring command and sent to PERS-4010 and applicable detailer (Info the receiving command).

EXHIBIT 1

SPECIAL PROGRAM SUITABILITY/UNSUITABILITY REPORT

(Use proper message format containing the following):

FM TRANSFERRING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS40/PERS (DETAILER)//
COMNAVPERSCOM MILLINGTON TN//PERS 4013 (ONLY FOR NON-RATED SN, FN, AN)//
INFO INTENDED GAINING ACTIVITY//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/SPECIAL PROGRAM SUITABILITY (OR UNSUITABILITY), ICO NAME, RATE, SSN//
REF/A/DOC/NPC/DATE//
REF/B/GENADMIN/ORGINATOR/DDHHMMZMMYY// (IF APPLICABLE)
NARR/REF A IS MILPERSMAN ARTICLE 1306-XXX, REF B IS WAIVER REQUEST (IF APPLICABLE).//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. IAW REF A AND B, SNM IS SUITABLE (OR UNSUITABLE) FOR _____PROGRAM.
A. REASON FOR UNSUITABILITY: (EXPLAIN WITH SPECIFIC DETAILS).
B. REPORT OF SUITABILITY WAS FILED IN SERVICE RECORD.
C. SNM HAS____MONTHS OF OBLISERV FOR SPECIFIED PROGRAM.//

EXHIBIT 2

SPECIAL PROGRAM WAIVER REQUEST

(Use proper message format containing the following):

FM REQUESTING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS40/PERS (DETAILER)//
COMNAVPERSCOM MILLINGTON TN//PERS4010 (ONLY FOR NON-RATED SN, FN, AN)//
INFO INTENDED GAINING ACTIVITY//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/SPECIAL PROGRAM WAIVER ICO NAME, RATE, SSN//
REF/A/DOC/NPC/DATE//
AMPN/REF A IS MILPERSMAN ARTICLE 1306-900.//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. IAW REF A, REQUEST A WAIVER FOR SNM FOR THE PROGRAM.
A. SECTION , ITEM NO (FROM SPECIAL PROGRAM SCREENING FORM)
B. EXPLAIN/SPECIFICS
2. CO'S JUSTIFICATION/RECOMMENDATION: (3 LINES MAX)//

EXHIBIT 3

SPECIAL PROGRAM SCREENING DEFICIENCY REPORT (SPSDR)

(Use proper message format containing the following):

FM TRANSFERRING COMMAND
TO R COMNAVPERSCOM MILLINGTON TN//PERS4010/PERS (DETAILER)//
INFO RECEIVING COMMAND
BT
UNCLAS //N01300//
MSGID/GENADMIN/COMNAVPERSCOM MILLINGTON TN//
SUBJ/SPECIAL PROGRAM SCREENING DEFICIENCY REPORT ICO
NAME/RATE/SSN//
REF/A/DOC/COMNAVPERSCOM/DATE//
AMPN/REF A IS MILPERSMAN ARTICLE 1306-XXX.//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED DUE TO IMPROPER SPECIAL PROGRAM SCREENING FOR (list program title):

A. MEMBER: NAME, RATE/RANK, AND SSN

B. WAS SCREENING FORM FILED IN SERVICE RECORD? GIVE NAME/RANK/TITLE/DATE OF INDIVIDUAL SIGNING SCREENING FORM.

C. TRANSFERRING COMMAND AND UIC.

D. EXPLAIN FULLY THE REASON SNM IS CONSIDERED IMPROPERLY SCREENED.

E. IF SNM WAS PROPERLY SCREENED, DID PROBLEMS DEVELOP AFTER ARRIVAL? EXPLAIN FULLY.

F. IS SNM CONSIDERED MARGINALLY UNSUITABLE BUT COULD CONTINUE SPECIAL PROGRAM DUTY? EXPLAIN FULLY.

G. ARE DISQUALIFYING FACTORS SO SEVERE THAT SNM SHOULD BE REASSIGNED? EXPLAIN FULLY.//

NOTE: This report is sent to the transferring command info COMNAVPERSCOM MILLINGTON TN (PERS-4010 and applicable detailer).

MILPERSMAN 1306-901

NAVY FOOD MANAGEMENT TEAMS (NFMTS)

Responsible Office	NAVPERSCOM (PERS-402B)	Phone:	DSN COM FAX	882-3741 (901) 874-3741 882-2637

1. **Background**. Navy Food Management Teams (NFMTs) provide technical and management assistance to Culinary Specialists (CS) in operation of enlisted dining facilities and afloat officer messing facilities, with on-the-job instruction in areas of food preparation and service, mess management, and sanitation.

a. Their mission is to assist both fleet units and shore activities in improvement of food service operations staffed with Navy CSs. These teams are located at Norfolk, VA; New London, CT; Yokosuka, JA; Bremerton, WA; Mayport, FL; San Diego, CA; and Pearl Harbor, HI.

b. Tour length will be normal CS shore tour or Department of Defense (DOD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. NFMTs are composed of CSs in paygrades E-7 and above who have completed CS "C" School, Management Principles Course, and Instructor’s Training prior to reporting for team duty.

b. Complete section A of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form (Exhibit 1 of MILPERSMAN 1306-900).

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-902

REGIONAL MAINTENANCE CENTER (RMC)/SHIP REPAIR FACILITY (SRF) PROGRAM

Responsible Office	NAVPERSCOM (PERS-402)	Phone:	DSN COM FAX	882-3610 (901) 874-3610 882-2734

1. **Policy**

a. Duty assignments at Regional Maintenance Center (RMC)/ Ship Repair Facility (SRF) are in fleet concentration areas both continental United States (CONUS) and overseas.

b. Duty with RMCs/SRFs is classified as shore duty. Exceptions are as follows:

Location	Classification
RMC/SRF detachments in Manama, Bahrain	Type 3, Overseas Shore Duty-Shore Duty Credit
Naples, Italy	Type 4, Non-Rotated Sea Duty
Yokosuka and Sasebo, Japan	Type 6, Preferred Overseas Shore Duty

2. **Background**

a. RMCs and SRFs provide a cadre of versatile, technical personnel to improve fleet engineering, electronics, logistics, and weapons readiness through informal classroom training at the various RMC/SRF sites and by providing technical assistance through on-the-job training on board fleet units.

b. Tour length will be the prescribed rating shore tour or Department of Defense (DoD) area tour for overseas assignments.

3. **Requirements/Qualifications**

a. Members in paygrades E-6 through E-9 that are applying for technical or fleet assist type billets must first be screened and approved by the local RMC/SRF based on the following:

(1) Broad background in various type hulls, mechanical, electrical, weapons, or electronics equipment, as appropriate.

(2) Excellent technical ability; ability to work on own initiative and with others.

(3) Suitability for duty; no record of drug or alcohol abuse, or any infraction that would impede member's ability to perform the RMC/SRF mission.

(4) Overall performance evaluations of "Promotable" or better for the past 4 years.

(5) Instructor/facilitator training prerequisite is desired; however, instructor training may be gained enroute.

b. It is expected that RMC/SRF leadership will engage the rating assignment officers (RAOs) on personnel that they have observed and desire to be ordered to these billets. RAOs, branch heads, and Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40) will ensure that any concerns from RMC/SRF leadership are taken into consideration when making final decisions on filling these billets.

c. Transferring commanding officers must complete Sections A, C, and D1 and D2 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form (Exhibit 1 of MILPERSMAN 1306-900) on behalf of candidates' nomination for this duty.

MILPERSMAN 1306-904

BRIG/TRANSIENT PERSONNEL UNIT (TPU)/TRANSIENT PERSONNEL DETACHMENT (TPD) STAFF

Responsible Office	PERS-4010E	Phone: DSN COM FAX	882-3872 (901) 874-3872 882-2646

MyNavy Career Center	Phone: Toll Free E-mail: MyNavyHR Web site:	1-833-330-MNCC(6622) askmncc@navy.mil https://www.mynavyhr.navy.mil/

1. **Background**. Brigs, transient personnel units (TPU), and transient personnel detachments (TPD) are located throughout the United States and overseas. Duty assignments to brigs, TPUs, and TPDs provide exceptional opportunities for Service members to gain new skills, enhance leadership qualities, and experience new challenges in addition to their military specialty.

2. **Requirements and Qualifications**. Service members must be in paygrades E-4 and above, have a minimum of 24 months of active duty, no history of financial difficulties, no record of conviction by court-martial or non-judicial punishment during the past 36 months, no civil court convictions since joining the military (other than minor traffic violations), and no documented in-Service drug use. Additionally, to be eligible for assignment, Service members must be mature, and maintain a clear record of positive conduct and work performance during their assigned tour aboard a military confinement facility.

a. **TPU or TPD**. Service members in paygrades E-5 and above are eligible for TPU or TPD staff duty. Service members being screened for TPU should demonstrate leadership and supervisory abilities.

b. **Brig Staff**. Service members in paygrades E-4 and above are eligible for brig staff duty. Service members contemplating brig staff duty should be aware that any obvious disfigurement, or

physical or speech impediment might subject them to contempt or ridicule by prisoners or undermine their control of prisoners. Service members selected for assignment to a brig staff will be ordered to attend naval correctional specialist training (Navy enlisted classification (NEC) 826A), at Center for Security Forces, Chesapeake, VA before reporting to their ultimate duty station. Due to Service members' job requirements for which possession of weapons may be authorized, Service members with open Family Advocacy Program cases are ineligible. Additionally, Service members convicted in any court of a misdemeanor crime of domestic violence are ineligible for assignment.

c. **Correctional Counselor**. Service members being considered for duty as a correctional counselor (NEC 810A) must:

(1) Have NEC 826A designation,

(2) Have 6 months experience assigned to a brig staff (This requirement will be waived for Service members who receive overseas assignment. Service members will be attending NEC 810A training en route to their gaining command),

(3) Be in the paygrade E-5 or above,

(4) Have at least a year remaining aboard upon completion of NEC 810A training, and

(5) Be screened by the brig staff prior to being ordered to NEC 810A training at Center for Security Forces.

d. **Special Program Screening**. Complete sections A, B, C, D (omit D1, D4, D6, D10, D11, D12, and D13), and commanding officer's endorsement on NAVPERS 1306/92 Special Program Screening and exhibit 1 of MILPERSMAN 1306-900. TPU and TPD candidates must also complete section D3 of NAVPERS 1306/92 and have a valid driver's license. No waivers will be granted for section D3.

e. **Security Clearance**. Assignment to brig staff duty requires a secret level security clearance.

f. **Tour length**. Tour length will be 36 months or Department of Defense area tour for overseas assignments.

g. **Obligated Service**. Required obligated service for brig, TPU, or TPD duty is 36 months.

MILPERSMAN 1306-905

COMMAND CAREER COUNSELOR PROGRAM

Responsible Office	NAVPERSCOM (PERS-40)	Phone:	DSN COM FAX	882-2978 (901) 874-2978 882-2041

Reference	(a) OPNAVINST 1040.11E

1. **Background**

a. The Command Career Counselor Program allows members in ratings other than Navy counselor to assume full-time command career counselor billets. These members are assigned to assist commanding officers and unit commanders in maintaining an effective career counseling program as outlined in reference (a).

b. Tour length will be 36 months.

2. **Requirements and Qualifications**

a. To qualify for selection as a command career counselor, a member must be in a paygrade E-6 through E-9.

b. Required Armed Services Vocational Aptitude Battery (ASVAB) scores:

(1) VE + MK + GS = 156

(2) Line score waiver will be considered up to 9 points. If ASVAB test scores are revised, most recent guidance will apply.

c. Complete section A of NAVPERS 1306/92 Special Program Screening (exhibit 1 of MILPERSMAN 1306-900).

d. Required obligated service for this program is 36 months.

MILPERSMAN 1306-906

NAVAL INTELLIGENCE SUPPORT CENTER

Responsible Offices:	NAVPERSCOM (PERS-406EU)	Phone: COM	(901) 882-3773
	NAVPERSCOM (PERS-403)	Phone: COM	(901) 874-2326

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil

References	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume 1, Navy Enlisted Occupational Standards (b) OPNAVINST S1510.9I (c) OPNAVINST 1160.8B

1. **Background**. The rating requirement for a small number of submarine and surface qualified members to participate in the Acoustic Intelligence (ACINT) Specialist Program is as follows:

a. **Surface sound navigation and ranging (SONAR) technicians (STG)** at the Office of Naval Intelligence (ONI), Suitland, MD (Washington, DC area) and in all ACINT specialist fleet support concentration areas.

b. **Submarine SONAR Technicians (STS)** at ONI and in all ACINT specialist fleet support concentration areas.

2. **Requirements and Qualifications**

a. Applicants for assignment to this program must meet the following requirements and qualifications:

(1) Meet requirements set forth in reference (a).

(2) Be in the pay grades of E-6 through E-8 with 15 years or less active service at the beginning of ACINT training. Candidates in the pay grade of E-5 will be considered on a case-by-case basis. Candidates in the pay grades of E-7 and E-8

with greater than 15 years will be considered on a case-by-case basis.

(3) Be interviewed or screened by a qualified ACINT Specialist (Navy enlisted classification (NEC) ST-708B).

(4) Have outstanding command of oral and written English language per reference (b).

(5) Complete sections A and C of NAVPERS 1306/92 Special Program Screening and exhibit 1 of MILPERSMAN 1306-900.

(6) Required obligated service (OBLISERVE) for this program is 48 months after receiving NEC ST-708B. Sailors who are still eligible for zone B or C reenlistment and executing orders to ACINT training are strongly recommended to OBLISERV to train to fulfill this OBLISERVE requirement. See reference (c) for the current SRB details. The OBLISERVE to Train Program is managed by the Bureau of Naval Personnel (BUPERS) Enlisted Community Management Support Branch (BUPERS-328).

b. The following qualifications and requirements are **recommended** prior to applying for the ACINT Specialist Program:

(1) **STS Candidates**. STS candidates are more competitive for entry into the ACINT Specialist Program if they meet the requirements for Sailors in the pay grades E-6 and E-7 of the STS enlisted career path.

(a) Be in the pay grade of E-5 or above

(b) Be qualified as senior at-sea watch station SONAR supervisor;

(c) Be medically cleared for submarine duty;

(d) Be willing to be on type 2 sea duty while in the training pipeline and once qualified;

(e) Be eligible for and maintain a Top Secret clearance with sensitive compartmented information access.

(2) **STG Candidates**. STG candidates are more competitive for entry into the ACINT Specialist Program if they meet the requirements for Sailors per the STG enlisted career path.

(a) Be in the pay grade of E-5 or above

(b) Be qualified SONAR supervisor, tactical coordinator on Surveillance Towed-away Sonar System (SURTASS), or watch supervisor for the Integrated Undersea Surveillance System (IUSS) (be in the pay grade of E-6 or above)

(c) Be qualified as situational awareness watch officer or watch supervisor for IUSS (be in the pay grade of E-5).

(d) Be medically cleared for submarine duty;

(e) Be willing to be on type 2 sea duty while in the training pipeline and once qualified;

(f) Be eligible for and maintain a Top Secret clearance with sensitive compartmented information access.

3. Manpower Management and Billeting Responsibilities

a. The ACINT community manager at ONI is the overall billet manager for all ST-708B NEC-coded billets per reference (b). ST-708B billets (STS and STG) will not be dissolved, moved, or converted without concurrence from the ACINT community manager or ACINT Specialist Program manager.

b. The ACINT Specialist Program manager, designated by the ACINT community manager, provides a list of priorities to the applicable fleet readiness integrator for consideration every MyNavy Assignment (MNA) cycle. Navy Personnel Command Combat Systems Distribution Branch (PERS-406) and Nuclear Power and Submarine Distribution Branch (PERS-403) will fill the priority jobs each MNA cycle.

c. To the maximum extent possible, rating detailers will reutilize NEC ST-708B experience. Pay grade and rating substitutions may be considered on a case-by-case basis.

MILPERSMAN 1306-907

NAVY CEREMONIAL GUARD

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone: DSN COM FAX	882-3880 (901) 874-3880 882-2643

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Directive 5210.55 of 15 December 1998 (b) DoD Instruction 5210.87 of 30 November 1998

1. **Background**.

a. Established in 1931, the United States Navy Ceremonial Guard is the official ceremonial unit of the Navy. Located at Joint Base Anacostia-Bolling, Washington D.C., the Navy Ceremonial Guard's primary mission is to represent the Service in presidential, Joint Military Services, Navy, and public ceremonies in and around the nation's capital. Sailors of the Navy Ceremonial Guard participate in some of our nation's most prestigious ceremonies to include presidential inaugurations and arrival ceremonies for foreign dignitaries.

b. In addition, the Navy Ceremonial Guard serves as the funeral escort and conducts all services for Navy personnel and dependents buried in Arlington National Cemetery. Tasking for ceremonies comes from the President of the United States, the Secretaries of Defense and Navy, the Chairman of the Joint Chiefs of Staff, the Chief of Naval Operations, and the Commandant, Naval District Washington. Elements of the command, such as the drill team and color guard, have represented the Navy in public events around the world.

2. **Policy**

a. Non-petty officers (POs) are assigned directly from Recruit Training Command (RTC). Recruits who volunteer and are accepted for ceremonial guard duty must execute NAVPERS 1070/613 Administrative Remarks acknowledging the delayed entry into the

guaranteed program for which they enlisted until completion of the prescribed tour with the ceremonial guard.

b. Sailors who are selected from RTC and volunteer for assignment to the United States Navy Ceremonial Guard will forego participation in the Navy-wide advancement examination for the duration of their 24 month tour. Upon successful completion of a 24 month tour and graduation from their contracted rating "A" school, they will be authorized advancement to E-4.

c. Sailors of contracted ratings which are "A" school required and of ratings which are not "A" school required will equally adhere to this policy.

d. Sailors with 23 months or less remaining on their current contract must incur obligated service for advancement. Sailors with 24 months or more remaining on their current contract will not be required to obligate service via NAVPERS 1070/613.

e. Sailors who did not enlist for a guaranteed program may request any program for which they qualify within 12 months prior to completion of their tour. This does not preclude any Sailors of the ceremonial guard from subsequently requesting "A" school or transfer to sea duty. Requests of this nature may be expected to receive favorable consideration if the Sailor is otherwise eligible and a requirement exists.

f. Chief petty officers (CPO) and POs eligible for shore duty will be released by their rating detailers to the ceremonial guard detailer, NAVPERSCOM Shore Special Programs Assignment Section (PERS-4010D). PERS-4010D will send a screening message to the command concerned. The command will comply with MILPERSMAN 1306-954 for recruit division commander (RDC) positions and MILPERSMAN 1306-945 for non-RDC positions in completion of the screening. Additionally, within 30 days, the command will submit the Sailor's:

(1) Last six evaluations,

(2) Awards (Navy and Marine Corps Achievement Medal and awards of higher precedence),

(3) A full length photo in the uniform of the day, and

(4) Physical Readiness Information Management System (PRIMS) information.

3. **Requirements and Qualifications**

a. Prospective candidates of the ceremonial guard, E-1 to E-9, must meet the following minimum qualifications:

(1) Height (waivers considered)

(a) Men: Minimum 6'0"

(b) Women: Minimum 5'10”,

(2) Be able to participate in public ceremonies without glasses (contact lenses are acceptable),

(3) Be capable of strenuous marching, drilling, and prolonged standing,

(4) Have outstanding appearance and military bearing, and

(5) Possess no tattoos which show in a short sleeve uniform (waivers considered).

b. Prospective candidates, E-4 to E-9, must have the following additional qualifications:

(1) No trait below 3.0 for the past three evaluation periods,

(2) Be high-caliber individuals to serve as sharp military role models for junior Sailors, and

(3) Achieve overall physical readiness test category good or higher and within height, weight, and body composition assessment standards.

c. The Commanding Officer (CO) will personally interview all prospective ceremonial guard staff CPOs.

d. The Command Master Chief position for the ceremonial guard is a Chief of Naval Operations directed billet and must be filled by a qualified and screened candidate meeting all other ceremonial guard qualifications.

e. All prospective Sailors of the ceremonial guard must meet the criteria for nomination to Presidential support activities, per reference (a) and reference (b), enclosure (4).

f. COs will verify, via NAVPERS 1070/613, the candidate meets requirements for nomination to Presidential support activities.

g. Sailors must have a favorably completed National Agency Check with local check within the last 36 months preceding nomination to Presidential support activities.

h. Tour lengths for ceremonial guard personnel are as follows:

(1) E-1 to E-3 personnel will serve 24 months

(2) E-4 to E-9 personnel will serve 36 months

(a) NAVPERS 1070/621 Agreement to Extend Enlistment

(b) NAVPERS 1070/601 Immediate Reenlistment Agreement

MILPERSMAN 1306-912

SEABEE CONSTRUCTION DIVER (CD) PROGRAM

Responsible Office	BUPERS-329 Enlisted Community Manager	Phone: COM	(901) 874-2037
Point of Contact	NAVPERSCOM (PERS-401C) Detailer	Phone: COM	(901) 874-3559

MyNavy Career Center	Phone: Toll Free Email: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil

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References	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (b) NAVMED P-117, Manual of the Medical Department (c) NAVSEA SS521-AG-PRO-010, U.S. Navy Diving Manual (d) OPNAVINST 1160.8B (e) OPNAVINST 5350.4E (f) NAVPERS 15665J, U.S. Navy Uniform Regulations (g) OPNAVINST 6110.1K

1. **Background**. A limited number of construction rating personnel are needed as construction divers (CD) for underwater construction, repair, maintenance, and inspection. CDs are primarily assigned to underwater construction teams (UCT), but also serve in critical roles at Naval construction groups (NCG), Naval construction regiments, Naval Facilities and Engineering Expeditionary Warfare Center, dive lockers, and training commands.

2. **Purpose**. This article discusses personnel aspects of the Seabee CD Program. The following topics are covered:

Topic	See Paragraph
Suitability for assignment	3
Navy enlisted classification (NEC) codes	5
Mentorship Program	6
Program entry requirements	7
Applying for the Program	8
Program screening requirements	9
Program screening process	10
NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire	10
Transfer to initial training	11
Voluntary NEC revocation	12
Involuntary NEC revocation	13
Reinstatement	14
Supervisory status	15
Periodic requalification	16
Rotational patterns for CD personnel	17
Advanced diver training	18
Disenrollment from advanced diver training	19
Insignia and designation	20
Report of Screening for Seabee CD Program	Exhibit 1
CD physical screening testing standards and procedures	Exhibit 2

3. **Suitability for Assignment**. The distinct purpose and nature of duties involved in the Seabee CD Program requires strict adherence to eligibility criteria, application procedures, and policy for assignment in the Seabee CD Program.

4. **Professional Performance**. While the highest standards of personal conduct, reliability, and judgment are required of all members in the Navy, it is especially important that members assigned to duty involved with the performance and supervision of Navy diving and Seabee CD operations have unquestioned personal conduct, reliability, judgment, and adherence to military regulations.

5. **(NEC) Codes**. The Seabee CD Program consists of the following NEC codes listed in career progression: B17A, B16A, and B18A. Reference (a) further describes each of the NEC codes to include qualification requirements.

NEC	Designation
B17A	Basic Engineer Diver (BED)
B16A	Underwater Construction Technician Advanced (UCT-A)
B18A	Master Construction Diver (MCD)

6. **Mentorship Program**. Interested candidates should be identified as early in their career as possible, to include while at their source-rating A school and work directly with the CD Program recruiters to begin career planning and preparation to become CDs. CD recruiters are located within the geographic concentration areas to assist with completing application packages and guide candidates in physical and mental preparation. As soon as the candidate has decided to apply for the CD Program, but no later than 13 months prior to the member's projected rotation date (PRD), the candidate submits NAVPERS 1306/7 Electronic Personnel Action Request to his or her rating detailer via MyNavy Career Center (MNCC) Human Resources Service Center (HRSC) requesting to be released to Navy Personnel Command (NAVPERSCOM) Seabee CD detailer (PERS-401C) to apply for the CD Program. The CD detailer will then assist by:

a. Communicating with the candidate on the earliest the candidate can attend basic engineer diver training, pending a completed application and favorable endorsement from the candidate's commanding officer (CO).

b. Designate a timeline required to submit a completed CD application package. The Seabee CD detailer will release the candidate back to his or her rating detailer if the candidate fails to meet the designated timeline for submitting an application.

c. Advocate for the candidate in communicating with the CD recruiter and the candidate's parent command.

d. Verify with the CD recruiter on the candidate's preparation to attend basic engineer diver training.

7. **Program Entry Requirements**. Unless specified "**no waiver,**" Bureau of Naval Personnel (BUPERS) Enlisted Community Management Expeditionary Branch (BUPERS-329) may waive one or more entry requirements, if the applicant is considered otherwise qualified. Due to the cost of permanent change of station orders, historical high attrition training rates, and to prevent undue delay in training, commands and personnel submitting requests for CD training must strictly adhere to the policy and requirements specified in this MILPERSMAN article as set forth below:

a. **Duty Status**. Be on active duty.

b. **Source Rating**. Be in one of the following Seabee ratings: builder (BU), steelworker (SW), engineering aide (EA), utilitiesman (UT), construction electrician (CE), equipment operator (EO), or construction mechanic (CM). Conversion to the Seabee ratings will be conducted per MILPERSMAN 1440-010.

c. **Experience**. Have at least 18 months of in-rate experience. Exceptions will be considered based on performance and experience. All exceptions must be recommended by a construction master diver and approved by BUPERS-329.

d. **Sex**. No restrictions.

e. **Age Requirement**. Be 30 years of age or less when application is received at PERS-401C.

f. **Rate**. Be in the pay grade E-6 or below. **No waivers.**

g. **Armed Services Vocational Aptitude Battery (ASVAB)**. Seabee CD candidates already meet ASVAB rating requirements as part of their current rating.

h. **Medical Requirements**. Meet medical standards per reference (b), article 15-102, diving duty examination and standards.

i. **Examination Waivers**. Request for waiver of physical standards for personnel who do not meet minimum standards must be submitted per reference (b), article 15-102. Medical waivers originate from the member, addressed to BUPERS-329 via Bureau of Medicine and Surgery (BUMED) Branch Head Undersea Medicine (N10F2). Consult with a local Navy undersea medical officer (UMO) or undersea medical examiner (UME) for content and format

for medical waivers (if necessary). A color blind waiver of physical standards for diving duty may be recommended notating the member is not authorized to dive with the Mark 16 electronic controlled underwater breathing apparatus.

j. **Hyperbaric Pressure Test**. Administered per reference (c), hyperbaric pressure tests may be waived if a hyperbaric chamber facility is not accessible due to geographic isolation.

k. **Obligated Service (OBLISERV)**. The OBLISERV requirement for attending Seabee CD initial training is 48 months from class graduation date or until completion of previous OBLISERV, whichever is greater, unless released earlier by Chief of Naval Personnel. COs must ensure applicants understand "OBLISERV to train)" options specified in MILPERSMAN 1306-106 and per reference (d). **No waivers.**

l. **Performance Standards**. Evaluation trait marks 3.0 or above in last three evaluation reports.

m. **Non-judicial Punishment (NJP) or Court Conviction**. The applicant may not have an NJP, court-martial, or serious civil court conviction during the 12 months prior to the application.

n. **Security Clearance**. Meet eligibility requirements for a Secret clearance based on a national agency check with local agency and credit checks. **No waivers.**

o. **Physical Fitness**. Pass the physical screening test per Seabee **CD physical screening testing standards and procedures** in exhibit 1. **No waivers.**

p. **Recommendation**. Be recommended for initial training by the member's current CO.

8. **Applying for the Program**. Applicants who are applying for the program must take the following steps:

Step	Action
1	Member submits a NAVPERS 1306/7 at least 13 months from PRD to his or her rating detailer, via MNCC, requesting to be released to the CD detailer (PERS-401C). This is necessary to prevent the member from entering into their MyNavy assignment negotiation window. Waivers for this requirement must be approved by PERS-401C.
2	Contact PERS-401C to locate the nearest approved screening activity.
3	Undergo screening process
4	Receive Report of Screening for Seabee CD Program, exhibit 1
5	Assemble program screening package
6	Submit application package via MNCC

9. **Program Screening Requirements**. Applicants will be screened by approved personnel and activity.

a. **Approved Screening Personnel**. A civil Engineer Corps diving officer or master construction diver (NEC B18A) can conduct the screening.

b. **Approved Screening Activity**. Only commands with adequate facilities for screening applicants will conduct screening.

(1) An approved screening activity is any diving explosive ordnance disposal (EOD); sea, air, and land (SEAL)/ special warfare combat crewman (SWCC); UCT command or Navy Recruit Training Command (NAVCRUITRACOM). NCG and UCT commands should be the priority screening activity as it relates to the applicant's primary mission and capability.

(2) Screening conducted by other commands, due to geographic isolation or absence of approved screening personnel, must be coordinated through and approved by PERS-401C.

10. **Program Screening Process**. The screening activity must ensure completion of the following:

Step	Action	Per
1	Interview the applicant	Subpara 10a
2	Complete a diving medical examination on NAVPERS 1200/6 and annotate on NAVMED 6150/2 Special Duty Medical Abstract	Subpara 10b
3	Conduct a physical screening test	Subpara 10c
4	Conduct a hyperbaric pressure test	Subpara 10d
5	Submit a request for program entry	Subara 10e

a. **Interview the Applicant**. The interview is necessary to examine and evaluate each applicant's character, traits, background, motivation, and potential for successfully completing training and subsequent Seabee CD career assignments. The interviewer will conduct the following:

(1) Discuss the nature of the Seabee CD Program with the applicant to include training, duty assignments, operational employment, career development, pay, advancement, etc.

(2) Review the applicant’s service record to fully assess past performance, program entry effect on professional development, and potential for successfully completing initial training.

(3) Determine the applicant's comfort level in the water. Member must have considerable comfort level when in a waterborne environment. This should not be determined solely by the physical screening test.

(4) Determine the applicant’s physical fitness level.

(5) Review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver.

(6) Complete the report of screening for Seabee CD Program, exhibit 1.

(a) All program entry requirement waivers must be specified and supported with justification for approval.

(b) A negative response to any of the questions or traits identified in the applicant's service record could indicate unsuitability for the program.

(c) Provide a positive or negative endorsement stating the suitability to attend initial training.

b. **Conduct a Diving Medical Examination, Complete Medical Screening on** NAVPERS 1200/6**, and annotate** NAVMED 6150/2. Per reference (b), diving medical examinations are completed using DD 2807-1 Report of Medical History and DD 2808 Report of Medical Examination. Reference (b) provides all requirements for completing the diving medical examination. The screening activity must ensure all documentation is correctly completed and the applicant meets the physical qualification standards for diving duty and document it on the report of screening for Seabee CD Program, exhibit 1.

(1) **Approved Location**. The diving medical examination may be conducted at any military medical facility capable of accomplishing or coordinating all required examination elements.

(2) **Approved Medical Examiner**. Per reference (b), article 15-102, the diving medical examination may be conducted by any physician or other licensed independent practitioner, but a UMO/UME must review and countersign all examinations. By definition, a UMO/UME has completed the Undersea Medical Examiner Course at the Naval Undersea Medical Institute. BUMED (N10F2) can provide contact information for regional UMOs and UMEs for activities without ready access to local UMO and UME support.

(3) **Medical Documentation**. Required medical documentation follows:

(a) Diving Medical Examination

1. DD 2807-1 Report of Medical History

2. DD 2808 Report of Medical Examination

(b) NAVPERS 1200/6 must be completed at the time of the initial diving medical examination and placed in the Service

member's medical record. The screening activity must ensure that this form, along with the diving medical examination, is reviewed and updated within 1 month of actual transfer for training. NAVPERS 1200/6 is available on the MyNavy HR Web site https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/.

(c) NAVMED 6150/2 will also be completed at the time of the diving medical examination. If the Service member was found physically qualified for diving duty, the annotation is "PQ Diving Duty."

(4) **Validity**. The initial diving medical examination is valid for a 24-month period prior to reporting to training. Candidates who have not reported to CD training within the 24-month period must have their diving medical examination (using DD 2807-1 and DD 2808) and NAVPERS 1200/6 performed by a UMO/UME, then re-submitted to PERS-401C.

c. **Conduct the Physical Screening Test**. The physical screening test is designed to assess the applicant's physical ability to undergo initial and advanced training.

(1) Administer the physical screening test per exhibit 2 of this MILPERSMAN article.

(2) No alterations to the test are permitted. The test must be administered exactly as indicated.

(3) Physical screening test standards are identical for both male and female applicants.

d. **Conduct a Hyperbaric Pressure Test**. The hyperbaric pressure test is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction. This test is conducted in a hyperbaric recompression chamber per reference (c). Hyperbaric pressure test is waived if a hyperbaric chamber facility is not accessible due to geographic isolation.

e. **Submit a Request for Program Entry**. Upon satisfactory completion of the screening process, applicants will submit their package with a NAVPERS 1306/7 to PERS-401C via MNCC.

(1) NAVPERS 1306/7 will reference this MILPERSMAN article and must include the following statement:

"Per MILPERSMAN 1306-912, I volunteer for Seabee CD duty and request assignment to initial training. I agree to serve on active duty for a period of 48 months from class graduation date or until completion of previously obligated service, whichever is greater, unless released earlier by Navy Personnel Command. I also agree to serve the period of minimum obligated service specified, regardless of whether I retain qualification as a Seabee CD and NEC B17A during that period."

(2) COs are required to provide a statement concerning the applicant's suitability for type of training and assignment to duty.

(3) Required enclosures are listed below:

Enclosure (1)	DD 2807-1 Report of Medical History
Enclosure (2)	DD 2808 Report of Medical Examination
Enclosure (3)	NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire
Enclosure (4)	NAVMED 6150/2 Special Duty Medical Abstract

Enclosure (5)	Exhibit 1 of this MILPERSMAN article, Report of Screening for Seabee Construction Diver (CD) Program
Enclosure (6)	NAVPERS 1616/26 Evaluation Report and Counseling Record (E1-E6) (for previous 3 years including any special or transfer evaluations)
Enclosure (7)	ASVAB scores, as documented on NAVPERS 1070/886 Member Data Summary
Enclosure (8)	Hyperbaric Pressure Test Results (provide memorandum stating waiver justification if not completed)

11. **Transfer to Initial Training**

a. **Physical Condition Verification**. The member's physical condition must be verified by performing the physical screening test between 20 and 45 days prior to transfer to initial training. Test results will be placed in the member's service record. Personnel who fail the physical screening test prior to transfer will retest approximately 15 days prior to transferring. If members fail again, they will have their orders held in abeyance and PERS-401C will be notified by message.

b. **Medical Rescreening**. The screening activity will ensure the Service member's diving medical examination and NAVPERS 1200/6 are reviewed for correctness and updated (as needed) within 1 month prior of actual transfer for training. This process is to identify any changes in health that have occurred since the original exam that may be disqualifying for diving duty. This review must involve a review of the medical record to include the electronic health record and also directly asking the candidate if there have been any significant changes to his or her health since the initial exam and screening. This review and update can be conducted by a diving medical technician (DMT, DMT-IDC, or NECs L27A or L28A) or UMO/UME. SF-600 Chronological Record of Medical Care entry must be made indicating whether or not the member continues to meet the physical qualification standards and whether or not his or her medical documentation is in order. The importance of this review cannot be overstated. Members found to be not physically qualified when reporting for dive training will be returned to the fleet.

c. **Disqualifying Condition**. Personnel in receipt of orders to attend initial training who develop or incur any possible disqualifying condition, to include physical conditioning, medical issues, performance standards, non-judicial punishment, or security clearance eligibility are required to notify PERS-401C by naval message.

12. **Voluntary NEC Revocation**

a. **Request for Removal of NEC**. Members who request to be assigned to billets not coded with the B17A, B16A, or B18A NECs must first submit a request to have their CD NEC removed or archived to BUPERS-329 **via** their CO. Personnel are required to submit NAVPERS 1306/7 and NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request.

b. **Request Reasons and Statement**. The request must include the member's reasons for removing NEC and the following statement:

"I understand removal of my assigned Navy enlisted classification (NEC) (fill in) will result in termination of special or hazardous duty pay and reassignment to a non-NEC billet, not necessarily at my present command."

c. **Further Training, Assignment, and OBLISERV**. Members who voluntarily request NEC removal normally will not be approved for further voluntary training or assignment in other diver, EOD, SEAL, or CD programs. Member must serve the remainder of original OBLISERV incurred as the result of initial training in a non-NEC billet, unless released at an earlier date by PERS-401. Contact BUPERS-329 for information on reverting to a component diving NEC.

13. **Involuntary NEC Revocation**

a. **CO Determination**. COs may recommend revocation of a member's NEC(s) by submitting NAVPERS 1221/6 to BUPERS-329. This revocation must not be used as a punitive measure but based on the CO's determination that the member is no longer suitable for assignment to billets requiring the NEC. NAVPERS 1221/6 must substantiate that determination by providing sufficient background and reasonable justification for removal of member's NEC.

b. **Required Statement**. Recommendations to revoke an NEC must include the statement in subparagraph 11b and one or more of the following statements:

"The member is considered suitable for assignment to rate or rating billets not requiring NEC (fill-in)."
"The member may reapply for reinstatement of NEC (fill-in) after completing at least 2 years assigned to a non-NEC billet."
"The member is considered unsuitable for reassignment and will be recommended for administrative discharge by separate action."

c. **Revocation Reasons**. Primary reasons for revocation of NEC include (but are not limited to) the following:

(1) **Non-Performance of Duties**. Failure or unwillingness to perform duties required of the NEC;

(2) **Failure to maintain NEC eligibility, or**

(a) Permanent revocation by Defense Counterintelligence and Security Agency Adjudication and Vetting Services (DCSA AVS) of the member's security clearance

(b) Permanent physical disability.

(3) **Professional Performance**

(a) Culpable negligence

(b) Breaches of diving safety or regulations

(c) Loss of CO's faith and confidence in the member's ability to exercise sound judgment, reliability, and personal conduct

(4) **Alcohol Use Disorder**. Personnel identified as having alcohol use disorder will be locally suspended by their CO from duty pending the outcome of screening, disciplinary counseling, and or rehabilitation procedures as outlined in reference (e). At any time during or upon completion of those proceedings, COs have the following options:

(a) If a counseling and rehabilitation program appears **likely to succeed**, the member will remain assigned to the command in a non-CD program NEC status and will have a program developed per reference (e). Commands will submit NAVPERS 1221/6 to BUPERS-329 to effect suspension of the Seabee CD Program-related NEC. Upon successful completion of the rehabilitation program, the CO may request reinstatement of the member's Seabee CD Program-related NEC.

Note: Alcohol use disorder of any severity is disqualifying for diving duty per reference (b) and the Service member will require a waiver of the physical standards, granted by BUPERS-329, prior to a return to diving duty.

(b) If the member **does not demonstrate the expected level of recovery in rehabilitation treatment**, the CO may certify that the member has no potential for further useful service and must initiate separation procedures. The command

will submit NAVPERS 1221/6 to BUPERS-329 to revoke the Seabee CD Program-related NEC.

(c) Personnel who **voluntarily refer themselves** for treatment in the **absence of either an alcohol-related violation** (of local, State, or Federal law; or the Uniform Code of Military Justice) **or substandard service**, and who are found in need of treatment will be placed in a non-diving-related NEC status pending outcome of required treatment. Commands will submit NAVPERS 1221/6 to BUPERS-329 to suspend the Seabee UCT Program-related NEC. Upon successful completion of the rehabilitation program, the CO may request reinstatement of the member's Seabee CD Program related NEC.

(5) **Substance Use**. Members identified as having used drugs, per reference (e), are not eligible for diving duty or future reinstatement. Members will be processed for administrative separation as specified in MILPERSMAN 1910-146. Commands must submit NAVPERS 1221/6 to BUPERS-329 to revoke the Seabee CD Program-related NEC.

Note: NEC revocation must not be used as a substitute for required disciplinary, punitive, and or administrative action. Particular consideration must be exercised to ensure NEC revocation is not used to transfer members to other duty when they do not clearly meet the established high standards for continued naval service.

14. **Reinstatement**

a. **Request**. Personnel whose NEC was previously removed by either voluntary or administrative action may request reinstatement of their former NEC by submitting NAVPERS 1306/7 to BUPERS-329 via their present CO. If approved, COs will submit NAVPERS 1221/6 to BUPERS-329.

b. **Request from Personnel Separated**. Personnel separated from the Navy may request reinstatement of their former NEC, if qualified and recommended for reenlistment in the NEC at time of separation, by submitting NAVPERS 1306/7 to BUPERS-329.

15. **Supervisory Status**. There are certain situations in which personnel are unable to meet the physical standards for Seabee CD duties, to include diving and demolition operations, through no fault or lack of diligence on their part. In these few cases, personnel whose significant Seabee CD experience is of

continued value to the Navy may apply for "Supervisory Status" designation and remain in the Seabee CD Program.

a. **Eligibility**. Personnel serving in the pay grades of E-7 through E-9 with NEC B16A or B18A may request designation for "Supervisory Status" by submitting NAVPERS 1306/7 **via** their CO and BUMED (N10F2), **to** BUPERS-32. Request must contain the following:

Enclosure (1)	Results of a recent diving physical examination
Enclosure (2)	A brief synopsis of previous NEC-related experience

b. **Designation**. If approved, BUPERS-329 will designate personnel in either "Supervisory Status, Diving" or "Supervisory Status, Non-diving," based on the following considerations:

(1) Favorable endorsement of the member's request by the CO,

(2) BUMED (N10F2) recommendation concerning waiver of physical standards,

(3) The member's eligibility, as specified in NECs below:

Supervisory Status Only (Categories) Eligibility Criteria	**B16A/B18A**
Diving Status (requalification dives only)	Yes
Minimum years service in NEC	N/A
Maximum years total service	30
Qualified for sea duty	Yes
Non-Diving Status	Yes
Minimum years service in NEC	N/A
Maximum years total service	30

(4) Personnel designated "Supervisory Status, Diving" or "Supervisory Status, Non-diving" will be limited to a maximum of 5 percent of an activity's onboard diving-related billet allowance, or less, if the number will be detrimental to operational capability.

c. **Disapproval**. If disapproved, members will have their Seabee CD NEC revoked per paragraph 12 of this MILPERSMAN article.

d. **Periodicity of Supervisory Status**. Designation of personnel for "Supervisory Status, Diving" or "Supervisory Status, Non-diving" must be made to coincide with required diving duty physical examination tenure. Extension of "Supervisory Status" must be requested to coincide with completion of diving duty physical examinations. Personnel designated "Supervisory Status, Diving/Non-diving" may retain that status, dependent upon the receiving command's requirements, if transferred during the normal tenure of diving duty physical examination.

e. **Assignments**. Personnel designated "Supervisory Status, Diving" are assignable to sea duty, eligible for diving pay per their current NEC, and limited to performing supervisory, inspection, and or re-qualification dives only as specified in MILPERSMAN 1220-100.

f. **Sea Duty and Diving**. Personnel designated "Supervisory Status, Non-diving" will not normally be assigned to sea duty, unless the number of divers in a full diving status at an activity is sufficient to conduct safe diving operations. Personnel assigned in a "Supervisory Status, Non-diving" must not dive.

16. **Periodic Requalification**

a. **Maintain Proficiency**. Periodic requalification of Seabee CD Program personnel is necessary to maintain individual proficiency and unit capability. Personal safety during hazardous operations is directly related to proficiency. COs are directed to afford every opportunity for maintaining Individual Qualification without lapse.

b. **Specific NEC Requalification**. For policy on specific NEC requalification, refer to MILPERSMAN 7220-090 Hazardous Duty Incentive Pay for Diving Duty.

17. **Rotational Patterns for CD Personnel**. Rotation of Seabee CDs is in a "closed loop" of billets for NECs B16A, B17A, and B18A. Billets outside the Seabee CD primary NEC (PNEC) code community are available on an exceptional basis to enhance

construction rating skills and are limited due to the high demand of CD personnel in diving billets. These limited assignments are made jointly by the Seabee CD and rating detailers. While assigned these billets, members will retain their PNEC and are required to maintain diving qualification per MILPERSMAN 7220-090. The assignment is considered duty involving the performance of diving, and the member is entitled to applicable pay per reference (f). Upon completion, and prior to the return to a Seabee CD billet at PRD, diver qualification must be verified by PERS-401C.

18. **Advanced Diver Training**. Volunteers for additional diver training (NECs B16A and B18A) must satisfy specific requirements stated below; be physically qualified per reference (b), article 15-102; and be recommended by the command master diver (NEC B18A) with CO's concurrence prior to assignment to advanced diver training.

a. **(UCT-A) (NEC B16A) Minimum Requirements**. Volunteers must currently be qualified as follows:

(1) BED (NEC B17A), with a minimum of a complete sea tour as a CD in an NEC B17A billet.

(2) In the pay grade of E-5 or above. Personnel in the pay grade of E-4 with a minimum of 4 years of sea duty may apply for a waiver to attend advanced training. Waivers will be issued on a case by case basis by BUPERS-329.

(3) OBLISERV for 36 months from class graduation date.

(4) Complete military diver items as currently required by local command personnel qualification standards (PQS).

b. **Master Construction Diver (NEC B18A) Minimum Requirements**. Volunteers must currently be qualified as follows:

(1) **Recommendation and Endorsement**. Command master underwater construction diver of diving activities will recommend individuals holding UCT-A (NEC B16A) personnel for CO approval. COs will endorse the application for participation in the Master Diver Course as specified in MILPERSMAN 1220-100 exhibit 3, Request for Master Diver Course, provided the candidate fulfills all prerequisites below.

(2) **Review of Packages**. PERS-401C and BUPERS-329 will annually review all submitted packages and categorize packages for attendance.

(3) **Prerequisites**. Member must:

(a) Have served a minimum of 2 years from date of frocking or advancement to E-7.

(b) Hold NEC B16A underwater construction technician-advanced.

(c) Complete the following career progression through the Seabee community:

E-1 through E-5	Attended construction rating "A" School and completed a minimum 12-month Seabee tour.
E-3 through E-6	Achieved B17A NEC and served one sea tour
E-5 through E-7	Achieved B16A and served one dive tour
E-7	Served as an UCT construction dive detachment (CDD) leader for one 24-month fleet response training plan cycle.

(d) Be qualified at the highest level of diving supervisor at present command and must have been qualified as a surface supplied air diving supervisor as an UCT-A (NEC B16A).

(e) Be qualified as Seabee combat warfare specialist and all required command qualifications at present command.

(f) Have no marks less than 3.0 in the last 36 months on the below listed reports as applicable. Must be marked promotable for advancement.

1. NAVPERS 1616/26;

2. NAVPERS 1616/27 Evaluation and Counseling Record (E-7 through E-9).

(g) Have 36 months OBLISERV from class graduation date to fill a normal 36-month master underwater construction diver (B18A) tour.

(h) Have successfully passed written Master Diver Course pretest administered by Naval Diving and Salvage Training Center. The validity of this test must be for 18 months from the date of the letter notification of test results. Failure to maintain eligibility by annual completion of the test will remove individuals from consideration for training.

(i) Have completed Salvage Diving Officer Course of instruction via Navy E-Learning.

(j) Have completed surface supplied complete mixed gas (Helium Oxygen) and MK6 training.

(4) Submit course request, MILPERSMAN 1220-100, exhibit 3, request for Master Diver Course; and completed package to PERS-401C with the following enclosures:

(a) Copy of service record NAVPERS 1070/613 Administrative Remarks entry indicating the individual's designation as a qualified diving supervisor.

(b) Copies of NAVPERS 1616/26, NAVPERS 1616/27, or NAVPERS 1610/2 regular, transfer, and special evaluations and fitness reports for the most recent 3 years.

(c) Local screening and training process letters of completion.

(d) Awards and letters of recommendation and or appreciation pertinent to determining performance, professionalism, potential, etc.

(e) NAVPERS 1070/613 entry agreeing to satisfy 36 months OBLISERV from class graduation date. The member will sign a “temporary” entry and submit to his or her serving transaction support center (TSC) or personnel office for entry into Navy Standard Integrated Personnel System (NSIPS) and electronic service record (ESR) upon approval.

(f) Special duty request on NAVPERS 1306/7 indicating a desire to participate in Master Diver Course.

(g) CO’s recommendation letter. Must address candidate’s leadership, supervisory abilities, and technical expertise.

19. **Disenrollment from CD Diver Training**

a. **Involuntary Disenrollment**

(1) **UCT-A**. Members involuntarily removed from UCT-A training for failure to meet physical or academic standards will retain their NEC B17A and be made available to their detailer for assignment. These personnel will be allowed to return for advanced UCT training at the end of their next duty assignment. A second failure will result in NEC B17A revocation and assignment to a non-diving billet.

(2) **MCD Evaluations**. Members involuntarily removed from master diver evaluations for failure to meet academic standards will retain their NEC B16A and be made available to their detailer for assignment. PERS-401C will reassign personnel to the Master Diver Evaluation Course based on the recommendation of the master diver (MDV) evaluation panel. Subsequent failures may result in removal of NEC B16A revocation and assignment to a non-diving billet.

b. **Voluntary Disenrollment**

(1) **UCT-A Training**. Members who voluntarily disenroll from advanced UCT training for other than emergency reasons must have their NEC B17A revoked and be assigned to a non-diving-related billet. The training activity may provide a valid justification and recommend approval for disenrollment to BUPERS-329.

(2) **MCD Evaluations**. Members who voluntarily disenroll from MDV evaluations for other than emergency reasons will retain their NEC B16A and be made available to their detailer for assignment. PERS-401C will not reassign these personnel to the Master Diver Evaluation Course. Personnel disenrolling for emergency reasons may be reassigned to the course based on seat availability. Recommendation of valid justifications for disenrollment will be made by the training activity to BUPERS-329 for approval.

20. **Insignia and Designation**

a. **Diving Insignia**. Upon fulfillment of the appropriate course of instruction, Seabees will be authorized to wear the following diving insignia per reference (f):

(1) Underwater Insignia, Diver, Second Class. This insignia is authorized upon successful completion of basic UCT training and award of NEC B17A.

(2) Underwater Insignia, Diver, First Class. This insignia is authorized upon successful completion of advanced UCT training and award of NEC B16A.

(3) Underwater Insignia, MDV. This insignia is authorized upon successful completion of MDV evaluations and award of NEC B18A.

b. **Diver Designation**

(1) When members have been qualified as a BED, they will sign the following "permanent" NAVPERS 1070/613 entry and submit to their servicing TSC or personnel office for entry into NSIPS ESR. The servicing TSC or personnel office will electronically submit (E-submit) the document to the official military personnel file (OMPF). The entry must cite this MILPERSMAN article as the "Authority" for entry:

"(Date): Qualified Basic Engineer Diver this date and assigned the "DV" designator."

(2) When members have been qualified as a master construction diver, they will sign the following "permanent" NAVPERS 1070/613 entry and submit to their servicing TSC or personnel office for entry into NSIPS ESR. The servicing TSC or personnel office will (E-submit) the document to the OMPF. The entry must cite this MILPERSMAN article as the "Authority" for entry:

"(Date): Qualified Master Construction Diver this date and assigned the "MDV" designator."

c. **Disqualification or NEC Removal**

(1) Upon voluntary removal of NECs B17A, B16A, or B18A per paragraph 11, or when NECs B17A, B16A, or B18A are removed through disciplinary or administrative action per paragraph 12, members are considered disqualified as CDs.

(2) Members who are disqualified as a BED or UCT-A will sign the following "permanent" NAVPERS 1070/613 entry and submit to their servicing TSC or personnel office for entry into NSIPS ESR. The servicing TSC or personnel office will (E-submit) the document to the OMPF. The entry must cite this MILPERSMAN article as the "Authority" for entry:

"(Date) Failed to maintain qualification as a construction diver (include specifics for disqualification). Member has been informed that, as of this date, member is disqualified and no longer authorized to wear diving insignia or use the "DV" designator as a part of member's rating."

(3) After being notified of their disqualification, members must have appropriate comments entered in the next periodic fitness report or evaluation and are no longer authorized to wear the diving insignia.

(4) Members who are disqualified as a master construction diver will sign the following "permanent" NAVPERS 1070/613 entry and submit to their servicing TSC or personnel office for entry into NSIPS ESR. The servicing TSC or personnel office will (E-Submit) the document to the OMPF. The entry must cite this MILPERSMAN article as the "Authority" for entry:

"(Date) Failed to maintain qualification as an underwater construction technician (include specifics for disqualification). Member has been informed that, as of this date, member is disqualified and no longer authorized to wear diving insignia or use the "MDV" designator as a part of member's rate."

After being notified of their disqualification, members must have appropriate comments entered in the next periodic fitness report or evaluation and are no longer authorized to wear diving insignia.

(5) Members whose NECs B17A, B16A, or B18A are involuntarily removed as a result of a permanent physical disqualification are authorized to continue to wear the appropriate diving insignia and continue to utilize the appropriate designator if recommended by their CO and approved by BUPERS-329.

EXHIBIT 1
REPORT OF SCREENING FOR SEABEE CONSTRUCTION DIVER(CD) PROGRAM
(Use proper letter format.)

From: (screening activity)
To: Commander, Navy Personnel Command (PERS-401C)

Subj: REQUEST FOR SEABEE DIVER PROGRAM

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

1. (rating, name), currently attached to (member's present command), was screened for conversion to the Seabee Construction Diver (CD) Program per reference (a), MILPERSMAN 1306-912.

2. The member completed the screening as indicated below:

a. Interview conducted by: (name, rank, position, command, date) (interviewer should include any significant findings pertinent to selection or non-selection of member for requested training.)

(1) Does the applicant totally understand the mission and scope of the program? Yes _____ No _____

(2) Does the applicant fully understand the training regimen during BED "C" School and what will be expected of him or her? Yes _____ No _____

(3) Do you believe the applicant's motivation for entry into the program is a sincere desire for professional growth and achievement and not solely for the money or as a method to escape his or her present circumstances, etc? Yes _____ No _____

(4) Does the applicant have the ability to adapt to the requirements of the CD Program? Yes _____ No _____

(5) Is the applicant mentally prepared for the arduous training? Yes _____ No _____

Subj: REQUEST FOR SEABEE DIVER PROGRAM

(6) Does the applicant have any financial, marital, or other hardships that would impede his or her ability to concentrate on and complete the training? Yes _____ No _____

b. Physical screening test conducted by: (name, rank, position, command, date)

(1) Swim Time: _____min _____sec

(2) Run Time: ____ min _____sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. Hyperbaric test conducted by: (name, rank, position, command or facility, date) or waived (state justification.)

d. Medical Screening. The diving medical examination, NAVPERS 1200/6 U.S. Military Diving Medical Screening Questionnaire and NAVMED 6150/2 Special Duty Medical Abstract were correctly completed and annotated and the Service member was found physically qualified for diving duty by an undersea medical officer? Yes __ No__

e. Eligible for Secret security clearance based on a national agency check with local agency and credit checks? Yes _____ No_____

3. Based on (satisfactory or unsatisfactory) completion of this screening and per rating conversion entry requirements per reference (a), the member (is or is not) recommended for the Seabee UCT CD Program. (If member is not recommended, state reason(s).)

(Signature)

Copy to:
Member's present command

EXHIBIT 2
CONSTRUCTION DIVER
PHYSICAL SCREENING TESTING STANDARDS AND PROCEDURES

1. **Overview**: The construction diver (CD) physical screening test (PST) must be completed as a single event. All candidates must meet the minimum scores listed below to receive a contract or to maintain eligibility in their programs. Candidates will complete each required physical event standards per paragraph 2 and in the following sequence:

a. **PST Sequence**

- 500 yard swim
- 10 minutes rest
- Maximum push-ups in 2 minutes
- 2 minutes rest
- Maximum curl-ups in 2 minutes
- 2 minutes rest
- Maximum pull-ups (no time limit)
- 10 minutes rest
- 1.5 mile run

b. **Minimum Scores**: All candidates must meet the minimum standards for their respective programs at each phase of the selection and training pipeline. Minimum scores are subject to change via this medium or Commander, Navy Recruiting Command (COMNAVCRUITCOM); Navy Recruit Training Command (NAVCRUITRACOM); or enterprise instruction as applicable. As soon as feasible, new scores will be updated in this MILPERSMAN article. Candidates should strive to achieve significantly more than the minimum standards listed below.

c. **CD Minimum Standards**:

- Swim: 14:00
- Push-ups: 42
- Curl-ups: 50
- Pull-ups: 6
- Run: 12:45

2. **Event Standards and Test Procedures**

a. **Swim Event**

(1) The swim is a timed 500-yard (450 meter) swim. The participant must complete the swim as quickly as possible using the side-stroke or the breaststroke. Both strokes must be conducted without an overhand recovery (i.e., the swimmer's hand must remain below the surface of the water).

(2) Event must only be conducted in a standard 25- or 50-yard/meter swimming pool.

(3) The uniform for the swim portion must be any swimsuit.

(4) The swim event must be conducted as follows:

(a) Swimmers enter water.

(b) Timer must signal start.

(c) Participant will call out lap number as each lap is completed.

(d) Swimmers may push off from sides with hands and feet after each pool length.

(e) Resting is permitted by conducting survival float or treading water. Participant must not stand on the bottom of the pool or hang on the sides or lane lines.

(f) Goggles and facemasks are optional, but swimmers must **not** use swim caps, ear plugs, fins, snorkels, wetsuit, flotation, and or propulsion devices.

(g) Upon completion of final lap, participant will call out "Time," and the timer will call out the time to the nearest second.

(h) Participant then reports time to recorder.

(5) Event is ended if participant:

(a) Completes the prescribed distance.

(b) Receives or requires assistance from lifeguard or other person.

(c) Uses an overhand recovery at any time.

(d) Uses the bottom, side of the pool, or lane lines to stand or rest.

b. **Push-ups Event**

(1) The push-up event will be conducted per reference (g) and these pictures will help testers evaluate whether a push-up is performed properly. Push-ups executed by the candidate using improper form should not be counted toward the candidate's total.

Figure 1: The "Up" position of the push-up – notice the arms are straight and the back, buttocks, and legs are in line.

Figure 2: The "Down" position of the push-up – notice the arms form right angles and the back, buttocks, and legs are in line.

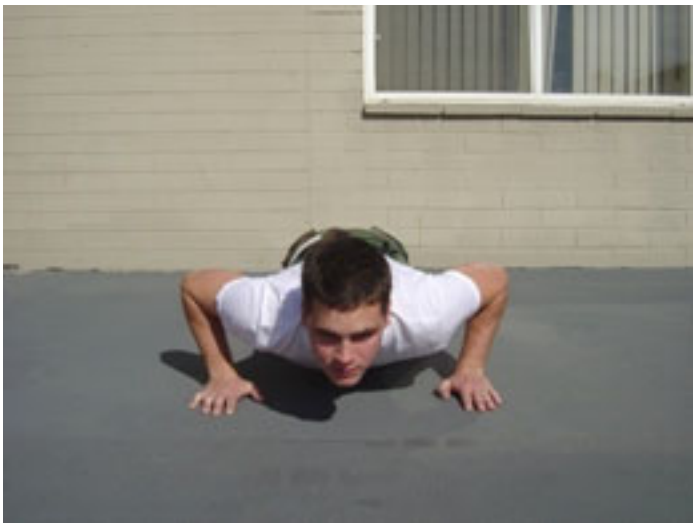

Figure 3: The "Down" position of the push-up.

(1) Push-ups must be performed on a firm or suitably padded, level surface.

(2) Push-ups must be performed as follows:

(a) Participant must begin in "front-leaning rest" position, palms of hands placed on floor directly beneath or slightly wider than shoulders. Both feet must be together on floor.

(b) Back, buttocks, and legs must be straight from head to heels and must remain so throughout test. Toes and palms of hands must remain in contact with floor. Feet must not contact a wall or other vertical support surface.

(c) Timer must signal start for participant and call out 15-second time intervals until 2 minutes have elapsed.

(d) Participant must lower entire body as a single unit by bending elbows until the arm forms a right angle.

(e) Participant must return to starting position by extending elbows, raising body as a single unit until arms are straight.

(f) Participant may only rest in the up position while maintaining arms, back, buttocks, and legs in straight position.

(4) Push-ups are repeated correctly as many times as possible in 2 minutes and are counted aloud by the participant's partner. Incorrect push-ups must not be counted. Participants will receive a verbal warning for any incorrect push-up. Results for event ended in less than 2 minutes must be number of push-ups properly performed at time of termination.

(5) Event is ended if participant:

(a) Touches deck with any part of body except hands and feet.

(b) Raises one or both feet or hands off deck or ground.

(c) Fails to maintain back, buttocks, and legs straight from head to heels.

(d) Receives more than two verbal warnings for executing incorrect procedures.

c. **Curl-Up Event**

`Figure 4: The "Down" position of the curl-up
Notice the partner holding the member's feet. Any other means of securing the member's feet is not authorized. Participant's buttocks remain on ground throughout curl-up, about 10 inches from heels.

Figure 5: The "Up" position of the curl-up – notice elbows touch thighs no more than 3 inches below the knees while hands remain in contact with shoulders and chest.

(1) Event must be conducted with partner on a level surface, a blanket, mat, or other suitable padding.

(2) Curl-ups are conducted as follows:

(a) Participant must start by lying flat on back with knees bent and heels approximately 10 inches from buttocks. Arms must be folded across and touching chest with hands touching upper chest or shoulders.

(b) The participant’s feet must be held to the deck by a partner’s hands. Any other means of securing the member’s feet is not authorized.

(c) Timer must signal start for participant and call out 15-second time intervals until 2 minutes have elapsed.

(d) Participant curls body up, touching elbows to the thighs no more than 3 inches below the knees while keeping hands in contact with chest or shoulders.

(e) After touching elbows to thighs, participant lies back, touching lower edge of shoulder blades to deck.

(f) Participant may rest in the up or down position, but hands must remain touching upper chest or shoulders. When resting in the up position, participant may not place elbows on top of knees to rest. Participant must only rest with elbows touching thighs.

(3) Curl-ups are repeated correctly as many times as possible in 2 minutes and are counted aloud by the participant’s partner. Incorrect curl-ups must not be counted. Participants will receive a verbal warning for any incorrect curl-up. Results for event ended in less than 2 minutes must be the number of curl-ups properly completed at time of termination.

(4) Event is ended if participant:

(a) Lowers legs,

(b) Raises feet off ground or floor,

(c) Lifts buttocks off ground or floor,

(d) Fails to keep arms folded across and touching chest,

(e) Fails to keep hands in contact with chest or shoulders,

(f) Remains in the down position for more than 5 seconds, or

(g) Receives more than two verbal warnings for executing incorrect procedures.

d. **Pull-Ups Event**

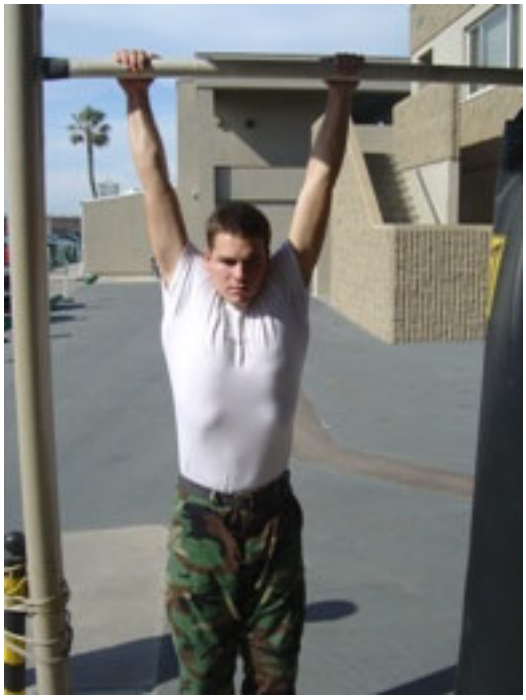

Figure 6: The "Down" position of the pull-up – notice the arms are fully extended.

Figure 7: The "Up" position of the pull-up – notice the up position has been reached once the chin is even with the top of the bar.

(1) Event must be conducted at a pull-up bar.

(2) Proctor will inform the participant to begin the event, at which time participant mounts the bar and begins the event at own pace.

(3) Pull-ups are conducted as follows:

(a) Participant must mount the bar, starting with arms and shoulders fully extended in a dead hang.

(b) Participant must pull body up to bar until chin is even with or above the top of the bar.

(c) Participant must not use lateral, forward, or backward "kipping" motion while performing a pull-up. Participant may cross or uncross legs if desired.

(d) After chin has passed the bar, participant must return to the starting position to complete the repetition.

(e) Participant may rest in the hanging position at any time.

(f) Event is completed when participant dismounts the bar.

(4) Pull-ups are repeated correctly as many times as possible with no time limit and at participant's own pace. Incorrect pull-ups must not be counted. Results for event must be the number of pull-ups properly completed upon dismounting the bar.

(5) Event is ended if participant:

(a) Touches anything other than the horizontal portion of the pull-up bar, or

(b) Removes hands from bar.

(6) Participant will report push-ups, curl-ups, and pull-ups completed to the recorder after completing the pull-ups.

e. **Run Event**

(1) The run is a timed 1.5-mile run to be completed as quickly as possible. Uniform for the timed-run is running shoes and shorts.

(2) Event must be conducted on a flat, solid surface as follows:

(a) Participant must stand at start line.

(b) Timer must signal start and call out time intervals until completion of test.

(c) Participant calls out lap number when passing timer.

(d) Upon completion of final lap, participant will call out "Time," and the timer will call out the time to the nearest second.

(e) Participant then reports time to recorder.

(3) Event is ended if participant:

(a) Stops running or walking other than to retie shoelace or remove foreign object from shoe,

(b) Completes 1.5 miles, or

(c) Deviates from prescribed course.

MILPERSMAN 1306-913

FLAG OFFICER WRITER (NEC 791D)

Responsible Office	NAVPERSCOM (PERS-44ES1)	Phone: DSN COM	882-3732 (901) 874-3732

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Background**

a. Flag officer writers (Navy enlisted cllassification (NEC) 791D) are assigned to the personal staff of a general officer and or flag officer (GO/FO) to provide administrative assistance and enable the officers they support to devote a larger portion of their time to other important matters.

b. Flag officer writer assignments are made without regard to sea or shore rotational considerations.

c. Flag officer writers will remain in the program for a minimum of 36 months, which will begin upon reporting to the first flag officer writer billet.

d. Flag officer writers must submit all requests to change projected rotation date) via the administrative chain of command to Navy Personnel Command (NAVPERSCOM) Flag Writer Program Manager (PERS-44ES1) using NAVPERS 1306/7 Electronic Personnel Action Request via MyNavy Portal (MNP).

2. **Requirements/Qualifications**. To qualify for selection as a flag officer writer, a Service member must:

a. Warfare-qualified YN1 and above with a minimum of 6 years total Service or at least 1-year time-in-rate serving on active duty. YN2s will be consider for the program on a case-by-case basis, see waiver paragraph 11.

b. Be able to handle stressful environments and possess the flexibility to work arduous hours. Applicants married to other military Service members and military single parents should give due consideration to assignment policies governing flag officer writers before applying for this program.

c. Must have 36 months of obligated service from the report date of the first flag officer writer assignment.

d. Must be within body composition assessment (BCA) standards and have passed the most recent physical fitness assessment (PFA). Service members who were medically waived from the most recent PFA must have passed the last calendar year PFA.

e. While in the program, each Service member's personal conduct, both on and off-duty, must always be of the highest caliber. If Service members are unable to maintain good order and discipline, receive any civil or military conviction (less minor traffic violations), are unable to maintain physical readiness standards, or are deemed unsuitable for flag officer writer duty by the GO and or FO or PERS-44ES1, they will be released from the program and returned to the normal rating detailer for immediate re-assignment.

3. **Process**

a. Submit a NAVPERS 1306/7 via MyNavy Portal (MNP) to NAVPERSCOM, Administration/Deck/Security/Supply Distribution Branch (PERS-405) via the administrative chain of command to request to be released to screen for the flag officer writer program.

b. Upon successful requirement and qualification screening, PERS-44ES1 will contact the member to discuss the next program steps and provide the regional coordinator contact information.

c. The Service member is responsible for gathering and forwarding a complete package to the regional coordinator within 30 days of rating detailer release. Package includes:

(1) Commanding officer or officer in charge (CO and or OIC) letter of recommendation,

(2) A biography listing all duty stations, inclusive dates and duties,

(3) Evaluations for the past 5 years,

(4) Completed NAVPERS 1306/92 Special Program Screening,

(5) If applicable (in the paygrade of E-5 only), signed special request chit via the Service member's CO and or OIC to PERS-44ES1,

(6) Interview appraisal sheets from the regional coordinator.

d. The regional coordinator will contact the Service member and set up an interview with a minimum of three flag officer writers (if possible) using NAVPERS 1236/13 Flag Writer Interview Sheet.

The purpose of the interview is to:

(1) Discuss the nature of the program with the candidate to include training, duty assignments, advancement, etc.

(2) Determine the candidate's reasons for volunteering and assess the candidate's motivation to serve as a flag officer writer and complete initial training.

(3) Review performance evaluations to assess past performance and potential for development.

e. After the interview, the regional coordinator will forward a complete package to PERS-44ES1 for final approval.

f. Once a Service member is accepted into the Flag Writer Program, PERS-44ES1 will coordinate with the Service member for their first flag officer writer assignment.

4. **Attendance at YN "C" School**

a. Selected Service members are required to attend the Navy Flag Officer Writer Course (CIN: A-511-0015). Upon successful completion of the course, students are awarded NEC 791D.

b. All Service members attending this course will complete a check-in BCA upon reporting for training, and any Service member found not to be within BCA standards will be dropped from training, returned to regular rating detailer, and made available for immediate needs of the Navy detailing.

c. Permanent change of station (PCS). Prospective flag officer writers will receive PCS en route orders to his or her first flag officer writer assignment.

d. Temporary duty (TDY). Service members requesting to attend the Navy Flag Officer Writer course under TDY orders may submit a (NAVPERS 1336/3) Special Request/Authorization via his or her CO and or OIC to PERS-44ES1 to obtain a course quota. All course quota requests will be approved or disapproved by PERS-44ES1. Service members attending the flag writer course under an approved TDY quota will be funded by his or her parent command.

e. Service members attending the Navy Flag Officer Writer course are required to sign NAVPERS 1070/613 Administrative Remarks regarding their physical readiness, personal conduct, and program entry requirements. NAVPERS 1070/613 will remain on file with PERS-44ES1.

Date _____

By signing this NAVPERS 1070/613 Administrative Remarks upon completion of Navy Flag Officer Writer course, I agree to the following standards:

PHYSICAL READINESS

Per MILPERSMAN 1306-913 Flag Officer Writer (NEC 791D), I understand that I must maintain physical readiness standards per OPNAVINST 6110.1k. I also understand that if I am unable to maintain physical readiness standards I will be released from the program and returned to the normal rating detailer for follow-on assignment based on the needs of the Navy.

PERSONAL CONDUCT

I understand that my personal conduct, both on- and off-duty, must always be of the highest caliber. If I am unable to maintain good order and discipline, receive any civil or military conviction (less minor traffic violations), or if I am deemed unsuitable for flag officer writer duty by the flag officer, that will serve as grounds for release from the program, and I will be returned to the normal rating detailer for follow-on assignments based on the needs of the Navy. I also understand all involuntary NEC removed reasons per MILPERSMAN 1306-913.

PROGRAM ENTRY REQUIREMENT

I understand that I have entered the flag officer writer program for a minimum period of 36 months. The 36 months will start on the report date of my first flag officer writer assignment. I understand that I may be released from the program at any time for any of the above reasons, removal of my NEC, and returned to my normal rating detailer. I may request to return to my normal rating detailer upon completion of the 36 months, provided I complete the tour to which I am assigned at that time.

MEMBER: _____ WITNESS: _____
SIGNATURE SIGNATURE

5. **Detailing**

a. Detailing for assignments is managed by PERS-44ES1. Flag officer writers are expected to complete his or her assigned tour before screening to a new assignment.

b. If available billets are open for application during the MyNavy Assignment (MNA) cycle, Service members are to forward items outlined in subparagraph 3c, with the exemption of NAVPERS 1236/13 to the program manager prior to applying to the billet.

6. **Disqualifying Condition**. Service members accepted to the program or in receipt of orders to attend initial training, who develop any possible disqualifying condition including physical readiness, medical issues, performance standards, non-judicial punishment, or security clearance eligibility, are required to notify PERS-44ES1 immediately.

7. **Program Release**. A flag officer writer may request release from the program upon completion of the required 36 months. Requests must be submitted to PERS-44ES1 via the administrative chain of command using NAVPERS 1306/7 via MNP.

8. **Involuntary NEC Removal**

a. GO and or FO Determination. GO and or FO may recommend revocation of a Service member's NEC by submitting a flag release letter to PERS-44ES1. This revocation must not be used as a punitive measure but is based on the GO and or FO's determination that the Service member is no longer suitable for assignment to billets requiring NEC 791D.

(1) Required Statement. Recommendations to remove NEC 791D must include the following statement: "The Service member is no longer suitable to serve on flag staffs requiring the NEC 791D and is released for assignment to rating billets."

(2) Example of letter:

From: Commander, Navy Personnel Command
To: Flag Writer Program Manager, Navy Personnel Command (PERS-44ES1)

Subj: FLAG RELEASE ICO YN1(SW/AW) IMA G. SAILOR, USN

1. YN1(SW/AW) sailor is released from flag hold as my flag officer writer. The Service member is no longer suitable to serve on flag staffs requiring the NEC 791D and is released for assignment to rating billets. I understand and accept that there may be a billet gap of 6-9 months.

2. My point of contact, Captain John Smith, Chief of Staff, may be reached at john.smith@navy.mil.

Note: The flag release letter will not be placed into the Service member's official record, but will remain on file with PERS-44ES1.

b. Revocation Reasons. Primary reasons for revocation of NEC include, but are not limited to the following:

(1) Non-performance of duties. Failure or unwillingness to perform duties required of the NEC.

(2) Failure to maintain NEC eligibility. Permanent revocation by the Department of the Navy, Central Adjudication Facility of Service member's security clearance.

(3) Professional performance

(a) Breaches of ethical regulations.

(b) Loss of flag or general officer's confidence in the Service member's ability to exercise sound judgment, reliability, and personal conduct.

(4) Detailing outside of PERS-44ES1. Communicating with GO and or FO or his or her staff on future assignments.

9. NAVPERS 1070/613 and personal conduct violations. Flag officer writers will automatically be released from the program for violating any portion of NAVPERS 1070/613 entry described in subparagraph 4e and for personal conduct violations described subparagraph 8b. Service members will be returned to PERS-405 for detailing through MNA.

10. **By Name Request (BNR)**

(a) A Service member requested by name to be a flag officer writer must provide items outlined in subparagraph 3c, with the exemption of NAVPERS 1236/13, to the program manager.

(b) Upon completion of the flag tour, Service member will return to the rating detailer for future assignments, unless the Service member submits a NAVPERS 1306/7 via MNP to request to remain in the flag officer writer program. Requests will be routed to the rating detailer for disposition.

(c) BNRs for Service members already in the program will be sent to PERS 44ES1, final approval to be provided by (NAVPERSCOM) Career Management Department (PERS-4). If member is not in the Flag Officer Writer Program, requests should be sent to the applicable rating detailer via PERS-44ES1. PERS-4 is approval authority for all BNRs.

(1) Example of letter:

From: Commander, U.S. Pacific Fleet
To: Commander, Navy Personnel Command (PERS-4)
Via: (1) Program Manager, PERS-44ES1
(2) Navy Personnel Command, PERS-405

Subj: BY NAME REQUEST ICO YN1(SW/AW) IMA G. SAILOR, USN

1. I have selected YN1(SW/AW) Sailor as my flag officer writer. Request she receive order to UIC 00000 with a report date of (month, year).

2. My point of contact, Captain John Smith, Chief of Staff, may be reached at john.smith@navy.mil.

11. **Waiver**. Candidates in the paygrade of E-5 must have a minimum of 6 years total Service serving on active duty. Non-warfare qualified Service members will not be approved for screening. It is the Service member's responsibility to ensure requirements and or qualifications are met prior to screening. Special request chit needs to be sent to PERS-44ES1 for consideration.

12. **Submarine and Training and Administration of the Reserve (TAR) YN**. Submarine and TAR YNs serving in flag officer writer tours who desire to serve in follow on tours must submit conversion packages to surface YN.

13. **Senior Enlisted Marketplace (SEM)**. Service members screened for SEM must apply for jobs in the next higher paygrade in MNA. If you have any questions, please contact PERS-44ES1 or the rating detailer.

MILPERSMAN 1306-914

MILITARY ASSISTANCE ADVISORY GROUPS (MAAGS), MILITARY GROUPS, NORTH ATLANTIC TREATY ORGANIZATION (NATO) COMMANDS, JOINT STAFFS, ATTACHÉ (EMBASSY) DUTY, AND SIMILAR ACTIVITIES

Responsible Office	NAVPERSCOM (PERS-4010G)	Phone: DSN COM FAX	882-4583 (901) 874-4583 882-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Background**

a. This article prescribes the procedures by which enlisted members may request assignment to duty in military assistance advisory groups (MAAGS), military groups, North Atlantic Treaty Organization (NATO) commands, joint staffs, attaché (embassy) duty, or similar activities.

b. The largest percentage of billets presently established within these special activities are for the YN, IT, and ET ratings (pay grades E-4 thru E-8).

c. Some requirements do exist; however, for a variety of other ratings and Navy enlisted classifications (NECs). Interested members may contact the MAAGS desk at Navy Personnel Command, Shore Special Programs Assignment Branch (PERS-4010G) to determine if a requirement exists for a particular rating, pay grade, or NEC.

d. Tour lengths will be 36 months in the continental United States or Department of Defense area tour for overseas assignment.

2. **Requirements and Qualifications**

a. For assignment to some activities, foreign language qualifications are desirable, but not mandatory. Members assigned to billets with mandatory foreign language qualifications will be assigned a course of instruction at the Defense Language Institute.

b. Complete sections A, B, C, and D of NAVPERS 1306/92 Special Program Screening Form and exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service for this program is 36 months.

d. Members being considered for assignment to embassy duty must meet the following minimum qualifications:

(1) Pay grade E-5 or higher.

(2) Must be able to obtain a top secret sensitive compartmented information security clearance.

(3) No nonjudicial punishment or civilian convictions within the last 36 months.

(4) No record of drug or alcohol abuse.

(5) Excellent moral character and sound judgment.

(6) No financial problems.

(7) Member and all immediate family member(s) must be United States citizens.

(8) Member and family member(s) must be screened for isolated overseas duty.

(9) Ability to type 40 words per minute.

(10) Upon selection, member must pass a counterintelligence scope polygraph exam.

(11) Minimum Defense Language Aptitude Battery score of 100 (for countries requiring language training). If qualified, members will be required to submit a nomination package to the Office of Naval Intelligence, Washington, D.C. for final approval.

MILPERSMAN 1306-915

PROFESSIONAL DEVELOPMENT INSTRUCTOR (PDI)

Responsible Office	NAVPERSCOM (PERS-4010D1)	Phone: DSN COM FAX	882-3862 (901) 874-3862 882-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-mail:	1-866-U ASK NPC uasknpc@navy.mil

1. **Background**

a. This program requires assignment of members to full-time instructor duty ashore, earning Navy enlisted classification (NEC) 812A.

b. Tour lengths will be 36 months or Department of Defense area tour for overseas assignments.

2. **Requirements/Qualifications**

a. Required Armed Services Vocational Aptitude Battery (ASVAB) scores: Combined WK-GCT/AR-ARI of 101 or 2-year college degree or higher.

b. Must have a warfare designator (if afforded the opportunity).

c. Must be a petty officer E-6 through E-9.

d. Must present a sharp military appearance and obtain a personal interview with the nearest center for personal and professional development (CPPD) location, coordinated through CPPD headquarters at NAS Oceana/Dam Neck Annex, Virginia Beach, VA.

e. Complete sections A and D of NAVPERS 1306/92 Special Program Screening. NAVPERS 1306/92 may be accessed using the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

f. Required obligated service for this program is 36 months.

g. Personnel requesting orders to CPPD headquarters staff (UIC - 3474B) will be assigned to a training management position and must meet the following requirements:

(1) Be in pay grades E7-E9

(2) Hold NEC 812A or be able to complete training to gain NEC prior to reporting for duty.

(3) Meet one or more of the following:

(a) Completed a previous instructor tour (NEC 805A) (certified master training specialist or afloat training specialist designation is strongly recommended).

(b) Completed a previous training manager or learning standards office tour.

(4) Completed a personal interview with a CPPD headquarters representative prior to receiving orders.

3. **Waiver Requests**. Requests for waivers of above criteria must be approved by the Director of Training, CPPD.

MILPERSMAN 1306-916

NAVY DRUG AND ALCOHOL COUNSELOR AND INTERN

Responsible Office	NAVPERSCOM (PERS-407CG)	Phone:	DSN COM FAX	882-4573 (901) 874-4573 882-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone:	Toll Free	1-866-U ASK NPC

References	(a) NAVMED P-117, Manual of the Medical Department (b) OPNAVINST 5350.4D (c) OPNAVINST 6110.1J (d) BUMEDINST 5353.4B, Standards for Provision of Substance Related Disorder Treatment Services

1. **Program Background**. This program requires assignment of personnel to full-time counselor duty afloat and ashore. Counselors perform assessments and intake interviews, develop treatment plans, maintain statistical data on patients' progress, prepare summary reports, and conduct individual and group counseling. Counselors also conduct crisis intervention, aftercare planning, referral, prevention, outreach, and other educational services related to alcohol and drug disorders, and provide counseling in other areas as prescribed by program sponsors. Counselors are charged with maintaining the highest code of standards as required by counselor code of ethics and maintaining a current knowledge of substance abuse disorders and other related co-occurring disorders per references (a) and (b).

2. **Policy**

a. Service members first earn secondary Navy enlisted classification code (SNEC) L39A as a Navy drug and alcohol counselor intern. After serving as a SNEC L39A for a minimum of 12 months and meeting all requirements per Naval School of Health Science (NSHS), Service members may submit substantiating documentation to NSHS for assignment of Navy drug and alcohol counselor SNEC L40A. Once SNEC L40A is assigned, component SNEC L39A will be automatically dropped.

b. Personnel rotating from an existing counselor shore billet will be screened by Navy Personnel Command, Medical Distribution Branch (PERS-407CG) for a counselor sea billet (type duty code 2, 3, or 4). If one is available, the Service member may be assigned to that billet. If no counselor sea billet is available, the Service member will be carefully reviewed and considered for follow-on shore tour.

c. Initial intern or counselor tour length with SNEC L39A or L40A will be 36 months or Department of Defense area tour length.

3. **Requirements/Qualifications**

a. To qualify for assignment as SNEC L39A, the Service member must:

(1) Express a desire and willingness to perform the required duties and tasks.

(2) Be a hospital corpsman in the pay grade E-5 through E-9.

(3) Be able to communicate well in both oral and written formats and able to successfully complete college-level courses of instruction.

(4) Actively participate in a recovery program and have continuous sobriety with no indication of substance abuse for the previous 24-month period if Service member has a history of substance abuse and treatment.

(5) Have no non-judicial punishments or courts-martial in the previous 36 months. Waivers will be considered on a case-by-case basis.

(6) Demonstrate stability in personal affairs and present a positive role model.

(7) Be mentally and medically fit for duty per reference (b).

(8) Be within current body composition standards and passed the most recent regularly scheduled physical fitness assessment per reference (c).

(9) Upon completion of application NAVPERS 1306/100 Navy Drug and Alcohol Counselor School Application, Service member will be interviewed and recommended by a certified Navy drug and alcohol counselor per reference (d). The interview will be documented on NAVPERS 1300/101 Navy Drug and Alcohol Counselor School Interview. NAVPERS 1306/100 and 1306/101 may be accessed at the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

(10) Complete the Navy Drug and Alcohol Counselor Course.

b. To qualify for assignment as a Navy drug and alcohol counselor SNEC L40A, Service member must serve as an SNEC L39A for minimum of 12 months, meet all requirements per NSHS, and submit approval documentation to NSHS. Once SNEC L40A is assigned, component SNEC L39A will be automatically dropped.

c. Complete section A of NAVPERS 1306/92 Special Program Screening and exhibit 1 of MILPERSMAN 1306-900. NAVPERS 1306/92 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

d. Required obligated service for this duty is 36 months.

MILPERSMAN 1306-917

NAVY COMMAND CLIMATE SPECIALIST (CCS)

Responsible Office	NAVPERSCOM (PERS-4010D1)	Phone:	DSN COM FAX	882-3862 (901) 874-3862 882-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Background**. The Navy's Command Climate Specialist (CCS) Program provides a valuable asset that stimulates a free-flow of communication at all levels within the chain of command. CCSs provide briefings, training, and assist visits to subordinate and area commands. Additionally, assigned CCSs strengthen the chain of command by keeping the leadership team aware of existing or potential command climate related issues, as well as procedures and practices that affect the mission, readiness, welfare, and morale of Sailors in the command.

a. This program requires assignment of Service members to a full-time climate specialist duty afloat and ashore.

b. Assignment to a CCS billet is contingent upon successful completion of both the Equal Opportunity Advisor Primary Course and the Navy Service Specific Course at the Defense Equal Opportunity Manager Institute, and awarding of Navy enlisted classification (NEC) 809A.

c. CCSs are assigned to major shore commands, aircraft carriers, amphibious assault ships, assault craft units, instructor billets, and other echelon 3 commands with subordinate unit identification codes.

d. Service members are required to complete 2 full consecutive CCS tours. Director, Navy Equal Opportunity Program Office (OPNAV N173) has identified CCS billets requiring a second tour as a CCS. These billets will be filled by second tour CCSs regardless of sea and shore flow requirements. CCSs completing their first tours, who are not waived from second tour (as noted in paragraph 1e) upon entering their negotiating window, will be detailed to second tour requirements. If there is not a second tour requirement, CCSs will be allowed to select another first tour CCS billet. If there are not any CCS billets

available when the Service members are negotiating their second CCS tour, the members may be returned to their rating detailer for an in-rate assignment.

e. Navy Personnel Command (NAVPERSCOM) recognizes that some ratings possess critical training or NECs that will not normally allow those Service members to be released by rating detailers for 2 tours. Additionally, high year tenure (HYT) limits may preclude members from completing two tours. Service members in these situations who are interested in serving a single tour as a CCS may have the second tour requirement waived by the Director, Shore Special Programs Branch (NAVPERSCOM PERS-4010). Service members interested in this option must submit NAVPERS 1306/7 Enlisted Personnel Action Report requesting detail as a CCS with a waiver from the second tour requirement. NAVPERS 1306/7 may be accessed by using the following Web address: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx. Service members requesting such waiver should specify why they are unable to serve 2 tours (e.g., nuclear trained, normal sea tour in rate requirements for advancement eligibility, HYT date allows only one assignment, etc.).

f. When CCS applicants approach their projected rotation date (PRD) from non-CCS billets, the rating detailer will nominate them to CCS Detailer (PERS-4010D1) for assignment to valid CCS requirements. Members interested in CCS duty are encouraged to request release to special programs for CCS duty via NAVPERS 1306/7 Enlisted Personnel Action Request prior to entering their normal detailing window 13-15 months prior to PRD. NAVPERS 1306/7 may be accessed by using the following Web address: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx.

g. Service members completing their second CCS tour who desire to remain in the CCS Program for a third tour must submit NAVPERS 1306/7 via OPNAV N173 requesting such assignment.

h. Tour lengths will be per rating sea and shore flow or Department of Defense area tour for overseas assignment.

2. **Requirements/Qualifications**

a. To be eligible for selection for a CCS assignment, Service members must be E-6 through E-9 and interviewed by an approved CCS. Applicants must contact OPNAV CCS Community

Manager (OPNAV N173) to arrange for an interview: Commercial (901) 874-4561/DSN 882-4561.

b. Complete NAVPERS 1306/92 Special Programs Screening, sections A and D. NAVPERS 1306/92 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

c. Required obligated service for each CCS tour is 36 months.

MILPERSMAN 1306-918

NAVAL SUPPORT UNIT, STATE DEPARTMENT

Responsible Office	NAVPERSCOM (PERS-401)	Phone: DSN COM FAX	882-3571 (901) 874-3571 882-2716

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) SECNAVINST 5510.30B (c) NAVSO P-6034, Joint Federal Travel Regulations, Volume I

1. **Background**. The Naval Support Unit (NSU), State Department provides Seabee support to the U.S. Department of State (DoS) on a continuing basis.

a. This program involves construction, renovation, maintenance, and repair work in sensitive and secure spaces; including installation, maintenance, and repair of technical security systems, high security locks, and security surveillance of foreign contract construction within the DoS facilities overseas.

b. Seabees selected for duty with this unit will undergo approximately 24 weeks of specialized training and indoctrination in the Washington DC metro area prior to assignment to the temporary duty (TDY) pool or a foreign post.

c. Sea duty tours with this unit typically consist of a 6-12 month unaccompanied tour, followed by a 30-36 month overseas accompanied tour. Although members may provide their input on desired assignments and locations, final assignment will be based on operational requirements at the time.

d. Shore duty billets consist of:

(1) One Civil Engineer Corps (CEC) officer (5100) (officer in charge);

(2) Five occupational field (OF)-7 personnel (E-9 assistant officer in charge, E-8 operations chief, E-7 training chief, E-6 assistant training petty officer, and E-6 assistant operations petty officer); and

(3) Five non OF-7 personnel (PS1 pay and disbursing, PS2 administration and passports, YN1 security manager/awards/ EVALS, NC1 career counselor, and yeoman chief (YNC)). All other personnel assigned to naval support unit will be on sea duty.

e. All personnel assigned to the unit are required to wear civilian clothing, unless otherwise directed. A civilian clothing allowance will be paid upon execution of orders to NSU. Officers are not entitled to a clothing allowance.

f. Applications for assignment to the unit are accepted from selected construction ratings (OF-7) and fleet (YN, NC, and PS) personnel.

g. Tour length will be at least 48 months for unit identification code (UIC) 30002 (sea).

h. Tour length will be at least 36 months for UIC 65498 (shore).

2. **Requirements/Qualifications**

a. Personnel desiring assignment to the NSU must meet the following requirements:

(1) All overseas screening requirements for the member and member’s family per MILPERSMAN 1300-300 through 1300-316.

(2) If married, have no more than three family members, including expected.

(3) E-5 and above in one of the following ratings: BU, CE, UT, EA, SW, CM, or EO.

(4) E-5 through E-7 in one of the following ratings: YN, NC, or PS.

(5) Be a United States citizen and speak and write English proficiently.

(6) The Special Program screening shall cover 60 months of service vice 36 months.

(7) Personnel must have a current physical health assessment and be physically qualified per reference (a).

(8) No exceptional family member codes, dependent development concerns, or maintenance phase treatment will be accepted. Only class 1 and 2 dental readiness is accepted.

b. Applications should be submitted to:

Officer in Charge
Naval Support Unit
SA-14 Suite 210 (DS/STO/NSU)
Washington, D.C. 20522-1403

(1) Application packages must include:

(a) NAVPERS 1306/7 Enlisted Personnel Action Request with command recommendation;

(b) Last five evaluations; and

(c) Last five physical fitness assessment scores (Physical Readiness Information Management System printout) and a full length color photo; and

(d) NAVMED 1300/1 Medical, Dental, and Educational Suitability Screening for Service and Family Members (overseas screening form).

(2) Appropriate endorsements will be made concerning qualification and shall be forwarded to Navy Personnel Command NAVPERSCOM, Seabee/SEAL/SWCC/EOD/Diver Assignment Branch (PERS-401) for appropriate action.

c. Applicants should verify that their electronic service record is up to date and accurate to ensure full consideration in the screening process.

d. Applicants shall read MILPERSMAN 1306-900 and follow all applicable instructions when applying for assignment to NSU. Complete NAVPERS 1306/92 Special Program Screening. Special screening must cover 60 months vice 36 months.

e. Required obligated service for this program is 48 months on sea (UIC 30002) and 36 months on shore (UIC 65498).

3. **Special Security Requirements**. Per reference (b), applicant's electronic service record must be screened to determine if it contains valid documentation of a satisfactory security clearance eligibility to qualify for a single scope background investigation (SSBI).

a. NSU will initiate a SSBI investigation for the required top secret/sensitive compartmented information access. Do not have your current command initiate your investigation.

b. Investigation packages must be submitted within 10 working days after receipt of NSU's initiation of SSBI e-mail from the NSU Security Manager.

c. The complete investigation package must be submitted electronically via the Electronic Questionnaires for Investigations Processing (e-QIP) System to U.S. Office of Personnel Management.

(1) Forward the following to the address provided below via **Federal Express/UPS/DHL only:**

(a) Two original fingerprint cards (left hand, then right hand).

(b) Signature pages of e-QIP forms signed and dated.

Forward fingerprint card and signature pages via FEDEX/UPS/DHL only to:

Naval Support Unit
Attn: Security Manager
1400 Wilson Blvd, Suite 210
Arlington, VA 22209

4. **Additional Special Requirements**

a. Prior to an applicant's arrival at NSU, applicants must complete the Navy Electricity and Electronics Training Series Modules 1-4 with no less than 3.0 average; Human Trafficking; Force Protection level I; and Code of Conduct level B on Navy E-Learning for the current fiscal year; as well as any other required training as directed. Upon arrival and check into NSU,

applicants must turn in all completion certificates to the training officer. Personnel reporting for the first class of any fiscal year shall wait until October to complete annual general military training courses.

b. Forward a statement to **operations chief, naval support unit** within 15 working days from the date the applicant has been determined as physically qualified per reference (a), section III. Ensure **SF88 Medical Record – Report of Medical Examination** and **SF93 Medical Record - Report of Medical History** records have been completed and are submitted as enclosure (1). Insert in block 5 of SF-88 and SF-93 the purpose of examination, "NAVSUPPU STATE DEPT CANDIDATE."

c. Housing recommendations for family member(s)

(1) The entire tour at NSU UIC 30002 is considered **sea duty** (sea/shore code 2). When a member initially reports, they may be assigned to the TDY pool.

(2) Upon receiving an assignment to a post at a specific overseas location, the member will receive a set of DOS permanent change of station orders. These orders are unique to the NSU and do not change the official Navy status of the member; the member is still assigned to **UIC 30002, located in Washington, DC, serving on sea duty (sea/shore code 2).** The member and family member(s) are entitled to only those benefits under reference (c), which apply to members serving on sea duty (sea/shore code 2). Members serve overseas within the DOS, but are considered as serving in Washington, DC for any and all Navy purposes.

(3) Reference (c), chapter 5 describes entitlements and is the correct reference for transportation of family member(s) and household goods (HHG) for personnel assigned to the NSU.

(4) Ensure Sailors understand reference (c), chapter 5 before making any arrangements to move family member(s) and HHG. Members do not qualify for any benefits granted to personnel assigned overseas duty under normal Navy orders. Members remain assigned to Washington, DC for their full tour at the NSU, even though they will be residing overseas within the NSU.

MILPERSMAN 1306-919

NAVY FLIGHT DEMONSTRATION SQUADRON (NAVFLIGHTDEMRON) (BLUE ANGELS)

Responsible Office	NAVPERSCOM (PERS-404)	Phone:	DSN COM FAX	882-3692 (901) 874-3692 882-2642

1. **Background**. The permanent duty station of Navy Flight Demonstration Squadron (NAVFLIGHTDEMRON) (Blue Angels) is Naval Air Station, Pensacola, FL.

a. Normally, applicants will be interviewed and their records screened by a representative of the Blue Angels.

b. Most billets are for paygrades E-5 and E-6; however, qualified, highly motivated personnel of lower paygrades will be considered.

c. Requirements exist for personnel in the AD, AE, AME, AM, AO, AS, AT, AZ, DM, PH, PR, SK, and YN ratings.

d. Tour lengths will be 36 months.

2. **Requirements/Qualifications**

a. The Blue Angels or the approving authority will contact Navy Personnel Command.

b. Detailed application information is available at www.navy.com/blueangels.

c. Complete sections A, B, C, D3, and D5 of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-920

USS CONSTITUTION

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone: DSN COM FAX	882-3878 (901) 874-3878 882-2646

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

1. **Background**. USS CONSTITUTION is an important part of American heritage and the history of our Navy. Having earned her nickname "Old Ironsides" during the War of 1812, USS CONSTITUTION is the oldest commissioned warship afloat in the world. USS CONSTITUTION, America's "Ship of State," is permanently berthed in Boston, MA. The crew is tasked with promoting, protecting, and preserving the ship. The ship receives approximately half a million visitors annually and is the Navy's platform for receiving senior officers, high ranking government officials, and heads of state.

2. **Policy**

a. Non-petty officers are normally screened directly from a Recruit Training Command activity by the command master chief (CMDCM) or command senior chief (CMDCS) of the USS CONSTITUTION. Recruits who volunteer and are accepted for duty onboard USS CONSTITUTION must sign a NAVPERS 1070/613 Administrative Remarks, acknowledging delayed entry into whichever guaranteed program they originally enlisted for, until completion of their prescribed tour onboard USS CONSTITUTION.

b. Sailors who are selected from Recruit Training Command and volunteer for assignment to USS CONSTITUTION will forego participation in the Navy-wide advancement examination for the duration of their 24-month tour. Upon successful completion of a 24-month tour and graduation from their contracted rating "A" schools, Sailors will be authorized advancement to E-4.

c. Sailors of contracted ratings which are "A" school-required and of ratings which are not "A" school-required will equally adhere to this policy.

d. Sailors with 23 months or less remaining on their current contract must incur obligated service for advancement. Sailors with 24 months or more remaining on their current contract will not be required to obligate service.

e. Service members who did not enlist for a guaranteed program may request any program for which they qualify within 12 months prior to the end of their tour. Service members can expect to receive a favorable consideration if they are otherwise eligible and a requirement exists.

f. Chief petty officers (CPOs) and petty officers (POs) are selected from those eligible for shore duty.

g. Tour lengths are as follows:

(1) E-1 through E-3 will serve 24 months

(2) E-4 through E-9 will serve 36 months

h. USS CONSTITUTION is the approving authority for requests and will coordinate with Navy Personnel Command (NAVPERSCOM).

3. **Requirements and Qualifications**

a. Sailors seeking to volunteer for duty onboard USS CONSTITUTION must be able to interact with the public with maturity and tact and project themselves to be model representatives of the U.S. Navy with impeccable appearance and military bearing. CPOs and POs must be of the highest caliber and ready to serve as role models and strong leaders for junior crew members.

b. All volunteers being considered for duty onboard USS CONSTITUTION must meet the following **minimum** qualifications:

(1) Armed Services Vocational Aptitude Battery scores:

(a) Work Knowledge (WK) = 50

(b) Verbal Expression (VE) = 50

(2) No record of non-judicial punishment within the last 36 months;

(3) No driving under the influence or driving while intoxicated convictions within the last 5 years;

(4) No record of financial instability within the last 36 months;

(5) No evaluation or fitness report traits below 3.0 within the last 36 months;

(6) Must pass the most recent physical fitness assessment (PFA) and have a smart military appearance;

(7) Must be fit for full duty (medical and dental) without any limitations or disabilities which would preclude service onboard a ship;

(8) Must not have any tattoos visible in short-sleeves or skirts (waiverable);

(9) Must not be afraid of heights; and

(10) Non-POs must be unmarried and without dependents.

c. Complete all sections of NAVPERS 1306/92 Special Program Screening, MILPERSMAN 1306-900, exhibit 1.

d. Required obligated service for this program is 36 months for E-4 through E-9.

4. **Application**

a. Service members must be released from their communities via rating detailers to NAVPERSCOM Shore Special Programs Assignment Branch (PERS-4010D).

b. Submit the following information to USS CONSTITUTION for screening:

(1) NAVPERS 1306/92,

(2) All evaluation reports for the last 36 months;

(3) ASVAB scores (WK, VE);

(4) Height, weight, last three PFA scores, and any failures within the last 4 years;

(5) Digital 5x7 photograph (front and side) in service uniform and service khaki for CPOs. Sailors serving on individual augmentation may wear a uniform deemed appropriate by their chain of command for the photo;

(6) Commanding officer's (CO) signed letter of endorsement, which must include a statement on military appearance and tattoos, an evaluation on the Service member's speaking ability and the Sailor's demeanor, professional knowledge, and leadership skills. The Service member's ability to work and lead groups of junior Sailors with little oversight is a favorable characteristic;

(7) Once application package is received and reviewed, a telephone interview will be arranged between the Service member and the USS CONSTITUTION in Boston, MA. USS CONSTITUTION CMDCM or CMDCS and CO will make final decision after the interview has been conducted, and each applicant will be contacted by the CMDCM or CMDCS with final approval; and

(8) Point of contact and phone number (command career counselor, leading CPO, and command master chief (CMDCM)).

c. The forwarding CMDCM must contact and coordinate application with the following:

USS CONSTITUTION CMDCM Administrative Department (617) 242-5671

d. Applications can be sent via the following:

E-mail: constitution.ccc@navy.mil or Fax: (617) 242-2308

e. Additional Information may be found at: www.history.navy.mil/ussconstitution.

MILPERSMAN 1306-921

PERSONNEL EXCHANGE PROGRAM (PEP)

Responsible Office (PEP Program Manager)	OPNAV (N13F)	Phone: DSN COM FAX	664-6281/5508 (703) 604-6281-5508 (703) 604-6994
Responsible Office (officer)	NAVPERSCOM (PERS-474B)	Phone: DSN COM FAX	882-4086 (901) 874-4086 882-2676
Responsible Office (enlisted)	NAVPERSCOM (PERS-4010G)	Phone: DSN COM FAX	882-4583 (901) 874-4583 882-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) OPNAVINST 5700.7H

1. **Background**. Per reference (a), the Personnel Exchange Program (PEP) provides for an equivalent one-for-one exchange between the U.S. Navy officers or career-designated petty officers with personnel from other military Services, including foreign Services. The program objective is to integrate participants into the host organization as though they belong to the Service to which they are assigned while adhering to applicable technology transfer and classified information disclosure restrictions.

2. **Billets**. A list of authorized billets categorized by rank and designator or rank and rate, and country may be obtained by contacting:

a. Navy Personnel Command (NAVPERSCOM), Information Warfare Community and Foreign Area Officer Division (PERS-47) (for officer personnel); or

b. NAVPERSCOM, Shore Special Programs Distribution Branch (PERS-4010G) (for enlisted personnel).

3. **Tour Length**. Tour length for PEP duty is usually 24 months, based on the date the member reports to ultimate duty station. One-year tour extensions may be authorized.

4. **Requirements and Qualifications**

a. Applicants for foreign PEP billets must be able to serve as military diplomats requiring sensitivity and adaptability to foreign cultures and norms.

b. The nature of the PEP is to share professional knowledge with members from other Services (and nations); therefore, applicants must be able to serve as subject matter experts in their designator or rate.

c. Applicants desiring to serve in a country whose native language is not English must:

(1) Test at a minimum 2/2/1+ (listening/reading/ speaking) level on the defense language proficiency test (DLPT); otherwise;

(2) Achieve a qualifying score on the defense language aptitude battery; and

(3) Receive training at the Defense Language Institute Foreign Language Center prior to reporting overseas.

Note: Family members may receive language training on a space-available basis.

d. If a security clearance is required, members are expected to report to their foreign command with a security clearance valid for the duration of the tour.

e. Member must report with official passports, as the member may be required to travel to countries that do not recognize North Atlantic Treaty Organization orders.

f. Member will be required to wear the Navy uniform, unless force protection requirements dictate otherwise.

g. Required obligated service for this program is 24 months.

5. **Administrative Support**

a. Upon arriving overseas, personnel must report to their assigned administrative command for a 2-day temporary duty inprocessing period prior to reporting to their ultimate duty station. Frequently remote from the PEP duty station, the administrative command is available to assist participants with:

(1) Fitness reports/evaluations,

(2) Pay,

(3) Advancements,

(4) Examinations,

(5) Leave,

(6) Security clearances, and

(7) Other related issues.

b. The command is also available to provide guidance on physical fitness assessment, DLPT, and flight physical requirements.

6. **Pay and Allowances**

a. PEP members receive normal pay and allowances by the U.S. Government and may be entitled to special allowances based on location such as:

(1) Overseas housing allowance,

(2) Cost of living allowance,

(3) Hardship duty pay, and

(4) Foreign language proficiency bonus.

b. Member is not entitled to bonus pay from the host nation. Travel costs and allowances for travel ordered or required by the host nation will be funded by the host nation. Travel costs and allowances for travel ordered or required by the parent Service will be funded by the parent Service.

7. **Application**

a. Officers. Interested officers should contact their detailer in order to compete for a PEP billet.

b. Enlisted. Interested enlisted personnel should complete sections A, B, C, and D of NAVPERS 1306/92 Special Program Screening and exhibit 1 of MILPERSMAN 1306-900. Submit NAVPERS 1306/92 as directed by NAVPERSCOM (PERS-4010G) at: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx. Enlisted personnel will also be required to provide copies of their last four evaluations, a summary of qualifications, as well as details about dependents.

MILPERSMAN 1306-924

MOBILE UTILITIES SUPPORT EQUIPMENT (MUSE) PROGRAM

Responsible Office	BUPERS-329 Enlisted Community Manager	Phone: DSN COM FAX		882-2037 (901) 874-2037 882-2987
Point of Contact	NAVPERSCOM (PERS-401C) MUSE Detailer	Phone: DSN COM FAX		882-3559 (901) 874-3559 882-2716

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-mail:	1-866-U ASK NPC UASKNPC@navy.mil

1. **Background**. The Navy Mobile Utilities Support Equipment (MUSE) Program supports shore establishment utility systems and cold-iron services throughout the world with supplemental equipment capable of electrical generation and electrical transformation. MUSE provides siting, hookup, and inspection of this equipment, as well as training for on-site operator and maintenance personnel. Skill areas include the mechanical, electrical, and instrumentation specialties.

a. **Training**. Accepted applicants will undergo the following:

(1) Forty-eight weeks of intensive training in the U.S. Army Prime Power School's (PPS) Prime Power Production Specialist Course conducted at Fort Leonard Wood, MO.

(2) Twelve weeks of additional technical training after transfer to Naval Facilities Engineering and Expeditionary Warfare Center (NAVFAC EXWC), Port Hueneme, CA.

b. **Course**. The Prime Power Production Specialist Course at Fort Leonard Wood, MO consists of the following:

(1) **Academic Training - 18 Weeks**: Includes algebra review, introduction to physics, fundamentals of electrical engineering, and fundamentals of mechanical engineering. Sub-course is facilitated by accredited college providing successful students with 31 semester hours.

(2) **Operator Training - 15 Weeks:** Includes hands-on training in operating, maintaining, and troubleshooting diesel-driven power plants and other power station systems.

(3) **Specialty Training - 15 Weeks:** Based on program requirements and the students' previous training, students enter the instrumentation (mechanical or electrical) specialty phase. Each phase is designed to provide intensive training in the specialty area as it relates to equipment used in both the Army Prime Power Program and the Navy MUSE Program.

c. **Navy Enlisted Classification (NEC). NEC B03A** is awarded upon successful course completion. Graduates will then receive orders to NAVFAC EXWC, Port Hueneme, CA or one of several other satellite billets located within and outside the continental United States. Needs of the program and sea/shore flow rotation requirements will dictate the initial duty assignment.

d. **Tour length.** Tour length will be 36 months or Department of Defense area tour for overseas assignments.

2. **Requirements/Qualifications**

a. **Applicant Pool.** Applications for assignment to this program are invited from Seabee personnel who meet the following criteria:

(1) Paygrades E-4 through E-6 in the CE, UT, CM, EO, BU, EA, and SW ratings;

(2) Warfare qualified;

(3) No more than 12 years active duty;

(4) Minimum required Armed Services Vocational Aptitude Battery scores: AR + 2MK + GS = 222; and

(5) Have completed at least a 1-year course in algebra during high school or through another accredited school, or an equivalent course through Defense Activity for Nontraditional Education Support.

b. **Clearance.** A Secret clearance is required for all trainees prior to the commencement of the Prime Power Production Specialist Course.

c. **Application Process.** To apply for the MUSE Program:

(1) Service member communicates desire/intention to join the MUSE Program with the chain of command, detailer, and the MUSE Program recruiter.

(2) Service member contacts the MUSE recruiter in Port Hueneme to inquire about MUSE application package guidance.

(3) With the assistance of the member's chain of command and command career counselor, Service member completes and submits MUSE application package and NAVPERS 1306/92 Special Program Screening to the MUSE Program Division in Port Hueneme, CA. NAVPERS 1306/92 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

(4) MUSE recruiter informs Navy Personnel Command (NAVPERSCOM), MUSE Detailer (PERS-401C) of MUSE applications held for selection board.

(5) MUSE applicant selection board convenes.

(6) Selected members, the members' command, and NAVPERSCOM, Seabee Assignment Branch (PERS-401) are contacted by a MUSE Program recruiter with selection board results.

(7) NAVPERSCOM (PERS-401), with concurrence from MUSE recruiter, initiates permanent change of station orders to Fort Leonard Wood, MO for the selected members to attend the next identified Prime Power School convening date.

Any Service member requesting consideration for other Navy special programs within their first 36 months will not receive a favorable command endorsement.

d. **Course Convening and Student Selection Boards.** The Prime Power Production Specialist Course convenes three classes per year (January, May, and August). Student selection boards are convened approximately 6 months prior to class start dates. The selection board will be comprised of a minimum of four chief petty officers who hold **NEC B03A**. The selection board will meet at NAVFAC EXWC, MUSE Program Division, Port Hueneme, CA and screen all complete NAVPERSCOM endorsed applications. Selections will be made per manning requirements of the program.

Results of this board are then forwarded to NAVPERSCOM (PERS-401C) to screen for final approval and orders.

e. **Not Selected.** Applications not selected will be retained at NAVFAC EXWC, MUSE Program Division, Port Hueneme, CA for further review at subsequent boards.

(1) Personnel are most often not selected due to (submission of) incomplete packages and or failure to meet projected rotation date obligation, not a disqualifier, with their current command.

(2) Applications will continue to be reviewed for selection for up to 3 years.

(3) Applicants are urged to update the following information in their applications periodically:

(a) military schools completed;

(b) awards;

(c) current NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1–E-6);

(d) transcripts for civilian educational courses completed;

(e) applicant’s hand-written statement;

(f) NAVPERS 1070/613 Administrative Remarks;

(g) NAVPERS 1070/881 Training, Education, and Qualifications History; and

(h) NAVPERS 1070/605 History of Assignments; and any other pertinent data they wish to include.

NAVPERS 1616/26, 1070/613, and 1070/605 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

(4) Any such information should be sent to the following:

Commanding Officer
NAVFAC EXWC
MUSE Program Manager Code PW63
1000 23rd Avenue, Building 1360
Port Hueneme, CA 93043

f. **Form.** Complete sections A, B, C, D1 and D2 of NAVPERS 1306/92 Special Program Screening, and exhibit 1 of MILPERSMAN 1306-900.

g. **Obligated Service (OBLISERV).** Required OBLISERV for the MUSE Program is 54 months after the completion of the Prime Power Production Specialist Course. Selected applicants may obtain the OBLISERV in the following ways:

(1) Sign NAVPERS 1070/613 stating that member will reenlist at the completion of PPS to meet OBLISERV, if member's expiration of active obligated service (EAOS) is after the completion of PPS and does not meet the 60-month requirement; or

(2) Members may OBLISERV to train after program selection and prior to the start of PPS by submitting a request from the official e-mail account of a command administrator with "by direction" authority to NAVPERSCOM, Active Enlisted Programs Branch (PERS-811) for approval, if their EAOS is prior to PPS completion date.

This allows member to reenlist after receiving the MUSE NEC for potential selective reenlistment bonus (SRB) opportunities.

h. **Professional Performance.** MUSE is a demanding, high operational tempo, special program with high standards. Potential applicants are advised that failure to maintain all established standards of professionalism and personal conduct will result in NEC removal and recoupment of any unearned incentive pays received (i.e., SRB, SDAP).

MILPERSMAN 1306-925

SENIOR ENLISTED ACADEMIES (SEA)

Responsible Office	NAVPERSCOM (PERS-40)	Phone: DSN COM FAX	882-3555 (901) 874-3555 882-2647

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc.fct@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 6110.1K (b) CNO WASHINGTON DC 142115Z Sep 23 (NAVADMIN 217/23)

1. **Background**

a. Senior enlisted academies (SEA) provide an opportunity for master, senior, and chief petty officers to engage in studies concentrated in executive-level leadership and communication skills. SEAs provide an educational experience toward fulfillment of executive leadership and managerial requirements for senior enlisted leaders.

b. The curriculum is designed to be demanding, challenging, diverse, relevant, and comprehensive, providing students a broad exposure to multiple facets of leadership, management theories and functions, and strategic communication practices focused on joint force interoperability.

(1) **United States Navy Senior Enlisted Academy (USN SEA)**

(a) Location: Naval Station Newport, RI.

(b) For information regarding class schedules, registration, or enrollment procedures, visit the USN SEA Web site at: https://www.netc.navy.mil/SEA/.

(c) Contact information:
E-mail: administration.sea@us.navy.mil
Phone: (401) 841-4776 or (DSN) 841-4776

(d) Each year two SEA classes will include 36 seats for Selected Reserve (SELRES) members who cannot complete the

full 3 weeks in-residence (IR). These SELRES students will be grouped together and complete the same curriculum. However, these SELRES students will have their distance learning (DL) period extended to 4 weeks, and their IR schedule will be compressed (i.e., work extended hours) to allow graduation after 2 weeks IR.

(e) Travel for USN active duty and training and administration of the reserves members during permanent change of station (PCS) is funded by Commander, Navy Personnel Command (COMNAVPERSCOM). Temporary duty (TDY) is funded by USN SEA.

(f) USN SELRES students will use annual training (AT) or active duty for training (ADT) funding.

NOTE: USN personnel in pay grade E-7 must attend the USN SEA on TDY orders. PCS funding will not be authorized.

(2) **United States Coast Guard (USCG) Senior Enlisted Leadership Course (SELC)**

(a) Location: U.S. Coast Guard Academy, New London, CT.

(b) For information regarding class schedules, registration, or enrollment procedures, visit the USCG SELC Web site at: https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Civilian-Human-Resources-Diversity-and-Leadership-Directorate-CG-12/Office-of-Leadership-CG-128/Courses/SELC-501799/.

(c) Contact information:
Phone: (860) 701-6471

(3) **United States Air Force Senior Non-Commissioned Officer Academy (AFSNCOA)**

(a) Location: Maxwell Air Force Base (AFB), Gunter Annex, Montgomery, AL.

(b) For information regarding class schedules, registration, or enrollment procedures, visit the AFSNCOA Web site at: https://www.airuniversity.af.edu/Barnes/AFSNCOA/.

(c) Contact information:
E-mail: sncoa.studentadmin@us.af.mil
Phone: (334) 201-2400

(4) **United States Special Operations Command (USSOCOM) Joint Special Operations Forces Senior Enlisted Academy (JSOFSEA**)

(a) Location: MacDill AFB, Tampa, FL.

(b) For information regarding class schedules, registration, or enrollment procedures, visit the JSOFSEA Web site at: https://www.jsou.edu/.

(c) Contact information:
E-mail: jsouadmissions@socom.mil
Phone: (334) 201-2400

(5) **United States Marine Corps Senior Enlisted Academy (MCSEA)**

(a) Location: Marine Corps Base Quantico, VA.

(b) For information regarding class schedules, registration, or enrollment procedures, visit the MCSEA Web site at: https://www.usmcu.edu/Colleges-and-Schools/College-of-Enlisted-Military-Education/Academies/Marine-Corps-Senior-Enlisted-Academy/.

(c) Contact information:
E-mail: mcu_ceme@usmcu.edu
Phone: (703) 784-4018

(6) **United States Army (USA) Sergeants Major Academy (SGM-A)**

(a) Location: Fort Bliss, El Paso, TX.

(b) For information regarding class schedules, registration, or enrollment procedures, visit the SGM-A Web site at: https://www.ncoworldwide.army.mil/Academics/Sergeants-Major-Academy/.

(c) Contact information:
E-mail: DL - lwd programs-smc-dl@army.mil
Resident - lwd programs-smc-r@army.mil
Phone: (915) 744-8243

2. **Requirements for USN SEA**

a. Eligibility

(1) Members in pay grades E-8 and E-9 are eligible (including those frocked to E-8).

(2) Members in pay grade E-7 must provide a commanding officer's (CO) letter of endorsement (example can be found on the SEA Web site) and meet the following eligibility criteria:

(a) Is time-in-rate eligible for E-8.

(b) Recommended for advancement from current CO.

(c) Received an "early promote" or the #1 or #2 "must promote" on their most recent competitive evaluation.

(d) Completed the Chief Petty Officer Leadership Development Course.

b. Registration. Students will self-register online for a USN SEA class at the SEA Web site using the "Empower" registration tool. See USN SEA Web site for details. USN E-7 members must e-mail CO's endorsement letter to registration.sea@usnwc.edu to complete the registration process.

c. Other Service Students. All non-Navy students will attend the USN SEA on TDY orders funded by their respective commands.

d. Body Composition Assessment (BCA). **All attendees, regardless of branch of Service,** must be within the Navy's BCA standards per reference (a). Failure to meet Navy BCA standards will result in immediate disenrollment, unless waived due to circumstance(s) outlined in reference (a).

NOTE: BCA is not applicable to international military students.

e. Points of Contact for USN SEA

Course Director
E-mail: coursedirector.sea@usnwc.edu
Phone: (401) 841-4944

Lead Faculty Advisor
E-mail: LeadFA@usnwc.edu
Phone: (401) 841-4471

Registration
E-mail: registration.sea@usnwc.edu
Phone: (401) 841-4221

Defense Travel System (DTS) Coordinator
E-mail: seadtscoordinator@usnwc.edu
Phone: (401) 841-4223

3. **Requirements for All Other Services' SEAs**

a. Eligibility

(1) Members in pay grades E-8 and E-9 must meet partner Service requirements. See the respective SEA's Web site for details.

(2) Members in pay grade E-7 are not eligible to attend USA SGM-A, USMC MCSEA, USCG SELC, JSOFSEA, or AFSNCOA.

b. Registration and Enrollment. To complete the registration and enrollment process for all other Services' SEAs, go to the individual school's Web site.

c. Funding

(1) TDY – all students attending other Services' SEAs on TDY orders will have their travel (to-and-from homeport), lodging, and per diem funded by their parent command.

(2) PCS – all students attending other Services' SEAs on PCS orders will have their travel, lodging, and per diem funded by COMNAVPERSCOM.

(3) USN SELRES students will use AT or ADT funding.

d. Physical Fitness and BCA. All attendees (regardless of branch of Service) must be within BCA standards for the school they are attending and must have passed their last physical fitness assessment. Failure to meet BCA standards will result in immediate disenrollment from the course.

MILPERSMAN 1306-926

JOINT STAFF DUTY WITH MILITARY ENTRANCE PROCESSING STATIONS (MEPS)

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone: DSN COM FAX	882-3878 (901) 874-3878 882-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Background**. Military entrance processing stations (MEPS) are responsible for aptitude testing, medical evaluations, administrative processing, enlistment, and shipment of applicants for the Armed Forces.

a. Joint staff duty billets within headquarters, U.S. Military Entrance Processing Command's nation-wide mission is to qualify applicants medically, aptitudinally, and morally for enlistment into the Armed Forces.

b. The billets within MEPS activities are open to all ratings in pay grades E-5 to E-8; however, a majority of the billets within the MEPS are for the hospital corpsman rating. The special program detailers will detail the E-7 and below billets, and the command master chief detailer will detail the command senior chief E-8 billets.

c. Many MEPS activities are in remote locations or in the center of a major city; therefore, members should be advised that financial stability is essential to successfully completing a tour at a MEPS duty station.

d. Personnel selected for assignment to MEPS must be mature individuals with sufficient military experience and personal suitability to perform independently with a minimum amount of supervision and leadership.

e. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. The minimum pay grade is E-5.

b. Complete sections A, C, and D3 of NAVPERS 1306/92 Special Program Screening Form and Exhibit 1 of MILPERSMAN 1306-900. NAVPERS 1306/92 may be accessed at: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx and MILPERSMAN 1306-900 may be accessed at: http://www.public.navy.mil/bupers-npc/reference/milpersman/1000/1300Assignment/Pages/default.aspx.

c. Required obligated service for this program is 36 months.

d. Member must have been screened by the command drug and alcohol program advisors in the last 60 months. Member must not have a history of intemperate use of alcohol. Personnel with any history of drug usage, possession, or trafficking while on active duty are not considered suitable for MEPS duty.

e. Member must have passed the most recent physical fitness assessment (PFA) and have no more than one PFA failure within the past 3 years.

f. Member must present a smart military appearance.

MILPERSMAN 1306-927

NAVY HARBOR PILOT PROGRAM

Responsible Office	NAVPERSCOM (PERS-402B)	Phone:	DSN COM FAX	882-3713 (901) 874-3713 882-2637

1. **Background**

a. A **Navy Harbor Pilot**

(1) **pilots** naval ships of all classes and tonnage, in and out of harbors and naval bases, or to and from docks and berths.

(2) **supervises** naval and civilian personnel in docking, berthing, and mooring of all classes of vessels, floating docks, cranes, and barges.

(3) **directs** operation of pusher boats (YTLs, YTMs, YTBs) in the movement of ships and tows, to and from sea and in harbors.

b. Navy Harbor Pilots are routinely on standby to move at short notice to areas of political unrest or strikes, to ensure smooth flow of military cargo and ships.

c. Tour length will be 36 months, or Department of Defense (DoD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. Personnel in paygrades E-6 and above in BM and QM ratings are eligible.

b. Member must be interviewed and subsequently recommended by an active Navy Harbor Pilot, unlimited tonnage.

c. If accepted, and upon completion of training, the applicant should expect at least two consecutive overseas tours before being assigned to duty in continental United States (CONUS). One tour of unaccompanied duty can be anticipated.

d. Complete section A of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

e. Required obligated service (OBLISERV) for this program is 72 months (6 years).

MILPERSMAN 1306-928

NAVY MUSIC PROGRAM (MU)

Responsible Office	Fleet Band Activities	Phone: DSN COM	882-4316 (901) 874-4316

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330 MNCC(6622) askmncc@navy.mil https://my.navy.mil/

1. **Background**

a. The Navy musician rating (MU) is comprised of Service members who possess musical skills in varying styles, to include martial, classical, and commercial music.

b. Tour lengths will be per rating sea and shore flow.

2. **Policy**. Director, Fleet Band Activities (FBA) has approval authority for all assessment auditions required for assignment to MU "A" School and eventual placement in a fleet or area band.

3. **Eligibility**. Service members seeking lateral conversion to the MU rating must first be granted approval to audition from their current chain of command and their respective enlisted community manager at Bureau of Naval Personnel (BUPERS) Enlisted Community Management Division (BUPERS-32) prior to taking an audition. Service members who successfully pass the required instrumental audition are eligible for assignment to MU "A" School.

4. **Requirements and Qualifications**

a. Service members must audition and be certified as "musically qualified" by FBA prior to submitting requests for lateral conversion and assignment to MU "A" School.

b. Service members auditioning for this program must demonstrate competent performance ability on one primary instrument or voice, as indicated below:

Navy Enlisted Classification (NEC)	Primary Instrument	Secondary Instrument
A01M	Flute/piccolo	(none)
A02M	Oboe	(see note)
A03M	Clarinet	(none)
A04M	Bassoon	(see note)
A05M	Saxophone	(none)
A06M	Trumpet	(none)
A07M	French horn	(none)
A08M	Euphonium (baritone)	(none)
A09M	Trombone	(none)
A11M	Tuba	(none)
A12M	Guitar	(see note)
A13M	Percussion (drums)	(none)
A14M	Piano/keyboard	(see note)
A15M	Electric/string bass	(see note)
A25M	Vocalist/ entertainer	(see note)
A55A	Audio engineer	(none)

Note: Guitar, keyboard, electric/string bass, bassoon, oboe instrumentalists, and vocalists receive basic skills instruction in percussion techniques during "A" school and perform on auxiliary percussion instruments for ceremonial band, parade band, and similar performance requirements (e.g., bass drum, cymbals, Latin-percussion instruments).

c. Due to the high visibility of Navy bands and frequent contact with the public, foreign dignitaries, and senior government officials, Service members must maintain an outstanding personal appearance and impeccable military bearing.

d. Required obligated service for this program is 36 months.

5. **Procedures**

a. Active duty members must obtain permission from their current chain of command via NAVPERS 1306/92 Special Program Screening per MILPERSMAN 1306-900 (exhibit 1 is not required). Based on NEC manning levels, Director, FBA, in conjunction with BUPERS-32, determine if there is a current or projected vacancy.

b. Contact FBA for assistance or location of audition sites.

c. Individual commands may issue "cost" temporary additional duty (TEMADD) orders, but funded travel is not required. Special liberty, leave, or no-cost TEMADD orders may be required for the Service member to properly effect the audition. Following the audition, Service members will return to their parent command.

d. Results of the audition will be forwarded to the Service member by Director, FBA.

e. Successful applicants are guaranteed assignment to MU “A” School upon release from current community.

MILPERSMAN 1306-929

NAVY MANPOWER ANALYSIS CENTER (NAVMAC)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC

1. **Program Background.** Navy Manpower Analysis Center (NAVMAC) is responsible for developing and documenting wartime manpower requirements for all Navy fleet and shore activities and reviewing documentation for total force manpower requirements of the shore establishment, both peacetime and wartime.

a. NAVMAC conducts detailed analysis of workload, manning standards, and mission statements to determine optimum levels of manpower required for units to meet their respective wartime missions.

b. NAVMAC conducts extensive on-site surveys of workload on ships, staffs, and aviation squadrons and uses collected data to develop ship, squadron, or fleet manpower documents as well as Occupational and Naval Standards (OCCSTDs/NAVSTDs).

c. NAVMAC develops and applies various industrial engineering techniques designed to increase an organization's capability, proficiency, and productivity without increasing resources or existing workload.

d. Ratings assigned to NAVMAC include the following:

AB	Aviation Boatswain’s Mate
AD	Aviation Machinist’s Mate
AE	Aviation Electrician’s Mate
AM	Aviation Structural Mechanic
AS	Aviation Support Equipment Technician
AT	Aviation Electronics Technician
AW	Aviation Warfare Systems Operator
AZ	Aviation Maintenance Administrationman
BM	Boatswain’s Mate
CS	Culinary Specialist
CT	Cryptological Technician
DC	Damage Controlman

EM	Electrician's Mate
ET	Electronics Technician
FC	Fire Controlman
GM	Gunner's Mate
GS	Gas Turbine Systems Technician
HM	Hospital Corpsman
HT	Hull Maintenance Technician
IC	Interior Communications Electrician
IS	Intelligence Specialist
IT	Information Systems Technician
MM	Machinist's Mate
OS	Operations Specialist
PS	Personnel Specialist
SH	Ships Serviceman
SK	Storekeeper
STG	Sonar Technician (Surface)
STS	Sonar Technician (Submarine)
YN	Yeoman

e. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Personnel assigned to NAVMAC manpower analysts' billets must be eligible for a Secret security clearance.

b. Complete sections A and D2 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-930

HISTORIC SHIP NAUTILUS (SSN 571)

Responsible Office	NAVPERSCOM (PERS-403C)	Phone:	DSN COM FAX	882-4696 (901) 874-4696 882-2638

1. **Background**. The Historic Ship NAUTILUS (SSN 571) is an important part of U.S. Navy history. The ship is located in Groton, CT and hosts more than 150,000 visitors each year.

a. The crew of the NAUTILUS is in constant contact with the public, requiring an outstanding personal appearance, free of obvious skin blemishes, and having excellent natural posture and military bearing.

b. Good moral character with respect to authority, as well as a clear, distinct speaking voice (free from any impediment) are musts.

c. Members fluent in the following languages are highly desired: French, Spanish, German, Arabic, Japanese, Chinese, or Tagalog.

d. Tour length will be prescribed rating shore tour.

2. **Requirements/Qualifications**

a. Male members must be submarine (SS) qualified. Nuclear-trained females who have completed Enlisted Surface Warfare Specialist qualification may be considered upon completion of an AS/CVN tour and favorable endorsement as having the ability to perform Radiological Control (RADCON) duties.

b. E-6 personnel not qualified Engineering Watch Supervisor (EWS)/Propulsion Plant Watch Supervisor (PPWS) for nuclear trained personnel, or Chief of the Watch (COW) for non-nuclear trained personnel must be recommended by the commanding officer (CO) as having the potential to rapidly qualify for the appropriate watch upon returning to sea following the NAUTILUS tour.

c. As required, some nuclear-trained personnel will be ordered via Radiological Control Technician Qualification School, Norfolk Naval Shipyard, VA.

d. Member must not have any visible tattoos.

e. Nuclear trained personnel must possess a valid driver's license.

f. COs must **personally** interview applicants prior to certifying eligibility. This responsibility may not be delegated.

g. Complete sections A, C, D3, and D5 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900. For item A7, member must be within height-weight standards.

h. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-931

NAVY ABSENTEE COLLECTION AND INFORMATION CENTER (NACIC)

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone	DSN COM FAX	882-3869 874-3869 882-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) BUPERSINST 1600.7 (b) NAVMED P-117, Manual of the Medical Department (MANMED)

1. **Background.** Personnel in pay grades E-5 through E-9 assigned to Navy Absentee Collection and Information Center (NACIC) are responsible for administering centralized deserter information services and provide tracking, monitoring, and collection services for Navy personnel who are administratively declared deserters per reference (a).

a. NACIC personnel represent the U.S. Navy as well as the nation, often in extremely high positions of visibility in both civilian and military communities.

b. NACIC personnel have independent duty responsibilities, and must possess the highest levels of maturity, sound judgement, and integrity.

c. NACIC duty may require temporary additional duty travel with very little advance notice. Prospective personnel must be apprised of this requirement.

d. NACIC tour lengths will be 36 months.

2. **Requirements or Qualifications**

a. Service members must undergo medical and dental screening and be medically fit for potential air travel. Health and dental records must be screened per reference (b). Candidates must have a class 2 dental status (minimum) prior to transferring to NACIC.

b. Candidates must be counseled and evaluated by the command financial specialist. Serious unresolved financial problems or indebtedness, or a documented history of indebtedness over the last 3 years will disqualify applicants for duty at NACIC.

c. Single parents must have a childcare provider available at all times. NAVPERS 1740/6 Department of the Navy Family Care Plan Certificate must be validated prior to the final endorsement of NAVPERS 1306/92 Special Program Screening. NAVPERS 1740/6 and 1306/92 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

d. Complete NAVPERS 1306/92 sections A, B, C, D2, and D6.

e. Required obligated service for this program is 36 months.

f. Due to job requirements, Service members who have been convicted of domestic violence or have an open Family Advocacy Program case are ineligible for assignment to NACIC.

MILPERSMAN 1306-934

NUCLEAR TRAINED PERSONNEL ASSIGNED TO NUCLEAR CAPABLE INTERMEDIATE MAINTENANCE ACTIVITIES (IMA)

Responsible Office	NAVPERSCOM (PERS-403)	Phone:	DSN COM FAX	882-4696 (901) 874-4696 882-2638

References	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications

1. **Program Background.** Each nuclear capable Intermediate Maintenance Activity (IMA) has a **Radiological Control (RADCON) Division** consisting of Electronic Laboratory Technician (ELT) and non-ELT nuclear trained personnel, and a **Nuclear Planner Division** consisting of non-ELT nuclear trained personnel. Certain nuclear capable IMAs also have a **Nuclear Repair Division** consisting of non-ELT nuclear trained personnel.

a. Billets in AS tenders count as sea duty for rotation.

(1) Locations include the following:

GUAM	LA MADDELENA, SARDINIA
SAN DIEGO, CA	NORFOLK, VA
NEW LONDON, CT	KINGS BAY, GA
PEARL HARBOR, HI	BANGOR, WA

(2) Tour length will be prescribed rating sea tour.

b. Tour length for shore IMAs will be 36 months.

2. **Requirements/Qualifications**

a. Nuclear trained personnel interested in requesting assignment to a nuclear capable IMA must be qualified on those watch stations required by reference (a) for assignment of the Nuclear Propulsion Plant Supervisor Navy Enlisted Classification (NEC) codes.

b. E-6 personnel requesting assignment as Nuclear Planner must be Engineering Watch Supervisor qualified.

c. Requests should include the following:

(1) Nuclear Power School (NPS) class standing (overall standing, not in-rate standing).

(2) Highest nuclear watch station qualification.

(3) Nuclear Instructor Duty screening for personnel requesting follow-on assignment to NPS.

(4) Commanding officer’s (CO’s) comments for IMA suitability and any requested waivers.

d. Required obligated service (OBLISERV) for this program is a minimum of 36 months.

MILPERSMAN 1306-935

COMMAND MASTER CHIEF (CMC) PROGRAM

Responsible Office	NAVPERSCOM (PERS-40FF)	Phone:	DSN COM FAX	882-4560 (901) 874-4560 882-2647

References	(a) OPNAVINST 1306.2D

1. **Background**. Fleet Master Chiefs (FLTCM), Force Master Chiefs (FORCM), CNO-Directed Command Master Chiefs (CNOCM), and Command Master Chiefs (CMDCM) are the senior enlisted leaders who report directly to their commanders/commanding officers.

a. They are responsible and accountable for the following:

(1) Lead Sailors and apply their skills to tasks that enable mission accomplishment.

(2) Promote the professional growth and personal development of Sailors.

(3) Communicate the mission requirements, policies, core values, and standards.

(4) Strengthen and support the chain of command through aiding in the formulation and implementation of policy.

b. FLTCMs, FORCMs, CNOCMs, and CMDCMs uphold the highest standards of professionalism and stimulate better communications at all levels of the command throughout the Department of the Navy (DON). They strengthen the chain of command by working as an integrated element to foster better understanding of the requirements for, and viewpoints of, Sailors and their families.

c. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Specific responsibilities, screening, selection, and billet requirements are contained in reference (a).

b. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-936

ADVANCEMENT EXAMINATION DEVELOPER AND MILITARY EXAM LEADER

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC

Reference	(a) SECNAVINST 5510.30B

1. **Program Background**. Personnel selected will be ordered to the appropriate activity for duty as a facilitator.

a. Member leads and facilitates an advancement examination development conference for various ratings to review the advancement examination bank and graphics, write new advancement examination questions, and build advancement examinations.

b. Reference (a) provides that any person selected for duties in connection with programs involving the education and orientation of military or civilian personnel shall have been the subject of a favorable national agency check, entrance national agency check, or national agency check interim, as applicable.

c. Tour length is 36 months.

2. **Requirements/Qualifications**

a. Must be an E-7 or above;

b. Complete section A and D2 of NAVPERS 1306/92 Special Program Screening, Exhibit 1 of MILPERSMAN 1306-900; and

c. Required obligated service for this program is 36 months.

MILPERSMAN 1306-937

CULINARY SPECIALIST EXECUTIVE SERVICES PROGRAM

Responsible Office	NAVPERSCOM (PERS-44ES)	Phone: COM	(901) 874-3871
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) SECNAVINST 1306.2E (b) OPNAVINST 1306.3C (c) DoD Instruction 1315.09 of 17 November 2023

1. **Purpose**. This article addresses the distribution and assignment of culinary specialists to the Culinary Specialist Executive Services Program.

2. **Background**

a. The Culinary Specialist Executive Services Program provides food service and executive level support to flag and general officers, flag messes, and presidential or vice-presidential support activities.

b. Culinary specialists selected for executive services must possess superior performance records; advanced culinary skills, often gained through specialized education or experience; impeccable appearance and demeanor; and strong recommendations from their commanding officers (CO).

c. Tour lengths are normally 36 months or per Department of Defense area tour length: overseas assignment, 24 months unaccompanied and 36 months accompanied. Projected rotation dates (PRD) for personnel in public quarters are determined by the tour length of the flag or general officer. Tour-length extension waivers must be submitted to Navy Personnel Command (NAVPERSCOM) Administration, Deck, Security, and Supply Distribution Branch (PERS-405) and Culinary Specialist Executive Services Program Manager (PERS-44ES2) for processing.

d. Consecutive tours are limited to afford all culinary specialists opportunity, have a more distributable inventory, and better manage the health of the culinary specialist rating. No more than 2 consecutive shore tours or no more than 60 consecutive months in the Culinary Specialist Executive Services Program (to include PRD adjustments) are permitted at the same command. Service members will be released back to their rating detailer upon request or if there are no available billets within the program 8-months prior to their PRD to ensure maximum detail opportunity.

3. **Assignment**. To request assignment to the Culinary Specialist Executive Services Program contact PERS-44ES for availability before contacting applicable rating detailer for release to the program. Submit NAVPERS 1306/7 Electronic Personnel Action Request to PERS-405 or NAVPERSCOM Nuclear Power/Submarine Distribution Branch (PERS-403) approximately 14-16 months prior to Service member's PRD. If billets are not available within Culinary Specialist Executive Services Program, members will be released to PERS-405 for further detailing in MyNavy Assignment (MNA).

a. **Enlisted Aide (EA) Duty (Navy Enlisted Classification Code (NEC) S15A)**. Culinary specialists nominated and assigned to flag and general officers, per references (a) through (c) and MILPERSMAN 1306-900, are assigned NEC S15A upon completion of the Advanced Culinary Skills Training Course and Enlisted Aide Training Course.

(1) PRDs for EAs are determined by the tour length of the flag or general officer they are serving.

(2) Service members serving as EAs must volunteer in writing prior to execution of orders and may choose to terminate EA duty at any time.

(3) Once Service members are accepted into the Culinary Specialist Executive Services Program, they will interview with the prospective flag or general officer for their first EA assignment. Once the member is selected, the flag or general officer will sign and submit a flag hold letter to PERS-44ES2 for the member. To release the member from flag-hold, the flag or general officer will sign a flag release letter, exhibit 1.

(4) A Service member who is requested by-name to serve as an EA follows the same screening process as other candidates. By-name requests are only approved for flag or general officers, see exhibit 2. Service members applying for EA positions must understand that those positions must be filled within 60 days of member's approval.

(5) EAs serving 2 conservative tours within the same command will not be recommended for a follow-on EA position at the same or lower level. EAs must communicate their intentions regarding their way-forward 12 months prior to their PRDs or when their principal is scheduled to depart.

b. **Flag Mess Duty-Culinary Specialists Assigned to Flag, General, or Executive Messes Afloat or Ashore**. Flag mess personnel have the option to volunteer for assignment as an EA upon successful completion of initial flag mess duty. For flag messes afloat members must convey their follow-on tour intentions 15 months prior to their PRDs to ensure the best shore opportunities.

c. **Presidential Food Service, Vice-President's Residence, or Camp David**. Service members must meet additional eligibility requirements provided by PERS-44ES2 for, assignment as an executive support duty-culinary specialist assigned to Presidential Food Service, Vice-President's Residence, or Camp David. Members selected for these unique assignments will be limited to no more than 48 months on station.

d. **Assigned to Fleet Logistics Support Squadron 1 (VR-1) and Executive Transport Detachment Pacific**. Service members must meet additional eligibility requirements such as completing a class II swim qualification, a flight physical, and aircrew indoctrination training (Naval Aviation Survival Training Program for class IV aircraft) for assignment as an executive transport duty-culinary specialist assigned to Fleet Logistics Support Squadron 1 (VR-1) and Executive Transport Detachment Pacific.

4. **Requirements and Qualifications**. Commands must ensure the following requirements are met prior to members transfer:

a. Service members must be released by PERS-405 or PERS-403 detailer to apply for the Culinary Specialist Executive Services Program.

b. Service members requesting assignment to a special program must understand these programs coincide with normal sea and shore flow. If bound for sea duty, the Service member may only negotiate for sea duty billets. If bound for shore duty, the Service member will be offered a shore duty billet.

c. Individuals must possess the following qualifications for nomination. Waivers of these qualifications will be considered on a case-by-case basis:

(1) Be highly motivated for assignment and strongly recommended by the CO;

(2) Have a clear record, free from conviction by court-martial, civil court (except minor traffic offenses), and non-judicial punishment within the past 3 years;

(3) Be able to meet security clearance requirements;

(4) Have no evaluation marks below 3.0 for past 3 years; and

(5) Have not failed a physical fitness assessment (PFA) within the last 3 years. If a Service member fails a PFA while in the program, member will be disqualified to retour within the program.

d. Complete sections A, B, D2, and D3 on NAVPERS 1306/92 Special Program Screening and exhibit 1 of MILPERSMAN 1306-900.

e. Must obligate 36 months service for this program;

5. **Application**. Submit requests for initial and subsequent assignment to PERS-44ES via the administrative chain of command using NAVPERS 1306/7. Nomination packages must be submitted 14-16 months prior to Service members' PRDs to allow sufficient time for review of nominees, personal interviews (if required), and final selection. Nomination packages must include the following documents:

a. Completed NAVPERS 1306/7;

b. Completed NAVPERS 1306/92;

c. Copies of past 3 observed evaluations;

d. CO or assigned flag officer letter of recommendation;

e. Personal biography;

f. Full front and side view color photographs in service dress uniform; and

g. Signed NAVPERS 1070/613 Administrative Remarks citing the following entry:

I hereby volunteer to be considered for the Culinary Specialist Executive Services Program. I understand that by volunteering, I am eligible to be detailed to any component within the program.

PHYSICAL READINESS
Per MILPERSMAN 1306-913, I understand that I must maintain physical readiness standards per OPNAVINST 6110.1J. I also understand that if I am unable to maintain physical readiness standards, I will be released from the program and returned to the normal rating detailer for follow-on needs of the Navy assignment.

PERSONAL CONDUCT
I understand that my personal conduct, both on and off duty, must always be of the highest caliber. If I am unable to maintain good order and discipline, receive any civil or military conviction (less minor traffic violations), or if I am deemed unsuitable for the Culinary Specialist Executive Services Program by the flag officer, this will serve as grounds for release from the program, and I will be returned to the normal rating detailer for follow-on needs of the Navy assignment.

PROGRAM ENTRY REQUIREMENT
I understand that I have entered the Culinary Specialist Executive Services Program. I understand that I may be released from the program at any time for any of the above reasons and returned to my normal rating detailer. I may request to return to my normal rating detailer upon completion of the 36-month obligation, provided I complete the tour to which I am assigned at that time.

MEMBER: _____WITNESS: _____

h. Members are highly advised to update their contact information in MNA to ensure maximum communication with the detailer.

Exhibit 1
Flag Release Letter

From: Commander, _____
To: Commander, Navy Personnel Command (PERS-44ES2)

Subj: FLAG RELEASE IN THE CASE OF CS1(SW/AW) IMA G. SAILOR, USN

1. CS1(SW/AW) Sailor is released from "flag hold" as my enlisted aide. I understand and accept there may be a billet gap.

2. CS1(SW/AW) Sailor is an outstanding enlisted aide and a trusted advisor. I recommend that (he or she) remains in the program so that the Navy may continue to benefit from (his or her) exceptional skills and character. Assign CS1(SW/AW) Sailor to the most challenging assignments and watch (his or her) excel.

3. My point of contact is CAPT John Smith, chief of staff, who may be contacted via e-mail at johnsmith@navy.mil.

Exhibit 2
By-Name-Request Letter

From: Commander, _____
To: Commander, Navy Personnel Command (PERS-44ES2)

Subj: FLAG HOLD IN THE CASE OF CS1(SW/AW) IMA G. SAILOR, USN

1. I have selected CS1(SW/AW) Sailor as my enlisted aide and request that (he or she) be placed on "flag hold" effective immediately.

2. My point of contact is CAPT John Smith, chief of staff, who may be contacted via e-mail at john.smith@navy.mil.

MILPERSMAN 1306-939

WHITE HOUSE COMMUNICATIONS AGENCY (WHCA)

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone: DSN COM	882-3886 (901) 874-3886

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoDD 5210.55 of 15 Dec 98 (b) DoDI 5210.87 of 30 Nov 98 (c) SECNAVINST 5312.12C

1. **Background**. The White House Communications Agency (WHCA) provides premier, world-wide communications support that enables the President and the Presidential Staff to lead the nation effectively.

a. The WHCA manages a world-wide screening program to identify personnel for assignment to the agency by traveling to various naval bases. The screening team conducts a record screen of those personnel that meet the initial qualification criteria for assignment to the agency.

b. Eligible candidates selected from the record screen will then attend an orientation and continue on with personal interviews and further security clearance processing. Once selected, a single-scope background investigation will be initiated by the WHCA recruiting team to determine Top Secret and Sensitive Compartmented Information (TS/SCI), and Presidential support duty eligibility.

c. The WHCA screening procedures require time intensive and costly background investigations. TS/SCI and Presidential support duty eligibility may take approximately 12 to 18 months to complete. Therefore, upon notification from a WHCA recruiter, Navy Personnel Command (NAVPERSCOM), Major Washington/Memphis Staff detailer (PERS-4010F) must place a candidate’s record in a detailing hold status. This hold status notifies the respective detailers that the candidate is being screened for the WHCA and not to create orders without prior consent from the WHCA. Once a candidate is Presidential support

duty eligible and meets all other requirements per MILPERSMAN 1306-900, the WHCA recruiter will notify NAVPERSCOM (PERS-4010F) to create orders to WHCA.

d. Considering the intense training received at the WHCA, all tour lengths will be 4 years, with the exception of the ITCM billet, which will be a 3-year tour.

2. **Requirements/Qualifications**. Pay grade E-4 may not have more than 5 years total active military service, pay grade E-5 may not have more than 10 years total active military service, and pay grade E-6 and above may not have more than 15 years total active military service. Exceptions will be made on a case-by-case basis.

a. The following additional requirements must also be met:

(1) Must be in the following ratings: BU, CE, CTI (NEC 9201), CTM, CTN, EM, ET, HM, IC, IT, MC, PS, SW, or YN;

(2) Must be a U.S. citizen;

(3) Must be eligible for Presidential support duty per references (a) through (c); and

(4) Applicant must have been awarded a warfare device (if attached to a qualifying unit).

b. Required obligated service for this program is 48 months.

3. **Additional Requirements**. Assignment to WHCA is contingent on the successful completion of a special background investigation for Presidential support duty and the availability of an authorized billet. Online applications may be submitted on the following Web site: http://**www.disa.mil/Careers/WHCA**.

MILPERSMAN 1306-940

NAVAL RESERVE OFFICER TRAINING CORPS (NROTC) TRAINING AND SUPPORT PERSONNEL

Responsible Office	NAVPERSCOM (PERS-402SK)	Phone:	DSN COM FAX	882-3724 (901) 874-3724 882-2637

1. **Program Background**

a. Personnel selected for duty as instructors at any Naval Reserve Officer Training Corps (NROTC).

b. Tour lengths are 36 months.

2. **Requirements/Qualifications**

a. Complete section A of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

b. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-942

USS ARIZONA (BB 39) MEMORIAL

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone: DSN COM FAX	882-3878 (901) 874-3878 882-2646

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Background**. The USS ARIZONA (BB 39) Memorial, built over the sunken wreckage of USS ARIZONA (BB 39), is the final resting place for many of the 1,177 crewmen killed on 7 December 1941 when Japanese naval forces bombed Pearl Harbor. The memorial is part of the World War II Valor in the Pacific National Monument. More than 1 million visitors pay their respects to the ship and her crew annually.

a. Volunteers seeking duty at the USS ARIZONA (BB 39) Memorial must be exceptionally capable of engaging the public. Petty officers should be warfare qualified.

b. Tour length will be Department of Defense area tour.

2. **Policy**

a. Non-petty officers are normally assigned directly from Navy Recruit Training Command (RTC). Recruits who volunteer and are accepted for USS ARIZONA (BB 39) Memorial duty must execute NAVPERS 1070/613 Administrative Remarks, acknowledging delayed entry into whichever guaranteed programs for which they enlisted, until completion of their prescribed tour assignments to the memorial.

b. Sailors who are selected from RTC and volunteer for assignment to USS ARIZONA (BB 39) will forego participation in the Navy wide advancement examination for the duration of their 24-month tours. Upon successful completion of a 24-month tour and graduation from the their contracted rating "A" schools, Sailors will be authorized advancement to E-4.

(1) Sailors of contracted ratings which are ”A” school-required and of ratings which are not ”A” School-required will equally adhere to this policy.

(2) Sailors with 23 months or less remaining on their current contracts must incur obligated service for advancement. Sailors with 24 months or more remaining on their current contracts will not be required to obligate service.

c. Service members who did not enlist for a guaranteed program may request any program for which they qualify within 12 months prior to the end of their tours. Service members may expect to receive favorable consideration if they are otherwise eligible and requirements exist.

3. **Requirements and Qualifications**

a. All Service members being considered for USS ARIZONA (BB 39) Memorial duty must meet the following Armed Services Vocational Aptitude Battery (ASVAB) minimum qualifications (waiverable 5 points per line):

(1) Work Knowledge (WK) of 50

(2) Verbal Expression (VE) of 50

b. All Service members being considered for USS ARIZONA (BB 39) Memorial duty must meet the following additional requirements:

(1) No tattoos visible while wearing short sleeve working uniforms (waiverable),

(2) Non-petty officers must be unmarried and without dependents,

(3) No physical disabilities which would preclude service onboard ship,

(4) Qualified second class swimmer,

(5) Must be able to qualify craftmaster, and

(6) No record of non-judicial punishment within the previous 36 months (waiverable).

4. **Application**

a. Volunteers must be released by their rating detailers to Navy Personnel Command (NAVPERSCOM) Shore Special Programs Assignment Branch (PERS-4010D).

b. Submit the following information to PERS-4010D for screening:

(1) NAVPERS 1306/92 Special Duty Screening (all sections must be completed)

(2) Evaluations/fitness reports for the previous 36 months;

(3) ASVAB scores (WK, VE);

(4) Height, weight, and body composition assessment; last three physical fitness assessment scores, and any current failures;

(5) Letter endorsement signed by commanding officer which addresses Service members':

(a) Military appearance and tattoos;

(b) Demeanor, professionalism, and leadership skills; and

(c) Potential or ability to lead, with limited oversight, groups of junior Sailors.

(6) Point of contact and phone number (command career counselor (CCC), leading chief petty officer, or command master chief).

c. CCC forwarding application must contact and coordinate application with PERS-4010D at (901) 874-3855.

d. In case of new accessions (i.e., Sailors who have not yet reported to their first ultimate duty station), a copy of DD 4 Enlistment/Reenlistment Document Armed Forces of the United States should be forwarded to PERS-4010D.

e. Required obligated service for this program is 36 months.

MILPERSMAN 1306-943

MOBILE ENVIRONMENTAL TEAMS (METS)

Responsible Office	NAVPERSCOM (PERS-404DH)	Phone:	DSN COM FAX	882-3656 (901) 874-3656 882-2642

References	SECNAVINST 5510.30A, Appendix F

1. **Background.** Mobile Environmental Teams (METs) provide short term, on-scene tactical environmental support to operating units, which do not have meteorological, and oceanographic support personnel assigned.

a. METs are equipped to provide a wide variety of support including meteorological and oceanographic forecasts and observations and upper air observations using portable computers, facsimile equipment, satellite receiving equipment, communications and other equipment.

b. In addition, they provide training in observing, recording and reporting surface weather and oceanographic observations.

c. There are currently eight METs located at Norfolk, VA; Rota, SP; Jacksonville, FL; Pearl Harbor, HI; San Diego, CA; Yokosuka, JA; Bahrain and Whidbey Is., WA.

d. Duty with METs is classified as Type 2 or 4 sea duty. Tour length is prescribed rating sea tour or Department of Defense (DoD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. Possession of or eligibility to obtain a SECRET security clearance or higher in accordance with SECNAVINST 5510.30A, appendix F is a requirement.

b. Complete sections A and D2 of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-944

NAVAL SPECIAL WARFARE TACTICAL COMMUNICATIONS COMMANDS (TACCOMM)

Responsible Office	NAVPERSCOM (PERS-4013)	Phone: DSN COM FAX	882-4252 (901) 874-4252 882-2649

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) DoD 8570.01-M, Information Assurance Workforce Improvement Program, 19 December 2005

1. **Background**. Naval Special Warfare tactical communications commands provide operational communications support to include training personnel, integrating new equipment, and developing tactics to provide the highest quality tactical communicators in support of Naval Special Warfare.

a. Billets require duty in arduous field environments (many times isolated and independent) in support of Naval Special Warfare operational forces.

b. Commands are located at Naval Base Coronado, CA (unit identification codes (UIC) 58588 and 57009) and Joint Expeditionary Base Little Creek, VA (UICs 58587 and 00312).

c. All waivers will be considered on a case-by-case basis and may be sent via naval message to:

(1) Commanding Officer, Tactical Communications Command ONE, plain language address directory (PLAD): TACCOMM ONE.

(2) Commanding Officer, Tactical Communications Command TWO, PLAD: TACCOMM TWO.

d. The following ratings are currently eligible for assignment: electronics technician (ET), information technology (IT), personnel specialist, logistics specialist, and yeoman.

e. Minimum activity tour will be 48 months for sea duty, UICs 58588 and 58587, with an option for a 1-year extension and 36 months for shore duty, UICs 57009 and 00312.

2. **Requirements and Qualifications**

a. Personnel:

(1) ET and IT ratings must be eligible for and maintain a top secret/sensitive compartmented information clearance. All other ratings must be eligible for and maintain a secret clearance. (Non-waiverable)

(2) Must maintain minimum score of good-low or higher for last 36 months on the physical fitness assessment. (Waiverable)

(3) Must not have any non-judicial punishment or civil offenses in the last 36 months. (Waiverable)

(4) Personnel who have prior convictions for domestic violence charges are permanently ineligible. (Non-waiverable)

(5) Must qualify for and maintain eligibility for a Government Travel Credit Card. (Non-waiverable)

(6) Must complete NAVPERS 1306/92 Special Program Screening, sections A, B, C, D2, D3, D4, and D6.

(7) Must have 48 months of required obligated service for sea UICs 58588 and 58587 and 36 months for shore UICs 57009 and 00312 (all pay grades) due to the extensive Naval Special Warfare communications training, including several high risk courses of instruction.

(8) ET and IT ratings assigned to UICs 58588 and 58587 will be required to complete Expeditionary Combat Skills and Survival, Evasion, Resistance, and Escape training.

(9) ET and IT ratings assigned to UICs 58588 and 58587 will be trained in and expected to maintain qualifications in small arms.

(10) ET and IT ratings must be able to attain Cybersecurity certification, per reference (a), within 6 months of arrival. United States Special Operation Command (USSOCOM)

requires communicators to have Information Assurance Technician Level II certification prior to administering USSOCOM-owned networks.

(11) ET and IT ratings assigned to UICs 58588 and 58587 must be able to attain Second Class Swimmer Qualification within six months of arrival.

b. Detailed application information may be obtained by contacting:

(1) TACCOMM ONE: Comm: (619)537-3555 or DSN: 577-3555.

(2) TACCOMM TWO: Comm: (757)763-2671 or DSN: 255-2671.

MILPERSMAN 1306-945

FLAG OFFICER (STAFF) DUTY

Responsible Office	NAVPERSCOM (PERS-40)	Phone: Toll Free	1-866-U-ASK-NPC

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Program Background**

a. Flag officer (staff) duty in various billets is open to all ratings and pay grades.

b. Tour length is 36 months.

2. **Requirements and Qualifications**

a. All screening requirements are to be completed by member's current command prior to issue of permanent change of station orders.

b. Commanding officers will take action as directed by Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40). Nominating report completion messages should be sent via message traffic to specific NAVPERSCOM detailing code; info the gaining command.

c. Complete sections A, D2, and D3 of NAVPERS 1306/92 Special Program Screening. NAVPERS 1306/92 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

d. Required obligated service for this program is 36 months.

e. Refer to MILPERSMAN 1306-900 for a list of MILPERSMAN articles covering program specific requirements.

MILPERSMAN 1306-946

NAVY TUGMASTER PROGRAM

Responsible Office	NAVPERSCOM (PERS-402B)	Phone:	DSN COM FAX	882-3713 (901) 874-3713 882-2637

References	(a) OPNAVINST 3171.2

1. **Background**. Operates YTM/YT tugs to assist in mooring, docking, getting underway, and cold iron moves.

a. Directs use of head, breast, powerlines, and stern tow makeups.

b. Employs International and Inland Rules of the Road, navigational, visual, and radio communications procedures.

c. Directs the operation and maintenance of engineering plant, deck machinery firefighting, and other emergency equipment.

d. Assists in sea/air rescue and Mission of Mercy operations.

e. Directs the movement of non-self-propelled Yard Craft within the boundaries of harbors, bays, and sounds.

f. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Applicants must meet the following criteria:

(1) Must be in paygrade E-6 and above in the BM and QM rating.

(2) Be a qualified Enlisted Surface Warfare Specialist (ESWS).

(3) Must not be color blind.

b. Meet qualifications contained in reference (a).

c. Complete sections A, D2, and D3 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-947

NAVY EXCHANGE SERVICE COMMAND (NEXCOM) FLEET ASSISTANCE TEAMS

Responsible Office	NAVPERSCOM (PERS-402A) (PERS-402B)	Phone: DSN COM FAX	882-3610 (901) 874-3610 882-2734

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Background**. Navy Exchange Service Command (NEXCOM) Fleet Assistance Teams provide technical and managerial assistance to Ship's Servicemen (SHs) in ships store retail and service operations, as well as provide in-depth assistance in accountable records maintenance. They also provide technical and managerial assistance to engineering personnel in the Electrician's Mate (EM) and Machinist's Mate (MM) ratings in laundry and dry cleaning operations, and the Navy 3M system.

a. These teams are located at Norfolk, VA; Mayport, FL; San Diego, CA; and Yokosuka, Japan.

b. Tour length will be 36 months, or Department of Defense (DOD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. Requirements for SH:

(1) SH Team Leader: E-8 or E-9.

(2) SH member: E-5 - E-7 with at least one sea tour.

(3) Completed Retail Operations Management (ROM) "C" School and SH Personnel Qualification Standards (PQS) prior to reporting for duty.

b. Requirements for EM/MM:

(1) EM/MM member: E-6 – E-7 with at least one sea tour.

(2) Completed Instructor School (NEC 805A).

c. Complete section A of NAVPERS 1306/92 Special Program Screening, exhibit 1 of MILPERSMAN 1306-900.

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-948

COMMANDER NAVAL AIR FORCES (CNAF) AVIATION MAINTENANCE MANAGEMENT TEAM (AMMT)

Responsible Office	NAVPERSCOM (PERS-404)	Phone:	DSN COM FAX	882-3685 (901) 874-3685 882-2642

1. **Program Background**. Commander Naval Air Forces (CNAF) Aviation Maintenance Management Teams (AMMTs) are responsible for conducting maintenance management evaluations throughout the Fleet and providing expert assistance and training to ensure strict compliance with the Naval Aviation Maintenance Program (NAMP).

a. AMMTs provide organizational and intermediate level evaluations on programs such as central technical publications library, aviation weapons support equipment program, tire and wheel, calibration, electromagnetic static discharge, hazardous material, tool control, ordnance certification, support equipment training and licensing, maintenance department safety, quality assurance audits, and other NAMP programs.

b. AMMT assignments are sea duty (Type Duty Code “2”) for rotation purposes and members are required to serve on extended temporary additional duty (TEMADD) assignments.

c. Tour length will be 36 months.

2. **Requirements/Qualifications**

a. Complete sections A and D2 of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

b. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-949

LANDING CRAFT, AIR CUSHION (LCAC)

Responsible Office	NAVPERSCOM (PERS-409)	Phone: DSN COM FAX	882-3845 (901) 874-3845 882-2649

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II (b) COMUSFLTFORCOM/COMNAVPERSCOMINST 1300.1A (c) SECNAVINST 5510.30C (d) NAVMED P-117, Manual of the Medical Department (e) OPNAVINST 6110.1J

1. **Background**. The landing craft, air cushion (LCAC) is a high-speed, ship-to-shore, over-the-beach air cushioned vehicle designed to operate from the well decks of amphibious assault ships.

a. The primary mission of the LCAC is to conduct high-speed, ship-to-shore, and over-the-beach operations to position supplies and weapon systems with associated combat personnel during amphibious operations. When appropriately equipped, LCAC may also be used to support personnel transport operations.

b. The LCAC is capable of carrying a 60-ton payload at more than 35 knots. Launched from the well deck of amphibious assault ships (dock landing ship, landing helicopter assault, landing helicopter dock, and landing platform/dock), the LCAC can transport equipment, personnel, and weapons to the beach, and is capable of transporting up to 180 troops.

c. The craft is manned by 5 crew members.

(1) Craftmaster (Navy enlisted classification (NEC) 800A, LCAC operator) duties include maneuvering the craft and supervising all craft activity. Refer to reference (a) for source ratings in pay grades E-7 to E-9.

(2) Craft engineer (NEC 729B, LCAC craft engineer/ assistant operator) duties include operating the craft engineering, auxiliary, and propulsion equipment. Refer to reference (a) for source ratings in pay grades E-5 to E-7.

(3) Craft navigator (NEC 701B, LCAC radar operator/navigator) duties include operation of installed communication and navigation electronic equipment. Refer to reference (a) for source ratings in pay grades E-5 to E-7.

(4) Deck engineer (NEC 728B, LCAC deck engineer) duties include assisting the craft engineer in the operation, troubleshooting, and repair of engineering systems. Refer to reference (a) for source ratings in pay grades E-3 to E-6.

(5) Loadmaster (NEC 700B, LCAC loadmaster) duties include supervising the loading and offloading of all cargo and passengers, ensuring proper craft balance, and supervising all seamanship evolutions. The loadmaster is also the craft armorer. Refer to reference (a) for source ratings in pay grades E-3 to E-6.

2. **Billet Information**

a. Initial LCAC tour length for NECs 800A, 729B, and 701B will be a 60-month sea tour. NECs 728B and 700B will be assigned normal prescribed sea tour length for their rate. Assignment locations include: Assault Craft Unit 4 (ACU 4), Virginia Beach, VA; Assault Craft Unit 5 (ACU 5), Camp Pendleton, CA; Naval Beach Unit 7 (NBU 7), Sasebo, Japan.

(1) Upon completion of the initial 60-month sea tour, personnel may be required to complete a follow-on shore tour as an instructor within the LCAC community based on available billets and command endorsement. Detaching commanding officers must pay close attention when endorsing applications for LCAC instructor duty. Performance, experience, qualifications, and attitude play a direct and vital role in LCAC crewmember student success and attrition rates.

(2) Per reference (b), closed-loop NECs are considered a rating for manning and manpower assignment considerations. Assignments will be made by NEC vice rate or pay grade. This must be done in order to recoup the tremendous investment made in training and qualifying personnel.

(3) Members who are currently on sea duty and applying for entry into the LCAC community will be required to sign NAVPERS 1070/613 Administrative Remarks, stating they understand and agree to conduct back-to-back sea duty, which may include involuntary overseas assignment.

b. Members applying for LCAC duty at NBU 7 will conduct all screening and training requirements through ACU 4 or ACU 5.

c. Members assigned to NBU 7 may be required to complete a 2-year (unaccompanied) or a 3-year (accompanied) LCAC tour. Members may request to extend their tour at NBU 7 through their detailers but remain obligated to fulfill the initial 60-month sea tour requirement. Members may fulfill this obligation by any combination of tour lengths at ACU 4, ACU 5, or NBU 7 based on billet availability and detailer approval.

3. **Requirements and Qualifications**

a. The LCAC Program is a sea special program. Members interested in applying for the LCAC Program should contact Navy Personnel Command (NAVPERSCOM Sea Special Programs Distribution Branch (PERS-409) detailer. General application procedures are as follows:

(1) Member requests release from rating detailer.

(2) Member contacts Sea Special Programs LCAC detailer (PERS-409) for course quota availability.

(3) LCAC detailer releases screening message; member must complete requirements within 30 days.

(4) Member contacts screening coordinator at gaining ACU training department.

(5) Screening coordinator releases screening completion message (to include waivers, if applicable) to LCAC detailer.

(6) LCAC detailer confirms screening package and issues orders.

b. Craftmaster, craft engineer, and craft navigator personnel require Armed Services Vocational Aptitude Battery (ASVAB) scores of: Arithmetic Reasoning (AR) + Mathematics Knowledge (MK) + General Science (GS) + Electronics Information

(EI) = 204. ASVAB waivers may be granted as follows: ASVAB waiver requests of five points or less may be granted by the gaining command. ASVAB waiver requests of six points or greater will not be granted. If a member requires a six-point or greater waiver, he or she will be required to retake the ASVAB test.

c. Candidates must complete the LCAC performance-based measurement test (LCAC PBM) and meet the minimum score required by Navy Medicine Operational Training Center, Naval Aerospace Medical Institute (NAMI) Detachment. NAMI is responsible for the oversight and maintenance of the LCAC PBM and determination of official scores. Candidates are permitted three lifetime attempts of the LCAC PBM with an interval of 30 days between each attempt. The candidate's most current valid scores will replace all existing scores, even if the previous scores were higher.

(1) ACU 4 and ACU 5 are the primary test centers for the LCAC PBM. However, members may take the LCAC PBM in locations that also provide the Aviation Selection Test Battery.

(2) Candidates must complete an in-person interview with a screening panel as part of their PBM. If candidates are unable to conduct the interviews in-person, the interviews will be conducted via alternate means (e.g., by telephone or video-teleconference).

(3) For information on screening requirements and scheduling, screening coordinators may be contacted at:

(a) Assault Craft Unit 4 Virginia Beach, VA
Assault Craft Unit 4 Training Department
COM: 757-462-4812/5037
DSN: 253-1705/5037
E-mail: acu4screeningcoordinator@navy.mil

(b) Assault Craft Unit 5 Camp Pendleton, CA
Assault Craft Unit 5 Training Department
COM: 760-725-2051/9536
DSN: 365-2051/9536
E-mail: acu5screeningcoordinator@navy.mil

d. Candidates must complete the prerequisite MyNavy Portal course: LCAC Service Life Extension Program Operations Prerequisite Course (EWTGPAC-LCACSLEPOPC-1.0).

e. Candidates must have a secret clearance per reference (c).

f. Candidates must be second class swimmer qualified. Deck engineer and loadmaster candidates that do not pass the second class swimmer qualification while in accessions at Recruit Training Command, Great Lakes may be afforded the opportunity to attend the swimmer improvement course in fleet concentration areas prior to arriving at the LCAC crewmember course of instruction. This will be coordinated by the LCAC Program detailer.

g. Candidates must meet all medical requirements per reference (d), articles 15-108 and 15-109 . Candidates who do not meet physical requirements and require a physical qualification waiver will submit their waiver request to PERS-409 per reference (d), articles 15-108 and 15-109.

h. Candidates must complete sections A, B, C, and D of NAVPERS 1306/92 Special Program Screening and submit to PERS-409. NAVPERS 1306/92 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/ NAVPERS/Pages/default.aspx.

i. Upon arrival for training at LCAC crewmember training locations, a body composition assessment will be conducted to ensure students are within standards per reference (e).

j. If a candidate arrives at any LCAC crewmember training not meeting the criteria within this article, a Special Programs Screening Deficiency Report will be submitted per MILPERSMAN 1306-900.

MILPERSMAN 1306-950

MARINE HELICOPTER SQUADRON ONE (HMX-1) (NIGHTHAWKS)

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone: DSN COM FAX	882-3880 (901) 874-3880 882-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 5312.12C (b) DoDD 5210.55 of 15 Dec 98

1. **Program Background**

a. Marine Helicopter Squadron One (HMX-1), Quantico, VA is the designated presidential helicopter support squadron. Marine and Navy personnel assigned to HMX-1 perform a wide range of duties including the transport of executives and heads of state, as well as support to various commands attached to Marine Corps Combat Development Command, Quantico, VA.

b. Tour length and required obligated service for this program is 36 months.

2. **Requirements and Qualifications**

a. Be a logistics specialist (LS) in pay grade E-4 through E-6, personnel specialist (PS) in pay grade E-5, or a hospital corpsman (HM) in pay grades E-4 through E-7 possessing Navy enlisted classification code HM-L03A, HM-L04A, HM-L07A, or HM-L10A.

b. Per references (a) and (b), be a U.S. citizen and eligible for assignment to a presidential support activity. If married, immediate family (including in-laws) must be U.S. citizens.

c. Be pre-screened by HMX-1. Upon completion of screening, HMX-1 Security Administration will send a message with the results of the screening to the respective Navy Personnel

Command detailer. If accepted, permanent change of station orders will be issued.

d. Complete sections A, B, and D2 of NAVPERS 1306/92 Special Program Screening. NAVPERS 1306/92 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

3. For additional information regarding duty or security clearance information contact HMX-1 Security Administration at:

HMX-1 (Security Administration)
2134 Rowell Rd.
Quantico, VA 22134

COM: (571) 494-4631
DSN: 278-4631
FAX: (571) 494-4585
DSN: 278-4585

MILPERSMAN 1306-953

INSTRUCTOR DUTY

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAV M-5510.30, Department of the Navy Personnel Security Program (b) Manual of the Medical Department (NAVMED) (c) OPNAVINST 1500.75A

1. **Program Background**. Personnel selected for duty as instructors will learn the methods and techniques of training either via instructor school prior to transferring to the appropriate activity for duty as an instructor, or through a command sponsored Instructor Development Training (IDT) program upon arrival at the appropriate activity for duty as an instructor.

a. Reference (a) provides that any person selected for duties in connection with formal programs involving the education and training of military or civilian personnel must have a favorably adjudicated National Agency Check with Local Agency and Credit Checks (NACLC)/Access National Acency Check and inquiries (ANACI) prior to assignment.

b. Tour length is 36 months or prescribed rating shore tour.

2. **Transferring Command Requirements**

a. Complete all sections of NAVPERS 1306/92 (Rev. 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

b. Have local Military Treatment Facility (MTF), Medical Officer, Independent Duty Corpsman (IDC), or Master Training Specialist administer the Reading Aloud Test, as outlined in reference (b), article 15-95, para. (1)(c). Annotate results in Section D of NAVPERS 1306/92.

c. Required obligated service (OBLISERV) for this program is 36 months.

d. Required completion of reference (c), enclosures (1) through (3), for high-risk courses. It is the responsibility of the receiving activity to notify the detaching activity of course requirement.

e. Report suitability/unsuitability determinations to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40), rating detailer; and receiving command utilizing Exhibit 2 of MILPERSMAN 1306-900 within 30 days of receipt of Bureau of Naval Personnel (BUPERS) orders. If warranted, submit waiver utilizing Exhibit 3 of MILPERSMAN 1306-900.

f. Submit completed NAVPERS 1306/92 to servicing Personnel Support Activity Detachment (PERSUPPDET) for entry into electronic service record.

g. If Sailor is in excess of body fat but passed the PFA, the commanding officer has the discretion to query the receiving command. Front and side photos will be provided to determine if the Sailor is acceptable.

3. **Receiving Command Requirements**. Special Programs Screening Deficiency Report (SPSDR) is submitted by the receiving command to report discrepancies discovered during the screening conducted by the transferring command. Exhibit 4 of MILPERSMAN 1306-900 provides the format for submitting a SPSDR. It is sent to the transferring command; information copy to NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010); and applicable detailer.

MILPERSMAN 1306-954

RECRUIT DIVISION COMMANDER (RDC) DUTY

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone: DSN COM FAX	882-3855/3878 (901) 874-3855/3878 882-2646

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc.fct@navy.mil https://my.navy.mil/

References	(a) SECNAVINST 6120.3A (b) OPNAVINST 6110.1K (c) OPNAVINST 1740.5D (d) CNO WASHINGTON DC 311732Z Mar 16 (NAVADMIN 082/16)

1. **Program Background**. Recruit division commanders (RDC) are the single most important factor in preparing new enlisted members, officer candidates, and newly accessioned officers for a successful Navy career. Few billets are as demanding as those of training recruits, officer candidates, and newly accessioned officers.

a. Members assigned to Navy Recruit Training Command (NAVCRUITRACOM), Officer Training Command (OTC), the United States Naval Academy (USNA), Naval Academy Preparatory School (NAPS), and the United States Navy Ceremonial Guard must continually demonstrate superior leadership and motivational skills in demanding, and often, unique situations.

b. The tasks required are mentally, physically, and emotionally demanding. RDC duty is similar in nature to an operational deployment. RDCs train from reveille to taps in a schedule-driven, high-operational-tempo environment. The work requires proven self-discipline and imaginative problem-solving skills.

c. Above all, RDCs must be highly principled and possess a strong character, personal and professional integrity, and be committed to reflecting the Navy's core values. RDCs must also be physically fit as the work is physically demanding.

2. **Policy**

a. Enlisted members (pay grades E-5 to E-9) will be considered for assignment as an RDC. E-5 candidates (no waivers for rate) must have a minimum of 6 years active service with 2 years time-in-rate (waivers may be granted on a case-by-case basis). Members with 15 years or more of service will not be approved for transfer to the Fleet Reserve before completion of the minimum tour. High year tenure waivers for E-6 and E-5 members will be considered on a case-by-case basis for highly qualified members.

b. Warfare qualification is required (waivers granted on a case-by-case basis).

c. Armed Services vocational aptitude battery minimum verbal expression (VE) score of 50 is required (waivers may be granted on case-by-case basis).

d. Pregnancy is not disqualifying.

e. Tour length will be a minimum of 36 months, which commences upon successful graduation of RDC "C" School.

3. **RDC Duty Benefits**

a. Special duty assignment pay;

b. Additional annual clothing allowance of $220;

c. Free military uniform dry-cleaning services while actively training a recruit division;

d. Opportunity to earn a master training specialist qualification;

e. Per the American Council on Education, RDCs can earn up to 15 college credits (upper and lower) toward a bachelor's degree; and

f. Upon completion of a full 36-month RDC tour, members will be guaranteed a choice of coast assignment. To apply, a candidate must submit NAVPERS 1306/7 Electronic Personnel Action Request 12 to 15 months prior to his or her projected rotation date.

4. **Screening Package Requirements**. Upon release and or notice from their rating detailer, members will receive a screening via naval message. Candidates will have 30 days from the date of message to complete and submit their screening packages to Navy Personnel Command (NAVPERSCOM) Shore Special Program Branch (PERS-4010) Detailer (PERS-4010D). Screening packages must include the following documentation:

a. **Commanding Officer (CO) or Officer-in-Charge (OIC) Certification**. The CO or OIC will interview the candidate and certify that the candidate has completed and documented all screening requirements via NAVPERS 1306/96 Recruit Division Commander Screening.

b. **Performance Evaluations**. No mark below 3.0 in any trait on NAVPERS 1616/26 Evaluation Report and Counseling Record (E1-E6) or NAVPERS 1616/27 Evaluation and Counseling Record (E7-E9), and must reflect a steady and or improving trend for the past 36 months.

c. **Legal Issues**. A waiver is required for a candidate with any non-judicial punishment (NJP), court-martial conviction, civilian conviction, significant involvement with civilian authorities, or moral or integrity violations. Waivers will be authorized on a case-by-case basis. A waiver is not authorized for any NJP or detachment for cause within the last 24 months or any sex-related offense, either pre-service or during service.

d. **Medical and Dental**. Per references (a) and (b), health and dental records must be screened at a medical treatment facility for the NAVMED 6120/4 Periodic Health Assessment (PHA) and NAVPERS 6110/3 Physical Activity Risk Factor Questionnaire (PARFQ). Medical conditions identified during the screening will then be documented on NAVPERS 1306/96.

(1) Physical Limitations. List any known medical conditions which would preclude full participation in strenuous daily exercise with recruits and the physical readiness program, specifically any medical limitations that would prevent prolonged standing, running, marching, or voice inflection.

(2) Mental Health Status. Members with any documented psychiatric care, a history of stress-related conditions such as depression, suicidal behaviors, nervous breakdowns, or anger management concerns will be found unsuitable for RDC duty. Any history of emotional and or cognitive impairment (e.g., post-

traumatic stress disorder or tendency for irritability, aggression, or agitation as an unusual reaction to stress) must be fully documented and presented to PERS-4010 and Commander, NAVCRUITRACOM (COMNAVCRUITRACOM) for consideration and waiver.

(3) Dental Classification. Candidates must be in dental class I or II prior to transfer.

(4) Medical Waivers. Candidates with permanent "no shave chit" medical waivers will be considered on a case-by-case basis.

e. **Command Financial Specialist (CFS)**. Prior to transfer, all candidates must be thoroughly screened per reference (c) to ensure financial stability. Serious financial problems or indebtedness which is not resolved or a documented history of indebtedness over the last 3 years is disqualifying for RDC duty. Candidates with a discretionary surplus of less than $500 after all monthly living expenses and debts are paid, should not be recommended for RDC duty.

f. **Command Drug and Alcohol Program Advisor**. Any candidate with a documented alcohol-related incident (e.g., driving under the influence of alcohol, driving while intoxicated, or public intoxication within the previous 3 years, or any two alcohol incidents) is deemed unsuitable. Additionally, a candidate who has successfully completed alcohol rehabilitation level II or III (self-referral or directed) must not have any alcohol-related incidents or repeated counseling for alcohol involvement for the entire period after treatment or counseling completion date. All alcohol-related incidents require a waiver.

g. **Command Managed Equal Opportunity (CMEO)**. Candidates must be screened by the CMEO representative. All substantiated cases of Equal Opportunity Program violations which resulted in NJP, marks of 2.0 in equal opportunity on evaluations, or conviction at court-martial or civilian criminal court is disqualifying.

h. **Family Advocacy Program (FAP)**. Candidates must be screened by a FAP representative. Substantiated FAP cases involving physical abuse are disqualifying while families are in treatment (i.e., open FAP case, resolved substantiated FAP, or civil charges) and for 2 years after treatment. Waivers are required for all substantiated FAP cases. All candidates

involved in substantiated cases involving child abuse, sexual molestation, or any sexual assaults are permanently disqualified from RDC duty.

i. **Physical Fitness Assessment (PFA)**. Waivers for PFA requirements will be considered on a case-by-case basis by PERS-4010. The following requirements apply:

(1) Upon package submission, candidates must be within height, weight, and body composition assessment (BCA) standards.

(2) Candidates must have passed the last three regularly scheduled PFAs (both physical readiness test (PRT) and BCA).

(3) Candidates must have scored "good low" or higher on the most recent PRT. Alternate cardio is authorized for qualification. RDCs will run during RDC "C" School and when actively training recruits; however, the cardio portion of the PRT screening requirement can be met by any authorized cardio method.

(4) Candidates must be within BCA standards at the time of transfer. Candidates not within BCA standards will be dropped from training and made available to detailing for immediate needs of the Navy.

j. **Exceptional Family Member Program (EFMP)**. EFMP enrollment is not disqualifying for categories 1 through 4. However, candidates with dependents enrolled in the EFMP should be identified by the primary care provider and counseled by the command representative concerning the availability of required treatment services and the demanding nature of RDC duty. If the candidate is currently processing a dependent's enrollment application for the EFMP, contact NAVPERSCOM Deployability Assessment Branch (PERS-454) Exceptional Family Member Program Manager and PERS-4010D for further instructions.

k. **Family Care Plan**. A single parent or dual military candidate must have a current family care plan on file and be counseled concerning working hours, duty requirements, and extended childcare requirements, and documented on NAVPERS 1070/613. Point of contact for this information: **RDC "C" School Leading Chief Petty Officer (DSN: 792-4994 x144, COMM: (847) 688-4994 x144).**

l. **Tattoos**

(1) Tattoo Criteria. Reference (d) outlines the acceptable maximum tattoo coverage standards for continued service.

(a) Location. One tattoo is authorized on the neck and must not exceed 1 inch in measurement in any dimension (height and width). Tattoos meeting these requirements are acceptable behind the ear. Permissible tattoos on the torso area of the body must not be visible through white uniform clothing. No tattoos are permitted on the head, face (to include ear), and scalp.

(b) Size. The size restriction for visible tattoos is limited to the area of the neck and behind the ear only. Leg and arm tattoos can be of any size. A tattoo on the neck or behind the ear will not exceed 1 inch in measurement in any dimension (height and width).

(c) Content. Tattoos located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the Navy are prohibited. For example, tattoos that are obscene, sexually explicit, and or advocate discrimination based on sex, race, religion, ethnicity, or national origin are prohibited. Additionally, tattoos that symbolize affiliation with gangs or supremacist or extremist groups or advocate illegal drug use are prohibited. Waivers will not be given for tattoos with prohibited content.

(d) Cosmetic Tattoos. Cosmetic tattoos are authorized to correct medical conditions requiring such treatment. Cosmetic tattooing refers to medical or surgical procedures conducted by licensed, qualified medical members.

(2) Tattoo Waivers. Requests for tattoo waivers must be submitted via e-mail to PERS-4010D for approval and must include all of the following documentation:

(a) Completed NAVPERS 1306/96;

(b) Full-length color photo in Navy physical training uniform (front and back);

(c) Close-up color photo of applicable tattoo(s);

(d) Explanation of the meaning of the tattoo; and

(e) Copy of NAVPERS 1070/613, as required by reference (d).

m. **Security Clearances**. Per MILPERSMAN 1306-953, assignment to NAVCRUITRACOM, OTC, USNA, NAPS, and the United States Navy Ceremonial Guard requires the candidate to have a current adjudicated and favorable national agency check with the local agency and credit checks. Candidates who have not completed this requirement will not be issued orders for RDC duty.

n. **Screening**. A copy of the completed NAVPERS 1306/96 with attached full length three-quarter view photo of the candidate in khaki (E-7 and above) or service uniform (E-6 and below), must be e-mailed to PERS-4010D at mill npc rdc@us.navy.mil.

o. **Obligated Service (OBLISERV)**. Required OBLISERV is 36 months from the time the candidate completes RDC "C" School. OBLISERV must be obtained by the command delivering orders within 30 days of receipt. PERS-4010D must be notified by message of any candidate who fails to meet OBLISERV.

p. **Re-Certification**. Candidates must be re-screened by the detaching command 30 days prior to detachment. If status has changed, detaching command must notify (by message) PERS-4010D and either NAVCRUITRACOM, OTC, USNA, NAPS, or the United States Navy Ceremonial Guard (as appropriate) prior to execution of orders.

5. **Company Chief Candidates**. The demanding work of company chief involves the development of officers; therefore, chief petty officer and senior chief petty officer candidates should possess significant experience working with and or mentoring junior officers. Company chief applicants for OTC, USNA, and NAPS must have completed one operational tour as a chief petty officer and have at least a year in grade.

a. Candidates applying for company chief positions at USNA and NAPS will forward screening packages to the respective senior enlisted leader for final approval and complete a telephone or video teleconference interview. Upon acceptance, PERS-4010D will process permanent change of station orders. Approved candidates will receive follow-on training at NAVCRUITRACOM "C" School in Great Lakes, IL for RDC and recruit

instructor (Navy enlisted classification (NEC) 8RDC) and instructor (NEC 805A) training.

b. Candidates applying for company chief petty officer positions at OTC will forward screening packages to PERS-4010D for approval. Upon acceptance, PERS-4010D will process permanent change of station orders. Approved candidates will receive follow-on training at NAVCRUITRACOM "C" School in Great Lakes, IL for NECs 8RDC and 805A training.

6. **Waivers**. Waivers for the requirements contained in this article will be granted by PERS-4010 in consultation with COMNAVCRUITRACOM prior to releasing orders. COMNAVCRUITRACOM is the final waiver authority on all RDC candidates prior to arriving at RDC "C" School or while in training at RDC "C" School. Should RDC candidates assigned to OTC, USNA, or the Navy Ceremonial Unit fail to meet the waiver requirements of this article, COMNAVCRUITRACOM will inform PERS-4010D and either OTC, USNA, NAPS, or the United States Navy Ceremonial Guard (as appropriate).

MILPERSMAN 1306-955

SURVIVAL, EVASION, RESISTANCE, AND ESCAPE (SERE) INSTRUCTOR

Responsible Office	NAVPERSCOM (PERS-4010E3)	Phone: DSN COM	882-3872 (901) 874-3872

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Executive Order 10631--Code of Conduct (b) NAVMED P-117, Manual of the Medical Department (c) OPNAVINST 1500.75C

1. **Background**. Reference (a) governs the actions of every member of the Armed Forces during peacetime or combat, and demands high standards. To ensure the achievement of these standards, members of the Armed Forces are trained in the proper procedures when isolated, detained, surrounded, or cut off.

a. Strong, effective leadership, group loyalties, and esprit de corps must be fostered by every means. Each individual must be fully instructed in proper conduct and courses of action when faced with detention, capture, or as a prisoner of war.

b. Individuals liable to detention or capture must be provided with training designed to enable them to cope with exploitation efforts. Members must learn the methods by which exploitation can be resisted or avoided. Joint Personnel Recovery Agency is the Secretary of Defense Executive Agent for overseeing the code of conduct training within the Department of Defense.

c. Survival, evasion, resistance, and escape (SERE) instructor duty is physically and mentally challenging.

d. SERE duty locations are:

(1) Center for Security Forces Detachment North Island, San Diego, CA; and

(2) Center for Security Forces Detachment Kittery, Kittery, ME.

e. Access additional information at:

(1) https://www.netc.navy.mil/centers/csf/Where.htm#tab7 for CENSECFOR DET North Island; or

(2) https://www.netc.navy.mil/centers/csf/Where.htm#tab1 for CENSECFOR DET Kittery.

f. Tour length is 36 months.

2. **Standards/Requirements**

a. Must be an E-5 or above.

b. Complete a medical examination per reference (b), chapter 15, article 15-65.

c. Complete high-risk instructor form per reference (c), enclosure (2).

d. Complete sections A, B, C, and D (omit D1, D4, and D6) on NAVPERS 1306/92 Special Program Screening. NAVPERS 1306/92 may be accessed using the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

e. Members may apply for assignment in MyNavy Assignment.

f. Must have passed every physical readiness test with a score of "Good" or better within the previous 36 months.

g. Required obligated service for this program is 36 months.

h. Contact gaining command prior to screening.

i. Members selected for assignment to SERE will be assigned to attend **90 days of SERE instructor under training (NEC 807A)** at one of the designated locations.

MILPERSMAN 1306-956

NAVY RESERVE INSTRUCTOR DUTY

Responsible Office	NAVPERSCOM (PERS-4012C)	Phone: DSN COM FAX	882-3257 (901) 874-3257 882-2595

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Program Background**. Navy Reserve instructor duty involves preparing Selected Reservists for mobilization. The job is one of great responsibility and in many instances the instructor is the vital link between reservists and "state-of-the-art" knowledge of fleet operations.

a. Included among the member's collateral duties at some locations, the job may require cleaning stations and minor maintenance functions since Navy Reserve centers are generally situated away from major Navy installations.

b. Since the primary duty is to train Selected Reservists, instructor's duty requires availability when reservists report (weekends and some evenings). Suitable time off is provided at other times during the week.

c. Tour length is 36 months.

2. **Requirements/Qualifications**

a. Member must have 805A Navy Enlisted Classification (NEC) code.

b. Complete sections A and D2 of NAVPERS 1306/92 Special Program Screening, exhibit 1 of MILPERSMAN 1306-900.

c. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-957

NAVAL NUCLEAR POWER PROGRAM TRAINING ACTIVITIES

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3644 (901) 874-3644 882-2638

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. The Naval Nuclear Power Program training activities are considered the top priority of all nuclear shore duty options. Assignment to these locations and their requirements are outlined below.

2. **Requirements/Qualifications**

a. **General Requirements**

(1) Must have a final security clearance "Confidential" or higher with a favorable background (i.e., national agency check and or entrance national agency check) investigation. Locally awarded or interim clearances will not suffice;

(2) Must be a U.S. citizen;

(3) Must be warfare qualified; waivers will be considered for shore intensive communities and Sailors stationed at a command that does not have the opportunity for warfare qualifications;

(4) Must be formally nominated, screened, and approved by NAVSEA, Naval Reactors (SEA08) as outlined in paragraph 3 below;

(5) Must have obligated service (OBLISERV) that will match the required tour length; and

(6) Nuclear trained Sailors must be (at a minimum) qualified in their senior in-rate watch station, as well as any additional watches, as outlined below. All candidates that meet the time in service requirement to receive a supervisor NEC, must have a supervisor NEC, unless specifically waived.

b. **Nuclear Power Training Unit (NPTU) Instructor.** Sailors assigned to NPTU have the unique capability of both maintaining nuclear proficiency and qualifying engineering watch supervisor (EWS)/propulsion plant watch supervisor (PPWS) while on shore duty. The highest priority is placed on the screening, selection, and manning of the NPTUs.

(1) All general requirements;

(2) E-5 or above;

(3) Superior at sea performance and competitive class standings at NPS and NPTU; and

(4) Four months of additional OBLISERV for initial instructor training.

c. **Nuclear Power School (NPS) Instructor**

(1) All general requirements;

(2) E-6 or above;

(3) Superior at sea performance and competitive class standings at NPS and NPTU;

(4) Currently qualified as EWS/PPWS; and

(5) Four months of additional OBLISERV for initial instructor training.

d. **Nuclear Engineering Department Master Chief (EDMC)/Leading Chief Petty Officer (LCPO) School Instructor**

(1) All general requirements;

(2) E-8 or above for EDMC School, E-7 or above for LCPO School;

(3) Superior at sea performance;

(4) Must be post served EDMC to serve as EDMC School instructor; and

(5) Submarine E-7 or above must have NEC N32Z. Surface E-7 or above must have completed work center LCPO position onboard a CVN.

e. **Fleet Interactive Display Equipment (FIDE) Instructor.** FIDE instructor duty is unique in that all Sailors are assigned as the only person at the command with their qualifications (one-of-one billet).

(1) All general requirements;

(2) E-6 or above;

(3) Superior at sea performance and competitive class standings at NPS and NPTU; and

(4) Currently qualified as EWS/PPWS.

f. **Electronic Technician Maintenance Supervisor (ETMS) Instructor.** ETMS instructor duty is unique in that all Sailors are assigned one-of-one billet and are expected to be experts in their field.

(1) All general requirements;

(2) E-6 or above;

(3) Hold NEC N23S or N13S;

(4) Superior at sea performance in shipboard instrumentation, control equipment and reactor plant maintenance; and

(5) Currently qualified as EWS/PPWS.

g. **Nuclear Field A-School (NFAS) Instructor**

(1) All general requirements;

(2) E-5 or above;

(3) Superior at sea performance and competitive class standings at NPS and NPTU; and

(4) Three months of additional OBLISERV for initial instructor training.

h. **NPTU Junior Staff Instructors (JSI)**

(1) All general requirements;

(2) E-4 or above;

(3) JSIs must remain assigned to the applicable student unit identification code (UIC) for 2 months following NPTU graduation, and then be assigned to the staff UIC for a 24-month tour; and

(4) JSIs must have sufficient OBLISERV to complete a first sea tour of at least 36 months. All prospective JSIs who do not meet this OBLISERV requirement must reenlist to obtain the minimum amount of OBLISERV for assignment as a JSI.

i. **Nuclear Trained Support and Maintenance Training Group (MTG) Personnel**

(1) All general requirements;

(2) E-5 or above; and

(3) Superior at sea performance in shipboard propulsion plant maintenance.

j. **Non-Nuclear Trained Support Personnel**

(1) All general requirements; and

(2) Never previously qualified or enrolled in the Naval Nuclear Power Program.

3. **Preliminary Screening**. Twelve months prior to their PRD, all nuclear trained Sailors will be preliminarily screened by an internally generated instructor screening slate by Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignments Branch (PERS-403); Office of the Chief of Naval Operations (OPNAV), Nuclear Propulsion Program Management Branch (N133); and NAVSEA, Naval Reactors (SEA08) prior to the members entering their negotiation window.

a. Sailors will be screened against their peers for potential assignment to the naval nuclear power training activities.

b. For those Sailors approved for nuclear instructor duty, NAVPERSCOM (PERS-403) will send an official nomination naval message to the command directing the Sailor within 30 days to complete the screening requirements (outlined in paragraph 5 below) and submit to NAVPERSCOM (PERS-403). This screening gives the chain of command the opportunity to provide input on the Sailor's recent performance and provide amplifying information that may not be known at the time of the preliminary screening.

4. **Requests for Assignment**. Requests for assignment to the naval nuclear power training activities must be submitted as outlined below:

a. NAVPERS 1306/7 Enlisted Personnel Action Request from the Service member with commanding officer endorsement. On CVNs, the reactor officer will sign in place of the commanding officer for all surface nuclear trained Sailors.

b. Nuclear trained Sailors who have completed a minimum of 36 months of their prescribed sea tour and request a sea time waiver for assignment prior to their negotiation window must submit all requirements for screening (outlined in paragraph 5 below) in their request for assignment. These Sailors will be included in the preliminary screening process outlined in paragraph 3 above.

c. Non-nuclear trained Sailors seeking assignment must be nominated by their rating detailer and submit a request for assignment (outlined in paragraph 5) upon receipt of an official nomination naval message from NAVPERSCOM (PERS-403).

d. All Sailors requesting assignment must submit copies of the last three evaluation reports in their request for assignment.

5. **Screening Requirements**. Requirements for assignment to the naval nuclear power training activities must be submitted by the member as outlined below:

a. NAVPERS 1306/98 Nuclear Power Program Activity Screening from the Service member;

(1) For nuclear trained Sailors; sections A, B, D, E, and F on NAVPERS 1306/98 will be completed in their entirety;

(2) For Non-nuclear trained Sailors; sections A, C, D, E, and F on NAVPERS 1306/98 will be completed in their entirety.

(3) On CVNs, the reactor officer will sign in place of the commanding officer in section G6 on NAVPERS 1306/98 for all surface nuclear trained Sailors.

b. A command endorsement letter specifying the following information:

(1) Recommendation for waivers of requirements/qualification criteria (if applicable); and

(2) Nuclear trained Sailors seeking a sea-time waiver must have positive command endorsement and superior performance at sea above their peers.

c. Sailors with visible tattoos while wearing the Navy physical training uniform (shorts and t-shirt) are required to submit pictures (with front and side views) with the screening package. Tattoos that do not satisfy Navy requirements must be accompanied by a signed NAVPERS 1070/613 Administrative Remarks (page 13) indicating that the Sailor understands the violation, and that the Sailor will not receive any additional tattoos that violate Navy regulations.

6. **Forms**. NAVPERS 1306/7, 1306/98, and NAVPERS 1070/613 may be accessed via the Navy Personnel Command forms Web site via following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

MILPERSMAN 1306-958

ACADEMIC REMEDIAL TRAINING (ART) INSTRUCTION DUTY

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC

1. **Program Background**. Academic remedial training (ART) instruction duty is a remedial basic reading and verbal skills program conducted at Recruit Training Command (NAVCRUITCOM).

a. The program provides essential reading and language skills to recruits with identified deficiencies and assists them in completing the academic portion of the recruit training curriculum.

b. Tour length is 36 months.

2. **Requirements/Qualifications**

a. Complete sections A and D1 of NAVPERS 1306/92 (Rev. 04-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

b. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-959

AFLOAT TRAINING GROUPS (ATGS)

Responsible Office	NAVPERSCOM (PERS-40)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Program Background**. Type commander unit level training requirements to include Unit Level Training Readiness Assessments (ULTRA) and Tailored Ship Training Availabilities (TSTA) constitute the essential elements of the basic training phase of the Fleet Response Training Plan.

a. During the basic training phase, the afloat training groups (ATGs) are the primary training resource for ships' commanding officers and their immediate superiors' in command.

b. ATGs are organized as follows:

(1) ATG Atlantic (ATGLANT);

(2) ATG Pacific (ATGPAC);

(3) ATG Norfolk (ATGN);

(4) ATG San Diego (ATGSD);

(5) ATG Middle Pacific (ATG MIDPAC);

(6) ATG Western Pacific (ATG WESTPAC);

(7) ATG Pacific Northwest (ATG PACNORWEST); and

(8) ATG Mayport (ATGM).

c. ATG Western Pacific (WESTPAC) tour lengths will be per current Forward Deployed Naval Forces tour length policies.

2. **Requirements/Qualifications**

a. Service member must be an E-6 or above, completing a sea tour in a billet in which operational and technical expertise were maintained. There are limited ATG E-5 billets available for E-5's who have completed tours in which operational and technical expertise were maintained.

b. Enlisted surface warfare or aviation warfare qualified.

c. Hold Navy enlisted classification (NEC) 805A (instructor) or complete instructor training school enroute.

d. Engineers must be qualified as engineering officer of the watch (EOOW) (damage controlman waived).

e. Personnel identified for assignment to ATG instructor duty billets requiring primary NEC (PNEC) HM-L10A (Surface Force Independent Duty Corpsman), (PNEC) BM-801A (Surface Rescue Swimmer), and (PNEC) AW-G02A (helicopter search and rescue aircrew swimmer) must have completed a prior sea tour utilizing the PNEC.

f. Pay grade substitutions are not authorized, unless approved by gaining command.

3. **Transferring Command Requirements**

a. Complete all sections of NAVPERS 1306/92 Special Program Screening, exhibit 1 of MILPERSMAN 1306-900.

b. Complete NAVMED 1300/1 Medical, Dental, and Educational Suitability Screening for Service and Family Members (sea duty screening).

c. Required obligated service for this program is 36 months.

d. Report to receiving command via message any derogatory entries in section A of NAVPERS 1306/92 and whether Service member's record contains any of the following for the past 36-month period if found suitable:

(1) One or more physical fitness assessment failures;

(2) NEC 9502 instructor school failure; or

(3) Failure to maintain security clearance, where applicable

e. Report suitability/unsuitability determinations to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40), rating detailer, and receiving command utilizing MILPERSMAN 1306-900, exhibit 2 within 30 days of receipt of Bureau of Naval Personnel (BUPERS) orders. If warranted, submit waiver utilizing MILPERSMAN 1306-900, exhibit 3.

f. Submit completed NAVPERS 1306/92 to servicing personnel support activity detachment for entry into electronic service record.

MILPERSMAN 1306-960

INSTRUCTOR DUTY AT FIELD MEDICAL SERVICE SCHOOLS (FLDMEDSERVSCOLs)

Responsible Office	NAVPERSCOM (PERS-407)	Phone:	DSN COM FAX	882-3811 (901) 874-3811 882-2645

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone:	Toll Free	1-866-U ASK NPC

1. **Program Background**. Field medical service schools (FLDMEDSERVSCOLs) are under management control of Commandant of the Marine Corps and under military control of Commanding General of Marine Corps Bases, Camp LeJeune, NC and Camp Pendleton, CA.

a. Instructors at FLDMEDSERVSCOLs should be **capable** of meeting Marine Corps physical fitness and weight control/ military appearance standards regardless of whether or not they elect to adopt Marine Corps uniform and grooming standards.

b. Must be capable of sustained strenuous exertion required to instruct physical fitness, to lead foot marches up to 20 miles with heavy gear (40-50 pound pack), and to traverse obstacle/confidence course during recurring periods in the field.

c. Tour length is prescribed rating shore tour.

2. **Requirements/Qualifications**

a. Must have served at least one tour in a **Fleet Marine Force (FMF)** assignment.

b. Hold Navy enlisted classification code (NEC) 805A (instructor), or complete instructor training school enroute.

c. Complete sections A, B, and D1 of NAVPERS 1306/92 Special Program Screening, exhibit 1 of MILPERSMAN 1306-900.

d. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-961

CRYPTOLOGIC TECHNICIAN INTERPRETIVE (CTI) LANGUAGE INSTRUCTOR CANDIDATES

Responsible Office	NAVPERSCOM (PERS-408)	Phone: DSN COM	882-3835 (901) 874-3835

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

1. **Background**

a. To maintain high levels of linguistic instruction and professional credibility, all cryptologic technician interpretive (CTI) instructor candidates must meet or exceed Commander, Naval Information Forces (COMNAVIFOR) directed foreign language readiness standards as measured by the Defense Language Proficiency Test. Candidates must meet requirements as stated in subparagraphs 2a(1) to 2a(6) below. For screening purposes, failure to meet language proficiency requirements disqualifies the applicant in the same manner as failing to meet other professional standards, such as body composition assessment or physical readiness test.

b. Tour length and required obligated service for this program is 36 months.

2. **Requirements and Qualifications**

a. In addition to meeting the basic eligibility and screening requirements for instructor duty outlined in MILPERSMAN 1306-953, candidates must achieve the following:

(1) For CTI instructor duty assignments to Defense Language Institute Foreign Language Center (DLIFLC), interagency language roundtable (ILR) listening 2+, and reading 2+, speaking 2 is required (Speaking requirement is due within 6 months of arriving to DLIFLC). If member fails to meet the required speaking score of 2 within 6 months of arriving for duty, in line with the governing instruction of the DLIFLC executive agent for training (U.S. Army Regulation 350-10), the CTI instructor is removed from his or her military language instructor position in the language schoolhouse and returned to

the Service unit for utilization. Additionally, CTI instructors must be able to explain complicated grammatical concepts; expert knowledge of English grammar is required. Prospective DLIFLC instructors should complete an English comprehension level (ECL) test and score at least ILR listening 2, reading 2 within 6 months of reporting for duty. Exceptions may be considered for ECL test scores.

(2) For CTI instructor duty assignments to Goodfellow Apprentice Cryptologic Language Analysis Course, ILR listening 2+ and reading 2+ is preferred. ILR listening 2 and reading 2 with no failures in the past 3 years may be considered.

(3) For CTI instructor duty assignments to National Cryptologic University, ILR listening 2+ and reading 2+ is required. Due to the speaking intensive nature of this duty, preference is given to applicants who have recently achieved a score of 2 or better on an oral proficiency interview in the target language. Favorable consideration may be given to applicants with higher scores.

(4) Prospective CTI language instructors must have completed the Defense Language Institute associate of arts degree. Exceptions may be considered.

(5) Prospective CTI language instructors should have a minimum of two language intensive tours. Exceptions may be considered.

(6) Prospective CTI language instructors should have completed the Navy Regional and Cultural Studies Program (once available) or be a graduate of the Naval Postgraduate School Academic Certificate Program in Regional Security Studies. Exceptions may be considered.

b. Complete sections A, D1, D2, and D5-13 of NAVPERS 1306/92 Special Program Screening.

c. Submit MILPERSMAN 1306-900 Exhibit 1, Special Program Suitability/Unsuitability Report.

MILPERSMAN 1306-962

INSTRUCTOR DUTY AT NAVAL SCHOOL OF MUSIC

Responsible Office	USNB Fleet Band Activities	Phone: DSN COM FAX	882-4312 (901) 874-4312 882-2614

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) NAVSOMINST 1300.1A (b) NAVSOMINST 1540.1C (c) NAVSOMINST 1300.3C

1. **Background**

a. The mission of the Naval School of Music (NAVSOM) is to train military musicians in the Navy and Marine Corps for duty in fleet service bands.

b. Due to the unique one-on-one nature of the training requirements for many NAVSOM instructors, candidates must be carefully screened to ensure only the best qualified are assigned to these critical positions. Therefore, all candidates must complete an appraisal process prior to assignment for instructor duty at NAVSOM per reference (a).

c. Tour length will be prescribed rating shore tour.

2. **General Requirements and Qualifications**

a. Candidates must hold a musician AXXM series Navy enlisted classification (NEC) or 55XX military occupational specialty.

b. Candidates must be an E-5 or above for assignment as instrumental instructor or basic course academic instructor, E-6 or above for assignment as advance course instructor, and eligible for reassignment.

c. Candidates should have served at least 3 years with a fleet, field, or special band.

d. Candidates must complete an instructor appraisal and be certified by the Commanding Officer, NAVSOM per references (a) through (c). Full text of the NAVSOM instructions are available on the Navy Band Web site.

(1) Although on-site is preferred, appraisal may be submitted via videotape, digital video disk (DVD) or other electronic media when travel to the school is not feasible or practical. Applicants pursuing this alternative to an on-site appraisal must contact the Training Officer, NAVSOM to make appropriate arrangements and confirm media compatibility with NAVSOM playback systems.

(2) Appraisals may be conducted at any time in order to become qualified for future assignment considerations. Personnel are encouraged to complete an instructor appraisal while enrolled at NAVSOM or while in the area on leave or official travel.

e. Screening will be conducted in the following areas:

(1) Instrumental or vocal proficiency,

(a) Instrumental instructors must possess a 30 or above performance skill level in assigned primary instrumental or vocal NEC per reference (c).

(b) Academic and rehearsal instructors must possess a 24 or above performance skill level in assigned primary instrumental or vocal NEC per reference (c).

(2) Overall teaching ability and communication skills,

(3) Technical knowledge - must obtain a proficiency grade of 3.5 or above on applicable subject diagnostic exams (academic instructor candidates only) per reference (b), and

(4) Rehearsal technique, “podium” leadership, and communication skills (rehearsal conductor candidates only).

f. Required obligated service for this program is 36 months.

3. **Procedure**

a. Interested Active duty Service members meeting specified requirements must submit NAVPERS 1306/92 Special Program Screening (sections A, D1, D2 and command endorsement) to Director, Fleet Band Activities. MILPERSMAN 1306-900, exhibit 1 "Special Programs Suitability/Unsuitability Report," is also required.

b. Service members approved for reassignment must complete the minimum time on station prior to transfer, unless waived by Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40), see MILPERSMAN 1306-106.

MILPERSMAN 1306-964

RECRUITING DUTY

Responsible Office	NAVPERSCOM (PERS-4010C)	Phone: DSN COM	882-2352 (901) 874-2352

MyNavy Career Center	Phone: E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) CNO WASHINGTON DC 191512Z Apr 16 (NAVADMIN 89/16 (b) DoD 7000.14-R, Department of Defense Financial Management Regulation (c) NAVMED P-117, Manual of the Medical Department (MANMED) (d) OPNAVINST 1740.5D (e) CNO WASHINGTON DC 311732Z Mar 16 NAVADMIN 82/16

1. **Program Background**. The mission of the Recruiting Program is to inform, attract, influence, and hire the highest quality men and women for enlisted, officer candidate, and officer status in the Active and Reserve Components of the Navy. Recruiting billets are some of the most demanding billets in the Navy due to the pressures associated with a fast-paced sales environment. Experience has shown that personnel with strong records of performance in the fleet and who are at ease discussing Navy programs with others are the most likely to succeed on recruiting duty.

2. **Recruiting Program Overview**

a. **Billets**. Enlisted personnel (pay grades E5 through E8) are ordered to Navy recruiting districts (NRDs) or talent acquisition operation centers (TAOC) for a 36-month tour commencing once on station. Exceptionally qualified Sailors in the pay grade of E-4 may be considered on a case-by-case basis for recruiting duty. Navy Personnel Command (NAVPERSCOM) Shore Special Programs Distribution Branch (PERS-4010) in coordination with Navy Recruiting Command (NAVCRUITCOM) Total Force Manpower Division (N1), is the final approval authority for E-4 applicant

determinations. Military personnel are ordered in as recruiters or into support billets. The NRD or TAOC assigns recruiters to local recruiting activities and military support personnel to military entrance processing stations (MEPS) or NRDs located within the country. There are limited numbers of production recruiter billets in Japan, Guam, Europe, Puerto Rico, and St. Thomas.

b. **Recruiters**

(1) Production recruiters (Navy enlisted classification (NEC) 803R) and officer recruiters (NEC 805R) are typically assigned to independent duty and are often stationed in areas far from military installations and associated support facilities. As such, they may be the only Navy representatives within a civilian community.

(2) Production recruiters are responsible for achieving demanding contract and accession goals. They must be knowledgeable of a myriad of recruiting programs and be able to convey this information to applicants.

c. **Assignment**. Upon receipt of permanent change of station (PCS) orders assigning a member to recruiting duty, the NRD or the TAOC will provide the transferring command with the ultimate duty station (ULTDUSTA) assignment, normally a local recruiting activity, for inclusion in the member's transfer orders.

(1) Members must keep in mind that the decision of the commanding officer (CO) regarding ULTDUSTA assignment will be based on the needs of the NRD or TAOC at the time of their arrival at the command.

(2) A guaranteed assignment to a specific city or local recruiting activity location may not be feasible.

d. **Moves**. COs may be required to move members to new duty assignments during their tour to meet mission essential requirements. Additionally, these requirements must be in the Government's best interest and not primarily for the member's convenience. Move types are **close proximity** or **out-of proximity**.

e. **Tour**. In computing the tour length for recruiting duty, the tour must commence on the date the member reports to the NRD

(parent command), even though the member may receive a different assignment upon reporting and ultimately be assigned to a local recruiting activity.

(1) Overseas recruiting tour lengths are established in line with Department of Defense area tour requirements.

(2) The tour length for nuclear-qualified members will be computed from the date they are detached from their present command to ensure they are not out of the nuclear field for more than 36 months.

f. **Temporary Duty Under Instruction (TEMDUINS)**. As part of their PCS, production recruiters and classifiers are sent TEMDUINS to the Navy Recruiting Orientation Unit (NORU), located in Pensacola, FL.

(1) The course of instruction is 5 weeks for production and officer recruiters, and 4 weeks for classifiers.

(2) Members should ensure the availability of Government quarters (if necessary) and draw advance per diem prior to transfer.

(3) Instruction consists of competency-based training during which time students learn, develop, and practice competence in areas of selling, prospecting, paperwork, processing, marketing, public speaking, social networking, recruiter incentives, and quality of life.

(4) Upon satisfactory completion of the course of instruction, personnel transfer to their Navy recruiting activity or MEPS.

3. **Recruiting Duty Benefits**

a. In line with reference (a), enlisted recruiters and some military support personnel assigned to recruiting duty are eligible for special duty assignment pay, an opportunity to be stationed at a variety of locations throughout the Navy Recruiting Command enterprise, and meritorious advancement up to the pay grade of E-6 through the Meritorious Advancement Program.

b. Members assigned as recruiters and specific recruiting support personnel may be eligible for special or supplemental clothing monetary allowance in line with reference (b).

(1) Production recruiters will receive their first allowance upon reporting to their prospective NRD and their second and final entitlement on the anniversary of their report date.

(2) Members should obtain extra uniforms and accessories prior to arrival at their ULTDUSTA, as it may be difficult to purchase new items while on independent duty.

4. **Requirements and Qualifications**

a. **CO Certification**. All recruiters and military support personnel will be screened for recruiting duty. The CO will certify that the member has been screened using NAVPERS 1306/93 Recruiting Duty Screening (complete sections A, B, C, and D).

(1) **Performance Evaluations**. A waiver is required for members with any mark below 3.0 on NAVPERS 1616/26 Evaluation Report and Counseling Record (E1 through E6) and NAVPERS 1616/27 Evaluation and Counseling Record (E7 through E9) in any trait over the previous 36 months. Use Navy Recruiting Waiver Request (see exhibit 1) and submit the previous 36 months of evaluations along with justification on NAVPERS 1306/93, section D.

(2) **Disciplinary Record**. A waiver is required for members with any NJP, court-martial conviction, civilian conviction, significant involvement with civilian authorities or moral/integrity violations, or any combination of the previously listed. Waivers will be authorized on case-by-case basis. A waiver is not authorized for any sex-related offenses occurring during their career or pre-service. Submit waivers using Navy Recruiting Waiver Request (see exhibit 1), evaluations for the previous 36 months, and a copy of the charge sheet or Electronic Military Personnel Records System page.

(3) **Physical Fitness Assessment (PFA)**. All recruiters and military support members must have passed the last 3 years of regularly scheduled PFAs. They must also be currently within body composition assessment (BCA) standards and **must be in BCA standards at time of transfer**. If a member exceeds the maximum

height and weight standards and requires further measurements, a letter will be submitted from the command fitness leader to NAVPERSCOM (PERS-4010) with specific measurements. Waivers for past failures are considered on a case-by-case basis by NAVPERSCOM (PERS-4010). Use Navy Recruiter Waiver Request (exhibit 1) and submit a completed NAVPERS 1306/93 along with full length color photographs (front and both side views) in short sleeve physical training uniform (PTU) via e-mail to mill npcrecruiting@navy.mil. **Any Service member arriving at NORU not within BCA standards will be dropped from training and made available for immediate needs of Navy detailing.**

(4) **Family Advocacy Program (FAP).** Substantiated FAP cases for physical abuse are disqualifying while families are in treatment (i.e., open FAP case, resolved substantiated FAP, or civil charges). All members involved in substantiated cases involving child abuse, sexual molestation, or any sexual assaults (incest or other) are permanently disqualified from recruiting duty.

(5) **Drug and Alcohol Misuse.** Personnel with documented alcohol misuse (e.g., driving under the influence of alcohol, driving while intoxicated, public intoxication) within the previous 3 years or any two incidents during their career are unsuitable. In addition, personnel who have successfully completed alcohol rehabilitation level II or III (self-referral or directed) must not have any alcohol incidents or repeated counseling for alcohol involvement for the entire period after treatment or counseling completion date. All alcohol incidents require a waiver. Items needed for a waiver are: the completed NAVPERS 1306/93, previous 3 years of evaluations, copy of NJP(s) and civil law proceeding(s), and any pertinent documents. E-mail all required documentation to NAVPERS (PERS-4010) at mill npcrecruiting@navy.mil.

(6) **Medical and Dental.** Health and dental records must be screened in line with reference (c) and documented in the member's health records. Complete DD Form 2807-1 Report of Medical History and ensure it is documented on NAVPERS 1306/93, section B1. Due to the routine high-stress environment of recruiting, members with any condition related to mental health conditions, cognitive impairments, or other affective liabilities will not be assigned to recruiting duty. Members must be dental class I or II prior to transfer.

(7) **Exceptional Family Member (EFM)**. If the member is currently processing a dependent application for the EFM Program, contact NAVPERSCOM Exceptional Family Member Program Manager (PERS-456) and NAVPERSCOM (PERS-4010). Due to the limitations of facilities in the geographic areas of some assignments, dependents enrolled in the EFM Program will have their cases reviewed by NAVPERSCOM (PERS-456) to ensure adequate facilities are available at the member's ULTDUSTA prior to transfer.

(8) **Command Financial Specialist (CFS)**. Generally, recruiting duty assignments are in areas where military housing, commissary, and exchange facilities are not available, potentially making the cost of living higher.

(a) **Financial Standing**. In line with reference (d), all members must be screened thoroughly by the CFS prior to transfer to ensure financial stability.

(b) **Financial Status**. Unresolved indebtedness, serious financial problems, or a documented history of indebtedness over the previous 3 years are disqualifying for recruiting duty. Members with a household debt-to-income ratio of greater than 30%, or a discretionary surplus of less than $500 after all monthly living expenses and debts are paid, or both should not be recommended for recruiting duty.

(9) **Tattoos**. Reference (e) outlines the acceptable maximum tattoo coverage standards for continued service. Due to the fact that Sailors in recruiting may be the sole ambassador for the U.S. Navy in the area, more stringent screening is required for any tattoo visible while in short sleeve PTU. The primary consideration is whether the Sailors will present a positive image and whether they would be allowed to enlist with tattoos obtained after their initial enlistment. For a tattoo waiver, use Navy Recruiting Waiver Request (see exhibit 1) and include a completed NAVPERS 1306/93, full length color photographs (front and both side views), close-up color picture of tattoo itself, and also an explanation of the meaning of the tattoo within 30 days of receipt of initial screening message. Additionally, submit a copy of the NAVPERS 1070/613 Administrative Remarks as required by reference (e).

b. **NAVPERS 1306/93**. The original NAVPERS 1306/93 will be scanned and submitted via e-mail to NAVPERSCOM (PERS-4010) at: mill npcrecruiting@navy.mil prior to the release of orders.

Include photographs (front and both side views) in PTU. A recertification of screening will be conducted by current command 5 days prior to transfer and hand-carried with orders to NORU.

c. **Obligated Service (OBLISERV)**. Required OBLISERV for recruiting duty is 36 months from the time the member checks into the recruiting activity, with the exception of nuclear recruiters.

d. **Report of Suitability/Unsuitability**. Transferring commands will submit Navy Recruiting Suitability/Unsuitability Report (exhibit 2) within 30 days of receipt of screening message. Additionally, scan and e-mail a completed NAVPERS 1306/93 along with photographs (front and both side views) in PTU gear via e-mail to NAVPERS (PERS-4010) at: mill npcrecruiting@navy.mil.

e. **Security Clearances**. Assignment to a command within the Navy Recruiting Command enterprise requires personnel to have a completed and favorably adjudicated national agency check with local agency and credit checks (NACLC). Members will not receive orders until they receive a completed and adjudicated favorable NACLC.

5. **Screening**. Unit certifying officials should take screening criteria into careful consideration. Each item will be verified prior to beginning training at NORU. Students who do not meet all criteria, especially PFA standards and security clearance screening, will not be allowed to continue training. COs are required to thoroughly screen all candidates to help preserve funds and avoid hardships caused when students are dropped from training due to improperly completed screenings.

EXHIBIT 1

NAVY RECRUITING WAIVER REQUEST
(Use proper message format below)

FM REQUESTING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS4010//
INFO INTENDED GAINING ACTIVITY//JJJ//
COMNAVCRUITCOM MILLINGTON TN//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/NAVY RECRUITING WAIVER ICO RATE, NAME//
REF/A/DOC/NPC/DATE//
AMPN/REF A IS MILPERSMAN 1306-964.//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. PER REF A, REQUEST WAIVER FOR SNM FOR RECRUITING DUTY.
A. SECTION __, ITEM NO ___ (FROM NAVPERS 1306/93, NAVY RECRUITING SCREENING FORM).
B. EXPLAIN/SPECIFICS.
2. CO'S JUSTIFICATION/RECOMMENDATION: (3 LINES MAX).//

Note: Waiver request must be forwarded to NAVPERSCOM (PERS-4010) via msg and e-mail: mill_npcrecruiting@navy.mil for final approval. Waiver consideration is limited to tattoos, NJP convictions, courts-martial convictions, civilian convictions, significant involvement with civilian authorities or moral/integrity violations, performance trait marks below 3.0, PFA failures, or inability to meet 36-month OBLISERV requirement due to high year tenure. Tattoo waiver submissions will be limited to those that can be seen while wearing a PTU and are in good taste. Submit waiver requests within 30 days of DTG of this message.

EXHIBIT 2

NAVY RECRUITING SUITABILITY/UNSUITABILITY REPORT
(Use proper message format below)

FM TRANSFERRING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS4010//
INFO INTENDED GAINING ACTIVITY//JJJ//
COMNAVCRUITCOM MILLINGTON TN//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/NAVY RECRUITING SUITABILITY (OR UNSUITABILITY), ICO RATE, NAME//
REF/A/DOC/NPC/DATE//
REF/B/GENADMIN/ORIGINATOR/DDHHMMZMMYY// (IF APPLICABLE)
NARR/REF A IS MILPERSMAN 1306-964, REF B IS WAIVER REQUEST (IF APPLICABLE).//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. PER REFS A AND B, SNM IS SUITABLE (OR UNSUITABLE) FOR RECRUITING DUTY.
A. REASON FOR UNSUITABILITY: (EXPLAIN WITH SPECIFIC DETAILS).
B. REPORT OF SUITABILITY WAS FILED IN SERVICE RECORD.
C. SNM HAS __ MONTHS OF OBLISERV FOR RECRUITING DUTY.//

MILPERSMAN 1306-965

CAREER RECRUITER FORCE (CRF)

Responsible Office	NAVPERSCOM (PERS-4010C)	Phone	DSN: Com: Fax:	882-3161 (901)874-3161 874-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) COMNAVCRUITCOMINST 5400.2 (b) BUPERSINST 1133.29K

1. **Program Background**. The career recruiter force (CRF) allows recruiters the opportunity to become a permanent part of Navy Recruiting Command (NAVCRUITCOM). If selected, members will be assigned key middle management and recruiter billets within NAVCRUITCOM.

a. **Members Selected for CRF.** Members selected for CRF with Navy enlisted classification (NEC) 803R will be assigned to the CRF Leadership Academy, Pensacola, FL for temporary additional duty prior to completion of their recruiter tour. The standard tour length for CRF personnel is 36 months.

b. **Successful CRF Leadership Academy Completion.** Upon successful completion of CRF Leadership Academy, members will be assigned to a new Navy recruiting district (NAVCRUITDIST) at projected rotation date (PRD) for a 36-month tour.

c. **Assigned to Duty other than Recruiter Duty.** Members currently assigned to duty other than recruiter duty will not be awarded NEC 800R until they transfer at PRD to a NAVCRUITDIST and complete CRF Leadership Academy.

d. **CRF Force Conversion Policy.** Members serving in the CRF will, in most cases, serve for the remainder of their naval career. If the commanding officer (CO) of a district believes that a member is no longer effective in the CRF, the CO may recommend the member for force conversion from the CRF **without prejudice** per reference (a).

e. **CRF Rate Reversion Requests.** A member of the CRF community who no longer wishes to serve in the CRF may submit a rate reversion request **without prejudice** per reference (a).

2. **Requirements and or Qualifications.** Application procedures and eligibility criteria are promulgated in reference (b). The CRF selection board meets 4 times per year (i.e., February, May, August, and November).

3. **CRF Detailing.** CRF personnel are expected to maintain screening suitability for the remainder of their career. When negotiating for orders, CRF personnel will be required to submit NAVPERS 1306/92 Special Program Screening. The completed NAVPERS 1306/92 must be forwarded within 30 days of screening message receipt to Navy Personnel Command, Shore Special Programs Assignment Section (PERS-4010C) prior to issuance of orders. NAVPERS 1306/92 Special Programs Screening may be accessed by using the following Web address: http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx.

MILPERSMAN 1306-966

ENLISTED RATING DETAILER

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone DSN COM	882-3880 (901) 874-3880

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Discussion**. Enlisted rating detailers are the foundation of the distribution management and placement of enlisted personnel. Enlisted rating detailers are assigned to the Navy Personnel Command (NAVPERSCOM) Enlisted Distribution Division (PERS-40), located at Naval Support Activity Mid-South (NAVSUPPACT MID SOUTH), Millington, TN.

a. Assignment as an enlisted rating detailer is open to personnel in pay grades E-5 and above in all enlisted ratings.

b. There are also billets for support personnel in many ratings for pay grades E-4 and above.

c. The enlisted rating detailer’s job includes:

(1) Communicating with Sailors via MyNavy Assignment (MNA), telephone, video teleconferencing, e-mail, naval messages, and various social media outlets.

(2) Discussing assignment options, transfer regulations, and providing career management and assignment advice.

(3) Coordinating with distribution management and manning stakeholders (e.g., NAVPERSCOM Enlisted Placement Management Branch (PERS-4013) and fleet units to ensure proper manning levels).

d. Tour length and obligated service for enlisted rating detailers are 36 months, regardless of sea/shore flow.

e. To the greatest extent practicable, assignments to Bureau of Naval Personnel Millington and NAVPERSCOM should reflect the composition of the enlisted force to include race, ethnicity, or gender diversity.

2. **Requirements for Enlisted Rating Detailer Assignment**. Due to the unique functions and trust placed on rating detailers, the quality of personnel selected is of paramount importance and requires strict adherence to eligibility criteria. Enlisted rating detailers must meet the following requirements:

a. Have no evaluation (EVAL) trait grade below 3.0, recommended for retention, and received a promotion recommendation of promotable or higher for the past 36 months.

b. Have no record of non-judicial punishment, courts-martial conviction, or civil conviction within the past 60 months.

c. Have no alcohol-related incidents within the past 36 months.

d. Must be within current body composition standards and passed the most recent regularly scheduled physical fitness assessment.

e. Have no record of financial instability within the past 36 months.

f. Substantiated Family Advocacy Program (FAP) cases for physical abuse are disqualifying while families are in treatment (i.e., open FAP case, resolved substantiated FAP, or civil charges). Members involved in substantiated cases involving child abuse, sexual molestation, or any sexual assaults (incest or other) are disqualified.

g. Be eligible for a secret security clearance.

h. Be within normal sea/shore flow. Exceptions will be addressed on a case-by-case basis.

i. Be able to fulfill a 36-month tour.

3. **Detailer Nomination Package Contents**. The nomination package will include the following items:

a. Commanding officer’s letter of recommendation, to include whether the Sailor has any pending requests (i.e., rating conversion, commissioning program, etc.) and whether the Sailor received any letter(s) of indebtedness or any indications of serious financial problems within the past 36 months. The letter of recommendation must also address the candidate’s suitability

for a position which they will have access to personally identifiable information and sensitive information.

b. Complete NAVPERS 1306/92 Special Program Screening, except blocks D1, D4, and D10-D13.

c. If there are any visible tattoos, provide close-up pictures of each tattoo and a description of what they signify.

Note: Digitally reproduced photographs are acceptable and recommended, however, if the photograph will be electronically transferred, ensure that it is in joint photographic experts group (JPEG) or similar format. **Do not** forward a scanned or photocopied picture.

d. EVALs for the past 36 months. Ensure Social Security number (full or truncated) is redacted.

e. An interview must be conducted by a branch head or higher (i.e., detailing trip, road show, CDS, etc.).

f. Whenever possible, multiple candidates should be considered.

MILPERSMAN 1306-968

CAMP DAVID (NAVAL SUPPORT FACILITY, THURMONT MD)

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone: DSN COM FAX	882-3880 (901) 874-3880 882-2646
	Camp David	Phone: DSN COM FAX	376-9000 (Ext 41400 (301) 271-1400 271-1366

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Directive 5210.55 of 15 Dec 98 (b) DoD Instruction 5210.87 of 30 Nov 98 (c) SECNAVINST 5312.12C

1. **Program Background**. Camp David provides the President of the United States with a safe and private presidential retreat.

a. Camp David manages a recruiting team which travels to various naval facilities to identify Sailors for assignment to Camp David. The recruiting team conducts record screening and personal interviews with Service members who meet the initial qualification criteria. Once selected, a single scope background investigation will be initiated by the Camp David recruiting team to determine top secret/sensitive compartmentalized information (TS/SCI) eligibility with a yankee white (YW) clearance.

b. Camp David screening procedures require time intensive and costly background investigations. Due to the length of time required to process the TS/SCI with a YW clearance, candidates are screened 14-24 months from projected rotation date (PRD). Candidates with less than 14 months remaining until PRD will require their respective rating detailer's approval. Upon notification from a Camp David recruiting team, Major Washington/Millington Staff Detailer (NAVPERSCOM PERS-4010F) will place a candidate's record in a detailing hold status. This hold status informs the respective rating detailers not to create orders because the candidate is being screened for Camp David. Once a candidate receives a YW clearance and meets all other requirements, per MILPERSMAN 1306-900 and MILPERSMAN 1306-

945, the recruiting team will notify PERS-4010F to create orders to Camp David, with the exception of those candidates recruited directly from "A" school, who will report to Camp David while their YW clearance is being processed.

c. Tour length for all E-1 through E-9 candidates is 36 months.

2. **Requirements/Qualifications**

a. E-1 through E-9 candidates must be in the following ratings:

ABH	Aviation Boatswain's Mate (Handler)
ABF	Aviation Boatswain's Mate (Fuel)
BU	Builder
CE	Construction Electrician
CM	Construction Mechanic
CS	Culinary Specialist
DC	Damage Controlman
EA	Engineering Aide
EM	Electrician's Mate
EN	Engineman
EO	Equipment Operator
ET	Electronics Technician
HM	Hospital Corpsman (HM-L10A, L12A, L03A)
IC	Interior Communications Electrician
IT	Information Systems Technician
LS	Logistics Specialist
MC	Mass Communication Specialist
NC	Navy Counselor
PS	Personnel Specialist
RP	Religious Program Specialist
SH	Ship's Serviceman
UT	Utilitiesman
YN	Yeoman

b. Construction occupation field (group 7) E-1 through E-3 candidates will be selected directly from Seabee "A" schools.

c. Some aviation and culinary specialist ratings in pay grades E-1 through E-3 will be selected directly from "A" schools.

d. Candidates must be eligible for assignment to presidential support duty per references (a) through (c).

e. Candidates must be U.S. citizens.

f. Required obligated service for this program is 36 months.

MILPERSMAN 1306-970

JOINT COMMUNICATIONS SUPPORT ELEMENT (JCSE)

Responsible Offices	NAVPERSCOM (PERS-40)	Phone: Toll Free FAX	1-800-U ASK-NPC 882-2646
	JCSE (MacDill, AFB)	Phone: DSN COM FAX	968-0628 (813)828-0628 (813)828-4193

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 5510.30B

1. **Background**. Joint Communications Support Element (JCSE) is a selectively manned joint airborne communications unit providing command and control capabilities across the full spectrum of warfare on land, air, and maritime communications platforms. On order, Service members will deploy as a team for a joint task force or joint special operations task force headquarters to install, operate, and maintain deployable modular communications packages. JCSE operates in direct support of the Joint Chiefs of Staff, combatant commanders, general officers, and special operations units for contingencies ranging from major theater wars to humanitarian relief missions.

a. Billets require duty in arduous field environments in support of operational forces.

b. The following ratings are currently eligible for assignment: ET, IT, CE, PS (E-6), YN (E-6).

Note: Personnel in the IT rating should have (as a minimum) a 746A Navy enlisted classification code.

c. An activity tour will be a minimum of 48 months.

2. **Requirements and Qualifications**

a. **Personnel:**

(1) Must be an E-5 or higher pay grade to apply;

(2) Must have a minimum of 48 months of required obligated service (OBLISERV) from program acceptance date;

(3) Required OBLISERV from program acceptance date must not exceed current high year tenure policy for the applicant's pay grade;

(4) Must have a warfare designator (preferably expeditionary warfare, enlisted information dominance warfare specialist, surface warfare, aviation warfare, Seabee combat warfare, etc.);

(5) Must hold a current single scope background investigation for Top Secret and or Sensitive Compartmented Information prior to transfer per reference (a);

(6) Must maintain minimum score of "good" or higher (with no waivers) on the physical fitness assessment for the 36 months prior to application and assignment;

(7) Must not have any non-judicial punishments or civil offenses in the last 36 months prior to application and assignment;

(8) Must not have any prior conviction of domestic violence charges (non-waiverable);

(9) Must qualify for and maintain valid Government travel charge card; and

(10) Must complete NAVPERS 1306/92 Special Program Screening (sections A, B, C, D2, D3, and D6). This document must be screened by the JCSE Navy Senior Enlisted Advisor, MacDill Air Force Base (AFB) before orders are released to the Service member. NAVPERS 1306/92 can be accessed by using the following link: **http://www.public.navy.mil/BUPERS-NPC/REFERENCE/FORMS/NAVPERS/Pages/default.aspx**.

b. Detailed application information may be obtained by contacting JCSE, MacDill AFB at:

DSN: 968-0630
COM: 813-828-0630
E-mail: J1@jcse.mil

MILPERSMAN 1306-971

NAVY MILITARY TRAINING INSTRUCTOR DUTY

Responsible Office	NAVPERSCOM (PERS-4010D)	Phone: DSN COM FAX	882-3862 (901) 874-3862 882-2646

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) SECNAVINST 6120.3 (b) OPNAVINST 6110.1J (c) OPNAVINST 1740.5C (d) CNO Washington DC 311732z Mar 16 (NAVADMIN 082/16)

1. **Background**. Personnel assigned to Navy military training instructor (NMTI) duties at Training Support Center (TSC), Great Lakes, IL provide leadership, training, and mentorship to Sailors at the apprentice level of the Sailor development continuum.

a. NMTI personnel must continually demonstrate superior leadership and motivational skills to be successful in physically and emotionally demanding situations. NMTI duties require proven self-discipline and imaginative problem-solving skills in challenging and often unique situations.

b. Above all, NMTIs must be highly principled individuals who possess strong character, and personal and professional integrity. They must be committed to reflect the Navy's core values.

2. **Eligibility Requirements**

a. Enlisted personnel (pay grades E-5 through E-9) will be considered for assignment as an NMTI. Personnel with 15 years or more of service will not be approved for transfer to the Fleet Reserve before completion of the minimum tour. High year tenure waivers for E-5s and E-6s will be considered on a case-by-case basis for highly qualified Service members.

b. Warfare qualification waivers may be granted on case-by-case basis).

c. Armed Services Vocational Aptitude Battery minimum verbal expression score of 50 is required (waivers granted on case-by-case basis).

3. **Detaching Command Screening Package Requirements**

a. **Performance Evaluations.** Candidates must have no mark below 3.0 for the past 36 months on NAVPERS 1616/26 Evaluation Report and Counseling Record (E1 – E6) or NAVPERS 1616/27 Evaluation and Counseling Record (E7 – E9) and must reflect a steady and or improving trend. NAVPERS 1616/26 and 1616/27 are available at http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

b. **Legal Issues.** A waiver is required for a candidate with any nonjudicial punishment (NJP), court-martial conviction, civilian conviction, significant involvement with civilian authorities, or moral/integrity violations within the past 36 months. Waivers will be granted on a case-by-case basis. A waiver is not authorized for any NJP or detachment for cause within the past 24 months for any sex-related offense, either pre-service or during service.

c. **Medical and Dental.** Per references (a) and (b), health and dental records must be screened at a medical treatment facility using NAVMED 6120/4 Periodic Health Assessment http://www.public.navy.mil/surflant/hq/mrd/NAVMED%206120-4%20(Rev.%2003-2008).pdf and NAVPERS 6110/3 Physical Activity Risk Factor Questionnaire http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx. List any known medical conditions which would preclude full participation in strenuous daily exercise with Sailors and the physical readiness program, specifically any medical limitations that would prevent prolonged standing or running.

d. **Command Financial Specialist.** All candidates must be screened thoroughly prior to transfer, per reference (c), to ensure financial stability. Serious financial problems or indebtedness which are not resolved, or a documented history of indebtedness over the last 36 months are disqualifying for NMTI duty.

e. **Command Drug and Alcohol Program Advisor.** Any candidate with a documented alcohol-related incident (e.g., driving under the influence of alcohol, driving while intoxicated, public intoxication within the previous 3 years, or any two alcohol incidents) is unsuitable. In addition, a candidate who has successfully completed alcohol rehabilitation level II or III (self-referral or directed) must not have any alcohol-related incidents or repeated counseling for alcohol involvement for the entire period after treatment or counseling completion date. All alcohol-related incidents require a waiver.

f. **Physical Fitness Assessment (PFA).** Candidate must have scored "good low" or higher on the most recent PFA.

g. **Family Care Plan.** A single parent or dual military candidate must have a current family care plan on file and be counseled concerning overnight working hours, overnight duty requirements, and extended childcare requirements documented on NAVPERS 1070/613 entry. NAVPERS 1070/613 may be accessed at: http://www.public.navy.mil/ bupers-npc/reference/ forms/NAVPERS/ Pages/default.aspx. Point of contact for this information:

Command Master Chief **TSC, Great Lakes** **DSN 792-6959** **COMM. (847) 688-6959**

h. **Tattoo Criteria.** Must be in compliance with reference (d) for acceptable maximum tattoo standards.

i. **Security Clearances.** Per MILPERSMAN 1306-953, prospective candidates must have a favorably adjudicated National Agency Check with Local Agency and Credit Checks/Access National Agency Check and Inquiries prior to assignment (issuance of orders).

j. **Command Master Chief (CMDCM), Command Senior Chief, and Senior Enlisted Leader (SEL).** CMDCM, CMDCS, or SEL must screen candidates for duty as an NMTI prior to the commanding officer's (CO) interview. Upon completion of the screening, NAVPERS 1070/613 Administrative Remarks entry must be completed. NAVPERS 1070/613 is available at: http://www.public.navy.mil/ bupers-npc/reference/forms/ NAVPERS/Pages/default.aspx

Date: (Rate/Name) was interviewed this date, per MILPERSMAN 1306-971, and found to be fully qualified for assignment to Navy military training instructor duty.

_____
CMDCM/CMDCS/SEL Signature

_____
Printed Last, First Title (E.G.: SAILOR, JOE Command Master Chief)

k. **CO Screening.** The CO will personally evaluate and certify the Service member has been screened. Upon completion of the CO's interview, NAVPERS 1070/613 entry must be completed.

Date: (Rate/Name) was interviewed this date, per MILPERSMAN 1306-971, and found to be fully qualified for assignment to Navy military training instructor duty

_____
Commanding Officer's Signature

_____
Printed Last, First Title

Note: By direction is not authorized and will not be accepted.

l. **Screening.** Complete sections A, B1, C, D1, D5 and D6 of NAVPERS 1306/92 Special Program Screening. NAVPERS 1306/92 may be accessed at: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx. A copy of the completed screening package, including full length three-quarter view photo of the candidate in service khaki (E-7 and above) or service dress whites (E-6 and below), must be submitted to Navy Personnel Command (NAVPERSCOM), Shore Special Programs Distribution Branch (PERS-4010D1) and TSC, Great Lakes.

m. **Obligated Service (OBLISERV).** Required OBLISERV is 36 months from the time the candidate completes instructor school. OBLISERV must be obtained by the command delivering orders within 30 days of receipt. PERS-4010D1 must be notified by message of any candidates who fail to OBLISERV.

n. **Re-Certification**. Candidates must be re-screened by the detaching command 30 days prior to detachment. If status has changed, detaching command must notify PERS-4010D1 and TSC, Great Lakes via naval message.

4. **Waivers**. Waivers for the requirements contained in this article will be granted by NAVPERSCOM (PERS-4010) in consultation with CO, TSC, Great Lakes prior to releasing orders.

MILPERSMAN 1306-972

PATROL COASTAL (PC) CREW

Responsible Office	NAVPERCOM (PERS-40)	Phone: Toll Free	1-866-U ASK NPC
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 5510.30B (b) OPNAVINST 6110.1J (c) OPNAVINST 3591.1F

1. **Scope**. Patrol crew billets require duty in arduous field environments (many times isolated and independent), supporting surface and special warfare operations around the world. Crew members are expected to cross-train and attain watch qualifications that are beyond the scope of their regular ratings' duties.

2. **Eligibility Requirements**

a. Members must be eligible for a secret clearance. The member's command will initiate a background investigation per reference (a).

b. Member must meet standards set forth in reference (b) to include having participated in and passed the most recent physical fitness assessment.

c. Eligible to carry a weapon per reference (c).

d. Completion of sections A, B, C, and D of NAVPERS 1306/92 Special Program Screening. NAVPERS 1306/92 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

e. Requests for waivers of above criteria must be approved by the gaining command's immediate superior in command.

3. **Assignment**

a. Orders will be written by respective rating detailer from Navy Personnel Command.

b. For manning questions contact Navy Personnel Command, Placement Coordinator (PERS-4013) at 901-874-2288.

MILPERSMAN 1306-973

NAVY PROVISIONAL GUARD BATTALION (CUBA)

Responsible Office	NAVPERSCOM (PERS-402D)	Phone: DSN COM FAX	882-3863 (901) 874-3863 882-2649

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Personnel selected for assignment to Navy Provisional Guard Battalion will be ordered for a 12-month unaccompanied tour. Personnel will be ordered to a designated location for gear issue and classroom training. Additionally, all personnel will be sent to Fort Lewis, WA for detainee handling certification.

2. **Background**. Navy provisional guard battalion duties are as follows:

a. Navy provisional guards conduct detention and interrogation operations to collect and exploit intelligence in support of the Global War on Terrorism.

b. Coordinate and implement detainee screening operations, and support law enforcement and war crimes investigations.

c. Guard Force administers fair, firm, and impartial enforcement of all rules and regulations.

d. Directly responsible for the day-to-day safe and humane treatment and movements of detainees within the medium or maximum security camps.

3. **Location(s)**: Guantanamo Bay, Cuba.

4. **Requirements/Qualifications**

a. Personnel of all ratings that hold an 815A or 826A NEC and master-at-arms may apply for assignment.

b. Personnel who do not already have the required NECs may still be eligible, if training is available.

c. Due to member's job requirements, which can authorize the possession of weapons, members with open Family Advocacy Program (FAP) cases are ineligible (non-waiverable).

d. No record of nonjudicial punishment (NJP) conviction within the last 36 months from service member's transfer date.

e. Member must have or be eligible for a secret clearance (non-waiverable).

f. Member must be within height and weight standards, if weight exceeds limits provide body fat percentage per current instructions.

g. Complete sections A, B, C, and D2 of NAVPERS 1306/92 Special Program Screening Form (exhibit 1 of MILPERSMAN 1306-900).

h. Required obligated service (OBLISERV) for this program is 12 months.

MILPERSMAN 1306-975

NAVAL SPECIAL WARFARE METEOROLOGY AND OCEANOGRAPHY SUPPORT TEAMS (NSW METOC)

Responsible Office	NAVPERSCOM (PERS-404DH)	Phone:	DSN COM FAX	882-3656 (901) 874-3656 882-2642

1. **Background**. Naval Special Warfare Meteorology and Oceanography Support Team (NSW METOC) billets require duty in arduous/combat field environments. Duty is frequently isolated/independent in direct support to naval special warfare operations.

a. NSW METOC are equipped to provide a wide variety of support including meteorology and oceanography forecasts, observations using portable computers and in situ sensors, communications, and other equipment.

b. Billets are co-located with naval special warfare commands.

c. Duty with NSW METOC is classified as Type 2 sea duty. Tour length is prescribed rating sea tour or Department of Defense (DOD) area tour for overseas assignments.

2. **Requirements/Qualifications**

a. Possession of, or eligibility to obtain, a Top Secret security clearance. Member's command will initiate a Single Scope Background Investigation (SSBI).

b. Complete sections A, B, C, and D2 of NAVPERS 1306/92 (Rev 12-03), Special Program Screening Form, Exhibit 1 of MILPERSMAN 1306-900.

c. Interview with NSW METOC leadership (commanding officer (CO)/senior enlisted advisor (SEA) or designate) for assessment of suitability for program.

d. Member must score Excellent – Low or above on the most recent Physical Readiness Test (PRT) with no failures over the past 3 years.

e. Required obligated service (OBLISERV) for this program is 36 months.

MILPERSMAN 1306-976

ENLISTED MUSICIAN (MU) ASSIGNMENTS TO NAVY PREFERENTIALLY-STAFFED BANDS – U.S. NAVY BAND, WASHINGTON, DC, AND NAVAL ACADEMY BAND, ANNAPOLIS, MD

Responsible Office	Fleet Band Activities	Phone: DSN COM	882-4316 (901) 874-4316

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

1. **Background**. This article addresses enlisted musician (MU) assignment policies for the United States (U.S.) Navy Band (USNB), Washington, DC and the U.S. Naval Academy Band (USNAB), Annapolis, MD. The Navy's preferentially-staffed bands are non-rotated special duty assignments.

2. **Policy**

a. Chief of Naval Personnel will assign only the most highly qualified MUs to USNB and USNAB to maintain the unique musical and professional standards required of these preferentially-staffed presidential support and Service academy organizations.

b. Fleet Band Activities (FBA) will ensure MUs serving on active duty are notified of vacancies in either band.

c. MUs serving in the USNB and USNAB will not normally be reassigned unless the needs of the Service dictate otherwise. Members who fail to retain assignment eligibility and those desiring to terminate special-duty status may request reassignment via FBA. Requests for reassignment will be considered on a case-by-case basis, dependent on individual member's status and fleet manning levels. Members are not eligible for reassignment until completion of a minimum 36-month tour of duty with either USNB or USNAB.

3. **Eligibility**. Active duty MUs in pay grades E-6 and below are eligible to audition.

4. **Requirements**

a. Members assigned to USNB and USNAB must possess the required levels of professional and personal performance standards for assignment.

b. Due to the high visibility of Navy bands and frequent contact with the public, foreign dignitaries, and senior Government officials, members must maintain an outstanding personal appearance and impeccable military bearing.

5. **Procedures**

a. All applicants for assignment must schedule and complete a personal audition and interview at USNB or USNAB, unless waived by the respective leader.

b. Applicants must submit NAVPERS 1306/92 Special Program Screening (sections A, D1, D2, and command endorsement completed) to Director, FBA prior to scheduling an audition.

c. Commanding Officer, USNB and Director, USNAB have the authority to accept applicants for assignment to their respective bands (within authorized allowances), unless the needs of the Service dictate otherwise.

d. Members meeting the requirements for assignment will be notified by the Director, FBA. Orders will be processed by the member's respective detailer in coordination with the member's current command.

MILPERSMAN 1306-978

LITTORAL COMBAT SHIP (LCS)

Responsible Office	NAVPERSCOM (PERS–409)	PHONE DSN COM FAX	882-3854 (901) 874-3854 882-2649

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) Lautenberg Amendment of 1996 (b) OPNAVINST 6110.1J (c) COMNAVSURFORINST 3502.1

1. **Purpose**. To issue qualification requirements and assignment policies for personnel ordered to duty in connection with the **Littoral Combat Ship (LCS) Program**.

2. **Program Background**. LCS is a “**modular warship concept**” primarily designed to complement the Navy’s larger multi-mission surface combatants in select warfare mission areas and combat threats in the littoral environment including submarines, mines, and fast attack craft. It consists of the following three primary modular mission packages:

- Surface warfare (SUW);
- Mine warfare (MIW); and
- Anti-submarine warfare (ASW)

a. **Maritime Interdiction Capability**. In the near future, some variants of the SUW package will provide an enhanced maritime interdiction capability to facilitate overseas contingency operations. Additionally, the unique platform design provides the additional capability to support the following:

(1) Special operations forces;

(2) High-speed transit;

(3) Maritime interdiction operations (MIO);

(4) Intelligence;

(5) Surveillance and reconnaissance; and

(6) Anti-terrorism and force protection operations.

b. **Networking Capability**. LCS also has the capability to network and to share tactical information with other Navy aircraft, ships, submarines, and joint units.

c. **New Policies and Procedures**. The LCS **design**, **manning**, and **policies** will be a significant departure from current legacy ways of doing business. Current directives will be inadequate to ensure LCS stays manned with the right people at the right time. Current "fit" metrics will be inadequate to meet LCS needs.

d. **Two Hull Designs**. Two hull designs for LCS are currently being built - Lockheed Martin and General Dynamics. Each hull has **different training requirements** for the respective billets. In some cases, those differences are minor, in others, they are fairly significant. For this reason, assigned crews will be specific to one hull design or the other.

e. **Rotating Crews**. All sea frames will have **rotating crews with four crews per three ships** in order to extend hull operational availability and on station time, build a cadre of LCS excellence, and mitigate the impacts of unplanned losses. The **core crew** will be manned using **hybrid billets**. The loss of a single Sailor and his or her unique skill sets will have mission related implications. **It is envisioned that LCS will be the first class of ship for which personnel losses could result in an operational casualty report**.

f. **Training**. A unique aspect of LCS is that normal unit level training will occur during the off-cycle time for the crew. Another aspect of LCS training is no under-instruction (UI) watchstanders on board. Watchstanders, therefore, must go through a **train-to-qualify hull billet specific pipeline** and be ready to assume the watch upon reporting.

g. **Permanent Change of Station (PCS) Replacements**

(1) Due to the hybrid skills, minimal crew size, and off-hull training regime, normal PCS replacements will occur during the **first 3 weeks of the off-hull time**. In order to facilitate this, the immediate superior in command (ISIC) will man from existing resources; if unable to fill, request additional manning actions from type commander (TYCOM) to include temporary additional duty or personnel redirect.

(2) Additionally, the normal requisition window for orders must be modified for LCS **from the standard 5-9-month to an 18-24-month window**. This increased window provides the opportunity to conduct a thorough screening as well as assures training pipeline completion. ISIC and TYCOM will work with Navy Personnel Command (NAVPERSCOM) to identify requirements well in advance to facilitate the complex **screening**, **assignment**, and **training sequence** to deliver a qualified relief in the desired time frame.

(3) In the event of **unplanned losses**, the ISIC and TYCOM will rotate Sailors from other crews under their cognizance until a qualified relief is received.

h. **Hybrid Skill Sets VS. Navy Enlisted Classifications (NECs)**. LCS will not use traditional NECs, but rather hybrid skill sets. In the near term, these skills will be as closely matched as possible to existing NECs.

i. **Personnel Assignments**. All assignments to personnel in pay grades below that designated for the billet must be approved by the TYCOM. **Waivers will be considered** based on ability to meet the billet prerequisites including maturity, leadership, and watchstanding skills beyond technical skills and NECs.

3. **Requirements and Qualifications**. Candidates shall meet the following minimum requirements:

a. **Eligible Ratings**. AG, BM, CS, ET, FC, GM, MN, HM, IT, OS, LS, DC, EM, EN, GSM, GSE, and STG.

b. **Citizenship**. Must be a U.S. citizen with Secret clearance eligibility.

c. **Screening**. Satisfactorily complete NAVPERS 1306/94 Littoral Combat Ship (LCS) Screening and report per Exhibit 1.

Exhibit 2 will be utilized by personnel requesting waivers. Exhibit 3 shall be used to de-screen a previously screened member. NAVPERS 1306/94 is located on the BUPERS CD-ROM and can be accessed by using the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

d. **Weapons**. Per reference (a), Sailors convicted of a qualifying domestic violence charge are prohibited access to firearms. Qualifying domestic violence convictions, as set forth in reference (a), are described in DD 2760 Qualification to Possess Firearms or Ammunition. Navy personnel have an affirmative obligation to inform their command if they have a qualifying domestic violence conviction. Members with qualifying convictions may not be assigned to LCS crews. If any individual is in question as to whether or not they have a qualifying conviction, they shall consult their local Navy legal service office or staff judge advocate for legal advice.

e. **Visit**, **Board**, **Search and Seizure (VBSS), and Physical and Mental Condition**. All members of SUW mission packages, except for boatswain's mates and search and rescue swimmers, shall be trained for and perform the duties of VBSS. Due to the nature of the duties, in addition to the physical fitness assessment (PFA) standards of reference (b) and to ensure the VBSS certification criteria of reference (c) can be met, personnel assigned to LCS VBSS billets must meet the following requirements:

(1) Second class swimmer qualified;

(2) “Good” or higher on most recent PFA;

(3) Climb a 30-ft. Jacobs Ladder (see Note 1);

(4) Participants must volunteer (see Note 2);

(5) Psychological certification – no known claustrophobia (i.e., fear of enclosed spaces) (see Note 3); and

(6) Psychological certification – no known acrophobia (i.e., fear of heights) (see Note 3)

Note 1. Not all personnel are located in a fleet concentration area. A baseline for determining probability of success of climbing a 30-ft. Jacobs Ladder is; Males - 10 dead-hang pull-

ups (no momentum) and 50 squats, females - 1 minute held pull-up (chin over bar) and 50 squats. Upon successful demonstration of the above, commands are authorized to complete screening of interested personnel and submit Special Program Waiver Request (Exhibit 2). Individuals shall conduct actual demonstration of ability to climb a 30-ft. Jacobs Ladder upon reporting to regional support office in LCS squadron, San Diego, CA (UIC 30065).

Note 2. Personnel volunteer status for SUW mission package VBSS in subparagraph 4 above is indicated via completion of LCS screening for applicable VBSS billet using NAVPERS 1306/94 and transmission of required suitability message.

Note 3. Certification for items (5) and (6) above is no previous documentation in medical record and completion of LCS screening for applicable VBSS billet using NAVPERS 1306/94 and transmission of required suitability message. See NAVPERS 1306/94, Exhibit 2, and sample screening message for LCS and VBSS assignment.

f. **Obligated Service (OBLISERV)**. Selected members must incur required OBLISERV of 36 months from date of reporting on board in ACC 100 status after training is completed. Sea tour is 36 months or prescribed sea tour, whichever is greater.

EXHIBIT 1

SPECIAL PROGRAM SUITABILITY/UNSUITABILITY REPORT
(Use the proper message format.)

FM TRANSFERRING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS409A1/PERS4013//
INFO GAINING ACTIVITY//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/LCS PROGRAM SUITABILITY (OR UNSUITABILITY), ICO NAME, RATE//
REF/A/DOC/NPC/DATE//
NARR/REF A IS MILPERSMAN 1306-978//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. PER REF A, SNM IS SUITABLE (OR UNSUITABLE) FOR LITTORAL COMBAT SHIP PROGRAM.
2. SNM IS A VOLUNTEER FOR VBSS (WHERE APPLICABLE) ASSIGNMENT.
3. (VBSS BILLETS ONLY) SNM IS SUITABLE FOR VBSS ASSIGNMENT. SNM HAS NO HISTORY OF CLAUSTROPHOBIA OR ACROPHOBIA (FEAR OF HEIGHTS).
A. REASON FOR UNSUITABILITY: (EXPLAIN WITH SPECIFIC DETAILS).
B. REPORT OF SUITABILITY WAS FILED IN SERVICE RECORD.
C. SNM HAS __ MONTHS OF OBLISERV FOR SPECIFIED PROGRAM.//
BT

EXHIBIT 2

SPECIAL PROGRAM WAIVER REQUEST
(Use the proper message format.)

FM REQUESTING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//PERS409A1/PERS4013//
INFO GAINING ACTIVITY//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/LCS PROGRAM WAIVER ICO NAME, RATE//
REF/A/DOC/NPC/DATE//
AMPN/REF A IS MILPERSMAN 1306-978.//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. PER REF A, REQUEST A WAIVER FOR SNM FOR THE LITTORAL COMBAT SHIP PROGRAM.
A. SECTION __, ITEM NO ___ (FROM SPECIAL PROGRAM SCREENING FORM)
B. EXPLAIN/SPECIFICS
2. CO'S JUSTIFICATION/RECOMMENDATION: //
BT

EXHIBIT 3

SPECIAL PROGRAM SCREENING DEFICIENCY REPORT (SPSDR)
(Use the proper message format.)

FM
TO
INFO
BT
UNCLAS //N01300//
MSGID/GENADMIN/(RECEIVING CMD)//
SUBJ/LCS PROGRAM SCREENING DEFICIENCY REPORT ICO NAME/RATE//
REF/A/DOC/COMNAVPERSCOM/DATE//
AMPN/REF A IS MILPERSMAN 1306-978.//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL://**(MANDATORY)**
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED DUE TO IMPROPER SPECIAL PROGRAM SCREENING FOR LITTORAL COMBAT SHIP:
A. MEMBER: NAME AND RATE/RANK
B. WAS SCREENING FORM FILED IN SERVICE RECORD? GIVE NAME/RANK/TITLE/DATE OF INDIVIDUAL SIGNING SCREENING FORM.
C. TRANSFERRING COMMAND AND UIC.
D. EXPLAIN FULLY THE REASON SNM IS CONSIDERED IMPROPERLY SCREENED.
E. IF SNM WAS PROPERLY SCREENED, DID PROBLEMS DEVELOP AFTER ARRIVAL? EXPLAIN FULLY.
F. IS SNM CONSIDERED MARGINALLY UNSUITABLE BUT COULD CONTINUE SPECIAL PROGRAM DUTY? EXPLAIN FULLY.
G. ARE DISQUALIFYING FACTORS SO SEVERE THAT SNM SHOULD BE REASSIGNED? EXPLAIN FULLY.//
BT

MILPERSMAN 1306-979

RECRUITMENT/ASSIGNMENT TO COMMANDER, NAVAL SPECIAL WARFARE DEVELOPMENT GROUP (COMNAVSPECWARDEVGRU)

Responsible Office	NAVPERSCOM (PERS-401D)	Phone: DSN	882-3865
		COM	(901) 874-3865
		FAX	882-2716
	COMNAVSPEC-WARDEVGRU	Phone: DSN	537-2000
		COM	(757) 893-2090
			893-2000
		FAX	(757) 893-3033

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Program Background**. Commander, Naval Special Warfare Development Group (COMNAVSPECWARDEVGRU) is responsible for the research, development, testing, and evaluation of state of the art, commercially procured and modified equipment in support of naval special warfare operational forces. The command is also responsible for the evaluation of advance maritime, ground, and airborne tactics that may be applicable to naval special warfare, and to assist in the determination of the suitability and implementation of the equipment and tactics for the use by naval special warfare, Department of the Navy, and Department of Defense.

a. COMNAVSPECWARDEVGRU manages a worldwide recruiting and screening program to identify personnel for assignment to the command. The recruiting and or screening team conducts record screening and personal interviews with personnel who meet the initial qualification criteria.

b. Most billets are for pay grades E-5 through E-9; however, qualified, highly motivated personnel of lower pay grades may be considered.

c. Considering the extensive training received at COMNAVSPECWARDEVGRU, all tour lengths will be 4 years with the option to be considered for a 1 or 2 year extension at the conclusion of the initial 4 years.

2. **Requirements/Qualifications**:

a. Eligible support rates (subject to additions and deletions):

AE	CE	DC	GM	MC	SW
AG	CM	EA	HM	NC	UT
AM	CTI	EM	HT	ND	YN
AT	LS	EN	IS	PR	SO
AW	CTN	EO	IT	PS	
BM	CTR	EOD	LN	QM	
BU	CTT	ET	MA	RP	

b. The following additional requirements must also be met:

(1) Must be a volunteer.

(2) Physically fit, with no medical conditions that prevent physical training and or physical activity.

(3) No nonjudicial punishment or civil offenses in the last 3 years.

(4) No alcohol related incidents in the last 3 years.

(5) Top performer and recommended by current chain of command.

(6) Able to meet security requirements for Top Secret clearance.

(7) U.S. citizen (no dual citizenship).

c. Completion of NAVPERS 1306/92 Special Program Suitability/Unsuitability Report, Exhibit 1 of MILPERSMAN 1306-900, is not required.

d. Detailed application information may be obtained by contacting either the responsible office or COMNAVSPECWARDEVGRU.

e. Required obligated service for this program is 48 months, which is waiverable by COMNAVSPECWARDEVGRU per MILPERSMAN 1306-106. Approved waivers will be submitted to NAVPERSCOM, SEABEE/SEAL/SWCC/EOD/DIVER (PERS-401D) by COMNAVSPECWARDEVGRU CCC via e-mail or FAX.

3. **Forms**. NAVPERS 1306/92 Special Program Screening is available at:

http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201306-92%20R1-11_RE.pdf

MILPERSMAN 1306-980

Navy Interactive ON-NET (ION) Operator Certification Program

Responsible Office	BUPERS-327	Phone: COM	(901) 874-2967

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. Background

a. Navy interactive ON-NET (ION) operators develop, refine, and utilize world-class tactics, techniques, and procedures to conduct computer network operations in support of national and tactical security objectives. Bridging the tactical-technical span, ION operators use advanced software applications to change or collect information residing on or transiting computer networks.

b. The purpose of the Navy ION Operator Certification Program is to select and develop Navy cyber warfare technicians (CWT) who will achieve basic certification with an end goal of being exploiter-qualified at the end of their first tour as an operator.

2. Requirements and Qualifications

a. Applicants must have a service record that clearly demonstrates sustained superior performance and meet the following criteria. Specifically, they must:

(1) Be a rated CWT;

(2) Be in the pay grades of E-4 to E-8;

(3) Be within 18 months of projected rotation date (PRD);

(4) Have passed latest physical fitness assessment cycle;

(5) Be Career Waypoint reenlistment-approved (if required);

(6) Have no more than 16 years of military service;

(7) Have no nonjudicial punishment within 2 years of application date;

(8) Have a final Top Secret clearance with access to sensitive compartmented information and complete a counter-intelligence polygraph prior to execution of permanent change of station orders; and

(9) Incur obligated service (OBLISERV) that will consist of up to 24 months of training with a follow-on tour of up to 48 months using the Navy enlisted classification (NEC) earned. OBLISERV or OBLISERV-to-train (if selective reenlistment bonus eligible) must be completed prior to execution of orders per MILPERSMAN 1306-604.

b. Waivers for specific eligibility requirements will be considered on a case-by-case basis and approved or disapproved by Bureau of Navy Personnel (BUPERS) Information Warfare Community Branch (BUPERS-327)

3. **Application Procedures**. Commands are encouraged to nominate only the best qualified personnel. All candidates must complete and submit the following documents:

a. NAVPERS 1306/7 Enlisted Personnel Action Request to Navy Personnel Command (NAVPERSCOM) Information Warfare Distribution Branch CWT Detailer (PERS-408CJ) a minimum of 13 months prior to PRD;

b. Last 3 performance evaluations:

(1) NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 - E-6) or

(2) NAVPERS 1616/27 Evaluation and Counseling Record (E-7 - E-9);

c. Physical Readiness Information Management System (PRIMS) data for previous 3 years; and

d. A temporary NAVPERS 1070/613 Administrative Remarks is required to be signed by the member and submitted with the application. A copy will be forwarded to the servicing personnel office for entry in the electronic service record (ESR). The following is a sample entry:

(Date): I understand I am required to incur 60 months of obligated service (OBLISERV) per MILPERSMAN 1306-604 if selected for the Navy Interactive ON-NET (ION) Operator Certification Program to account for up to 24 months of training with a follow-on tour of 36 months using the Navy enlisted classification earned. (Date): I understand that in case of disenrollment prior to completion of that program, the extension may be cancelled and a new extension executed per the service requirements of MILPERSMAN 1306-604. (Date): I understand that OBLISERV or OBLISERV-to-train must be completed prior to executing orders to attend training required for that program.

4. **Screening Process**

a. Upon approval of NAVPERS 1306/7, member will forward complete package to the ION program manager for final technical screening and approval or disapproval.

b. The ION program manager will notify BUPERS-327, NAVPERSCOM (PERS-408CJ), and applicant of selection determination.

c. The ION program manager will provide class convening and availability to NAVPERSCOM (PERS-408CJ).

d. Once selected for the ION Operator Certification Program, candidates may only be removed per paragraph 7 of this article.

e. The names and intended class dates of all new accession and cross-rating Sailors who plan to screen for ION while attending the Joint Cyber Awareness Course must be submitted to the CWT and new accession detailers. Updates on their screening status are to be provided on a bi-monthly basis to ensure proper tracking and coordination.

5. **Training**

a. Program candidates will complete the below training courses:

Course Title	Course Identification Number	Expected Length	NEC
Marine Corps Cyber Operations Readiness Curriculum (MCCORC)	A-531-1304	6 Weeks	N/A
Basic Offensive Cyberspace Operator	A-531-2451	6 Months	H41A
Foundational Operator Readiness Growth and Enrichment	A-531-2452	11 Months	H13A

NOTE: Candidates will take the Computer Networking Assessment Battery (CNAB) while attending MCCORC. Candidates may be waived from attending MCCORC based on course availability or as determined by the ION program manager. If waived, the CNAB must be taken prior to enrollment into the program.

6. **Training Equivalency**. Commands may request NEC H41A and or H13A for equivalent training provided by other agencies using procedures per MILPERSMAN 1221-021. Commands may contact the ION program manager to determine if a Sailor has completed an equivalent training pipeline.

7. **Program Disenrollment**

a. Following enrollment into the ION Operator Certification Program, commands may request disenrollment if it is determined the Sailor cannot complete the ION training pipeline by reason of incapability, lack of reasonable effort, disciplinary infractions, inability to adapt, or due to personal issues outside the student's control (e.g., family emergencies, emergency leave situations, etc.).

b. If it is determined that Service members cannot complete the ION training pipeline due to injury, illness, or disease they must contact the ION program manager and CWT senior detailer (PERS-408CJ).

c. Removal requests will be submitted to BUPERS-327 via NAVPERS 1306/7 and will contain the following documents and information:

(1) A detailed statement of the circumstances leading to the request, including a specific description of incident(s) and a chronology of events;

(2) In the case of unsatisfactory behavior or performance over a period of time, a copy of the member's administrative counseling or warning and or letter of instruction;

(3) Enlisted performance evaluation documenting the member's unsatisfactory behavior or performance (if applicable);

(4) A statement of disciplinary action taken or contemplated (if any);

(5) Whether or not administrative separation processing has or will be commenced; and

(6) Any other supporting documentation relevant to the case.

8. **NEC Removal**. Commands may request removal of NEC H41A or H13A if Sailors fail to meet follow-on operational qualification requirements using procedures per MILPERSMAN 1221-021.

MILPERSMAN 1306-981

NAVY INTERACTIVE ON-NET (ION) COMPUTER NETWORK EXPLOITATION (CNE) TRAINER CERTIFICATION PROGRAM

Responsible Office	NAVPERSCOM (PERS-408)	Phone: DSN COM FAX	882-3842 (901) 874-3842 (901) 874-2650

References	(a) TAO.ROC_PS02-495-V4.0 – Remote Operations Center Interactive Operations Certification Overview (b) OPNAVINST 6110.1H

1. **Background**

a. Navy Interactive ON-NET (ION) Computer Network Exploitation (CNE) Trainers mentor and train Cryptologic Technician Networks (CTNs) through the ION CNE Operator Program to prepare them to utilize world-class tactics, techniques, and procedures to conduct computer network operations in support of national and tactical security objectives.

b. The purpose of the Navy ION CNE Trainer Certification Program is to select and develop CTNs who have been certified as ON-NET CNE Operators and certify them as Certification Trainers for single technology operating system/network infrastructure within 3 years. After completion of this program certified trainers will be distributed to a Navy or national site billet coded with the ION CNE Trainer Navy Enlisted Classification (NEC) code.

2. **Requirements/Qualifications**

a. All applicants must have a service record that clearly demonstrates sustained superior performance and must meet the following criteria:

(1) Be a rated CTN.

(2) Have successfully graduated the ION CNE operator program and earned the NEC.

(3) Be paygrade E-5 to E-7.

(4) Be within 12 months from projected rotation date (PRD).

(5) Have no more than 14 years military service.

(6) Have no nonjudicial punishment (NJP) within 2 years of application date.

(7) Meet or exceed all Navy physical readiness standards per reference (b).

(8) Have a final Top Secret clearance with access to sensitive compartmented information (SCI) and complete a counter intelligence polygraph prior to execution of permanent change of station (PCS) orders.

(9) Incur a 3-year obligated service (OBLISERV) to complete the ION CNE Trainer Certification Program. OBLISERV must be completed prior to execution of orders.

b. Waivers to specific eligibility requirements will be considered on a case-by-case basis and approved or disapproved by Navy Personnel Command (NAVPERSCOM), Cryptologic/Intelligence Specialist (CT/IS) Assignment Section (PERS-408CJ).

3. **Application Procedures**. Commands are encouraged to nominate the best qualified personnel who possess the ION Operator NEC and have the personal traits to teach others. Submit the following information for consideration:

a. NAVPERS 1306/7 (Rev. 01-03), Enlisted Personnel Action Request, to NAVPERSCOM (PERS-408CJ) a minimum of 10 months prior to PRD.

b. Last five

- NAVPERS 1616/26 (Rev. 7-95), Evaluation Report and Counseling Record (E-1 to E-6), or
- NAVPERS 1610/2 (Rev. 7-95), Fitness Report and Counseling Record (E-7 to O-6).

c. Command endorsement not to exceed one page. The endorsement shall

- address only the technical qualifications and demonstrated aptitude of the applicant,
- address a command ranking if more than one applicant applies, and
- include a statement that all information has been verified and package is complete.

4. **Screening Process**

a. Upon approval of NAVPERS 1306/7, NAVPERSCOM (PERS-408) will forward member's complete package to the Navy element within Tailored Access Operations (TAO) for final technical screening and approval/disapproval of selection to subject program. Soft copy application packages will be forwarded via unclassified E-Mail.

b. The Navy element within TAO will notify NAVPERSCOM (PERS-408CJ) and applicant of selection determination and class convening/availability through written documentation.

5. **Training Pipeline Expectations**

a. Program candidates are expected to achieve the following training milestones for single technology operating system/ network infrastructure trainer certification during the 3-year program:

- Junior Trainer Report + 18 Months
- Senior Trainer Report + 36 Months

b. Sailors who fail to maintain program requirements/ qualification eligibility or fail to meet stated training expectations will be released back to the rating detailer for further assignment.

MILPERSMAN 1306-982

ASSIGNMENT OF NUCLEAR-TRAINED MASTER CHIEF PETTY OFFICERS (MCPO) AS REACTOR DEPARTMENT MASTER CHIEF (RDMC)

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-4696 (901) 874-4696 882-2638

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVSEA S9213-41-MAN-000/(R), Engineering Department Manual (EDM) for Nuclear Power Plants (b) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (NEC)

1. **Background**. The reactor department master chief (RDMC) is key to the success of nuclear-powered aircraft carriers. Per reference (a), the RDMC is responsible to the reactor officer (RO) for the performance of his or her department. RDMCs must uphold the highest standards of professionalism and enhance communication at all levels of the department and command. They participate in the formulation and implementation of policies concerning training, operations, discipline, utilization, morale, and welfare of department personnel.

2. **Requirements and Qualification**

a. Applicants must possess Navy enlisted classification code N31Z.

b. Normally, applicants currently assigned to a nuclear-powered aircraft carrier will not be considered for an RDMC position. On a case-by-case basis, a candidate currently onboard may be considered. In these cases, a 2-year minimum tour after relief is required.

c. If feasible, be a graduate of the U.S. Navy Senior Enlisted Academy (SEA) (accomplishment en route to the RDMC assignment is acceptable).

d. Applicants must have an outstanding performance record with evaluation performance trait marks not lower than 3.0 in any area for the past 3 years.

e. Applicants must have been within physical fitness assessment standards in the past 3 cycles, present a sharp military appearance and demeanor, and possess irreproachable military bearing.

3. **Requests for Assignment**

a. Requests for assignment as RDMC should be submitted via NAVPERS 1306/7 Electronic Personnel Action Request signed by the RO and sent to

To:	Navy Personnel Command (NAVPERSCOM), Surface Nuclear Chief Petty Officer Detailer (PERS-403CJ)
Via:	Commander, Naval Air Forces (COMNAVAIRFOR), Force or Deputy Force Nuclear Propulsion Officer (N9)

b. Applicants must include the following:

(1) Commanding officer's (CO) recommendation stating qualifications for assignment as RDMC and duty history. Waivers for prerequisites and selection requirements will be considered on a case-by-case basis. CO's endorsement must include a recommendation for waiver of prerequisites or requirements (if applicable).

(2) At a minimum, evaluations covering the last 5 years.

4. **Selection and Assignment**

a. NAVAIRFOR (N9) will review all RDMC assignment requests and forward recommendations to PERS-403CJ.

b. PERS-403CJ will review and prepare package, then forward to the Office of the Chief of Naval Operations (OPNAV), Nuclear Enlisted Program Manager (N133D) for final approval.

c. If feasible and the candidate has not previously completed the SEA, the selected candidate will be ordered to RDMC assignment via the SEA.

d. Once final approval and selections have been made, NAVAIRFOR (N9) will debrief master chief petty officers not selected for RDMC. The counseling must include why the candidates were not selected and other options for career enhancement.

5. **Screening Panel**

a. In unusual circumstances, if there is an insufficient number of qualified applications for selection, NAVAIRFOR (N9) will convene a screening panel to select the best qualified candidates.

b. The panel will include a senior enlisted advisor from the respective:

(1) NAVAIRFOR (N9) staff,

(2) PERS-403CJ, and

(3) OPNAV, Nuclear Enlisted Program Manager's Quality Control Advisor (N133D2).

c. The panel's recommendation will be forwarded to NAVAIRFOR (N9) for routing per paragraph 4.

MILPERSMAN 1306-983

MEDICAL DEEP SEA DIVING AND FLEET MARINE FORCE RECONNAISSANCE CORPSMAN PROGRAMS

Responsible Office	BUPERS-325 Enlisted Community Manager	Phone: DSN COM	882-2079 (901) 874-2079
Point of Contact	NAVPERSCOM (PERS-407) Detailer	Phone: DSN COM	882-3322 (901) 874-3322

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II, Navy Enlisted Classifications (b) NAVMED P-117, Manual of the Medical Department, Articles 15-102 and 15-105 (c) U.S. Navy Diving Manual (d) OPNAVINST 1160.8A, Selective Reenlistment Bonus Program (e) OPNAVINST 5350.4D, Drug and Alcohol Abuse Prevention and Control

1. **Background**. The Medical Deep Sea Diving and Fleet Marine Force (FMF) Reconnaissance (RECON) Corpsman Programs provide an opportunity for new-accession and fleet personnel to become career enlisted hospital corpsman (HM) serving in Navy enlisted classification (NEC) codes L27A, L28A, L11A, and L02A.

2. **Purpose**. This article discusses personnel aspects of the Medical Deep Sea Diving and FMF RECON Corpsman Programs. The following topics are covered:

Topic	See Paragraph
Suitability for Assignment	3
Navy Enlisted Classification (NEC) Codes	4
Program Entry Requirements	5
Applying for the Program	6
Program Screening Requirements	7
Program Screening Process	8
Transfer to Initial Training	9
Voluntary NEC Revocation	10
Involuntary NEC Revocation	11
Reinstatement	12
Supervisory Status	13
Periodic Requalification	14
Report of Medical Deep Sea Diving/FMF RECON Corpsman Program Screening	Exhibit 1

3. **Suitability for Assignment**

a. **Accession Prerequisites.** The distinct purpose and nature of duties involved in the Medical Deep Sea Diving and FMF RECON Corpsman Programs require strict adherence to eligibility criteria, application procedures, and policies for assignment.

b. **Professional Performance.** While the highest standards of personal conduct, reliability, and judgment are required of all members of the naval service, it is especially important that members assigned to duty involving the performance and supervision of the Medical Deep Sea Diving and FMF RECON Corpsman operations are of unquestionable personal conduct, reliability, judgment, and observance of military regulations.

4. **NEC Codes.** The Medical Deep Sea Diving and FMF RECON Corpsman Programs consist of the following NEC codes. Reference (a) further describes each of the NEC codes.

NEC	Designation
L27A	Medical Deep Sea Diving Technician
L28A	Deep Sea Diving Independent Duty Corpsman (IDC)
L11A	FMF RECON HM
L02A	FMF RECON IDC

5. **Program Entry Requirements**. Except where specified "**no waiver**," Bureau of Naval Personnel (BUPERS), Medical/Dental HM Rating Enlisted Community Manager (BUPERS-325) may waive one or more entry requirements, if the applicant is considered otherwise qualified. Due to the cost of permanent change of station orders, historically high attrition training rates, and to prevent undue delay in training; commands and personnel submitting requests for conversion must strictly adhere to the policy and requirements specified in this article.

a. **Duty Status**. Applicant must be on active duty.

b. **Source Rating**. Applicant must be in or request to convert to the HM rating. Conversion to the HM rating will be conducted per MILPERSMAN 1440-010.

c. **Age Requirement**

(1) For NEC L27A, applicant must be 30 years of age or less as of date of application receipt at Navy Personnel Command (NAVPERSCOM), Medical Assignments Branch (PERS-407).

(2) For NEC L11A, applicant must be 28 years of age or less as of date of application receipt at NAVPERSCOM (PERS-407).

d. **Rank**

(1) For NEC L27A, applicant must be in pay grade E-1 through E-6.

(2) For NEC L11A, applicant must be in pay grade E-1 through E-5.

(3) For NECs L28A and L02A, applicant must be in pay grade E-5 with 2 years of time in rate.

e. **Armed Services Vocational Aptitude Battery (ASVAB)**. Applicant must meet ASVAB requirement per current ASVAB NAVADMIN.

f. **Medical Requirements**. Applicant must meet medical standards as specified in reference (b). Request for waiver of physical standards for personnel who do not meet minimum standards must be submitted per reference (b) and **through** the Service Member's commanding officer (CO), **via** Bureau of Medicine

and Surgery (BUMED), Undersea Medicine and Radiation Health (M95) to Bureau of Naval Personnel, Military Community Management (BUPERS-3).

g. **Hyperbaric Pressure Test.** Must be administered per reference (c); hyperbaric pressure test may be waived if a hyperbaric chamber facility is not accessible due to geographic isolation.

h. **Obligated Service (OBLISERV).** The OBLISERV requirement for attending initial training is 36 months from class graduation date or until completion of previous OBLISERV, whichever is greater, unless released earlier by Chief of Naval Personnel (CHNAVPERS). COs must ensure applicants understand obligated service to train options specified in MILPERSMAN 1306-106 and reference (d). **No waivers.**

i. **Performance Standards.** All evaluation trait marks must be 3.0 or above in the last three evaluation reports.

j. **Non-Judicial Punishment (NJP) or Court Conviction.** The applicant may not have an NJP, court-martial, or serious civil court conviction during the previous 18 months prior to the application.

k. **Security Clearance.** Applicant must meet eligibility requirements for a secret clearance based on a national agency check with local agency and credit checks (NACLC). **No waivers.**

l. **Physical Fitness.** Applicant must pass the physical screening test (PST) per requirements listed in MILPERSMAN 1220-410. FMF RECON Corpsman Program candidates must meet sea-air-land (SEAL) standards. Medical Deep Sea Diver Program candidates must meet Navy diver standards. **No waivers.**

m. **Recommendation.** Applicant must be recommended for initial training by the member’s current CO.

6. **Applying for the Program.** Applicants who are applying for the program must take the following steps:

Step	Action
1	Contact NAVPERSCOM (PERS-407) to locate the nearest approved screening activity: Phone - **COM** 901-874-3322, **DSN** 882
2	Undergo the screening process
3	Receive Report of Medical Deep Sea Diving/FMF RECON Corpsman Program Screening
4	Assemble program screening package
5	E-mail the screening package (digitally signed and encrypted) to the following e-mail address: pers-407cschoolpkgs@navy.mil

7. **Program Screening Requirements**. Applicants will be screened by approved personnel and activity.

a. **Approved Screening Personnel**. A qualified screener is as follows:

(1) Diving officer;

(2) Master diver (NEC MMDV); or

(3) E-7 through E-9 deep sea diving IDC (NEC L28A) or E-7 through E-9 FMF RECON IDC (NEC L02A) (as applicable).

b. **Approved Screening Activity**. Only commands with adequate facilities for screening applicants will conduct screening.

(1) An approved screening activity is any U.S. Navy diving, explosive ordnance disposal (EOD)/SEAL/special warfare combatant craft crewman (SWCC)/underwater construction technician (UCT) command, RECON battalion, Marine special operations battalion, or Navy Recruit Training Command. Diving commands should be the priority screening activity as it relates to the applicant’s primary mission and capability.

(2) Screening conducted by other commands due to geographic isolation or absence of approved screening personnel must be coordinated through and approved by NAVPERSCOM (PERS-407).

8. **Program Screening Process**. The screening activity will ensure the following:

Step	Action	Per
1	Interview the Applicant	paragraph 8a
2	Conduct Applicable Special Duty Examination(s)	paragraph 8b
3	Conduct the PST	paragraph 8c
4	Conduct a Hyperbaric Pressure Test	paragraph 8d
5	Submit a Request for Program Entry	paragraph 8e

a. **Interview the Applicant**. The interview is necessary to examine and evaluate each applicant's character traits, background, motivation, and potential for successfully completing training and subsequent Medical Deep Sea Diving or FMF RECON Corpsman career assignments. The interviewer will do the following:

(1) Discuss the nature of the Medical Deep Sea Diving and FMF RECON Corpsman operations with the applicant (including training, duty assignments, operational employment, career development, pay, advancement, etc.).

(2) Review the applicant’s service record to fully assess past performance, program entry effect on professional development, and potential for successfully completing initial training.

(3) Determine the applicant's comfort level in the water. Member must have considerable comfort level when in an aquatic environment. This should not be determined solely by the PST.

(4) Determine the applicant’s physical fitness level.

(5) Review entry requirements with the applicant to determine which requirements are met and which requirements require a waiver.

(6) Complete exhibit 1, Report of Medical Deep Sea Diving/FMF RECON Corpsman Program screening.

(a) All program entry requirement waivers must be specified and supported with justification for approval.

(b) A negative response to any of the questions or traits identified in the applicant's service record could indicate unsuitability for the program.

(c) Provide a positive or negative endorsement stating the suitability to attend initial training.

b. **Conduct Applicable Special Duty Examination(s).** Applicants must meet physical examination standards or obtain waiver of standards per reference (b).

(1) Approved Location. The medical examination must be conducted at hospitals, clinics, or dispensaries capable of accomplishing or coordinating all required examination elements.

(2) Approved Medical Examiner. Per reference (b), examinations may be conducted by any physician, but an undersea medical officer (UMO) with specialty code 16UO or 16U1 must approve and review all examinations and reports. BUMED (M95) can review and sign the physical examinations for accessions performed by another credentialed medical provider where a Navy UMO is not within close proximity.

(3) Medical Reports. Results of the diving medical examination will be recorded on the following reports:

(a) DD 2807-1 Report of Medical History

(b) DD 2808 Report of Medical Examination

(4) Validity. The initial diving medical examination will be valid for a 24-month period. Candidates who have not reported to initial training within the 24-month period, or have incurred any change in their health status, must re-submit DD 2807-1 and DD 2808 updated reports to NAVPERSCOM (PERS-407). DD 2807-1 and DD 2808 may be accessed by using the following Web address: http://www.dtic.mil/whs/directives/forms/dd/ddforms2500-2999.htm.

c. **Conduct the PST.** The PST is designed to assess the applicant's physical ability to undergo initial and advanced training which include IDC School, the Special Operations Tactical Responder Course, and the Special Operations Combat Medic (SOCM) Course.

(1) Administer the PST per MILPERSMAN 1220-410.

(2) No alterations to the test are permitted. The test must be administered exactly as indicated in MILPERSMAN 1220-410.

(3) Testing Males and Females. PST standards are identical for male and female applicants.

d. **Conduct a Hyperbaric Pressure Test.** The hyperbaric pressure test is designed to determine if the applicant can successfully adapt to increased atmospheric pressure without adverse physiological reaction. This test is conducted in a hyperbaric recompression chamber per reference (c).

e. **Submit a Request for Program Entry.** Upon satisfactory completion of the screening process, applicants will forward their request to NAVPERSCOM (PERS-407) via NAVPERS 1306/7 Enlisted Personnel Action Request. NAVPERS 1306/7 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

(1) NAVPERS 1306/7 will reference MILPERSMAN 1306-983 and include the following statement:

" Per MILPERSMAN 1306-983, I volunteer for Medical Deep Sea Diving/FMF RECON Corpsman duty and request assignment to initial training. I agree to serve on active duty for a period of 36 months from class graduation date, or until completion of previously obligated service, whichever is greater, unless released earlier by NAVPERSCOM. I also agree to serve the period of minimum obligated service specified, regardless of whether I retain qualification as a medical deep sea diving technician or FMF RECON corpsman during that period."

(2) COs are required to provide a statement concerning the applicant's suitability for Medical Deep Sea Diving and FMF RECON Corpsman training and assignment to duty.

(3) Required enclosures are listed below:

Enclosure 1	DD 2807-1 Report of Medical History
Enclosure 2	DD 2808 Report of Medical Examination
Enclosure 3	MILPERSMAN 1306-983, Exhibit 1, Report of Medical Deep Sea Diving/FMF RECON Corpsman Program Screening
Enclosure 4	NAVPERS 1616/26 Evaluation Report and Counseling Record (E1-E6) for previous 3 years, including any special or transfer evaluations
Enclosure 5	Hyperbaric pressure test results. Provide memorandum stating waiver justification if not completed

9. **Transfer to Initial Training**

a. **Physical Condition Verification.** The member's physical fitness condition must be verified at initial screening site and within 30 days of transfer to initial training in the respective training pipeline. This will be accomplished with the candidate performing the PST. Exhibit 1 will be submitted to NAVPERSCOM (PERS-407). Personnel who fail the PST 30 days prior to transfer will retest within 15 days prior to transferring. If the member fails again, he or she will be held in abeyance and NAVPERSCOM (PERS-407) will be notified by message.

b. **Disqualifying Condition.** Personnel who have received orders to attend initial training, but develop any possible disqualifying condition; to include physical conditioning, medical, performance standards, NJP, court-martial, serious civil court conviction, or loss of security clearance eligibility are required to notify NAVPERSCOM (PERS-407) by message.

10. **Voluntary NEC Revocation**

a. **Request for Removal of NEC.** Members assigned Medical Deep Sea Diving and FMF RECON Corpsman NEC codes may request removal of their NEC, via their CO, to BUPERS-325. Personnel are required to submit NAVPERS 1221/6 Navy Enlisted Classification (NEC) Change Request. NAVPERS 1221/6 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

b. **Request Reasons and Statement.** The request should include member's reasons for removing NEC and the following statement:

"I understand removal of my assigned NEC (fill in) will result in stoppage of all special and hazardous duty pays and reassignment to a non-NEC billet, not necessarily at my present command."

c. **Further Training/Assignment/OBLISERV.** Members who voluntarily request NEC removal normally will not be approved for further voluntary training or assignment in other diver, EOD, SEAL, and UCT programs; however, members must serve the remainder of original OBLISERV incurred as the result of initial training in a non-NEC billet, unless released at an earlier date by CHNAVPERS. Contact BUPERS-325 for information on reverting to a component diving NEC.

11. **Involuntary NEC Revocation**

a. **CO Determination.** COs may recommend revocation of a member's NEC(s) by submitting NAVPERS 1221/6 to BUPERS-325. This revocation must not be used as a punitive measure, but based on the CO's determination that the member is no longer suitable for assignment to billets requiring the NEC. NAVPERS 1221/6 must substantiate that determination by providing sufficient background and reasonable justification for removal of the member's NEC.

b. **Insignia.** Members who have their NEC(s) involuntarily removed for performance or personal conduct deficiencies will not be authorized to wear applicable distinguishing insignia.

c. **Required Statement.** Recommendations to revoke an NEC must include one or more of the following statements:

"The member is considered suitable for assignment to rate or rating billets not requiring NEC (fill-in)."
"The member may reapply for reinstatement of NEC (fill-in) after completing at least 2 years assigned to a non-NEC billet."
"The member is considered unsuitable for reassignment and will be recommended for administrative discharge by separate action."

d. **Revocation Reasons.** Primary reasons for revocation of NEC include, but are not limited to, the following:

(1) Failure or unwillingness to perform duties required of the NEC.

(2) Failure to maintain NEC eligibility:

(a) Permanent revocation by the Department of Defense (DoD), Central Adjudication Facility of the member's security clearance.

(b) Permanent physical disability.

(3) Professional Performance:

(a) Culpable negligence.

(b) Breaches of diving safety or regulations.

(c) Loss of CO's faith and confidence in the member's ability to exercise sound judgment, reliability, and personal conduct.

(d) Failure to satisfactorily complete PST as required in this article.

(4) Alcohol Abuse. Personnel identified as having abused alcohol will be locally suspended by their CO from duty pending the outcome of screening, disciplinary counseling, or rehabilitation procedures as outlined in reference (e). At any time, during or upon completion of those proceedings, COs have the following options:

(a) The member will remain assigned to the command in a non-Medical Deep Sea Diving/FMF RECON Corpsman status and will have an alcohol rehabilitation program developed per reference (e). Commands will submit NAVPERS 1221/6 to BUPERS-325 to affect suspension of the Medical Deep Sea Diving or FMF RECON Corpsman NEC. Upon successful completion of the alcohol rehabilitation program, the CO may request reinstatement of the member's Medical Deep Sea Diving or FMF RECON Corpsman NEC.

(b) If the member has **previously failed rehabilitation treatment and the CO has a loss of confidence in**

the member, the CO may certify that the member has no potential for further useful service and must initiate separation procedures. Commands will submit NAVPERS 1221/6 to BUPERS-325 to revoke the Medical Deep Sea Diving or FMF RECON Corpsman NEC.

(c) Personnel who **voluntarily refer themselves** for treatment in the **absence of either an alcohol-related violation** (of local, state, or Federal law or the Uniform Code of Military Justice) **or substandard service** and are found in need of treatment will be placed in a non-Medical Deep Sea Diving or FMF RECON Corpsman status pending outcome of required treatment. Commands will submit NAVPERS 1221/6 to BUPERS-325 to suspend the Medical Deep Sea Diving or FMF RECON Corpsman NEC. Upon successful completion of the rehabilitation program, the CO may request reinstatement of the member's Medical Deep Sea Diving or FMF RECON Corpsman NEC.

(5) Drug Abuse. Members identified as having abused drugs, as defined in reference (e), are not eligible for diving duty or future reinstatement. Members will be processed for administrative separation as specified in MILPERSMAN 1900 series. Commands will submit NAVPERS 1221/6 to BUPERS-325 to revoke the Medical Deep Sea Diving or FMF RECON Corpsman NEC.

Note: NEC revocation must not be used as a substitute for required disciplinary, punitive, and or administrative action. Particular consideration must be exercised to ensure that NEC revocation is not used to transfer members to other units when they do not clearly meet the established high standards for continued naval service.

12. **Reinstatement**

a. **Request.** Personnel whose NEC was previously removed by administrative action may request reinstatement of their former NEC by submitting NAVPERS 1306/7 to BUPERS-325 via their present CO. If approved, COs will submit NAVPERS 1221/6 to BUPERS-325.

b. **Requests from Personnel Separated.** Personnel separated from the Navy may request reinstatement of their former NEC by submitting NAVPERS 1306/7 to BUPERS-325, if qualified and recommended for reenlistment in the NEC at time of separation. The member may send the request for reinstatement directly to BUPERS-325.

13. **Supervisory Status**. There are a few situations in which personnel are unable to meet the physical standards for Medical Deep Sea Diving FMF RECON Corpsman duties, to include diving operations, through no fault or lack of diligence on the member's part. In these few cases, personnel whose significant Medical Deep Sea Diving or FMF RECON Corpsman experience is of continued value to the Navy, may apply for "Supervisory Status" designation and remain in the Medical Deep Sea Diving and FMF RECON Corpsman Programs.

a. **Eligibility**. Personnel serving in pay grades E-7 through E-9, with NECs L28A or L02A, may request designation for supervisory status by submitting NAVPERS 1306/7 **via** their CO and BUMED (M95) **to** BUPERS-325. Request must contain the following:

Enclosure (1)	Results of a recent diving physical examination
Enclosure (2)	Synopsis of previous NEC-related experience

b. **Designation**. If approved, BUPERS-325 will designate personnel in either "Supervisory Status, Diving" or "Supervisory Status, Non-diving," based on the following considerations:

(1) Favorable endorsement of the member's request by the CO.

(2) BUMED recommendation concerning waiver of physical standards.

(3) Number of personnel presently assigned in a "Supervisory Status, Diving" or "Supervisory Status, Non-diving" at the member's activity.

(4) The member's eligibility, as specified in NECs below:

Supervisory Status Only (Categories) Eligibility Criteria	**L02A L28A**
Diving Status (requalification dives only)	YES
Minimum years of service in NEC	4
Maximum years total service	26
Top 30 percent evaluations previous 4 years	YES
Qualified for sea duty	YES

Non-diving Status	YES
Minimum years of service in NEC	4
Maximum years total service	20
Top 10 percent evaluations previous 4 years	YES

(5) Personnel designated "Supervisory Status, Diving" or "Supervisory Status, Non-diving" will be limited to a maximum of five percent of an activity's onboard diving-related billet allowance or less if the number may be detrimental to operational capability.

c. **Disapproval.** If disapproved, members will have their Medical Deep Sea Diving or FMF RECON Corpsman NEC revoked per paragraph 11 of this article.

d. **Tenure.** Designation of personnel for "Supervisory Status, Diving" or "Supervisory Status, Non-diving" must be made to coincide with required diving duty physical examination expiration date. Extension of "Supervisory Status" must be requested to coincide with completion of diving duty physical examinations. Personnel designated "Supervisory Status, Diving or "Supervisory Status, Non-diving" may retain that status, dependent upon the receiving command's requirements, if transferred during the normal periodicity of their diving duty physical examination.

e. **Assignments.** Personnel designated "Supervisory Status, Diving" are assignable to sea duty; eligible for diving pay per their current NEC; and limited to performing supervisory, inspection, and re-qualification dives only per MILPERSMAN 1220-260.

f. **Sea Duty and Diving.** Personnel designated "Supervisory Status, Non-diving" will not normally be assigned to sea duty, unless the number of divers in a full diving status at an activity is sufficient to conduct safe diving operations. Personnel assigned in a "Supervisory Status, Non-diving" must not dive.

14. **Periodic Requalification.** Periodic requalification of Medical Deep Sea Diving and FMF RECON Corpsman personnel is necessary to maintain individual proficiency and unit capability. Personal safety during hazardous operations is directly related to proficiency. COs are directed to afford

every opportunity for maintaining individual qualification without lapse.

a. **Diving Specific NEC Requalification.** For policy on diving specific NEC requalification, refer to MILPERSMAN 1220-260.

b. **Documentation.** Documentation of diving operations is described in reference (c).

c. **PST Requalification.** PSTs will be conducted at the following times:

(1) Initial application for Medical Deep Sea Diving and FMF RECON Corpsman Programs.

(2) During training at the Center for Explosive Ordnance Disposal and the Diving Preparatory Course in Great Lakes, IL and while a student at the Naval Diving and Salvage Training Center in Panama City, FL (as required).

(3) Upon initial application for advanced training, to include IDC School, Special Operations Tactical Responder Course, and the SOCM Course.

EXHIBIT 1

REPORT OF MEDICAL DEEP SEA DIVING/FMF RECON CORPSMAN PROGRAM SCREENING

(Use Standard Naval Letter format)

From: (screening activity)
To: Commander, Navy Personnel Command (PERS-407)

Subj: REQUEST FOR MEDICAL DEEP SEA DIVING/FLEET MARINE FORCE RECONNAISSANCE PROGRAM SCREENING

Ref: (a) MILPERSMAN 1306-983

1. (rank or rate, name) , currently assigned to (member's present command), was screened for entry to the Medical Deep Sea Diving/Fleet Marine Force (FMF) Reconnaissance (RECON) Corpsman Program as specified in reference (a).

2. The member completed the screening as indicated below:

a. Interview conducted by: (rank, name, position, command, date) (interviewer should include any significant findings pertinent to selection or non-selection of member for requested training).

(1) Does the applicant thoroughly understand the mission and scope of the program? Yes _____ No _____

(2) Does the applicant fully understand the training regimen during initial training and what will be expected of him or her? Yes _____ No _____

(3) Is the applicant's motivation for entry into the program a sincere desire for professional growth and achievement and not solely for the money, or as a method to escape the applicant's present circumstances, etc.? Yes _____ No _____

(4) Does the applicant have the ability to adapt to the requirements of the program? Yes_____ No _____

(5) Is the applicant mentally prepared for the arduous training? Yes _____ No _____

(6) Does the applicant have any financial, marital, or other hardships that would impede the applicant's ability to concentrate on and complete the training? Yes_____ No _____

b. Physical screening test conducted by: (name, rank, position, command, date).

(1) Swim Time: _____min _____sec

(2) Run Time: ____ min _____sec

(3) Sit-ups: _____, Push-ups: _____, Pull-ups: _____

c. Hyperbaric test conducted by: (name, rank, position, command/facility, date) or waived (state justification)

d. Eligible for a secret security clearance based on a national agency check with local agency and credit checks (NACLC)?
Yes _____ No_____

3. Based on (satisfactory/unsatisfactory) completion of this screening and per rating conversion entry requirements specified in reference (a), the member (is or is not) recommended for the Medical Deep Sea Diving and FMF RECON Corpsman Program. (If member is not recommended, state reason(s)).

(Signature)

Copy to:
Member's present command

MILPERSMAN 1306-984

NAVAL SPECIAL WARFARE COMMAND (NAVSPECWARCOM) TACTICAL INFORMATION OPERATIONS (TIO) PROGRAM

Responsible Office	NAVPERSCOM (PERS-408)	Phone: DSN COM FAX	882-4425 (901) 874-4425 882-2650

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Background**. Naval Special Warfare Command (NAVSPECWARCOM) Tactical Information Operations (TIO) Program billets provide critical capability to naval special warfare (NSW) forces. TIO duty is frequently isolated and independent, and involves deployment in arduous and combat environments. Assignment of Navy cryptologic personnel to TIO billets require careful consideration of individual suitability. TIO personnel are highly trained and equipped to provide a wide variety of tactical cryptologic support to NSW.

a. **Designation**. NAVSPECWARCOM TIO personnel are designated:

(1) TIO operators (TIO-O)

(2) TIO analysts (TIO-A)

(3) TIO equipment managers

b. **Location**. TIO billets are located within NAVSPECWARCOM commands.

(1) Primary tour commands:

(a) Special Reconnaissance (SPECRECON) TEAM ONE, unit identification code (UIC): 48569

(b) SPECRECON TEAM TWO, UIC: 49660

(2) Follow-on tour commands:

(a) SPECRECON TEAM ONE, UIC: 58185 (shore)

(b) SPECRECON TEAM TWO, UIC: 58186 (shore)

(c) Commander, NSW Command (COMNAVSPECWARCOM), UIC: 00074

(d) Commander, NSW Group (COMNAVSPECWARGRU) TEN, UICs: 58063, 50167, 50168, 58074

(e) COMNAVSPECWARGRU THREE, UIC: 55446

(f) COMNAVSPECWARGRU FOUR, UIC: 39580

(g) NSW Unit (NAVSPECWARUNIT) ONE, UIC: 46987

(h) NAVSPECWARUNIT TWO, UIC: 53991

(i) NAVSPECWARUNIT THREE, UIC: 39966

(j) NAVSPECWARUNIT TEN, UIC: 34122

(k) NSW Detachment (NAVSPECWAR DET) Fort Meade, UIC: 58091

(l) NAVSPECWAR DET, United States Special Operations Command, UIC: 32187

(m) Afloat Training Command Detachment Coronado, UIC: 69984

(3) Either primary or post-primary tour command - NAVSPECWAR, Mission Support Center, UIC: 39578

c. **Authorization to Apply**. Due to the nature of work and requirement to operate independently, first tour Sailors are not authorized to apply until completion of first tour of duty.

d. **Tour Lengths**. Primary duty with NAVSPECWARCOM TIO is classified as type 2 sea duty. Due to the extensive amount of initial training, the tour lengths are 60 months for TIO-O and TIO-A. Tour lengths are 36 months for equipment managers. NSW, Mission Support Center and post-primary tour lengths are 36

months, with the exception of NAVSPECWARUNIT THREE, which is 18 months unaccompanied or 24 months accompanied.

2. **Requirements and Qualifications**

a. **Eligible Ratings.** The following ratings are currently eligible for assignment as TIO-O and TIO-A:

(1) CTR – cryptologic technician (collection)

(2) CTI – cryptologic technician (interpretive)

(3) CTT – cryptologic technician (technical)

(4) CTN – cryptologic technician (networks)

b. **Eligible Ratings.** Cryptologic technician (maintenance) is currently eligible for assignment as equipment manager.

c. **Applicant Requirements.** Applicants must:

(1) Receive a single scope background investigation and counter-intelligence polygraph. The Service member's command will initiate the investigation prior to transfer,

(2) Score "Good" or above on the most recent physical fitness assessment with no failures over the past 3 years,

(3) Complete screening process as promulgated by message from COMNAVSPECWARCOM. Service members must meet special program requirements,

(4) Be interviewed and screened by NAVSPECWARCOM TIO personnel for assessment of suitability for the program. The initial point of contact is:

Commander, Naval Special Warfare Command
(COMNAVSPECWARCOM) (N39)
Recruiting Directorate
COMM: (619) 522-2845
E-mail: TIORecruiting@socom.mil

(5) (For TIO-O only) satisfactorily complete the physical screening test administered by NAVSPECWARCOM, Recruiting Directorate (N39) per table below. No waivers will be granted for failure of any portion of the test.

Event	**Conditions/Standards**
500 yard (450 meter) swim	using breast and or sidestroke in 13 minutes followed by a 10-minute rest
push-ups	50 in 2 minutes followed by a 2-minute rest
curl-ups	50 in 2 minutes followed by a 2-minute rest
pull-ups	6 (no time limit) followed by a 10-minute rest
run	1.5 mile in physical training gear and running shoes in 12 minutes

d. **Termination**

(1) **Voluntary.** TIO-O and TIO-A personnel who no longer desire to serve within the TIO Program for any reason may request termination and reassignment by submitting NAVPERS 1306/7 Electronic Personnel Action Request to Bureau of Naval Personnel (BUPERS), Enlisted Community Management Division (BUPERS-32), via their chain of command, and Navy Personnel Command (NAVPERSCOM), Information Warfare Branch (PERS-408). Officer and enlisted personnel will be made available for immediate transfer to other NSW or fleet assignments without prejudice prior to their projected rotation date and replaced with a new candidate.

(2) **Involuntary.** TIO-O and TIO-A personnel who fail to maintain any of the above listed qualifications for initial screening may be subject to involuntarily termination from the TIO Program. Commanding officers have substantial discretion to involuntarily terminate TIO personnel when necessary. TIO personnel whose actions or omissions pose a legitimate risk to mission accomplishment, unit cohesion, strategic relationships, or other significant command interest may be terminated without prejudice due to operational necessity. Involuntary termination

is purely an administrative personnel matter, it is not dependent upon a finding of guilt in any punitive or administrative proceeding, and is not a substitute for punishment, detachment for cause, or any other adverse action.

3. **COMNAVSPECWARCOM TIO Follow-On Tours**

a. Due to the unique and extended training pipeline for TIO personnel and special operations forces (SOF), their deployed experience may be required for a follow-on assignment within NSW. The follow-on assignment will be based upon operational requirements, billet availability, and individual performance at the discretion of N39.

b. When required, flexible pay grade and rating detailing of selected senior enlisted TIO personnel into specific TIO post-primary tour billets will occur. The NSW TIO senior enlisted leadership positions established outside of the entry-level primary duty stations require a level of SOF signal intelligence expertise that is available only through the conduct of multiple NSW TIO operational deployments. Correct fit-and-fill recommendations will be made by N39 (when possible), and cross-rate detailing is recommended only when no other option is feasible.

MILPERSMAN 1306-985

UNITED STATES SPECIAL OPERATIONS COMMAND (USSOCOM)

Responsible Office	NAVPERSCOM (PERS-4010G)	Phone: DSN COM FAX	882-4583 (901) 874-4583 882-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-mail:	1-866-U ASK NPC uasknpc@navy.mil

References	(a) SECNAV M-5510.30 of June 2006

1. **Background**

a. The United States Special Operations Command (USSOCOM) leads, plans, synchronizes, and (as directed) executes global operations against terrorist networks. USSOCOM trains, organizes, equips, and deploys combat ready special operation forces to combatant commanders. The mission is to provide fully capable special operations forces to defend the United States and its interests.

b. USSOCOM consists of the joint headquarters for all special operations forces component commands, as well as all theater special operations commands. Personnel assigned represent all services, both active duty and reserve, civil service employees, and contractors. As the combatant command designated to lead efforts against terrorist networks, assigned personnel are expected to adhere to strict standards that will not jeopardize their security clearances in any manner. Military members must be able to work in a diverse and large organization while maintaining a high level of physical fitness.

c. Personnel assigned will have ample opportunity for professional gratification. There are many intangible rewards in being assigned to the nation's premier warfighting command. Members who are looking for a challenging assignment are encouraged to apply.

2. **Requirements/Qualifications**

a. To qualify for assignment to USSOCOM, applicants must:

(1) Complete NAVPERS 1306/92 Special Program Screening and exhibit 1 of MILPERSMAN 1306-900 for flag staff screening.

(2) Conduct a prescreening interview with the USSOCOM staff personnel officer. Contact information will be provided via screening notification message from Navy Personnel Command (NAVPERSCOM).

(3) Be an E-5 or above with the following criteria:

(a) E-5 with less than 10 years of active service; or

(b) E-6 with less than 14 years of active service.

(4) Have a warfare designator.

(5) Hold a current single scope background investigation for top secret/sensitive compartmented information access prior to transfer per reference (a).

(6) Have scored a Good or above on the most recent physical readiness test with no failures over the past 36 months.

(7) Be in a "FIT" for full duty status. Medical or limited profiles of any type must be communicated in advance to NAVPERSCOM, Shore Special Programs Assignment Section (PERS-4010G) for assessment by the gaining command.

b. Required obligated service for this program is 36 months.

MILPERSMAN 1306-986

RECRUITMENT/ASSIGNMENT TO NAVAL SPECIAL WARFARE GROUP TEN SPECIAL RECONNAISSANCE TEAMS AND THE LANGUAGE AND REGIONAL EXPERT PROGRAM

Responsible Office	NAVPERSCOM (PERS-401)	Phone: DSN COM	882-4252 (901) 874-4252
	COMNAVSPECWARGRU TEN	Phone: DSN COM	255-5383 (757) 763-5383

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-NCC(6622) askmncc@navy.mil https://my.navy.mil

1. **Purpose**. To establish requirements for screening and selecting applicants prior to the issuance of permanent change of station (PCS) orders to certain commands, units, or programs under the cognizance of Commander, Naval Special Warfare Group TEN (COMNAVSPECWARGRU TEN).

2. **Background**

a. COMNAVSPECWARGRU TEN organizes, staffs, trains, educates, equips, supports, and deploys specialized capabilities to include intelligence, surveillance, and reconnaissance (ISR); preparation of the environment (PE); unmanned aerial systems (UAS); cultural ISR; and other special operations capabilities in support of combatant commanders and other mission partners. COMNAVSPECWARGRU TEN is the echelon 3 (immediate superior in command) responsible for the following echelon 4 commands: Special Reconnaissance Teams (SPECRECONTEAM) ONE and TWO and the Mission Support Center (MSC) which directs the Language and Regional Expert (LRE) Division. Within Naval Special Warfare (NSW); COMNAVSPECWARGRU TEN; and Commander, Naval Special Warfare Development Group, MILPERSMAN 1306-979 applies to screening commands with different screening and manning requirements. In order to ensure mission accomplishment, it is essential that both commands recruit, assess, and select the "right" Sailors for the "right" billets.

b. SPECRECONTEAM ONE and SPECRECONTEAM TWO prepare and deploy forces to conduct PE, ISR, special operations, and combat support for combatant commanders, the interagency, and host nation partners.

c. MSC's LRE Division provides micro-regional expertise in culture and language to U.S. Navy units. Personnel are expected to accompany special operations forces throughout the spectrum of mission tasking. Eligible candidates enter the LRE Program through this application program during recruit training or from the Navy's fleet and can be of any rating.

d. This article applies to the following commands: Naval Base Coronado; Silver Strand Training Complex-South, San Diego, CA; and Joint Expeditionary Base Little Creek, Fort Story, Virginia. COMNAVSPECWARGRU TEN unit identification codes (UIC) 58063 (shore) and 58065 (sea), Training ONE 50168 (sea), Training TWO 50167 (sea), Detachment Coronado 58074 (sea), SPECRECONTEAM ONE UICs 48569 (sea) and 58185 (shore), SPECRECONTEAM TWO UICs 49660 (sea) and 58186 (shore), and MSC LRE Division UIC 57107 (sea). Personnel assigned to either sea or shore UICs are deployable.

3. **General Eligibility Requirements**

a. Conduct. Applicants may not have any alcohol related incidents, non-judicial punishments, or civil convictions (excluding minor traffic violations) within the 36 months prior to screening. Members convicted of a domestic violence charge or otherwise precluded from possessing firearms are ineligible (non-waiverable). Applicants must demonstrate maturity and sound judgment, technical acumen, and sustained superior performance.

b. Physical Fitness. All applicants must have scored at least "Good" on the most recent physical fitness assessment (PFA). Applicants in a limited duty status at the time of screening must be projected fit for full duty and with a "Good" PFA score prior to receiving PCS orders.

NOTE: Applicants applying for tactical information operations (TIO) operator will be required to satisfactorily complete the physical screening test per MILPERSMAN 1306-984, NAVSPECWARCOM TIO Program. No waivers will be granted for failure of any portion of the test.

c. Government Travel Card (GTC). All personnel must qualify for and maintain eligibility for a GTC. Loss of eligibility for a GTC will result in disqualification and subsequent transfer from COMNAVSPECWARGRU TEN or subordinate activities.

d. Passport. Personnel will be required to have a government and civilian/tourist passport. Members selected for assignment must initiate processing prior to leaving their current commands.

4. **SPECRECONTEAM Eligibility Requirements**. In addition to paragraph 3 above, all SPECRECONTEAM applicants must meet the following requirements:

a. Eligible Ratings for SPECRECONTEAM Assignment. Assignment to SPECRECONTEAMs will be considered based on existing requirements and an applicant's particular skill set. The following ratings are eligible for screening and assignment to SPECRECONTEAMs (subject to additions and deletions).

AD	Aviation Machinist's Mate
AE	Aviation Electrician's Mate
AM	Aviation Structural Mechanic
AT	Aviation Electronics Technician
AWF	Naval Aircrewman (Mechanical)
AWO	Naval Aircrewman (Operator)
AWR	Naval Aircrewman (Tactical Helicopter)
AWS	Naval Aircrewman (Helicopter)
AWV	Naval Aircrewman (Avionics)
AZ	Aviation Maintenance Administration
BU	Builder
CTI	Cryptologic Technician (Interpretive)
CTM	Cryptologic Technician (Maintenance)
CTN	Cryptologic Technician (Networks)
CTR	Cryptologic Technician (Collection)
CTT	Cryptologic Technician (Technical)
ET	Electronics Technician
GM	Gunner's Mate
HM	Hospital Corpsman
IS	Intelligence Specialist
IT	Information Systems Technician
LS	Logistics Specialist
MA	Master-At-Arms
NCC	Navy Counselor Career
OS	Operations Specialist
PS	Personnel Specialist
SB	Special Warfare Boat Operator
SO	Special Warfare Operator
YN	Yeoman

b. Interchangeable Billets. Billets within the following rating communities are interchangeable based on specific skill sets and qualifications: Seabees, CT, ET, IT, and all aviation ratings.

c. Pay Grades. Applicants must be in pay grade E-5 to E-9 (includes Sailors frocked to E-5) with no less than 5 years before reaching high year tenure (HYT) in their current pay grade.

d. Timing. Applicants must be 15 plus months from their projected rotation date (PRD) to apply for screening. Personnel with less than 15 months until their PRD may be considered on a case-by-case basis if the respective detailer supports, in writing, the release to screen per MILPERSMAN 1306-900.

e. Citizenship and Security Clearance. Applicants must be U.S. citizens, possess a valid driver's license, and have at least a secret clearance with eligibility to obtain a top secret (TS) clearance with sensitive compartmented information (SCI) access (non-waiverable). All applicants must initiate TS/SCI clearance application upon receipt of orders.

NOTE: TIO applicants must receive a single scope background investigation and counterintelligence polygraph (CI/POLY). The Service member's command will initiate the investigation prior to transfer.

f. Weapons Qualification. Personnel are expected to cross-train and attain qualifications and skills beyond the scope of their regular in-rate duties, including, but not limited to, small arms qualification and qualification with crew-served weapons. (Crew-served weapons are weapons that require more than one person to operate).

g. Obligated Service (OBLISERV). Due to the extensive training and qualifications, CT-TIO operators and CT-TIO analysts will have 60 months OBLISERV with the option to extend 12 months per MILPERSMAN 1306-984. All other aviation, ET, IT, and IS ratings on sea duty require 48 months of OBLISERV with the option to extend 12 months. SO and SB minimum OBLISERV can be 24 months. All other ratings will follow current sea/shore flow per naval administrative message but must have a minimum of 36 months OBLISERV due to training. Waiver requests must contain justification and rationale for consideration.

h. Deployment Requirement. Personnel assigned will not be eligible to submit request for commissioning programs or requests to transfer to the Fleet Reserve until they have completed at least one deployment with the command.

i. Combat Support CT-TIO and Personnel in Select Ratings Assigned to Sea Duty Billets. Combat support CT-TIO operators and personnel in select ratings, to include aviation ratings, ET, IT, CT, and IS, assigned to sea duty billets will require survival, evasion, resistance and escape "C" training included in PCS en route orders. All personnel will require expeditionary combat skills (Navy enlisted classification code 804G) in PCS en route orders if assigned to sea duty.

j. UAS Applicants. All UAS applicants must have a current Class IV, group III flight physical no later than 12 months from their current projected rotation date, if selected for orders.

k. CT Eligible Personnel. In addition to this article, CT eligible personnel must also refer to MILPERSMAN 1306-984 for additional application and program screening requirements and potential follow-on post-primary tours.

5. **LRE Eligibility Requirements**. In addition to eligibility requirements in paragraph 3 above, all LRE applicants must meet the following requirements:

a. Ratings. The MSC LRE Program does not have a rating or grade requirement; however, all personnel accessed through recruit training must qualify for the HM rating.

b. Pay grades. All pay grades are eligible.

c. Timing. Applicants must not be within 36 months of HYT.

d. Citizenship and Security Clearance. Applicants must have lived in their heritage culture as an adolescent and young adult and be no more than 34 years of age upon PCS to the MSC (waiverable). Applicants must possess a valid driver's license and be eligible to obtain a secret clearance (non-waiverable).

e. Must be willing to perform a CI/POLY and or a lifestyle polygraph (non-waiverable).

f. OBLISERV. The minimum tour length for personnel in pay grade E-5 will be 60 months. E-6 and above personnel will serve a minimum tour length of 48 months.

g. Language Proficiency. Applicants must have a minimum score of 2 plus/2 plus on the Defense Language Proficiency Test (DLPT). If the language does not have a DLPT, personnel are required to take an oral proficiency interview with minimum score of 2 plus.

6. **Application Process**

a. Application and Screening Information. Information about the application and or screening process for assignment to COMNAVSPECWARGRU TEN, SPECRECONTEAMs, or the MSC may be obtained by contacting NAVSPECWARGRU TEN's recruiting and manning directorate at nswg-10ram@socom.mil.

b. Waiver Requests. Waiver requests must contain full justification and rationale for consideration. As applicable, forward waiver request to the responsible office.

c. Termination. Personnel who no longer volunteer or fail to maintain qualification standards must submit termination and reassignment requests by submitting a NAVPERS 1306/7 Electronic Personnel Action Request (ePAR) through their chain of command, to Assistant Commander, Navy Personnel Command (PERS-4) via MyNavy Portal. Personnel will be made available for immediate transfer eparto other Naval Special Warfare or fleet assignment without prejudice prior to their PRD and replaced with a new candidate.

MILPERSMAN 1306-987

INSTRUCTOR DUTY FOR ENLISTED MEDICAL EDUCATION AND TRAINING CAMPUS (METC)

Responsible Office	NAVPERSCOM (PERS-407)	Phone: DSN COM FAX	882-3819 (901) 874-3819 882-2645

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Program Background**

a. Per MILPERMAN 1306-953 personnel will comply with the requisite training prior to or upon arrival at the appropriate activity for duty as an instructor. MILPERSMAN 1306-953 delineates the basic qualifications for instructor duty. MILPERSMAN 1306-900 provides the screening requirement for instructor duty.

b. The Base Realignment and Closure Commission (BRAC) 2005 DoD guidance realigned the Community College of the Air Force with the Medical Education and Training Campus (METC). As a result, instructors are now required to have (at a minimum) an Associate's Degree or be able to earn an Associate's Degree within 1 year of reporting to METC - the new tri-service medical training facility at Fort Sam Houston, Texas.

c. Tuition support (if appropriate) will be provided using the Navy's Tuition Assistance Program.

2. **Transferring Command Requirements**

a. Follow screening requirements provided in MILPERSMAN 1306-953 and MILPESMAN 1306-900.

b. Prescreen prospective METC instructors to ensure they have met the education requirements or are within 8-12 credits of degree completion. They are required to attain their Associate's Degree within 1 year of reporting to METC.

3. **Receiving Command Requirements**

a. Follow requirements delineated in MILPERSMAN 1306-953 and 1306-900.

b. Should an instructor fail to complete the mandatory education requirements within 1 year of reporting, METC will determine whether it is in the best interest of the command to allow the member more time to complete after considering mitigating factors. METC will take appropriate administrative/disciplinary action if member has not made appropriate progress and coordinate with Navy Personnel Command should reassignment be requested.

MILPERSMAN 1306-989

ASSIGNMENT TO CRYPTOLOGIC WARFARE MARITIME ACTIVITY SIXTY ONE (CWMA-61) SPECIAL PROJECTS

Responsible Office	NAVPERSCOM (PERS-408)	Phone: COM	(901)874-3841
	NSA/CSS Special Projects/ Subsurface Sea Duty	Phone: COM	(410)854-2601 (410)854-2623
	NSA/CSS Special Projects/Sea Duty	Phone: COM	(410)854-2650 (410)854-2641

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) NAVMED P-117, Manual of the Medical Department

1. **Program Details**. Cryptologic Warfare Maritime Activity (CWMA-61) National Security Agency/Central Security Service (NSA/CSS) Special Projects/Subsurface Sea Duty (unit identification code (UIC) 59932) and NSA/CSS Special Projects/Sea Duty (UIC 48547) manage screening programs to evaluate personnel prior to assignment to the command. In coordination with Navy Personnel Command (NAVPERSCOM), Enlisted Information Warfare Community Distribution Branch (PERS-408) detailers, the screening activities will conduct record screening and personal interviews with candidates who meet the initial qualification criteria. The screening activities will coordinate with PERS-408 for orders assignment. Candidates should contact their detailers 13-18 months prior to their projected rotation dates to be eligible for consideration.

2. **NSA/CSS Special Projects/Subsurface Sea Duty (UIC 59932) Requirements, Qualifications, Eligible Ratings, and Navy Enlisted Classification (NEC) Codes**

RATING	NEC	DESIGNATION	REQUIREMENTS
CTI	9RUS	Tactical Language Operator	Recommended to hold one of these NECs and have previous direct support experience. Primary language waiverable with interview.
	9CMN	Tactical Language Operator	
CTM	C27X	Submarine Carry-On Equipment Technician	Required NEC.
CTR	C14A	Cryptologic Subsurface Augmentee Operator	Recommended NECs. Waiverable with interview.
	C24A	Cryptologic Subsurface Augmentee Supervisor	
	C18A	Intermediate Signals Analyst	Recommended NECs. Waiverable with interview.
	C23A	Morse Code Intercept Operator	
CTT	C07A	Operational Electronic Intelligence Analyst	Recommended. Waiverable with interview.
	C15A	Subsurface Augmentee Electronic Intelligence (ELINT) Operator	Required NEC. Minimum qualification direct support senior operator.
	C17A	Intermediate Technical ELINT (TECHELINT) Analysis Technician	Recommended. Waiverable with interview.
	C34A	Cryptologic Subsurface Augmentee ELINT Supervisor	Recommended. Waiverable with interview.

3. **NSA/CSS Special Projects (UIC 48547) Requirements Qualifications, Eligible Ratings, and NECs**

RATING	NEC	DESIGNATION	REQUIREMENTS
CTI	9RUS	Tactical Language Operator	Recommended to hold one of these NECs and have previous direct support experience. Primary language waiverable with interview.
	9KOR	Tactical Language Operator	
CTR	C23A	Morse Code Intercept Operator	Recommended to hold one of these NECs. Waiverable with interview.
	C16A	Journeyman Analysis & Reporting Specialist	
	C14A	Cryptologic Subsurface Augmentee Operator	
	C18A	Intermediate Signals Analyst	
CTT	C15A	Subsurface Augmentee Operator	Recommended. Waiverable with interview.
	C06A	Electronic Patrol (EP)-3E Technical Operator (OP)/Analyst	
	C07A	Journeyman Operational ELINT Analysis	Recommended to hold one of these NECs. Waiverable with interview.
	C17A	Intermediate TECHELINT Analysis Technician	
CTM	C27X	Submarine Carry-on Equipment Technician	Required to hold one of these NECs.
	C28X	Ship's Signal Exploitation Equipment Increment Foxtrot (SSEE INC-F) Maintenance Technician	

4. **Additional Requirements**. The following additional requirements must be met for UIC 59932 and UIC 48547, unless waived by specified UIC officer in charge:

a. Be a U.S. citizen;

b. Be recommended by current chain of command;

c. Have no non-judicial punishment or civil offenses in the last 3 years;

d. Must not have any physical fitness assessment failures within the last 2 years;

e. Have no alcohol-related incidents in the last 3 years;

f. Have a completed single scope background investigation with Top Secret security clearance eligibility and counter-intelligence polygraph prior to reporting;

g. Must have completed an NSA/CSS Special Projects Subsurface Sea Duty/Sea Duty application. NAVPERS 1306/92 Special Program Screening is no longer required.

h. UIC 59932 applicants must have previous in-rate submarine experience.

i. Prior to transfer, detaching command is responsible for ensuring member is physically qualified for submarine duty per reference (a), and ensuring the following NAVPERS 1070/613 Administrative Remarks entry is signed by member and witnessed:

"I hereby volunteer for duty in a submarine direct support billet, and I understand that I am considered to be a volunteer for duty in any type of submarine world-wide."

If member is not physically qualified or refuses to sign this entry, hold orders in abeyance and immediately notify NAVPERSCOM PERS-408 by message.

j. UIC 48547 applicant's detaching command will ensure member is physically qualified for sea duty per reference (a).

k. Required obligated service for UIC 59932 and UIC 48547 is 36 months.

NOTE: Detailed application information may be obtained by contacting UIC 59932 via phone at (410)854-2601 or UIC 48547 via phone at (410)854-2650.

MILPERSMAN 1306-990

DEFENSE COURIER DUTY

Responsible Office	NAVPERSCOM (PERS-4010G)	Phone: DSN COM FAX	882-4583 (901) 874-4583 (901) 874-2645
MyNavy Career Center		Phone: E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 5200.33 of 30 June 2011 (b) NAVMED P-117, Manual of the Medical Department (MANMED) (c) DoDM 5200.02, Procedures for the DoD Personnel Security Program (PSP) of 3 April 2017

1. **Program Background**

a. Reference (a) assigns the defense courier mission to Commander, United States Transportation Command. The Defense Courier Division within the Operations and Plans Directorate is responsible for executing the courier mission to provide secure, timely, and efficient end-to-end global distribution of classified and sensitive material for the United States and its allies. Safety is an implicit, yet equally critical, tenant in the execution of courier operations.

b. Defense courier duty is open to all ratings.

c. Tour length will be 36 months or Department of Defense area tour for overseas assignment.

d. Defense couriers are eligible for special duty assignment pay.

2. **Requirements and Qualifications**. Candidates for defense courier duty must meet the requirements and qualifications per reference (a) and as follows:

a. Applicants must be U.S. citizens.

b. Applicants must hold the pay grade of E-5 or above, or have been selected for promotion to E-5.

c. Applicants must possess mature judgment, be highly reliable, and be diplomatic and courteous in deportment.

d. Applicants must have a military physical profile serial code of 1.1.1.2.2.1 or better and must have no physical condition that prevents frequent travel aboard aircraft.

e. Applicants must meet current height, weight, or body fat standards; be in standards at the time of transfer; and have passed the most recent physical fitness assessment.

f. Applicants must possess a valid civilian (State) driver's license.

g. Applicants must be able to lift 50 pounds.

h. Applicants must be free of permanent profiles or chronic conditions that prevent sitting or standing for long periods of time, bending over, carrying material, enduring long missions in vehicles and aircraft, and other demanding duties involved in moving material in a logistics warehouse operation.

i. Applicants must not have received court-martial or non-judicial punishment in the 5 years preceding application for defense courier duty.

j. Applicants must successfully complete the Defense Courier Training Course (levels 1 and 2) upon reporting to their courier duty station. On-the-job training is provided at their assigned site.

k. Applicants must be willing to endure frequent and lengthy missions on military and civilian aircraft and Government vehicles.

l. Applicants nominated to a defense courier station will be screened for duty. The commanding officer will certify the applicant has been screened and completed sections A, B, C, D2, and D3 of a NAVPERS 1306/92 Special Program Screening.

(1) Performance Evaluations. A waiver is required for any mark below 3.0 on NAVPERS 1616/26 Evaluation Report and Counseling Record (E-1 – E-6) and NAVPERS 1616/27 Evaluation and Counseling Record (E-7 – E-9) in any trait over the last 36 months.

(2) Command Drug and Alcohol Program Advisor. Applicants with a documented incident of alcohol misuse (e.g., driving under the influence of alcohol, driving while intoxicated, public intoxication within the previous 36 months, or any two incidents during their career) are unsuitable.

(3) Medical and Dental. Health and dental records must be screened per reference (b) and as documented in the applicant's health records. Due to the routine high-stress environment at defense courier stations, applicants with any condition related to mental health, cognitive impairments, or other affective liabilities will not be assigned. At a minimum, applicants must be classified as dental class 2 prior to transfer.

(4) Family Advocacy Program (FAP). Substantiated FAP cases for physical abuse are disqualifying while families are in treatment (i.e., open FAP case, resolved substantiated FAP, or civil charges). Applicants involved in substantiated cases involving child abuse, sexual molestation, or any sexual assaults (incest or other) are permanently disqualified.

(5) Demonstrated Leadership. Due to the demanding responsibilities, stressful environment, requirement for in-depth knowledge of Navy polices, and frequent interface with senior personnel, completion of a successful tour is required prior to assignment to a defense courier station.

m. The original NAVPERS 1306/92 will be scanned and submitted via e-mail to Navy Personnel Command (NAVPERSCOM) Shore Special Programs Distribution Branch (PERS-4010) within 30 days from date-time group of screening message.

n. Required obligated service for this duty is 36 months. Retainability waivers will be reviewed on a case-by-case basis.

o. Applicants must hold or be eligible to receive a final Top Secret security clearance based on a single scope background

investigation, single scope background investigation periodic reinvestigation, or phased periodic reinvestigation completed with favorable results within the last 5 years, per reference (c), and have or be eligible for access to sensitive compartmented information.

p. All waivers are considered on a case-by-case basis by PERS-4010.

MILPERSMAN 1306-991

MARINE BARRACKS WASHINGTON, DC (8TH AND I)

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone: DSN COM FAX	882-3880 (901) 874-3880 882-2646

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoDI 5210.87 of 30 Nov 98 (b) SECNAVINST 5312.12C (c) Marine Corps Bulletin 1020 of 2 June 2016 (d) BUMEDINST 1300.2B

1. **Program Background**

a. Marine Barracks Washington DC, also known as "8th & I" is home to many nationally recognized units, including the Marine Corps Silent Drill Platoon, the "Commandant's Own" Marine Drum and Bugle Corps, the "President's Own" Marine band, the official Marine Corps Color Guard, and the Marine Corps Body Bearers. It is also the site of the Home of the Commandants, which, along with the Barracks, is a registered national historic landmark.

b. The "8th & I" is the most highly visible and most prestigious unit within the Marine Corps. The Marine Barracks frequently hosts high-level guests including: The President of the United States, visiting Service secretaries, heads of state, and top officials from the Department of Defense, including their counterparts around the world. As such, "8th & I" is designated as a category three presidential support activity per reference (a), enclosure (2), paragraph e23.

c. Tour length is 36 months. Extensions will be considered on a case-by-case basis and must be requested 12 months prior to PRD.

d. For additional information regarding duty or security clearance information contact "8th & I" at the following:

Marine Barracks Washington (Medical Department)
8TH & I STS SE
Washington, DC 20390

COMM: (202) 433-3480

2. **Requirements/Qualifications**. Personnel who are prospectively assigned to "8th & I" must:

a. Be eligible for assignment to a category three presidential support activity per references (a) and (b).

b. Demonstrate strong traits in quality of work, initiative, leadership, and communication skills.

c. Have outstanding appearance and military bearing.

d. Have served at least one tour in a Fleet Marine Force (FMF) assignment, and have attained the FMF Warfare qualification (any platform is acceptable).

e. Have zero physical fitness assessment (PFA) failures in the past 36 months. Most recent PFA must indicate an overall physical fitness test category of Good or higher.

f. Have no mark below 3.0 on NAVPERS 1616/26 Evaluation Report and Counseling Record (E1-E6) and NAVPERS 1616/27 Evaluation and Counseling Record (E7-E9) in any trait in the past 36 months. Also, traits must reflect a steady or improving trend for the past 36 months.

g. Have no nonjudicial punishment, courts-martial, civil conviction, or significant involvement with civil authorities within the past 36 months.

h. Not be within 36 months of established High Year Tenure gate for current pay grade at the time of application for orders. Waivers will be considered on a case-by-case basis.

i. Be in compliance with reference (c) regarding tattoos and brands.

j. Complete NAVMED 1300/1, Medical, Dental and Educational Suitability Screening for Service and Family Members per reference (d).

k. Complete NAVPERS 1306/92 Special Program Screening Form per MILPERSMAN 1306-900. Sections A, B, and C on NAVPERS 1306/92 must be completed in their entirety. Questions 1-3, 5, and 6 of section D are also applicable, and require positive responses.

l. Overall, candidates should be high-caliber individuals to serve as **highly visible** military role models for junior members and ambassadors to the civilian population. Commanding officer's signed letter of endorsement must accompany NAVPERS 1306/92. This endorsement must include a statement on military appearance and tattoos, an evaluation on the member's ability to interact with flag officers and senior military officials, and the Sailor's demeanor, professional knowledge, and leadership skills.

MILPERSMAN 1306-992

ASSIGNMENT TO SUBMARINE LEARNING CENTER STAFF OR SITE INSTRUCTOR DUTY

Responsible Office	NAVPERSCOM (PERS-403)	Phone: DSN COM FAX	882-3620 (901) 874-3620 882-2638

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Background**. Technological innovations in Navy training, coupled with diverse instructor requirements in the submarine training community make it imperative that the best candidates are selected and assigned to the Submarine Learning Center (SLC) staff and learning site instructor billets.

2. **Requests for Assignment**. These requirements apply unless already screened for assignment per MILPERSMAN 1306-957.

a. Personnel, E-5 and above, desiring assignment to the SLC staff or submarine learning site instructor billets are encouraged to complete all sections of NAVPERS 1306/92 Special Program Screening 10-12 months prior to their established projected rotation date (PRD) (12-18 months prior to PRD is acceptable for deploying units).

(1) Candidates will schedule an interview with the local SLC or learning site Command Master Chief (CMC)/Senior Enlisted Advisor (SEA). Candidates will provide the last 3 years of Physical Readiness Information Management System data and evaluations to the CMC or SEA. During the interview, the learning site command fitness leader will conduct a courtesy body composition assessment measurement to determine if applicant is eligible.

(2) NAVPERS 1306/92, section D, lines 10-13 will be completed by the local SLC CMC or SEA.

(3) If there is not a submarine learning site in the same geographic location as the member's current assignment, the

interview may be conducted via telephone or video teleconference with the SLC CMC or SEA.

(4) Upon completion of the CMC or SEA interview, the interviewing command is required to endorse NAVPERS 1306/92.

(5) The parent command should retain the original screening form and submit a copy to the applicable rating detailer at Navy Personnel Command (NAVPERSCOM), Nuclear Power/Submarine Assignments Branch (PERS-403).

b. During the MyNavy Assignment (MNA) detailer selection phase, preference will be given to personnel that have submitted NAVPERS 1306/92. Personnel that have not submitted NAVPERS 1306/92 to their detailer prior to entering their MNA orders negotiation window will remain eligible for selection and assignment to the SLC staff or a submarine learning site instructor billet. Personnel that are selected for assignment to an instructor billet and have not completed NAVPERS 1306/92 are required to complete the required screening (as outlined above) no later than 30 days after notification of selection via MNA.

c. The detaching command will report suitability/ unsuitability determinations to NAVPERSCOM, Enlisted Distribution Division (PERS-40); NAVPERSCOM (PERS-403); and the gaining command utilizing Exhibit 1 of MILPERSMAN 1306-900 within 30 days of receipt of orders. If warranted, submit a waiver utilizing exhibit 3 of MILPERSMAN 1306-900.

d. The detailer will ensure the orders contain text directing the detaching command to submit a copy of NAVPERS 1306/92 to the gaining command within 30 days of receiving orders. If the required NAVPERS 1306/92 is not received by the gaining command within 60 days, the gaining command will submit a naval message to NAVPERSCOM (PERS-403) requesting cancellation of orders.

e. The detaching command is required to re-certify that the member continues to meet all requirements within 5 days of transfer. Upon re-certification, the completed NAVPERS 1306/92 must be submitted to the servicing personnel support detachment for entry into the electronic service record. Failure to re-certify would require an unsuitability message per exhibit 1 of MILPERSMAN 1306-900 and request for order modification.

f. Prior duty as an instructor (NEC 805A) is required for personnel desiring assignment to the SLC staff.

g. Required obligated service is 36 months for this program.

3. **Receiving Command Requirements**. A Special Program Screening Deficiency Report (SPSDR) (exhibit 3 of MILPERSMAN 1306-900) is submitted by the receiving command to report discrepancies discovered during the screening conducted by the transferring command. Exhibit 3 of MILPERSMAN 1306-900 provides the format for submitting an SPSDR. The SPSDR is addressed to the transferring command with an information copy to NAVPERSCOM (PERS-403) and the transferring command's immediate superior in command.

MILPERSMAN 1306-993

HARBOR PATROL UNIT (HPU) LEVEL II COXSWAIN (NEC 853A) – MASTER-AT-ARMS

Responsible Office	PERS-405	Phone: DSN COM FAX	882-4870 901-874-4870 882-2637

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 5510.30B (b) OPNAVINST 6110.1J (c) 18 U.S.C. §922

1. **Purpose**. To promulgate qualification requirements and assignment policy for members assigned to harbor patrol units (HPU) with the level II coxswain 853A Navy enlisted classification (NEC).

2. **Scope**. HPUs deploy their harbor security boats (HSB) as the primary line of manned defense for the protection of critical operational afloat assets at U.S. Navy piers and controlled waterways. The HPU Program requires trained personnel to provide force protection and waterfront security per specified mission requirements in support of surface units, subsurface units, and naval installations around the world. The level II coxswain 853A NEC is the senior person assigned to an individual HSB.

3. **Background**. HPUs are responsible for providing commanding officers mission ready, rapid response forces fully capable of executing security patrols, escorts, interdiction, perimeter, harbor defense, and defense of high value assets.

4. **Tour Length (Master-at-Arms Only)**

a. Prospective level II coxswains will normally receive orders to attend the Level II Coxswain Operations and Tactics Course - A-062-0050 as part of their permanent change of station orders to a shore duty billet. Following successful completion

of the level II coxswain course - A-062-0050, enlisted personnel will be awarded the 853A NEC and sign NAVPERS 1070/613 Administrative Remarks (page 13) accepting a 48-month minimum obligation and assignment as a level II coxswain. The minimum obligation of 48 months will consist of two tours as a level II coxswain. One tour will be a 36-month shore duty assignment. The other tour will be a 12, 24, or 36-month sea duty assignment at an overseas installation to complete the minimum total of 48 months in the HPU Program as a level II coxswain. The order of sea and shore tours will be based on prioritized requirements at the time.

b. If the member fails to successfully complete the level II coxswain course - A-062-0050, Navy Personnel Command (NAVPERSCOM), Enlisted Personnel Readiness and Support Branch (PERS-4013) will determine whether the member may continue with current assignment without NEC 853A or be made available for immediate reassignment. The 48-month payback in an HPU will commence once a member is gained onboard an HPU command, regardless of whether the member attends the level II coxswain course - A-062-0050 while assigned to a sea or shore command.

5. **Requirements and Qualifications**. The requirements and qualifications contained in this article apply to all personnel being screened for assignment to the HPU Program. Prospective members of the HPU Program shall meet the following minimum requirements:

a. **Eligible For a Secret Clearance**. Member’s command will initiate a background investigation per reference (a).

b. **Physical Standards**. Members must have passed their three most recent physical fitness assessments (PFAs) (not applicable to new accessions and recent "A” school graduates who have not participated in three PFAs). New accessions and recent “A” school graduates must have passed their most recent PFA prior to assignment to HPU per standards promulgated in reference (b). If members are being released from a period of limited duty, they must complete and pass a PFA with no waiver for any event. Additionally, members must have passed the three most recent PFAs prior to assignment to limited duty status.

c. **Firearms.** Members are eligible to carry a weapon per all applicable directives and instructions. Per reference (c), the 1996 Lautenberg Amendment to the Gun Control Act of 1968 prohibits access to firearms by persons convicted of any misdemeanor crime of domestic violence. This policy also applies to convictions of felony crimes and convictions of offenses at general or special courts-martial that otherwise meet the definition of "crime of domestic violence." Any member disqualified from handling or training on weapons is not eligible for initial entry or continued duty in the HPU Program.

d. **Boat Operations.** HPUs regularly operate at night or in low light conditions and require normal color vision to correctly distinguish running lights and navigational aids. Therefore, color blindness and night blindness are disqualifying medical conditions for HPU duty. This requirement shall not be waived.

e. **Swim Qualifications.** Member must be qualified as a second class swimmer to be assigned to the HPU Program.

f. **Nonjudicial Punishment (NJP) and Military or Civilian Convictions.** Members must have no NJPs and or military or civilian convictions (excluding minor traffic violations) within the past 12 months, no alcohol related incidents within the past 12 months, and no pending civil actions.

MILPERSMAN 1306-994

3-M System Coordinator at Sea and Shore

Responsible Office	NAVPERSCOM (PERS-402)	Phone: DSN COM FAX	882-3595 (901) 874-3595 882-2734

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) NAVSEAINST 4790.8C

1. **Background**. Maintenance and Material Management (3-M) System Coordinator Program managers at sea and shore are responsible for the coordination of all facets of 3-M systems per reference (a). The 3-M System Coordinator (3-MC) must possess the ability to implement, evaluate, and coordinate planned maintenance system actions and the ability to operate and effectively manage the command's maintenance program. In addition, the 3-MC may also serve as a unit's availability manager.

2. **Policy**

a. E-5 to E-9 personnel may request assignment to serve as a 3-MC by contacting their rating detailers for release to the 3-MC detailer or by submitting NAVPERS 1306/7 Enlisted Personnel Action Request to Navy Personnel Command (NAVPERSCOM), Engineering Distribution Branch (PERS-402), via the member's rating detailer, approximately 10-12 months prior to their individual projected rotation dates. NAVPERS 1306/7 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

b. Personnel who fail to negotiate for orders may be nominated to the 3-MC position. Personnel who screen as unsuitable for the 3-MC Program will be returned to their rating detailer and may be issued orders for immediate needs of the Navy assignments.

c. Upon completion of the initial 36-month sea tour, personnel will be required to complete a follow-on 36-month

shore tour as a 3-M inspector or 3-M shore based billet, depending on billet availability.

d. Assignments to NEC 811A are primarily FAC-G billets and de-rating of non FAC-G billets will be on a case-by-case basis. This guidance will protect the investment of this necessary NEC and help to recoup the tremendous time spent in training and qualifying personnel.

3. **Requirements**

a. Must be 3-M personnel qualification standard (PQS) qualified through 304 LCPO/division officer.

b. Special Duty Screening. All nominees for the 3-MC Program must complete NAVPERS 1306/92 Special Program Screening (section A, D, and the command endorsement section). NAVPERS 1306/92 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS 1306-92 Rev01-11.pdf. Applicants for the 3-MC Program will also complete a phone interview with the 3-MC detailer prior to final selection.

c. Prescribed Sea and Shore Tour

(1) Tour length is 36 months.

(2) Overseas 3-MC tours are established per Department of Defense (DoD) area tour requirements.

d. Performance Evaluations. Must have 3.0 or above in all performance traits and no non-judicial punishment within the past 36 months.

e. Physical Fitness Assessment (PFA). Must have passed the most recent PFA.

f. Obligated Service (OBLISERV). Required OBLISERV for this duty, per MILPERSMAN 1306-106, is 36 months.

(1) Those Service members who do not have sufficient OBLISERV until high year tenure (HYT) may request a HYT waiver.

(2) HYT waivers will be handled on a case-by-case basis.

g. Endorsements. Favorable endorsements by commanding officers are required.

4. **Nominations**. Personnel who fall outside the normal negotiation window for assignment may be nominated to the 3-MC Program by their respective rating detailer, providing they meet the criteria of paragraph 3.

5. **3-MC Duty Benefits**

a. Personnel who are nominated for the 3-MC Program will obtain NEC 811A en route to ultimate duty station, unless already qualified.

b. Personnel accepted into the 3-MC Program have the opportunity for a wide variety of locations for assignment.

c. All candidates that apply for this program will follow the sea rotation prescribed in paragraphs 2c and 3c above, regardless of rating sea flow, to allow for proper alignment of personnel.

6. **Disapprovals**

a. Personnel who do not meet the requirements of paragraph 3 may request a waiver by contacting the 3-MC detailer once released from rating detailer.

b. Prospective 3-MC personnel who apply, but receive final disapproval for entry into the 3-MC Program, will be returned to their respective rating detailer for assignment.

c. Personnel may be given one additional month of order negotiations if they are returned outside their normal detailing window.

MILPERSMAN 1306-995

ASSIGNMENT TO CRYPTOLOGIC AIRCREW BILLETS

Responsible Office	NAVPERSCOM (PERS 408)	Phone: DSN COM FAX	882-3741 (901) 874-3841 882-2646

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVMED P-117, Manual of the Medical Department (b) OPNAVINST 1000.24C, Personnel Recovery (c) CJCSI 3270.01B, Personnel Recovery (d) BUPERSINST 1326.4E, Administration of Enlisted Flight Orders, Career Enlisted Flyer Incentive Pay (CEFIP), and Hazardous Duty Incentive Pay (HDIP) for Aerial Flight

1. **Background**. The following information warfare community ratings are eligible for duty involving flying as (non-career) aircrew (DIFCREW):

    a. cryptologic technician-collection (CTR);

    b. cryptologic technician-interpretive (CTI); and

    c. cryptologic technician-technical (CTT).

2. **Screening and Selection**. Cryptologic aircrew billets are advertised on MyNavy Assignment (MNA) when prioritized by the manning control authority and are available to members eligible for sea or shore duty. Members must volunteer for aircrew assignments and complete stringent screenings prior to beginning the training pipeline per MILPERSMAN 1220-010.

Note: Per MILPERSMAN 1510-030, all CTIs are considered volunteers for aircrew duty.

    a. Sailors with previous aircrew experience and the required Navy enlisted classifications (NEC) in inventory are favored in the selection process. In the case of first-time

volunteers, Navy Personnel Command (NAVPERSCOM), Enlisted Information Warfare Community Assignments (PERS-408) rating detailers will screen applicants to identify those candidates best suited to successfully complete the lengthy and resource-intensive training pipeline and excel as part of a cryptologic aircrew. The following minimum selection criteria apply:

(1) Score of "Good" on most recent physical fitness assessment (PFA). Members with consistent "Good" or higher scores are preferred.

(2) No marks below 3.0 on last three evaluations.

(3) 2R/2L defense language proficiency test score in the primary language for CTI applicants.

(4) Confirmation from the member's command that the applicant can meet the swimming requirements of MILPERSMAN 1220-010. Members who are not comfortable in the water should not apply.

(5) Continued eligibility and current adjudication for top secret/sensitive compartmented information security clearance.

b. Detaching commands must ensure cryptologic aircrew candidates successfully meet and document the following requirements of MILPERSMAN 1220-010 before executing orders:

(1) NAVPERS 1070/613 Administrative Remarks http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx, Aircrew Statement of Understanding (Volunteer to Fly) located in MILPERSMAN 1220-010, exhibit 1.

(2) DD 2807-1 Report of Medical History (long form flight physical) http://www.dtic.mil/whs/directives/forms/dd/ddforms2500-2999.htm, DD 2808 Report of Medical Examination (long form flight physical) http://www.dtic.mil/whs/directives/forms/dd/ddforms2500-2999.htm, and SF-93 Report of Medical History https://www.gsa.gov/portal/forms/type/SF#1-1000, NAVMED 6120/2 Officer Physical Examination Questionnaire https://navalforms.documentservices.dla.mil/formsDir/NAVMED%206120_2.PDF, or DD 2992 Medical Recommendation for Flying or Special Operational Duty http://www.dtic.mil/whs/directives/forms/dd/ddforms2500-2999.htm. Improper or

incomplete medical screening will delay training and may result in school quota loss. (See reference (a), article 15-91 for disqualifying factors.)

(3) Documented completion of a second class swimmer test.

3. **Training Pipeline**. Prospective aircrew will attend the following courses of instruction upon detachment from their current command, or from "A" or "C" School:

a. Naval Aircrew Candidate School (NACCS) (802A NEC) per MILPERSMAN 1220-010: Pensacola, FL.

Note: If at all possible, NAVPERSCOM (PERS-408) rating detailers will schedule NACCS first, because it has the highest attrition rate of all courses in the pipeline. Cryptologic aircrew candidates must meet the same stringent requirements as all other students, including highly-scrutinized PFAs, and a timed one-mile swim.

b. Survival, Evasion, Resistance, and Escape (SERE), per MILPERSMAN 1220-010, at Portsmouth, NH or Coronado, CA.

Note: SERE must be scheduled before Special Survival Training.

c. Special Survival Training (Joint Personnel Recovery Agency, S-V83-A), per references (b) and (c), at Spokane, WA.

Note: Members assigned to Navy Information Operations Command Bahrain must not depart the continental United States without completing this course. Members assigned to Fleet Air Reconnaissance Squadron ONE (VQ-1) will be scheduled by the squadron.

d. EP-3E Cryptologic Technician Special Operator (SPECOP)/Analyst Category 1 (C06A NEC)) at Whidbey Island, WA.

Note: NACCS must be scheduled before EP-3E SPECOP.

e. Intermediate Signals Analyst (C18A NEC), where required for CTR billet, at Pensacola, FL.

f. Intermediate Technical Electronic Intelligence Analysis Technician (C17A NEC), where required for CTT billet, at Denver, CO, Fort Meade, MD; or San Angelo, TX.

4. **Termination**. Candidates who fail to complete training and aircrew members whose flying status is subsequently revoked (voluntarily or involuntarily) must be processed per references (d) and MILPERSMAN 1220-020. Commands must include Navy Personnel Command, Enlisted Information Warfare Community Assignments (PERS-408) or Cryptologic Warfare Officer Assignments (PERS-472), on the revocation of DIFCREW orders recommendation message. NAVPERSCOM (PERS-408) Cryptologic Warfare and Enlisted Information Warfare detailers will subsequently reassign members to an in-rate minimum activity or prescribed sea tour, whichever is greater, per current manning control authority priorities.

MILPERSMAN 1306-997

ASSIGNMENT TO NAVY INFORMATION OPERATIONS DETACHMENT JACKSONVILLE, FLORIDA

Responsible Office	NAVPERSCOM (PERS-408)	Phone: DSN COM FAX	882-3841 (901) 874-3841 (901) 874-2650

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVMED P-117, Manual of the Medical Department (b) SECNAVINST 5510.30C

1. **Program Details**. Navy Information Operations Detachment (NIOD) Jacksonville, Florida, unit identification code (UIC) 53282, manages a screening program to evaluate personnel prior to their assignment to UIC 53282. In coordination with Navy Personnel Command (NAVPERSCOM) Cryptologic Technician, Intelligence Specialist, and the Information Systems Technician Assignments Branch (PERS-408) detailers, UIC 53282 conducts record screening and personal interviews to assess the initial qualification criteria.

a. NIOD Jacksonville provides cryptologic expertise and augmentation to maritime patrol and reconnaissance forces commands at Naval Air Station (NAS) Jacksonville, Florida. UIC 53282 manning consists of the cryptologic technician (interpretive) (CTI), cryptologic technician (collection) (CTR), and the cryptologic technician (technical) (CTT) ratings. Candidates can expect to deploy in a supervisory role with little to no oversight. Therefore, candidates must be mature and meet the highest standards of personal conduct, physical fitness, and reliability.

b. Billets are located at NAS Jacksonville, Florida.

c. Candidates must have either experience or the aptitude and motivation to operate emerging technologies and cryptologic equipment outside of their traditional source ratings. These billets require duty in dynamic environments worldwide (many times isolated and independent). Additionally, Sailors must

attain qualifications that are beyond the scope of their regular ratings' duties.

2. **Requirements and Qualifications**

a. Volunteer. All candidates must be volunteers and must make and sign the following entry on NAVPERS 1070/613 Administrative Remarks per MILPERSMAN 1220-020 prior to transfer to Air Operations Department, NAS Jacksonville:

"I, [Member's Name], volunteer for duty involving flying and understand that I must maintain those qualifications specified by Chief of Naval Operations and Chief of Naval Personnel during the periods I am actively assigned to such duties. This agreement will remain valid until such time as it is rescinded by me or that I am no longer qualified for such duties."

_____
Member's Signature

Witnessed: _____
Name
Rank USN

If member refuses to sign this entry or is not a volunteer, hold orders in abeyance and notify PERS-408 via record message.

b. Service Obligation. UIC 53282 billets are classified as type 2 sea duty. Due to an extensive training pipeline, candidates must obligate service for a period of 36 months. The training pipeline includes the Naval Aircrew Candidate School (NACCS) and Survival, Evasion, Resistance, and Escape (SERE). Credit will be given to personnel that have previously attended this training.

c. Rate and Rating. The following criteria are required for initial training or assignment to duty at Air Operations Department NAS Jacksonville:

(1) Be in pay grades E-4 through E-7, and

(2) Source ratings:

RATING	NEC	DESIGNATION	REQUIREMENTS
CTI	N/A	Cryptologic Technician - Interpretive	Supervisor qualified. May be waiverable with interview.
CTR	0000	Cryptologic Technician - Collection	Supervisor qualified. May be waiverable with interview.
	C18A	Intermediate signals analyst	Supervisor qualified. May be waiverable with interview.
CTT	0000	Cryptologic Technician - Technical	Technical, Electronic Intelligence (TECHELINT) experience recommended. Supervisor qualified. May be waiverable with interview.
	C17A	TECHELINT Analysis Technician	Supervisor qualified. May be waiverable with interview.

(3) Navy Enlisted Classification (NEC) Code C06A. Candidates with previous duty as an airborne cryptologic technician operator/analyst (NEC 8296) are preferred for assignment to the Air Operations Department NAS Jacksonville, but highly qualified candidates without prior airborne experience will be considered.

(4) NACCS, SERE, and SERE 220. Candidates will attend NACCS, SERE, and SERE 220 before reporting to Air Operations Jacksonville. Waiverable for previous attendance.

d. Physical Qualifications. All candidates must physically qualify for duty involving flying.

(1) Candidates must have no physical fitness assessment failures in the last 2 years.

(2) Must be physically qualified for duty involving flying per reference (a), article 15-69.

(3) Physicals must be successfully completed prior to execution of orders. Physical examinations more than 1 year old will not be accepted.

(4) A flight physical must specifically state "Qualified or "Not Qualified for Duty Involving Flying" in block 77 on DD 2808 Report of Medical Examination.

e. Security Clearance

(1) Possess current, final top secret (sensitive compartmented information) clearance per reference (b).

(2) Current counter-intelligence polygraph must be successfully completed prior to execution of orders.

f. Performance

(1) Candidates must have no non-judicial punishment or civil offenses in the last 3 years, and

(2) No alcohol-related incidents in the last 3 years.

g. Other Requirements. Due to operational training and deployment requirements, language training is not always available; therefore, CTI personnel must have maintained minimum language proficiency standards of L2/R2 on the Defense Language Proficiency Test or equivalent assessment for the past three years.

h. Application Information. Detailed application information may be obtained by calling Air Operations Department NAS Jacksonville at (904) 542-2702 or (904) 542-3590.

MILPERSMAN 1306-1000

REENLISTMENT INCENTIVES

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone Toll Free	1-866-U ASK NPC

Exhibits	1. GUARD 2000 Request Format 2. GUARD Billet Non-Availability Message 3. GUARD Commitment Message, Non-Special Programs Billet 4. GUARD Commitment Message, Special Programs Billet

1. **Purpose**. To provide information and procedures pertaining to various Navy reenlistment incentive programs. Other MILPERSMAN articles pertaining to Navy reenlistment incentive programs are as follows:

Topic	See MILPERSMAN
Guaranteed Assignment Retention Detailing (GUARD 2000) Program	1306-1002
Guaranteed Assignment Retention Detailing (GUARD 2000) Program for Nuclear Trained Personnel	1306-1004
Assignment to School as a Reenlistment Incentive	1306-1006

2. **Policy**. This article and its sub-articles present various Navy reenlistment incentive programs in regard to duty assignments and school guarantees, setting forth eligibility criteria and requesting procedures for each.

a. It should be noted that incentives offered under one program may not normally be obtained in conjunction with incentives offered by another program, unless specifically noted.

b. A member may not be guaranteed a choice of duty under Guaranteed Assignment Retention Detailing (GUARD 2000) Program and training under the Selective Training and Reenlistment (STAR) Program as dual incentives for the same reenlistment.

c. A member may receive Selective Reenlistment Bonus (SRB) for reenlistment; SRB is not a guarantee of any reenlistment program.

d. See MILPERSMAN 1160-090 for the Selective Conversion and Reenlistment (SCORE) Program and MILPERSMAN 1160-100 for the Selective Training and Reenlistment (STAR) Program.

e. Exhibits 1, 2, 3, and 4 are to be used as appropriate.

EXHIBIT 1

GUARD 2000 REQUEST FORMAT

(Use the proper message format containing the following.)

SUBJECT LINE: GUARD 2000 REQUEST ICO RATE, NAME, LAST FOUR DIGITS OF SSN, NEC, COMNAVPERSCOM DESK CODE (NRPC CODE 30 FOR USNR-R (FTS))

1. MEMBER RECOMMENDED OR NOT RECOMMENDED FOR REENLISTMENT BY THE COMMANDING OFFICER.

2. IN ORDER, PROVIDE THE FOLLOWING INFORMATION:

A. ACTIVE DUTY SERVICE DATE (ADSD)
B. EXPIRATION OF ACTIVE OBLIGATED SERVICE (EAOS)/EAOS AS EXTENDED
C. IS INDIVIDUAL NOW UNDER ORDERS? (YES/NO)
D. NUMBER OF DEPENDENTS/LOCATION OF DEPENDENTS

3. A. PERIOD FOR WHICH APPLICANT WILL REENLIST IF GUARANTEED DUTY REQUESTED.
B. LIST DUTY STATION/TYPE DUTY PREFERRED BY APPLICANT. INCLUDE AT LEAST THREE CHOICES (IN ORDER).
C. REMARKS OF APPLICANT.

4. PREVIOUS TWO REGULAR ENLISTED EVALUATIONS ARE REQUIRED AS INDICATED BELOW:

DATE OF NAVPERS 1610/2/BLOCKS 27 THROUGH 39 (E-7/8/9).

DATE OF NAVPERS 1616/26/BLOCKS 27,28,30,31,32,36, AND 39 (E-3/4/5/6).

NO COURTS-MARTIAL, NONJUDICIAL PUNISHMENT (NJP), OR INVOLVEMENT WITH CIVIL AUTHORITIES WITHIN 18 MONTHS OF EAOS AS EXTENDED.

5. CO REMARKS, INCLUDING SPECIFIC RECOMMENDATION FOR ANY TYPE OF SPECIAL DUTY THE APPLICANT MAY HAVE REQUESTED (RECRUITING DUTY, OVERSEAS DUTY, ETC.). FOR E-3s MAKE POSITIVE STATEMENT TO THE FACT THAT THE MEMBER HAS PASSED THE E-4 EXAMINATION. (E-3s WHO HAVE NOT PASSED THE E-4 EXAMINATION ARE INELIGIBLE FOR GUARD.) FOR OVERSEAS DUTY REQUESTS, MAKE POSITIVE STATEMENT THAT APPLICANT HAS SATISFACTORILY COMPLETED OVERSEAS SCREENING PER MILPERMAN 1300-300.
BT

EXHIBIT 2

GUARD BILLET NON-AVAILABILITY MESSAGE

(Use the proper message format containing the following.)

RMKS/1. REQUEST {Sailor's NARANO (LAST FOUR DIGITS OF SSN)} BE PROVIDED A COPY OF THIS MSG.

2. DUE TO NON-AVAIL OF BILLET, YOUR REQ CONTAINED REF A CANNOT BE APPROVED; HOWEVER, BELOW LISTED BILLETS ARE AVAIL FOR CONSIDERATION. THIS IS NOT TO BE CONSIDERED AS GUARANTEE AT THIS TIME. FURTHER, MEMBER SHOULD BE ADVISED BILLETS OFFERED IN THIS MSG ARE BEING OFFERED TO OTHER ELIGIBLE SAILORS; THEREFORE, IT IS ESSENTIAL THAT MEMBER CONTACT DETAILER VIA MSG/E-MAIL/PHONE IF INTERESTED IN THE BELOW LISTED BILLETS OR TO DISCUSS OTHER POSSIBLE OPTIONS.

3. FOLLOWING BILLETS AVAILABLE:

{List at least 3 alternatives.}

4. REQUEST MEMBER LIST BILLETS DESIRED IN ORDER OF PREFERENCE. UPON REPLY, ORDERS WILL BE ISSUED BASED ON BILLETS STILL AVAILABLE AND MEMBER'S PREFERENCES. YOUR COOPERATION IN THIS RETENTION EFFORT IS GREATLY APPRECIATED.

5. DETAILER: {Fill in detailer's name, phone, DSN, E-Mail.}

6. WHEN REF THIS MSG ENSURE NARANO (LAST FOUR DIGITS OF SSN), UIC, AND PERS {enter PERS code} ARE IN SUBJ LINE.
BT

EXHIBIT 3

GUARD COMMITMENT MESSAGE, NON-SPECIAL PROGRAMS BILLET
(Use the proper message format containing the following.)

RMKS/1. REQUEST {Sailor's NARANO (LAST FOUR DIGITS OF SSN)} BE PROVIDED A COPY OF THIS MSG.

2. FOR {Sailor's name}. DUTY REQ BY REF A IS GRANTED. BY SEPCOR ORDERS TO {Billet and UIC} WILL BE FORTHCOMING. NAVY PERSONNEL COMMAND (NAVPERSCOM) TAKES PLEASURE IN YOUR DECISION TO CONTINUE YOUR NAVAL CAREER BY USE OF THIS ASSIGNMENT GUARANTEE UNDER THE GUARD 2000 PROGRAM. THE SUCCESS OF SUCH PROGRAMS IS ENSURED BY YOUR PARTICIPATION WITH DETAILER AND CAREER COUNSELOR IN YOUR CAREER PLANNING AND DUTY ASSIGNMENTS.

3. FOR THE COMMANDING OFFICER:

A. ENSURE BLOCK 32 OF REENL CONTRACT STIPULATES GUARD ASSIGNMENT TO (Billet and UIC). CITE THIS MSG AS AUTH FOR ASSIGNMENT GUARD. {number of years reenlisting} REENL REQD.

B. **MEMBER IS WITHIN 3 MOS OF EAOS**. IF MEMBER DOES NOT REENL WITHIN 30 DAYS NOTIFY PERS {PERS Code] BY MSG. DUE TO LIMITED BILLETS AVAILABLE, ORDERS MAY BE CANCELLED AND BILLET NECESSARILY OFFERED TO ANOTHER ELIGIBLE SAILOR. IF MEMBER IS SRB ELIGIBLE, THE 30 DAY PROVISION DOES NOT APPLY. ADVISE {PERS Code} OF MEMBER'S INTENTIONS WITHIN THIS PERIOD.

C. **MEMBER IS GREATER THAN 3 MOS FROM EAOS**. IF MEMBER DOES NOT REENLIST 70 DAYS PRIOR TO EAOS NOTIFY PERS {PERS Code} BY MSG. DUE TO LIMITED BILLETS AVAILABLE, ORDS MAY BE CANCELLED AND BILLET NECESSARILY OFFERED TO ANOTHER SAILOR. IF MEMBER IS SRB-ELIGIBLE THE 70-DAY PROVISION DOES NOT APPLY. ADVISE {PERS Code} OF MEMBER'S INTENTIONS WITHIN THIS PERIOD.
BT

EXHIBIT 4

GUARD COMMITMENT MESSAGE, SPECIAL PROGRAMS BILLET
(Use the proper message format containing the following.)

RMKS/1. REQUEST {Sailor's NARANO (LAST FOUR DIGITS OF SSN)} BE PROVIDED A COPY OF THIS MSG.

2. FOR {Sailor's name}. DUTY REQ BY REF A IS GRANTED. MEMBER'S GUARD REQUEST HAS BEEN PASSED TO SPECIAL PROGRAMS NAVPERSCOM (PERS 4010), DSN 882-_____, COMM (901) 874-_____. ESTIMATE 7 WORKING DAYS FOR SCREENING REQUEST MSG FM NAVPERSCOM (PERS 4010). NAVPERSCOM TAKES PLEASURE IN YOUR DECISION TO CONTINUE YOUR NAVAL CAREER BY USE OF THIS ASSIGNMENT GUARANTEE UNDER THE GUARD 2000 PROGRAM. THE SUCCESS OF SUCH PROGRAMS IS ENSURED BY YOUR PARTICIPATION WITH DETAILER AND CAREER COUNSELOR IN YOUR CAREER PLANNING AND DUTY ASSIGNMENTS.

3. FOR THE COMMANDING OFFICER:

A. ENSURE BLOCK 32 OF REENL CONTRACT STIPULATES GUARD ASSIGNMENT TO (Billet and UIC). CITE THIS MSG AS AUTH FOR ASSIGNMENT GUARD. {number of years reenlisting} REENL REQD.

B. **MEMBER IS WITHIN 3 MOS OF EAOS**. IF MEMBER DOES NOT REENLIST WITHIN 30 DAYS NOTIFY PERS {PERS Code] BY MSG. DUE TO LIMITED BILLETS AVAILABLE, ORDERS MAY BE CANCELLED AND BILLET NECESSARILY OFFERED TO ANOTHER ELIGIBLE SAILOR. IF MEMBER IS SRB ELIGIBLE, THE 30-DAY PROVISION DOES NOT APPLY. ADVISE {PERS Code} OF MEMBER'S INTENTIONS WITHIN THIS PERIOD.

C. **MEMBER IS GREATER THAN 3 MOS FROM EAOS**. IF MEMBER DOES NOT REENLIST 70 DAYS PRIOR TO EAOS NOTIFY PERS {PERS Code} BY MSG. DUE TO LIMITED BILLETS AVAILABLE ORDERS MAY BE CANCELLED AND BILLET NECESSARILY OFFERED TO ANOTHER SAILOR. IF MEMBER IS SRB ELIGIBLE, THE 70-DAY PROVISION DOES NOT APPLY. ADVISE PERS {PERS Code} OF MEMBER'S INTENTIONS WITHIN THIS PERIOD.
BT

MILPERSMAN 1306-1001

NAVY WOUNDED WARRIOR-SAFE HARBOR DUTY

Responsible Office	NAVPERSCOM (PERS-4010E3)	Phone: DSN COM	882-3872 (901) 874-3872

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1300.24 of 1 December 2009 (b) SECNAVINST 1740.5B (c) OPNAVINST 1740.6 (d) CNICINST 1740.1 (e) NAVMED P-117, Manual of the Medical Department

1. **Program Background**. The mission of Navy Wounded Warrior Safe Harbor (NWW-SH) Program is to provide non-medical care management for seriously wounded, ill, and injured Sailors and Coast Guardsmen with a clinical condition meeting category 2 or category 3 criteria of references (a) through (d). Assignment to NWW-SH duty is one of the most demanding duties in the Navy, requiring demonstrated leadership abilities and a skill set that enables case managers to handle challenging situations. Experience has shown that personnel having a strong record of leadership in the fleet and who are familiar with Navy policies and programs have the ability to succeed in an assignment to the NWW-SH Program. NWW-SH is a part of the Fleet and Family Readiness Program (under Commander, Navy Installations Command (CNIC)). NWW-SH has non-medical care management teams located throughout five regions in the continental United States and Hawaii.

2. **Policy**

a. **Billets**. Enlisted Service members in the pay grades of E7-E9 are ordered to 1 of 10 locations for a 36-month tour. Enlisted Service members are assigned to the CNIC region staff under the CNIC Regional Program Director (N95) and serve as non-medical care managers in major military treatment facilities

(MTF). They are the program's uniform presence to enrollees, their families, and caregivers.

b. **Tour Length**. In computing the tour length for NWW-SH personnel, the tour must commence as of the date the Service member will report to the CNIC region (parent command), even though the member may report for further assignment in the geographical location of the respective MTF.

3. **Requirements and Qualifications**

a. **Commanding Officer (CO) Certification**. All Service members nominated for assignment to NWW-SH duty will be screened. The CO must certify the Service member has been screened and completed sections A, B, C, D2, and D3 of NAVPERS 1306/92 Special Program Screening. The original NAVPERS 1306/92 will be scanned and submitted via e-mail to Navy Personnel Command Shore Special Programs Branch (PERS-4010) within 30 days from the date-time group of screening message.

(1) **Performance Evaluations**. A waiver is required for any mark below 3.0 in any trait of the Service member's NAVPERS 1616/27 Evaluation and Counseling Record (E7–E9) within the last 36 months.

(2) **Disciplinary Record**. A waiver is required for cases of NJP, courts-martial conviction, civilian conviction, significant involvement with civilian authorities, or moral or integrity violations. Waivers will be authorized on a case-by-case basis (waivers are not authorized for any sex-related offenses occurring in or pre-service).

(3) **Physical Fitness Assessment (PFA)**. Members must:

(a) Be within height, weight, or body fat standards at the time of screening;

(b) Have passed the most recent PFA; and

(c) Be within standards at the time of transfer.

(4) **Alcohol Misuse**. Service members with documented alcohol misuse (e.g., driving under the influence of alcohol, driving while intoxicated, public intoxication within the

previous 36 months, or any two incidents during their career) are deemed unsuitable for assignment.

(5) **Medical and Dental**. Health and dental records are to be screened per reference (e) and documented in the Service members health records. Due to the routine high-stress environment of NWW-SH, Service members with any condition related to mental health, cognitive impairments, or other affective liabilities will not be assigned. At a minimum, Service members must be classified as dental class II prior to transfer.

(6) **Family Advocacy Program (FAP)**. Substantiated FAP cases involving physical abuse are disqualifying while families are undergoing treatment (i.e., open FAP case, resolved substantiated FAP, or civil charges). All Service members involved in substantiated cases involving child abuse, sexual molestation, or sexual assaults (including incest) are permanently disqualified.

(7) **Demonstrated Leadership**. Due to the demanding responsibilities, stressful environment, required in-depth knowledge of Navy policies, and frequent interface with senior personnel, completion of a successful tour as a chief petty officer (E-7) or above is required prior to assignment to NWW-SH.

b. **Obligated Service (OBLISERV)**. Required OBLISERV for assignment to NWW-SH duty is 36 months from the time Service member reports to the CNIC region (parent command). Retainability waivers will be reviewed on a case-by-case basis.

c. **Security Clearance**. Assignment to NWW-SH duty requires a completed and adjudicated national agency check with favorable local agency and credit check.

d. **Program Waivers**. All waivers will be considered on a case-by-case basis per PERS-4010 in coordination with CNIC N95.

MILPERSMAN 1306-1003

Assignment To Fleet Cyber Command Cyber Mission Force Australia

Responsible Offices:	NAVPERSCOM (PERS-47)	Phone: COM	(901) 874-3731
	NAVPERSCOM (PERS-408)	Phone: COM	(901) 874-3821

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) NAVMED P-117, Manual of the Medical Department

1. **Purpose**. To publish policies, information, and guidance pertaining to assignment to Fleet Cyber Command (FCC) Cyber Mission Force (CMF) Australia (FCC CMF AUS) and to establish the requirement for officers and enlisted Sailors to undergo screening prior to this assignment.

2. **Background**. FCC CMF AUS supports a partnership with the Australian Signals Directorate (ASD) to further advance combined capabilities through collaborative cyberspace research and development projects. Sailors detailed to FCC CMF AUS conduct research, development, testing, and evaluation in support of U.S. Cyber Command objectives. FCC CMF AUS also performs other functions as designated by Commander, U.S. Cyber Command; Commander, Fleet Cyber Command; and Commander, Joint Force Headquarters – Cyber (Navy).

3. **Eligibility**. FCC CMF AUS billets are available to members eligible for shore duty who meet the billets' requirements and who successfully complete the screening outlined in this article. Prior to transfer, detaching commands are responsible for ensuring members are physically and mentally qualified per reference (a). Minimum or no supervision is normal due to the sensitivity of operations and remote assignment of a small forward element. Eligibility for assignment to FCC CMF AUS (unit identification code 4770A) include the following requirements:

a. Specific Navy officer designation requirements for each position are articulated in the activity manning document (AMD). Officers holding the following Information Warfare Community designations are eligible for duty at FCC CMF AUS:

(1) Maritime cyber warfare officer, and

(2) Cyber warfare engineer

b. Specific Navy enlisted classification (NEC) requirements for each rating are articulated in the AMD. Service members in the following Information Warfare Community ratings are eligible for duty at FCC CMF AUS:

(1) Cryptologic technician (collection),

(2) Cryptologic technicians (interpretive) who have achieved L2+ or R2+ on their most recent Defense Language Proficiency Test, and

(3) Cyber warfare technician

c. The minimum selection criteria requirements that must be met, unless waived by the commanding officer, are as follows:

(1) Be recommended by chain of command;

(2) Be a U.S. citizen;

(3) Spouse (if applicable) must be a U.S. citizen;

(4) Have a current, official passport;

(5) Have no non-judicial punishment or civil offense convictions within the last 3 years;

(6) Have no alcohol-related incidents within the last 3 years;

(7) Have no physical fitness assessment failures within the last 2 years;

(8) Maintain continued eligibility and have current adjudication for Top Secret or sensitive compartmented information (SCI) and Special Access Program security clearance;

(9) Consent to and pass a counterintelligence scope polygraph; and

(10) These billets necessitate members to be SCI-eligible and have a successful counterintelligence polygraph (required for National Security Agency network access) within the last 4 years.

4. **Screening and Selection**

a. **Screening Process**. Screening must be performed in full coordination with FCC and Navy Personnel Command (NAVPERSCOM) Information Warfare Distribution Branch (PERS-408) and Information Warfare Community and Foreign Area Officer Distribution Division (PERS-47) detailers. The request to be released to screen should be submitted to member's detailer between 13 and 15 months prior to the member's projected rotation. Completion of NAVPERS 1306/92 Special Program Screening (exhibit 1 of MILPERSMAN 1306-900) is not required.

b. **Interview Process**. FCC will select applicants by means of interview. In coordination with NAVPERSCOM, FCC or its designated representative will conduct record screenings and personal interviews with officer and enlisted applicants who meet the initial qualification criteria to ensure they possess the necessary skills and background to satisfy the technical demands of the missions and have the motivation, commitment, work ethic, and desire to enable FCC CMF AUS to be successful in its partnership with ASD and operational objectives.

c. **Program Selection**

(1) **Selection**

(a) FCF CMF AUS command leadership will review MyNavy Assignment (MNA) application information during the command comments phase of the MNA cycle. Comments will be made to inform detailers of members' status (if currently screening) or their recommendation for the program (if not currently screening). All enlisted applicants for FCC CMF AUS will be provided a screening point of contact.

(b) Selection preference will be given to personnel who have completed at least one operational tour utilizing the same NEC of the billet for which they are seeking assignment to

FCC CMF AUS. Preference will also be given to Sailors with CMF experience under Joint Force Headquarters – Cyber (Navy).

(2) **Non-selection**. Candidates who fail to screen for FCC CMF AUS will renegotiate orders with their respective detailers. All screening failure communications between the members' current duty station and FCC CMF AUS must include NAVPERSCOM. PERS-408 will subsequently detail enlisted members per current manning control authority priorities.

5. **Pay and Allowances**. Applying Sailors should be aware of the financial burden of overseas duty and the limited resources available for items like housing, personally operated vehicles, and childcare. FCC CMF AUS members receive normal pay and allowances by the U.S. Government and may be entitled to special allowances, based on location, as follows:

a. Overseas housing allowance;

b. Cost of living allowance;

c. Hardship duty pay; and

d. Foreign language proficiency bonus.

MILPERSMAN 1306-1007

NAVAL INFORMATION WARFARE TRAINING GROUP

Responsible Office	NAVPERSCOM (PERS-408)	Phone:	DSN COM FAX	882-3842 (901) 874-3842 (901) 874-2650

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

References	(a) OPNAVINST 6420.1B (b) CNAF M-3710.7 of June 2022

1. **Purpose**. To issue qualification requirements and assignment policy for members ordered to instructor billets within the Naval Information Warfare Training Groups (NIWTG) and Naval Information Warfare Training Detachments (NIWTD). This article applies to all enlisted members of the Active Component and Training and Administration of the Reserves.

2. **Program Background**

a. NIWTG is Commander, Naval Information Forces' executive training agent for information warfare aboard surface, subsurface, air, and shore commands as part of the optimized fleet response plan, fleet readiness training plan, and forward-deployed naval forces (FDNF) training cycles providing:

(1) Basic phase unit level electronic warfare, cryptology, intelligence, cyber security, and communications training and certification recommendation for all U.S. Navy surface ships.

(2) Direct support individual and team training and program evaluation.

b. Commander, Naval Information Warfare Training Group, unit identification code (UIC) 4698A is the immediate superior in command (ISIC). Subordinate NIWTG commands, activities, and detachments are organized as follows:

(1) NIWTG Norfolk (UIC 47752)

(2) NIWTD Dam Neck (UIC 4119C)

(3) NIWTD Mayport (UIC 4215B)

(4) NIWTG San Diego (UIC 55721)

(5) NIWTG San Diego (UIC 44597)

(6) NIWTD Whidbey Island (UIC 4990F)

(7) NIWTD Everett (UIC 4216B)

(8) NIWTD Pearl Harbor (UIC 4218B)

(9) NIWTD Japan (UIC 4090B)

(10) NIWTG Gulfport (UIC 3239A)

(11) NIWTD Norfolk (UIC 65781)

(12) NIWTD San Diego (UIC 66466)

(13) NIWTD Yokosuka (UIC 37400)

c. NIWTD Japan tour lengths will be per current FDNF tour length policies.

3. **Standard Requirements and Qualifications**

a. Members identified for assignment to NIWTG or NIWTD fleet training billets must be in paygrade E-5 or above. They must have completed a recent tour of duty in which operational and technical expertise was maintained within the required training program to which they are screening.

b. Paygrade substitutions are not authorized unless approved by the gaining command.

c. Possess the appropriate warfare designator required for the program to which they are screening.

d. All personnel assigned to NIWTG instructor billets will hold Navy enlisted classification (NEC) 805A (instructor) or complete instructor training school en route, as required.

e. Due to surface, subsurface, and airborne operational requirements, both in-port and underway, assignments to NIWTG and NIWTD fleet training billets are not available to members in a limited duty status with a distributable NEC (DNEC) of 0080 or serving on a pregnancy tour (DNEC 0054).

4. **Afloat Electronic Warfare, Cyber Security, Communications, Intelligence, and Cryptology Instructor Requirements and Qualifications (UICs 55722, 47752, 4215B, 55721, 44597, 4216B, 4218B, and 4090B)**

a. NIWTGs and NIWTDs are the primary afloat and ashore unit-level mission area training and certification resources for a unit commanding officers (CO) and ISICs.

b. Eligible ratings and NEC codes are listed below:

RATING	NEC	DESIGNATION
CTM (CRY)	C26A	AN/SQQ-137 Maintenance Technician
	C28A	Ships Signal Exploitation Equipment (SSEE) Increment (INC) F Maintenance Technician
CTR (CRY)	C13A	Afloat Cryptologic Manager
	C18A	Intermediate Signals Analyst
	C20A	SSEE INC E Operator
	C21A	SSEE INC F Operator
IS (Intel)	K36A	Operational Intelligence Analyst
CTT (EW)	C00A	AN/SLQ-32A/B (V)2 Technician
	C01A	AN/SLQ-32(V) Electronic Warfare Operations Technician
	C02A	AN/SLQ-32(V)3 and AN/SLQ-32(V)3 Electronic Warfare Systems Technician
	C04A	AN/SLQ-32(V)6 Electronic Warfare Systems Maintenance Technician
	C05A	Electronic Warfare Technician (Advanced Application)
	C07A	National OPELINT Analyst
IT (Cyber)	735A	Consolidated Afloat Networks and Enterprise Services Administrator
	741A	Information System Security Manager
	742A	Network Security Vulnerability Technician
	746A	Network Security Vulnerability Technician
	H08A	Advanced Network Analyst
CWT (Cyber)	H29A	Cyberspace Operations Planner
	H30A	Cyberspace Defense Analyst
IT (Comms)	H04A	Transmission System Technician

RATING	NEC	DESIGNATION
ET (Comms)	V23B	Data Link Communications System Maintenance Technician
	V79A	Combatant Super High Frequency Satellite Communications Maintenance
	V84A	Communications Equipment (WSC-3/UHF DAMA) Technician

c. Members must meet eligibility requirements per paragraph 3 above and the following requirements:

(1) Have a current tier 5 investigation or tier 5 reinvestigation. Members transferring to billets in UICs 55721, 55722, 47752, and 44597 must be eligible for a top secret/sensitive compartmented information (TS/SCI) security clearance.

(2) Additional consideration for members in the rating of IS holding the NEC K36A includes one afloat tour where at least one operational deployment was completed.

d. COs will ensure members are fully qualified for assignment. The CO's signature on NAVPERS 1306/92 Special Program Screening is the endorsement.

(1) Report suitability or unsuitability determinations utilizing exhibit 1.

(2) Submit waiver (if warranted) utilizing exhibit 2.

5. **Cryptologic Subsurface Carry-on Equipment (COE) Direct Support Training Team (DSTT) Requirements and Qualifications (UIC 4119C)**

a. Program Details. The COE DSTT is a specialized unit tasked with training direct support operators on highly-advanced subsurface COE. Members assigned to the DSTT receive advanced systems training from partner organizations and are required to obtain certification to train in national organization curricula, in addition to developing and maintaining program-focused curriculum. Assigned members work hand-in-hand with in-service engineering agents to rapidly develop and integrate training programs for new COE systems and capabilities.

b. Members must meet the following requirements:

RATING	NEC	DESIGNATION
CTRC	C18A	Intermediate Signals Analyst
	C24A	Cryptologic Subsurface Augmentee Supervisor
CTR1	C14A	Subsurface Augmentee Operator
	C18A	Intermediate Signals Analyst
CTT1	C15A	Subsurface Augmentee Electronic Intelligence (ELINT) Operator *See subparagraph 5c(4) below*
	C17A	Intermediate Technical ELINT (TECHELINT) Analysis Technician
	C34A	Subsurface Augmentee (ELINT) Supervisor
CTMC CTM1	C27A	Submarines Carry-on Equipment (COE) Technician

c. Members must meet eligibility requirements per paragraph 3 above and the following requirements:

(1) Be physically qualified for submarine duty and approved within 12 months of application by an undersea medical officer, per reference (a).

(2) Most recent tour of duty must have been a successful cryptologic direct-support submarine tour where operational and technical expertise was maintained.

(3) Be a U.S. citizen with current, adjudicated TS/SCI security clearance and eligible for controlled access program security clearance. Have a current single scope background investigation (SSBI) and have completed a counter-intelligence scope polygraph (CSP) prior to transfer.

(4) In coordination with Naval Personnel Command (NAVPERSCOM) Information Warfare Community Distribution Branch (PERS-408), DSTT leadership will conduct records screening and personal interviews with members who meet the initial qualification criteria above. Below items are required to be included in screening package:

(a) NAVPERS 1306-92 with sections A, B, C5-C6, D1-D3 completed,

(b) Last 5 performance evaluations, and

(c) Job qualification requirement and personnel qualification standard completion and designation letters if required NECs have not been awarded by the time of application. Members with the NEC C15A must also, at a minimum, be qualified subsurface ELINT supervisor.

6. **Weapons and Tactics Instructor (WTI) Requirements and Qualifications (UIC 4990F)**

a. Program Details. A weapons and tactics unit (WTU) is a specialized unit tasked with evaluating U.S. TENTH Fleet commands with airborne cryptologic direct support elements on their training programs and recommending program certification to Naval Information Forces. WTU serves as the Commander, U.S. TENTH Fleet liaison to the aircraft model manager, Patrol Squadron 30 and Naval Air Systems Command. Members assigned to the WTU receive advanced training and work with other units throughout their tour.

b. Eligible ratings and NECs

RATING	NEC	DESIGNATION	REQUIREMENTS
CTRC **CTR1**	777A	Weapons and Tactics Instructor	C06A, 805A, air crew training coordination (ACTC) level 400 designation
	C18A	Intermediate Signals Analyst	
CTI	777A	Weapons and Tactics Instructor	805A and ACTC level 400 designation
	C06A	Airborne Cryptologic Technician Operator/Analyst	

c. Additional Eligibility Requirements. Candidates must meet eligibility requirements per paragraph 3 above and:

(1) Most recent tour of duty must have been a successful airborne direct support element tour onboard the Airborne Reconnaissance Integrated Electronic System (EP-3E), where operational and technical expertise was maintained.

(2) Be physically qualified for flight duty and approved within 12 months of application by an aeromedical officer per reference (b).

(3) Be a U.S. citizen, eligible to receive top secret and controlled access program security clearance. Member must

have a current adjudicated SSBI and completed a CSP prior to transfer.

(4) There are no language-specific requirements for WTIs. All linguists must have achieved at least an L2/R2 on the most recent Defense Language Proficiency Test in their primary language.

(5) In coordination with PERS-408, WTU leadership will conduct records screening and personal interviews with members who meet the initial qualification criteria. Paygrade and NEC substitutions may be authorized with PERS-408 and the gaining command's approval.

7. **Meteorological and Oceanographic (METOC) Instructor Requirements and Qualifications (UICs 3239A, 37400, 65781, and 66466)**

a. The NIWTG Gulfport METOC training commands and detachments are tasked with training direct support and strike group oceanography team operators to support carrier strike group and expeditionary strike group staffs. In addition they develop and maintain program-focused curriculum.

b. Eligible rating and NEC is listed below:

RATING	NEC	DESIGNATION
AG	J00A	Meteorological and Oceanographic (METOC) Forecaster

c. Members must meet eligibility requirements per paragraph 3 above. Additionally, members transferring to billets in UICs 3239A, 37400, 65781, and 66466 must have a current, adjudicated SSBI and must possess, at least, a current secret clearance.

8. **Transferring Command Responsibilities**. Commands are required to:

a. Ensure all sections of NAVPERS 1306/92 are completed and submit suitability or unsuitability message using exhibit 1 of MILPERSMAN 1306-900.

b. Ensure completion of NAVMED 1300/1 Medical, Dental and Educational Suitability Screening for Service and Family Members

(sea duty screening) for members transferring to UICs 44597, 47752, 4215B, 4216B, 4218B, and 4090B.

c. Obtain 36 months of obligated service for these programs.

d. If found suitable, report to receiving command, via message, any derogatory entries in section A of NAVPERS 1306/92 and whether member's record contains any instances of the following for the past 36-month period if found suitable:

(1) One or more physical fitness assessment failures,

(2) NEC 805A instructor school failure, or

(3) Failure to maintain security clearance.

e. Report suitability and unsuitability determinations to Navy Personnel Command (NAVPERSCOM) Enlisted Distribution Division (PERS-40) rating detailers and receiving command utilizing MILPERSMAN 1306-900, exhibit 2, within 30 days of receipt of Bureau of Naval Personnel orders. If warranted, submit waiver utilizing MILPERSMAN 1306-900, exhibit 3.

f. Submit completed NAVPERS 1306/92 to servicing transaction service center for entry into the electronic service record.

EXHIBIT 1

SPECIAL PROGRAM SUITABILITY/UNSUITABILITY REPORT

(Use proper message format containing the following:)

FM TRANSFERRING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//
PERS40/PERS (DETAILER)//
INFO INTENDED GAINING ACTIVITY//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/SPECIAL PROGRAM SUITABILITY (OR UNSUITABILITY), ICO NAME, RATE, DODID//
REF/A/DOC/NPC/DATE//
REF/B/GENADMIN/ORGINATOR/DDHHMMZMMYY// (IF APPLICABLE)
NARR/REF A IS MILPERSMAN ARTICLE 1306-XXX, REF B IS WAIVER REQUEST (IF APPLICABLE).//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**
RMKS/1. IAW REFS A AND B, SNM is suitable (or unsuitable) for program.

a. Reason for unsuitability: (explain with specific details).

b. Report of suitability was filed in service record.//

EXHIBIT 2

SPECIAL PROGRAM WAIVER REQUEST

(Use proper message format containing the following:)

FM REQUESTING COMMAND
TO COMNAVPERSCOM MILLINGTON TN//
PERS40//PERS (DETAILER)//
INFO INTENDED GAINING ACTIVITY//JJJ//
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM/
SUBJ/SPECIAL PROGRAM WAIVER ICO NAME, RATE, DODID//
REF/A/DOC/NPC/DATE//
AMPN/REF A IS MILPERSMAN ARTICLE 1306 900.//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// (**MANDATORY)**
RMKS/1. IAW REF A, request a waiver for SNM for the program.
a. Section, item number (from special program screening form)
b. Explain/specifics
2. CO'S justification/recommendation: (3 lines max)//

MILPERSMAN 1306-1008

ASSIGNMENT TO NAVY CYBER WARFARE DEVELOPMENT GROUP

Responsible Office	NAVPERSCOM (PERS-405)	Phone:	DSN COM FAX	882-4870 (901)874-4780 (901)874-2637
	NAVPERSCOM (PERS-408)	Phone:	DSN COM FAX	882-3841 (901)874-3841 (901)874-2650
	NCWDG	Phone:	COM FAX	(301)669-2100 (301)669-5909 (301)669-2117

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Fiscal Year 2021 National Defense Authorization Act (b) Intelligence Community Directive 704

1. **Purpose**. To publish policies, information, and guidance pertaining to assignment and to establish a requirement for enlisted Sailors to perform a screening prior to assignment to Navy Cyber Warfare Development Group (NCWDG) as directed by reference (a), section 1723, subparagraph (b).

2. **Background**. NCWDG employs agile research, development, and acquisition processes to create, test, and deliver innovative material and non-material cyberspace operational capabilities and tactics to satisfy fleet and combatant commander requirements. Additionally, NCWDG performs other functions as designated by the Chief of Naval Operations; Commander, Fleet Cyber Command; and Commander, U.S. TENTH Fleet as the Navy's Center for Cyber Warfare Innovation.

3. **Screening and Selection**. NCWDG billets are available to members eligible for shore duty who meet the requirements and successfully complete the stringent screenings articulated in paragraph 4 of this article prior to selection and, as applicable, for execution of orders. Screenings must be

performed in full coordination with NCWDG and Navy Personnel Command (NAVPERSCOM) Enlisted Information Warfare Assignments Branch (PERS-408) and Surface Deck/Admin/Security/Supply Branch (PERS-405) detailers.

4. **Navy Cyber Warfare Development Group (Unit Identification Codes (UIC) 46439, 49606, 60506, and 3047B) Eligibility, Requirements, and Guidance**

a. The following information warfare and surface administrative community ratings are eligible for duty at NCWDG. Specific Navy enlisted classification (NEC) requirements for each rating are as articulated in the activity manning document:

(1) cryptologic technician-collection (CTR),

(2) cryptologic technician-networks (CTN),

(3) cryptologic technician-interpretive (CTI),

(4) cryptologic technician-technical (CTT),

(5) cryptologic technician-maintenance (CTM),

(6) information systems technician (IT),

(7) intelligence specialist (IS),

(8) yeoman (YN),

(9) personnel specialist (PS),

(10) legalman (LN),

(11) mass communication specialist (MC), and

(12) Navy career counselor (NC).

b. The following minimum selection criteria requirements must be met unless waived by the commanding officer:

(1) recommended by current chain of command;

(2) U.S. citizen;

(3) if applicable, spouse must be a U.S. citizen;

(4) continued eligibility and current adjudication for top secret/sensitive compartmented information security clearance and special access program security clearance; and

Note: For support ratings detailed by PERS-405, extra lead time is advised in the screening process due to the lack of personnel inventory in these ratings that possess the NCWDG clearance requirements.

(5) consent and ability to pass counterintelligence scope polygraph.

c. Selection preference will be given to personnel who have completed at least one operational tour performing duties utilizing the NEC under which they are seeking assignment to NCWDG.

d. Additional preference will be given to CTRs who have attained the Warfare Tactics Instructor Certification and CTNs with computer coding experience.

e. CTIs must have achieved L2+ R2+ on their most recent Defense Language Proficiency Test.

f. All candidates must be selected by NCWDG through an interview. In coordination with NAVPERSCOM, NCWDG will conduct records screening and personal interviews with Sailors who meet the initial qualification criteria to ensure assigned Sailors possess not only the necessary skills and background to satisfy the technical demands of the mission, but also have the motivation, commitment, work ethic, and desire to enable NCWDG to be successful in meeting its demanding goals and objectives.

g. Prior to assignment to NCWDG, a security pre-screening interview must be performed as required by reference (b), appendix A. Personnel with high threat associations require NCWDG prior approval before final assignment.

h. Completion of NAVPERS 1306/92 Special Program Screening (exhibit 1 of MILPERSMAN 1306-900) is not required.

5. **Program Selection**

a. Detailed application information may be obtained via commercial phone at (301) 669-5909 or DSN 659-5909.

b. Command leadership will review MyNavy Assignment (MNA) application information during the command comments phase of the MNA cycle. Comments will be made to inform detailers of the member's status (if currently screening) or recommendation for the program (if not currently screening). After billet selection has occurred, detailers will provide respective program point of contact information to the member.

6. **Program Non-selection**. Candidates who fail to screen for NCWDG will renegotiate for orders with their respective detailers. All screening failure communications between the members' current duty station and NCWDG must include NAVPERSCOM. PERS-408 or PERS-405 detailers will subsequently detail members per current manning control authority priorities.

MILPERSMAN 1306-1009

NAVAL SPECIAL WARFARE GROUP FOUR SPECIAL BOAT TEAMS

Responsible Office	NAVPERSCOM (PERS-4013)	Phone: DSN COM FAX	882-4252 (901) 874-4252 882-2664/2743

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

1. **Background**. Naval Special Warfare Group Four (NSWG-4) deploys combat-ready forces and maritime mobility systems in support of fleet and joint commanders. NSWG-4 conducts security force assistance to build foreign security force capability and capacity per Commander, United States Special Operations Command priorities.

a. Billets require duty in arduous field environments (many times isolated and independent) in support of naval special warfare (NSW) operational forces.

b. Special Boat Team TWELVE (SBT-12), unit identification code (UIC) 42221, is located at Naval Base, Coronado, San Diego, CA; Special Boat Team TWENTY (SBT-20), UIC 44392, is located at Joint Expeditionary Base, Little Creek, Virginia Beach, VA; and Special Boat Team TWENTY TWO (SBT-22), UIC 32219, is located at National Aeronautics and Space Administration Stennis Space Center, MS.

c. Detailed command information may be obtained by contacting:

(1) SBT-12: COMM: (619) 537-4103

(2) SBT-20: COMM: (757) 763-4030

(3) SBT-22: COMM: (228) 813-4018

2. **Requirements and Qualifications**. Candidates must meet the following minimum requirements:

a. Eligible Ratings:

Construction mechanic (CM)	Electrician's mate (EM)	Engineman (EN)	Equipment operator (EO)
Electronics technician (ET)	Gunner's mate (GM)	Hospital corpsman (HM)	Hull maintenance technician (HT)
Intelligence specialist (IS)	Information systems technician (IT)	Logistics specialist (LS)	Master-at-arms (MA)
Machinery repairman (MR)	Navy Counselor (NC)	Personnel specialist (PS)	Yeoman (YN)

b. Must have and maintain a Secret clearance (non-waiverable).

c. Must maintain a minimum score of "good-low" or higher on the most recent physical fitness assessment. Applicants in a limited duty status at the time of screening must be fit for full duty prior to receiving permanent change of station orders.

d. Members who have prior convictions for domestic violence are permanently ineligible (non-waiverable).

e. Must qualify for and maintain eligibility for a government travel credit card (non-waiverable).

f. As advertised in MyNavy Assignment, must be in pay grades E-4 to E-9 with no less than 4 years before reaching high year tenure in their current pay grade.

g. Selected members must incur 48 months of obligated service from report date due to extensive required NSW training and length of work-up and deployment cycle.

3. **Application Process**

a. Complete NAVPERS 1306/92 Special Program Screening, sections A, B, C, D2, D3, and D6. Report results using exhibit 1 of MILPERSMAN 1306-900.

b. All waivers will be considered on a case-by-case basis and submitted using exhibit 2 of MILPERSMAN 1306-900 via message to the applicable command plain language address (SBT-12, SBT-20 or SBT-22).

4. **Termination**. Members who fail to maintain any of the listed qualification or standards in paragraph 2 through subparagraph 2g may be subject to involuntary termination from assignment within the SBT. Commanding officers have substantial discretion to involuntarily terminate members when necessary. Involuntary termination is purely an administrative personnel matter, it is not dependent upon a finding of guilt in any punitive or administrative proceeding and is not a substitute for punishment, detachment for cause, or any other adverse action.

MILPERSMAN 1306-1005

NAVAL SPECIAL WARFARE GROUP LOGISTICS SUPPORT UNIT

Responsible Office	NAVPERSCOM (PERS-4013)	Phone: DSN COM FAX	882-3407 (901) 874-3407 882-2664/2743

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

1. **Background**. Naval Special Warfare Group (NSWG) ONE, TWO, and THREE logistics support units (unit identification codes 39586, 39588, 55457) provide combat support, combat service support, and underwater combat service support personnel who deploy in support of geographic combatant commanders and national interests. Logistics support units provide logistical, medical, construction, and armory support to deploying teams; develop tactics, techniques, and procedures; and provide fleet maintenance activity repair capabilities for undersea assets.

a. Billets require duty in arduous field environments (many times isolated and independent) in support of naval special warfare (NSW) operational forces.

b. The supported sea-air-land teams are homeported at Naval Base, Coronado, CA; Joint Expeditionary Base, Little Creek, VA; and Joint Base Pearl Harbor-Hickam, Pearl Harbor, HI.

c. Detailed command information may be obtained by contacting:

(1) NSWG ONE, Logistics Support Unit:
COMM: (619) 537-3122 or DSN: 577-3122.

(2) NSWG TWO, Logistics Support Unit:
COMM: (757) 763-2602 or DSN: 253-2602.

(3) NSWG THREE, Logistics Support Unit:
COMM: (808) 474-2600.

2. **Requirements and Qualifications**. Candidates must meet the following minimum requirements:

a. Eligible Ratings: aviation machinist's mate; boatswain's mate; builder; construction electrician's mate; construction mechanic; engineering aide; electrician's mate; electrician's mate, nuclear power; engineman; equipment operator; electronics technician; electronics technician, submarine navigation; electronics technician, radar systems technician; gunner's mate; hospital corpsman; hull maintenance technician; information systems technician; logistics specialist; logistics specialist, submarine; machinist's mate; machinery repairman; Navy diver; aircrew survival equipmentman; steelworker; and utilitiesman.

b. Security Clearance. Must have and maintain a secret clearance.

c. Screening. Complete NAVPERS 1306/92 Special Program Screening, sections A, B, C, D2, D3, and D6. Report results using exhibit 1 of (MILPERSMAN) 1306-900. Waiver requests may be submitted using exhibit 2 of MILPERSMAN 1306-900.

d. Weapons. Members with a prior domestic violence conviction are ineligible **(No waiver)**.

e. Financial. Must qualify for and maintain eligibility for a Government travel credit card.

f. Obligated Service (OBLISERV). Selected members must incur 48 months of OBLISERV from report date due to extensive required NSW training and length of work-up and deployment cycle. Exception: The electronics mate, nuclear, rating will follow normal sea/shore flow.

g. Waivers. All waivers will be considered on a case-by-case basis and can be sent via naval message to:

(1) Commanding Officer, NSWG ONE, Logistics Support Unit, plain language address (PLA): NAVSPECWARGRU ONE LOGSUPPU

(2) Commanding Officer, NSWG TWO, Logistics Support Unit, PLA: NAVSPECWARGRU TWO LOGSUPPU

(3) Commanding Officer, NSWG THREE, Logistics Support Unit, PLA: NAVSPECWARGRU THREE LOGSUPPU PEARL HARBOR HI

MILPERSMAN 1306-1007

NAVAL INFORMATION WARFARE TRAINING GROUPS (NIWTG)

Responsible Office	NAVPERSCOM (PERS-408)	Phone: DSN COM FAX	882-3842 (901) 874-3842 (901) 874-2650

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 6420.1B (b) CNAF-M 3710.7 NATOPS General Flight and Operating Instructions Manual, May 2016

1. **Purpose**. To issue qualification requirements and assignment policy for Sailors ordered to instructor billets within the naval information warfare training groups (NIWTG) and naval information warfare training detachments (NIWTD). This article applies to all enlisted members of the Active Component (AC) and full-time support.

2. **Program Background**

a. An NIWTG is responsible for advancing the fleet's information warfare (IW) warfighting readiness through operational-based training and assessment, tailored education, targeted skills training in support of surface, subsurface, air, and ashore commands, delivering decisive advantages in the full range of military operations.

b. NIWTG Norfolk, unit identification code (UIC) 55722, subordinate commands, activities, and detachments are listed below:

(1) NIWTG Norfolk (UIC 47752)

(2) NIWTG Gulfport (UIC 3239A)

(3) NIWTG San Diego (UIC 55721, 44597)

(4) NIWTD Norfolk (UIC 65781)

(5) NIWTD Dam Neck (UIC 4119C)

(6) NIWTD San Diego (UIC 66466)

(7) NIWTD Whidbey Island (UIC 4990F)

(8) NIWTD Yokosuka (UIC 37400)

3. **Requirements and Qualifications**

a. Personnel identified for assignment to NIWTG or NIWTD fleet training billets must be in paygrade E-5 or above. They must have completed a recent tour of duty in which operational and technical expertise was maintained within the required training program to which they are screening.

b. Pay grade substitutions are not authorized unless approved by the gaining command.

c. Possess the appropriate warfare designator required of program to which they are screening.

d. Due to surface, subsurface, and airborne operational requirements, both in-port and underway, assignment to NIWTG and NIWTD fleet training billets are not available to personnel in a limited duty status or serving on a pregnancy tour.

4. **Cryptologic(CRY) and Electronic Warfare (EW), Meteorological and Oceanographic (METOC), and Intelligence Training Group Requirements and Qualifications (UICs 3239A, 37400, 44597, 47752, 55721, 55722, 65781, and 66466)**

a. During the optimized fleet response plan, fleet readiness training plan, and forward-deployed naval forces training cycles, the IWTG CRY and EW, METOC, and intelligence training groups are the primary afloat and ashore unit-level mission area training and certification resources for a unit’s commanding officer and immediate superior in command.

b. Eligible ratings and Navy enlisted classification (NEC) codes are listed below:

RATING	NEC	DESIGNATION
AG	J00A	Meteorological and Oceanographic (METOC) Forecaster
CTM	C26A	AN/SSQ-137 Maintenance Technician
	C28A	Ships Signal Exploitation Equipment (SSEE) Increment (INC) F Maintenance Technician
CTR	C08A	Command and Control Tactical Analyst
	C13A	Afloat Cryptologic Manager
	C20A	SSEE INC E Operator
	C21A	SSEE INC F Operator
CTT	C00A	AN/SLQ-32A/B (V)2 Technician
	C01A	AN/SLQ-32(V) Electronic Warfare Operations Technician
	C02A	Electronic Warfare Systems Technician (AN/SLQ-32(V)3)
	C03A	Electronic Warfare Systems Maintenance Technician (AN/SLQ-32(V)4)
	C04A	AN/SLQ-32(V)6 Electronic Warfare Systems Maintenance Technician
	C05A	Electronic Warfare Technician (Advanced Application)
IS	K24A	Operational Intelligence (OPINTEL) Analyst
IT	741A	Information System Security Manager
	742A	Network Security Vulnerability Technician
	746A	Information Systems Administrator
	H08A	Advanced Network Analyst
	H04A	Transmission System Technician
	H09A	Consolidated Afloat Network Enterprise (CANES) AN/USQ-208(V) System Administrator/Maintainer
	T47A	Submarine Local Area Network (SUBLAN) Technician

c. In addition to meeting eligibility requirements outlined in paragraph 3 above, candidates must meet the following requirements:

(1) Hold NEC 805A (instructor) or complete instructor training school en route, as required.

(2) Member must have a current, adjudicated single scope background investigation (SSBI) and have completed a counter-intelligence scope polygraph (CSP) prior to transfer. For members transferring to billets in UICs 55721, 55722, 47752, 44597, and 65781, they must possess a current top secret (TS)/sensitive compartmented information (SCI) clearance. For members

transferring to billets in UICs 3239A, 37400, and 66466, they must possess a current secret clearance.

5. **Cryptologic Subsurface Carry-on Equipment (COE)/Mobile Training Team (MTT) Requirements and Qualifications (UIC 4119C)**

a. Program Details. The COE/MTT is a specialized unit tasked with training direct support operators on highly-advanced subsurface COE. Personnel assigned to the MTT receive advanced systems training from partner organizations and are required to obtain certification to train in national organization curricula, in addition to developing and maintaining program-focused curriculum. Assigned personnel work hand-in-hand with in-service engineering agents to rapidly develop and integrate training programs for new COE systems and capabilities.

b. Eligible ratings and NECs are listed below:

RATING	NEC	DESIGNATION
CTRC	C18A	Intermediate Signals Analyst
	C24A	Cryptologic Subsurface Augmentee Supervisor
CTR1	C14A	Subsurface Augmentee Operator
	C18A	Intermediate Signals Analyst
CTT1	C15A	Subsurface Augmentee Electronic Intelligence (ELINT) Operator
	C17A	Intermediate Technical ELINT (TECHELINT) Analysis Technician
CTMC CTM1	C27A	Submarines Carry-on Equipment (COE) Technician

c. In addition to meeting the eligibility requirements outlined in paragraph 3 above, candidates must meet the following requirements:

(1) Be physically qualified for submarine duty and approved within 12 months of application by an undersea medical officer, per reference (a).

(2) Most recent tour of duty must have been a successful cryptologic direct support submarine tour where operational and technical expertise was maintained.

(3) Be a U.S. citizen with current, adjudicated TS/SCI clearance and eligible for Controlled Access Program security

clearance. Member must have a current SSBI and have completed a CSP prior to transfer.

(4) In coordination with Naval Personnel Command (NAVPERSCOM) Information Warfare Community (PERS-408) detailers, MTT leadership will conduct records screening and personal interviews with personnel who meet the initial qualification criteria.

6. **Weapons and Tactics Instructor (WTI) Requirements and Qualifications (UIC 4990F)**

a. Program Details. A weapons and tactics unit (WTU) is a specialized unit tasked with evaluating Commander Tenth Fleet (C10F) commands with airborne cryptologic direct support elements (ACDSE) on their training programs and recommending program certification to naval information forces. Additionally, members of the WTU serve as the C10F liaison to the aircraft model manager, Patrol Squadron 30 and Naval Air Systems Command. Personnel assigned to the WTU receive advanced training and work with other units throughout their tour.

b. Eligible ratings and NECs are listed below:

RATING	NEC	DESIGNATION	REQUIREMENTS
CTRC **CTR1**	777A	Weapons and Tactics Instructor	C06A, 805A, ACTC level 400 designation
	C18A	Intermediate Signals Analyst	
CTI	777A	Weapons and Tactics Instructor	805A, ACTC level 400 designation
	C06A	Airborne Cryptologic Technician Operator/Analyst	

c. Additional Eligibility Requirements. In addition to meeting the eligibility requirements outlined in paragraph 3 above, candidates must meet the following:

(1) Most recent tour of duty must have been a successful airborne direct support element tour onboard the Airborne Reconnaissance Integrated Electronic System (EP-3E), where operational and technical expertise was maintained.

(2) Be physically qualified for flight duty and approved within 12 months of application by an aeromedical officer per reference (b).

(3) Hold NEC 805A (instructor) or complete instructor training school enroute as required.

(4) Be a U.S. citizen, eligible to receive top secret and Controlled Access Program security clearance. Member must have a current adjudicated SSBI and completed a CSP prior to transfer.

(5) There are no language-specific requirements for WTIs. All linguists must have achieved at least a 2/2 on the most recent Defense Language Proficiency Test in their primary language.

(6) In coordination with PERS-408 detailers, WTU leadership will conduct records screening and personal interviews with personnel who meet the initial qualification criteria. Pay grade and NEC substitutions may be authorized with PERS-408 and the gaining command's approval.

7. **Transferring Command Requirements**

a. Complete all sections of NAVPERS 1306/92 Special Program Screening and submit suitability/unsuitability message using exhibit 1 of MILPERSMAN 1306-900.

b. Complete NAVMED 1300/1 Medical, Dental, and Educational Suitability Screening for Service and Family Members (sea duty screening). Required for UICs 44597 and 47752.

c. Required obligated service for these programs is 36 months.

d. Report to receiving command, via message, any derogatory entries in section A of NAVPERS 1306/92 and whether member's record contains any instances of the following for the past 36-month period if found suitable:

(1) One or more physical fitness assessment failures,

(2) NEC 805A instructor school failure, or

(3) Failure to maintain security clearance.

e. Report suitability/unsuitability determinations to NAVPERSCOM Enlisted Distribution Division (PERS-40) rating detailers and receiving command utilizing MILPERSMAN 1306-900, exhibit 2, within 30 days of receipt of Bureau of Naval Personnel

orders. If warranted, submit waiver utilizing MILPERSMAN 1306-900, exhibit 3.

f. Submit completed NAVPERS 1306/92 to servicing personnel support detachment for entry into the electronic service record.

MILPERSMAN 1306-1010

ZUMWALT-CLASS GUIDED MISSILE DESTROYER (DDG 1000-CLASS)

Responsible Office	NAVPERSCOM (PERS-40)	Phone	DSN	882-4562
			COM	(901) 874-4562
			FAX	882-2649

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) COMUSFLTFORCOM/NAVPERSCOMINST 1300.1A (b) OPNAVINST 3591.1F (c) Lautenberg Amendment of 1996

1. **Purpose**. To issue qualification requirements and assignment policies for personnel ordered duty to the ZUMWALT-Class Guided Missile Destroyer (DDG 1000-Class) Program.

2. **Program Background**

a. DDG 1000-Class guided missile destroyers are advanced multi-mission surface combatants with unique stealth and precision strike and volume fire capabilities intended to conduct forward deployed operations as part of a carrier strike group, expeditionary strike group, or as an independent deployer to conduct tailored missions in support of task force and numbered fleet commanders.

b. DDG 1000-Class guided missile destroyers contain new and cutting edge power conversion, propulsion, radar, vertical launch, gun, sonar, and damage control systems operated by a complex ship-wide network. DDG 1000-Class Sailors require a high level of technical expertise in order to operate and maintain these new advanced systems.

c. DDG 1000-Class crew is minimally manned, as determined by analysis of underway operations and assumed specific levels of automation, technical innovation, and tailored policies, practices, and protocols. Shore support for maintenance, personnel, training, medical, and administrative functions is required and provided by Commander, Zumwalt Squadron One (COMZRON ONE), regional maintenance centers, and the type commander (TYCOM) to maintain mission readiness.

MILPERSMAN 1306-1015

QUALIFICATION FOR ASSIGNMENT TO NAVAL SPECIAL OPERATIONS SUPPORT DUTIES

Responsible Office	NAVPERSCOM (PERS-401)	Phone: DSN COM	882-3865 (901) 874-3865

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

1. **Background**. Naval special operations explosive ordnance disposal/mobile dive and salvage (EOD/MDS) support activities man, train, equip, organize, and deploy forces to conduct preparation of the environment; explosive ordnance disposal; chemical, biological, radiological, and nuclear (CBRN) response; unmanned vehicle operations; mobile dive and salvage operations; defense in support of civil authorities; maritime homeland defense; United States Secret Service (USSS) support; and combat support for combatant commanders, interagency, and host nation partners.

a. Billets are located within:

(1) Explosive ordnance disposal groups (EODGRU);

(2) Explosive ordnance disposal mobile units (EODMU) and subordinate shore detachments;

(3) Mobile dive and salvage units (MDSU);

(4) Expeditionary exploitation units (EXU);

(5) Explosive ordnance disposal training and evaluation units (EODTEU);

(6) Explosive ordnance disposal expeditionary support units (EODESU); and

(7) The following unit identification codes (UIC) (may include additional entries at a later date): N31968, N55447, N30215, N55569, N42270, N82630, N30202, N55321, N55322, N43504, N55238, N55568, N43973, N42838, N43505, N30702, N45682, N30720, N30697, N48176, N30208, N30217, N42970, N42038, N30712, N30715,

N42969, N30209, N30203, N30703, N30704, N30713, N40555, N32082, N4068A, and N4617A.

b. EOD/MDS support activity billets are classified as type 2 or 4 sea duty for EODGRUs, EODMUs, MDSUs, EXUs, and EODESUs. EODTEUs and EOD shore detachments are classified as type 1 shore duty.

c. Personnel assigned to EOD/MDS as direct-support ratings may be assigned to either headquarters support departments or a deployable combat support unit of action. Personnel assigned as general-support ratings may be assigned to headquarters support departments as well as support headquarters deployments.

d. The following ratings are currently eligible for assignment (subject to additions and deletions):

Direct-Support Ratings

AG	Aerographer’s mate
AWS	Naval aircrewman (helicopter)
BM	Boatswain’s mate
CM	Construction mechanic
EM	Electrician’s mate
EN	Engineman
ET	Electronics technician
HM	Hospital corpsman (dive medical tech)
IT	Information systems technician
MM	Machinist’s mate
MN	Mineman
OS	Operations specialist
QM	Quartermaster
RW	Robotics warfare specialist

General-Support Ratings

BU	Builder
CE	Construction electrician
CTR	Cryptologic technician (collections)
DC	Damage controlman
EA	Engineering aide
EO	Equipment operator
GM	Gunner’s mate
HM	Hospital corpsman
HT	Hull maintenance technician

General-Support Ratings (continued)

IC	Interior communications electrician
IS	Intelligence specialist
LN	Legalman
LS	Logistics specialist
MA	Master-at-arms
MC	Mass communications specialist
MR	Machinery repairman
NC	Navy counselor
PR	Aircrew survival equipmentman
PS	Personnel specialist
RP	Religious program specialist
STG	Sonar technician (surface)
SW	Steelworker
UT	Utilitiesman
YN	Yeoman

2. **Requirements and Qualifications**. Requirements and qualifications listed in subparagraphs 2a through 2l will be verified by the respective rating detailer.

a. EOD/MDS assignment is available to Service members in any pay grade in applicable ratings; however, eligible Service members must not be within 36 months of high year tenure at time of onboarding.

b. Service members in general-support ratings must have scored at least "Good-Low" on their most recent physical readiness test (PRT) with no failures over the past 3 years (waiverable).

c. Must be a U.S. citizen and possess a valid State driver's license (non-waiverable).

d. Service members in all ratings must possess, at a minimum, a Secret clearance within 12 months of arrival (non-waiverable). Ideal candidates will possess an interim Secret clearance or have the ability to obtain one prior to arrival.

e. No alcohol related incidents, non-judicial punishment, or civil convictions (excluding minor traffic violations) within the past 36 months. Waivers will be considered on a case-by-case basis.

f. All Service members must attend the Expeditionary Combat Skills Course (A-830-0030), or an equivalent course of instruction, and have been awarded the 804G Navy enlisted classification (NEC) code prior to arrival.

g. All Service members must qualify for and maintain eligibility for a Government travel charge card (GTCC). Loss of eligibility for a GTCC may result in disqualification and subsequent termination from EOD/MDS support activities.

h. Service members convicted of a domestic violence charge are permanently ineligible (non-waiverable).

i. If a Service member is completing a period of limited duty, he or she must complete and pass a PRT with no waivers for any events ("Good-Low" standard for general-support ratings, "Excellent-Low" standard for direct-support ratings) prior to transfer.

j. Service members transferring to operational duty must complete NAVPERS 1306/92 Special Program Screening, sections A, B, C, D1, D2, D3, and D4. Commands must report suitability to the gaining activity utilizing exhibit 1 of MILPERSMAN 1306-900. Exhibits 2 and 3 (as applicable) of MILPERSMAN 1306-900 must be submitted to Commander, Navy Personnel Command (NAVPERSCOM) and forwarded to NAVPERSCOM Enlisted Allocation/Placement Branch (PERS-4013).

k. Service members will be trained and expected to maintain qualifications in small arms and crew-served weapons.

l. Service members will be required to have a Government and civilian (tourist) passport. Service members must initiate passport processing with current command upon selection for assignment. Ideal candidates will already possess a valid passport.

3. **Specific Assignment Requirements and Qualifications.** Requirements and qualifications listed in subparagraphs 3a through 3e(3) must be verified by the respective rating detailer.

a. Personnel desiring assignment to an intelligence department (N2) must be from the IS rating and possess the K36A NEC as required by the billet assigned. Additionally, ideal candidates will also have NEC 843A.

b. Service members desiring assignment to a logistics and supply department (N4) must be an LS with a background in the Logistic, Financial, Inventory, and Purchase Card Program.

c. Service members desiring assignment to a communications department (N6) must meet the following requirements:

(1) Be from the IT or ET rating with desired NECs: 746A, 741A, or 742A, as required by the billet assigned; however, a 0000 NEC will be accepted on a case-by-case basis;

(2) Service members will be expected to cross-train and attain qualifications and skills that are beyond the scope of their regular rating duties; and

(3) All IT Service members (E7s) must hold the 741A NEC (Information System Security Manager Course (A-531-0009));

d. Service members desiring assignment to direct-support units of action (i.e., unmanned systems (UMS) platoons) must meet the following requirements:

(1) Be from the following ratings: AG, AWS, BM, CM, EM, EN, ET, IT, MM, MN, OS, QM, or RW with desired NECs: 717B, 718B, 746B, or 780B, as required by the billet assigned; however, a 0000 NEC will be accepted on a case-by-case basis;

(2) Required obligated service for this program is 36 months with the option to extend to meet Operational Fleet Readiness Plan requirements;

(3) Have scored at least "Excellent-Low" on their most recent PRT with no failures over the past 3 years (waiverable);

(4) Attended the Basic Unmanned Underwater Vehicle Operator and Maintainer Course (A-062-0200) or have been awarded 799B NEC prior to arrival, per assigned billet requirements. This course requires Service members be second class swimmers prior to attendance; and

(5) Service members will be expected to cross-train and attain qualifications and skills that are beyond the scope of their regular rating duties.

e. Service members desiring assignment to an EODTEU UMS division must meet the following requirements:

(1) Be from the following ratings: AG, BM, EN, ET, IT, MM, MN, OS, or RW;

(2) Meet the basic eligibility and screening requirements for instructor duty per reference (c); and

(3) Hold 789A NEC, as required by the billet assigned.

(1) **Manning.** DDG 1000-Class (ship's company) crew size uses a traditional one crew per hull manning construct. Crews are dependent on proper detailing because of the reduced crew size, advanced equipment and systems, security clearance requirements, and billet training profile requirements. Reliefs must be identified early to support an extensive training track.

(2) **Training.** Under the DDG 1000-Class manning concept, crewmembers must be ready and able to perform their jobs (maintenance and operational tasks) upon reporting on board. A billet training profile has been created that specifies the training required prior to reporting on board. The billet training profile pipeline consists of Navy enlisted classification (NEC) producing Navy courses and fleet and DDG 1000-Class unique training. This requirement dictates a shore training strategy that ensures required competencies are obtained prior to reporting on board.

(a) Prospective DDG 1000-Class crew/squadron members must have all required legacy NECs prior to reporting to COMZRON ONE Training Component (UIC 55793).

(b) The function of COMZRON ONE and the DDG 1000-Class shore training facility is to produce prospective gain crewmembers who report to the ship ready for qualification. Sailors must be ordered to COMZRON ONE Training Component (UIC 55793) to complete fleet training, DDG 1000-Class unique training, and personal qualification standards. DDG 1000-Class Sailors, on average, require 179 days at COMZRON ONE to complete fleet and DDG 1000-Class unique training prior to reporting to their assigned ship to ensure Sailors report with a level of knowledge and skill commensurate with the billet training profile.

3. **Permanent Change of Assignment Policies and Procedures**. Prior to receipt of orders, Sailors must be thoroughly screened, due to the advanced training requirements in support of the DDG 1000-Class Program. Sailors who are later found unsuitable will be reassigned by the applicable TYCOM.

a. **Permanent Change of Station Replacements**

(1) Billets for DDG 1000-Class ships will generate 18-24 months prior to the incumbent's projected rotation. Each billet for the DDG-1000 Class Program will have an appropriate take-up-month and advertisement in Career Management System-Interactive

Detailing, reflected to permit filling billets with time to complete screening and all training requirements.

(2) In the event of unplanned losses, the immediate superior in command and TYCOM will rotate Sailors from other crews under their cognizance until a qualified relief is received.

b. **Pay Grade Substitutions.** Pay grade substitutions can degrade a command's experience level within a particular rating or NEC, and must be carefully reviewed to ensure approval will not significantly impact readiness. Pay grade substitutions will be managed per reference (a).

c. **Advancement.** Sailors who promote while in the DDG 1000-Class training pipeline or subsequent to their assignment will normally remain on board the command for the remainder of their tour. Reference (a) provides guidance and policy regarding reassignments.

d. **Rating Conversions.** Personnel who have not completed a sea tour following conversion to their present rating must not be assigned to DDG 1000-Class ships or ZUMWALT Fit Sea Component without specific concurrence from Commander, Naval Surface Force, U.S. Pacific Fleet (N1) and manning control authority, U.S. Fleet Forces.

e. **Navy Enlisted Classifications (NECs).** DDG 1000-Class will use traditional NECs. It is expected that several unique NECs will be created to accommodate DDG 1000-Class systems.

4. **Requirements and Qualifications.** DDG 1000-Class crew and squadron candidates must meet the following minimum requirements:

a. **Technical Expertise.** DDG 1000-Class Sailors must be technical experts in their assigned rating and demonstrate the ability to comprehend, apply, and excel in general shipboard functions (e.g., damage control and force protection). Losing commands must screen and make a specific comment on NAVPERS 1306/99 DDG 1000-Class Program Screening Form regarding a Sailor's technical expertise using deckplate performance, qualifications obtained, and rating exam results. NAVPERS 1306/99 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx. Supervisor and journeyman prospective

gains (E-5 to E-9) must demonstrate a high level of deckplate technical knowledge and skill, and must be qualified at or above the norm for their pay grade. E5-E6 personnel selected for this program must have scored higher than 50 percent of candidates on in rate exam.

(1) Senior engineering enlisted "Top Snipe" and senior electrician's mate must be graduates of the Calhoon Marine Engineers Beneficial Association (MEBA) Engineering School 2-week Maritime Electrical Propulsion/High Voltage Safety Course (or equivalent).

(2) Senior combat systems enlisted personnel must be graduates of the Cisco Networking Academy Network Fundamentals Course (or equivalent).

(3) Information System Technician (IT) personnel must be a qualified information assurance technician level II (NEC 2791) and be current in cyber security workforce certifications. Experience in Red Hat Operating Systems and the Cisco Networking Academy Network Fundamentals Course are highly recommended.

(4) EM, MM, GSM, and GSE (E-7 and above) must have qualified as an engineering officer of the watch.

(5) EM and GSE (E-5 and E-6) must have qualified as an electrical plant control console operator.

(6) MM and GSM (E-5 and E-6) must have qualified propulsion and auxiliary control operator.

(7) The senior QM must be a graduate of the Navigator Course of Instruction (NEC 0202).

b. **Weapons**. Each candidate in the DDG 1000-Class Program must be capable of handling firearms. Per reference (b), Sailors convicted of a qualifying domestic violence charge are prohibited access to firearms. Qualifying domestic violence convictions, as set forth in reference (c), are described in DD 2760 Qualification to Possess Firearms or Ammunition. DD 2760 may be accessed by using the following Web address: http://www.esd.whs.mil/Directives/forms/dd2500_2999/. Navy personnel have an affirmative obligation to inform their command if they have a qualifying domestic violence conviction. Members with qualifying convictions must not be assigned to DDG 1000-Class Program. Sailors with psychiatric or current mental health

diagnoses requiring the use of psychiatric medications require a small arms waiver per reference (b).

c. **Physical Fitness Assessment (PFA).** Member must currently be within body composition assessment (BCA) standards and must have passed all portions of the PFA, with no portions waived for the most recent PFA cycle.

d. **Citizenship/Clearance.** Member must be a U.S. citizen with the following clearance eligibility:

(1) Top secret special compartmented information (TS-SCI) clearance eligible for enlisted personnel in the following rates and pay grades: CTR, CTT, ET, FC, GM, IC, IS, IT, OS, QM, STG, YN, GSCS, GSEC, GSE1, GSM1, EMCS, EMC, MM1, ENC, EN1.

Note. At least nine enlisted engineers E-6 to E-9 must be TS-SCI eligible. Orders for all E-6 and above engineers must contain the requirement for TS-SCI eligibility.

(2) Secret clearance eligible: BM, CS, DC, EM, EN, GSE, GSM, HM, HT, LS, MM, and SH.

e. **Obligated Service (OBLISERV).** Selected members must incur the required OBLISERV of 36 months from the date of reporting on board the ship. A sea tour is equal to 36 months or the prescribed sea tour, whichever is greater.

f. **Screening.** Satisfactorily complete NAVPERS 1306/99 and report per exhibit 1. Exhibit 2 will be used by personnel requesting waivers. Exhibit 3 must be used to de-screen a previously screened member.

EXHIBIT 1

DDG 1000-CLASS PROGRAM SUITABILITY/UNSUITABILITY REPORT

(Use the proper message format.)

FM TRANSFERRING COMMAND
TO COMNAVPERSCOM MILLINGTON TN/PERS40/PERS409/PERS4013//
INFO COMNAVSURFPAC SAN DIEGO CA/N1/N13//
COMZRON ONE
GAINING ACTIVITY
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/DDG 1000 PROGRAM SUITABILITY (OR UNSUITABILITY), ICO NAME, RATE, LAST FOUR SSN//
REF/A/DOC/NPC/DATE//31AUG2017
AMPN/REF A IS MILPERSMAN 1306-1010//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**

RMKS/1. PER REF A, SNM IS SUITABLE (OR UNSUITABLE) FOR DDG 1000 PROGRAM.

2. CO'S COMMENTS: (NOTE COMMENTS MUST INCLUDE INFORMATION IN MILPERSMAN 1306-1010, PARAGRAPH 4, TECHNICAL EXPERTISE, QUALIFICATIONS AND CERTIFICATIONS OBTAINED, DECKPLATE PERFORMANCE, TECHNICAL KNOWLEDGE AND SKILL, CITIZENSHIP/CLEARANCE ELIGIBILITY, MENTAL HEALTH, AND OVERALL SCREENING COMPLETION (DDG-1000 CLASS PROGRAM SCREENING FORM, NAVPERS 1306/99).

3. SNM IS A VOLUNTEER FOR DDG 1000 PROGRAM ASSIGNMENT.
A. REASON FOR UNSUITABILITY: (EXPLAIN WITH SPECIFIC DETAILS).
B. REPORT OF SUITABILITY WAS FILED IN SERVICE RECORD.
C. SNM HAS __ MONTHS OF OBLISERV FOR SPECIFIED PROGRAM.//
BT

EXHIBIT 2

DDG 1000-CLASS PROGRAM WAIVER REQUEST

(Use the proper message format.)

FM REQUESTING COMMAND
TO COMNAVPERSCOM MILLINGTON TN/PERS40/PERS409/PERS4013//
INFO COMNAVSURFPAC SAN DIEGO CA/N1/N13//
COMZRON ONE
GAINING ACTIVITY
BT
UNCLAS //N01300//
MSGID/GENADMIN/REQUESTING CMD/-/MMM//
SUBJ/DDG 1000 PROGRAM WAIVER ICO NAME, RATE, LAST FOUR SSN//
REF/A/DOC/NPC/DATE//31AUG2017
AMPN/REF A IS MILPERSMAN 1306-1010.//
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**

RMKS/1. PER REF A, REQUEST A WAIVER FOR SNM FOR THE DDG 1000 PROGRAM.
A. SECTION __, ITEM NO ___ (FROM SPECIAL PROGRAM SCREENING FORM and Paragraph 4 of this Article).
B. EXPLAIN/SPECIFICS.

2. CO'S JUSTIFICATION/RECOMMENDATION: //
BT

EXHIBIT 3

DDG 1000-CLASS PROGRAM SCREENING DEFICIENCY REPORT (PSDR)

(Use the proper message format.)

FM RECEIVING ACTIVITY
TO COMNAVSURFPAC SAN DIEGO CA/N1/N13//
COMNAVPERSCOM MILLINGTON TN/PERS40/PERS409/PERS4013//
INFO COMZRON ONE
BT
UNCLAS //N01300//
MSGID/GENADMIN/(RECEIVING COMD)//
SUBJ/DDG 1000 PROGRAM SCREENING DEFICIENCY REPORT ICO
NAME/RATE/LAST FOUR SSN//
REF/A/DOC/COMNAVPERSCOM/DATE//31AUG2017
AMPN/REF A IS MILPERSMAN 1306-1010.//
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**

RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED DUE TO IMPROPER SPECIAL PROGRAM SCREENING FOR DDG 1000 PROGRAM:
A. MEMBER: NAME, RATE/RANK, AND LAST FOUR SSN
B. WAS SCREENING FORM FILED IN SERVICE RECORD? GIVE NAME/RANK/TITLE/DATE OF INDIVIDUAL SIGNING SCREENING FORM.
C. TRANSFERRING COMMAND AND UIC.
D. EXPLAIN FULLY THE REASON SNM IS CONSIDERED IMPROPERLY SCREENED.
E. IF SNM WAS PROPERLY SCREENED, DID PROBLEMS DEVELOP AFTER ARRIVAL? EXPLAIN FULLY.
F. IS SNM CONSIDERED MARGINALLY UNSUITABLE BUT COULD CONTINUE SPECIAL PROGRAM DUTY? EXPLAIN FULLY.
G. ARE DISQUALIFYING FACTORS SO SEVERE THAT SNM SHOULD BE REASSIGNED? EXPLAIN FULLY.//
BT

MILPERSMAN 1306-1016

NAVAL SPECIAL WARFARE (NSW) WOMEN IN SPECIAL OPERATIONS FORCES (WISOF) CADRE

Responsible Office	NAVPERSCOM (PERS-401)	Phone: DSN COM	882-3865 (901) 874-3865

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) USSOCOM Chief of Staff memo, Updated Implementation Guidance for Direct Ground Combat Definition and Assignment Rule of 17 Mar 15 (b) CJCS memo CM-0017-13, Women in the Service Implementation Plan of 09 Jan 13 (c) SECNAV memo, DON Women in the Service Review Implementation Plan of 02 May 13 (d) SECDEF memo, Implementation Guidance for the Full Integration of Women in the Armed Forces of 03 Dec 15 (e) COMNAVSPECWARCOM memo 1000 Ser 00/0661, Cadre Integration Plan of 01 Sep 15 (f) OPNAVINST 1500.75D

1. **Policy**. The guidance provided herein follows Department of Defense, Department of the Navy, and United States Special Operations Command guidance on women in service per references (a) through (f).

2. **Purpose**. To outline the selection and screening process for women to serve as Naval Special Warfare (NSW) Women in Special Operations Forces (WISOF) instructor cadre. Billets are located at NSW Basic Training Command (NSWBTC) (unit identification code (UIC) N49746) and Naval Special Warfare Assessment Command (NSWAC) (UIC N42545).

3. **Background**

a. NSW selects, assesses, trains, and retains the most capable personnel to execute special operations missions. NSW implements a deliberate and methodical process throughout

sea-air-land (SEAL) and special warfare combatant-craft crewman (SWCC) assessment, selection, and training to ensure the successful integration of women. NSW safeguards sustained combat effectiveness and protects the force's welfare by upholding gender-neutral standards, cultivating task cohesion, and implementing leadership-supported strategies.

b. The NSW WISOF Instructor Program was developed to uphold assessment, selection, and training standards and provide an objective view of the training environment. The program certifies a safe, professional environment and ensures an equal opportunity regardless of gender. WISOF instructors are NSWBTC or NSWAC instructors, teaching within their rating expertise.

c. NSW seeks women who are motivated to serve in the program, demonstrate outstanding mental resilience and exceptional physical readiness, and have a history of relevant deployments or technical expertise.

d. A brief description of the NSWBTC assessment, training, and selection program is as follows:

(1) Naval Special Warfare Orientation (NSWO). The purpose of NSWO is to prepare NSW officer and enlisted candidates to perform demanding physical training and water competency within their training pipelines. The focus is to educate candidates on health, fitness, nutrition, and recovery for successful completion of assessment and selection. Candidates will have a physical conditioning program that consists of running, swimming, aquatic skills, calisthenics, NSW's obstacle course, and an introduction to inflatable boat, small and logs or hawsers.

(2) Basic Underwater Demolition SEAL (BUDS) - First Phase. Selects and prepares prospective NSW officer and enlisted SEAL candidates, physically and psychologically, for the rigorous BUDS assessment, training, and selection. First phase includes three test gates, to include "Hell Week."

(3) BUDS - Second Phase. Trains selected SEAL officers and enlisted SEAL candidates in open circuit and closed-circuit diving. This course content includes physical training, distance running, aquatics or swimming, obstacle course, open-circuit diving, and closed-circuit diving per the approved curriculum, governing directives, and instructions.

(4) BUDS - Third Phase. Trains selected SEAL officers and enlisted SEAL candidates in hydrographic reconnaissance, combat swimmer or diver, land navigation, demolition, and weapons skills in preparation for the SEAL Qualification Training (SQT) pipeline.

(5) SQT. Prepares post-BUDS candidates (first through third phased training) for success in the SEAL teams. SQT consists of the following courses: SEAL Basic Cold Weather Maritime; Navy Parachute Static Line; Navy Parachute Free Fall; NSW Survival, Evasion, Resistance, and Escape (SERE); and NSW Basic Combatives. SQT provides candidates who advance through BUDS with the core tactical skills and knowledge necessary to perform in combat shooting, close-quarters combat, roper, land warfare, and maritime operations.

(6) ALPHA Phase (Selection). Designed to select enlisted candidates (E1-E5) for the special warfare boat operator (SB) rating. Trainees will learn fundamental crewman-skills at the apprentice level as they perform all designated tasks onboard NSW crafts, in classrooms, and on training ranges under the supervision of high-risk qualified SWCC instructors.

(7) BRAVO Phase (Training). Designed to select SWCC candidates for the SB rating. Topics include: nuclear, biological, chemical, and radiological defense (NBCRD); medical, crew-served heavy weapons; small arms weapons; heavy weapons mounts; weapons and ordnance safety; laser and targeting devices; visual augmentation systems; personal equipment; basic combat skills; engineering systems; special operations craft (SOC) transportation; communications; SWCC physical training; and NSW ethics.

(8) CHARLIE Phase (Qualification). Designed to select SWCC candidates for the SB rating. Topics include: SWCC physical training, conditioning run and swim, SWCC combatives, advanced combatant craft crewman skills, underway crew-served weapons practical application, advanced communications system practical application, SOC boat handling practical application, radio detection and ranging or global positioning system practical application, advanced navigation, SWCC ethics, bridge crossings or fields of fire, insert-extract or direct action, and mission planning.

4. **Requirements and Qualifications**. In coordination with NSW Center (NSWCEN), NSW Force Integration Officer (FIO) will work

with U.S. Fleet Forces Command and Navy Personnel Command to ensure that NSW WISOF instructors meet eligibility requirements. Candidates must meet the following minimum requirements:

a. Eligible Ratings. NSW may consider the rate and rating knowledge relevance to align with the training phase. **All ratings are eligible to apply and will be considered for selection.** However, pay grade preference is for the following ratings is as follows:

(1) E-5 and above for explosive ordnance disposal, Navy diver, and Navy aircrewman; and

(2) E-6 and above for hospital corpsman, gunner's mate, master-at-arms, boatswain's mate, quartermaster, electronics technician, and aircrew survival equipmentman.

b. FIO Eligibility. NSW will consider any designator or community-nominated candidates via the NAVPERSCOM Special Warfare Distribution/Placement Branch (PERS-415) to fill the role of FIO, Naval Special Warfare Command (UIC N00074).

c. Security Clearance. Candidates must have and maintain a Secret clearance.

d. Screenings. Candidates must:

(1) Meet suitability requirements outlined in MILPERSMAN 1306-953 for instructor duty.

(2) Complete a NAVPERS 1306/92 Special Program Screening and meet requirements outlined in MILPERSMAN 1306-900, including commanding officer and command master chief's endorsements.

(3) Complete a physical screening test (PST) per MILPERSMAN 1220-410 (conducted by a qualified command fitness leader). The PST is an NSW assessment tool for physical readiness, passing with SWCC minimum standards is required upon reporting. Candidates must also provide all previous physical readiness test scores. Waivers will be considered and decided upon by Commander, NSWCEN.

(4) Provide previous three observed performance evaluations.

(5) Provide a career summary with the following information: description of completed deployments and include

relevant awards; deployment summaries with a special emphasis on any combat-related mission sets; and descriptions of situations or missions that required mental resilience, involved unknown or uncomfortable situations, or depended strongly on teamwork for success.

Note: Combat-related experience is not required for WISOF instructor positions.

e. Weapons. Candidates with a prior domestic violence conviction are ineligible (no waiver).

f. Financial. Candidates must qualify for and maintain eligibility for a Government travel charge card.

g. Obligated Service (OBLISERV). Selected members will incur 36 months of OBLISERV from report date.

h. Navy Enlisted Classification (NEC). All NSW WISOF instructors will obtain NEC 805A (instructor) and will be eligible to obtain master training specialist NEC 8MST during their tour.

5. **Selection Process**

a. Candidates must have no less than 15 months remaining at their current assignment when submitting a screening package comprised of: completed NAVPERS 1306/92, previous three observed evaluations, PST scores, and career summary. All documents will be sent securely using encryption either via e-mail or the DoD Secure Access File Exchange (DoD SAFE) Web site (https://safe.apps.mil) to the NIPR WISOF distribution e-mail: NSW.WI.SOF.DL@socom.mil. The FIO, Naval Special Warfare Command (UIC N00074) will follow-up with candidates upon receipt of application.

b. Candidate packages will be received, compiled, and reviewed by the FIO. Initially-screened candidates will be submitted to the NSWBTC or NSWAC Board for official assessment and decision. In-person screening will include NSWBTC or NSWAC-monitored completion of PST and interviews.

c. Candidates will be informed of selection or non-selection for the program within 60 days of completion of interviews. This timeline will provide non-select candidates

time to negotiate for orders within their projected rotation date windows.

d. Additional WISOF cadre information can be found at https://www.sealswcc.com/wisof/.

MILPERSMAN 1306-1100

PERSONNEL REASSIGNMENT/SEPARATION PROCEDURES INCIDENT TO ACTIVITY DEACTIVATION

Responsible Office	NAVPERSCOM (PERS-402D)	Phone:	DSN COM FAX	882-4987 901-874-4987 882-2734

1. **General Information.** This article sets forth guidelines to be utilized in effecting the reassignment or separation of members attached to naval activities scheduled for deactivation, a change in mission, or billet reduction due to Commercial Activity (CA) study or elimination of requirement.

2. **Definitions**

a. **Deactivation.** The decommissioning, disestablishment, or any other type of phasing out/closing down of a sea or shore based activity.

b. **Loss Month.** The month in which an individual's services are no longer required in current assignment for duty in connection with deactivation. Loss months are determined in accordance with procedures approved by the activity's Manning Control Authority (MCA).

c. **Cadre Crew.** Personnel who will remain on board naval ships after decommissioning to complete deactivation preparations or reactivation for hot ship transfer. Cadre crew will be identified as follows:

(1) **Caretaker Crew (CTC).** For deactivation preparation and towing after decommissioning.

(2) **Mobile Team Training (MTT).** For reactivation and training of Foreign Navy personnel.

d. **Admin Transfer.** The transfer of personnel from one activity unit identification code (UIC) to another UIC due to the disestablishment of the former UIC or as a result of a change in mission. This transfer does not involve any change in geographic location and therefore involves no entitlement for travel or shipment of household goods.

e. **Commercial Activity (CA).** An activity either contracted or operated and managed by a Navy field or headquarters activity

that provides a product or service obtainable from a private, commercial source.

(1) A CA can be identified with an organization or as a type of work, but must be:

(a) Separable from other functions so as to be suitable for performance either in-house or by contract.

(b) A regularly needed activity of an operational nature, not a one-time activity of short duration associated with support of a particular project.

f. **Cost Comparison (or Cost Comparison Analysis).** An accurate determination of whether it is more economical to acquire the needed products or services from a private, commercial source or from an existing or proposed CA. The term "CA Study" is often used interchangeably with the term "cost comparison analysis".

g. **Review of a Commercial Activity.** The examination of a CA or a service contract to determine whether the present method of performance should be continued, or whether the function should be scheduled for a cost comparison for a possible change in method of performance.

h. **Billet Reduction.** Wholesale reduction or elimination of billets in a particular rating at the activity due to a reduction or elimination of the mission requirement.

3. **Responsibilities.** Upon announcement by Chief of Naval Operations (CNO) that an activity is scheduled for deactivation, a change in mission, or CA action, the following responsibilities will be assigned:

a. MCA will schedule a manning conference for the purpose of determining the final disposition of the activity's crew. This conference will normally be attended by representatives from the activity being deactivated, Enlisted Placement Management Center (EPMAC) and Navy Personnel Command (NAVPERSCOM).

b. In the event the manning conference is not feasible due to operational commitments (deployment) or location, EPMAC will send a deactivation plan to the activity being deactivated or reduced to include policies and guidelines to effect orderly phase-down or de-crewing.

(1) EPMAC will review unit's Enlisted Distribution and Verification Report (EDVR) for any discrepancies and submit availability in accordance with the unit's deactivation plan.

(2) The following EPMAC codes will have primary coordination responsibilities in the phase-down or de-crewing of the following types of activities:

(a) Codes 41-44. SSC 2 and 4 activities

(b) Code 45. SSC 1, 3, and 6 activities

c. The following sections in NAVPERSCOM will coordinate the phase-down or de-crewing of the following types of activities:

(a) PERS-452. All administrative transfers involving 30 or more personnel

(b) PERS-402D. Surface units

(c) PERS-403. Sub-surface units

(d) PERS-404. Air units

(e) PERS-4010. Shore commands

d. Upon receipt of deactivation plan and prior to the manning conference, the activity being deactivated will submit a plan to EPMAC via message with information copy to MCA, TYCOM and appropriate NAVPERSCOM PERS-code(s). Forward all rated and designated personnel NAVPERS 1306/63, Enlisted Duty Preference to the appropriate NAVPERSCOM PERS-code for distribution to all rating Detailers. Non-designated personnel duty preference NAVPERS 1306/63 to EPMAC (Code 47).

4. **Reassignment of personnel.** Reassignment of personnel will be in accordance with Article 1306-101 except in the case of a change in mission or disestablishment.

a. In the case of a change of mission but no geographic change, NAVPERSCOM (PERS-452) and EPMAC will coordinate the administrative transfer of the personnel.

(1) Inputs may be submitted to EPMAC concerning personnel to be transferred.

b. In the case of a change of mission but no geographic change, NAVPERSCOM (PERS-452) and the MCA will coordinate the administrative transfer of the personnel.

(1) Commands should submit proper paperwork to their Manpower Claimant.

(2) In turn the Manpower Claimant will go through the MCA, submitting a list of personnel to be transferred.

(3) The MCA will then ensure basic allowance (BA) and Navy Manning Plan (NMP) are in place at the new UIC.

(4) The MCA will go through the list provided to them and remove members under orders or who have FLTRES orders on file. Also members within their projected rotation date (PRD) window will be removed.

(5) Once the list is cleaned up, the MCA will then forward that list to NAVPERSCOM (PERS-452) directing an administrative transfer of personnel.

(6) The MCA will also provide an effective date of transfer to NAVPERSCOM (PERS-452), which will be used as the transfer date.

(7) Upon receipt, NAVPERSCOM (PERS-452) will then transfer personnel.

c. Any individual who does not have permanent change of station (PCS) orders 30 days prior to the unit's deactivating date should be brought to the attention of the respective PERS-code within NAVPERSCOM (i.e. PERS-403, PERS-404, PERS-409, PERS-4010) via message or facsimile.

(1) The goal to ensure that all the command's permanently assigned personnel, who will not be part of the caretaker crew, have PCS orders that transfer them prior to or on the deactivating date.

d. A loss month will be established for each crewmember to provide adequate manning throughout the deactivation period and will be based upon specific deactivation requirements. In determining the loss month of each crewmember, submit by Enlisted Distribution Verification Report (EDVR) order to EPMAC in column format as indicated below:

(1) Personnel Recommended for Early Separation. Indicate name, rate, SSN, EAOS/EAOS as extended.

(2) Special Cases. Personnel with transfer directives or fleet reserve authorizations after decommissioning date. Include transfer month.

(3) Designation of Non-rated Personnel. Those non-rated personnel who were recently designated or who will be designated by the commanding officer prior to decommissioning date. Indicate name, rate, SSN, rate to which designated, desired transfer months.

(4) Personnel Recommended for Service School. Indicate name, rate, and SSN of personnel who are recommended for and have NAVPERS 1306/7, Enlisted Personnel Action Request pending.

(5) Personnel on Board as Reenlistment Incentives. Indicate name, rate, SSN, and type of reenlistment incentive (i.e., type of ship, homeport, training) and date reported on board. Personnel with less than 12 months on board will have assignment renegotiated by rating detailers.

(6) All Other Personnel for Reassignment. Indicate name, rate, SSN, and projected loss month. Include any helpful information such as reenlistment intention.

5. **Early Separation.** Approval of early separation will be contingent upon overall Navy manning, manning of specific ratings and Navy Enlisted Classification codes (NECs), the availability of billets within the area and existing PCS funding constraints.

a. There are two procedures and authorizing authorities for the early release of personnel in connection with unit deactivation:

(1) The first procedure is for members who have an EAOS within 90 days after the unit deactivation date.

(2) The second procedure is for members who have EAOS between 91 and 365 days after the unit deactivation date.

b. Activities not having a separation capability will transfer members to the nearest separation activity in accordance with MILPERSMAN 1910-812.

c. Personnel whose request for early separation is disapproved will be assigned by the appropriate NAVPERSCOM PERS-code in accordance with MCA requisition priority.

6. **Request for Early Separation of Personnel within 90 days after Unit Deactivation.** Commanding officers of activities being deactivated are authorized to separate, up to six months prior to deactivation, those individuals who meet the following criteria:

a. EAOS (including operative and inoperative agreements to extend enlistment) not exceeding three months from date of deactivation.

b. Personnel not willing to extend or reenlist for further assignment.

7. **Request for Early Separation of Personnel with EAOS between 91 and 365 days after Unit Deactivation.** Subject to Commander Navy Personnel Command (COMNAVPERSCOM) approval, commanding officers of activities being deactivated should submit a list of personnel requesting early separation to the appropriate NAVPERSCOM code.

a. Those individuals who meet the following criteria may be included in the request:

(1) EAOS (including operative and inoperative agreements to extend enlistment) not exceeding 365 days from date of deactivation.

(2) The individual's services cannot be effectively utilized elsewhere (as determined at the manning conference).

(3) The individual desires early separation.

8. **Unit with a Homeport Change as part of Inactivation**

a. In the case of an activity, which must maintain a cadre crew as part of a homeport change in concert with inactivation may separate personnel in one of two activity windows.

(1) Homeport change window.

(2) Inactivity date.

b. This applies to nuclear powered ships and submarines, which must maintain a cadre crew until complete removal of the reactor.

c. Non-essential personnel may be approved for early separation on the homeport change date, while essential personnel may be approved for early separation on the inactivation date.

d. Nuclear trained personnel are considered essential in all cases and will not be separated at the homeport change window.

9. **Reassignment as a result of deactivation**. The type of duty to which crewmembers will be reassigned as a result of deactivation will be determined as follows:

a. Members serving on Type duty 1 and 6. Those members who have completed a normal shore tour (NST) will be reassigned to sea duty. Those members who have not completed a NST will be reassigned in accordance with following table:

Rule	If Member has	Will be assigned to	With PRD established	Provided
1	0-6 months remaining on NST	sea duty	for prescribed sea tour	Note 1,3,4
2	7-12 months remaining on NST	shore duty	to complete 12 months at follow on assignment	Note 2,3,4,5
3	13 months or more remaining on NST	shore duty	as required to complete NST	Note 2,3,4,5

Note 1: Personnel assigned a 24-month NST are exempt from this policy. Individuals in this category will complete their NST.

Note 2: Personnel who desire a specific location as number one reassignment priority may be required to transition to sea duty and serve the prescribed sea tour (PST) in the new assignment.

Note 3: Most situations will not allow for no-cost reassignments in the same geographical area. Cost reassignments within CONUS will be to force concentration sites where reasonable expectations exist that a follow on sea tour billet will exist at the completion of NST. The tour length at the new duty station involving cost transfer will be set to appropriate area tour overseas or completion of NST (minimum tour of 12 months) in CONUS. Follow on sea assignment will be at the same location when following Rule 2. Individuals must obligated service (OBLISERV) for the area tour length overseas.

Note 4: Career personnel will be assigned without regard to OBLISERV, except for Department of Defense (DOD) overseas assignments.

Note 5: Non-career personnel who do not desire to acquire necessary OBLISERV maybe assigned to sea duty. **Exception**: For nuclear trained personnel this period shall be 24 months due to requalification requirements.

b. Members serving a prescribed sea tour (PST) on Type duty 2, 3, and 4. If reassignment is required, it will normally be in accordance with the following decision logic table using loss month as basis for computation:

Rule	If Member has	Will be assigned to	With PRD established	Provided
1	0-6 months remaining on PST	shore duty	for NST	OBLISERV Note 1,2
2	7-12 months remaining on PST, but cumulative sea duty exceeds 48 months	sea duty	to complete PST	
3	7-12 months remaining on PST, but cumulative sea duty is less than 48 months	sea duty	to provide 12 months at new command	
3	13 months or more remaining on PST	sea Duty	as required to complete PST	

Note 1: Career personnel will be assigned without regard to OBLISERV, except for DoD overseas assignments.

Note 2: Non-Career personnel must have, or agree to acquire, a minimum 24 month obligated service (OBLISERV) to be eligible for assignment to shore duty. Non-career personnel who do not desire to acquire necessary OBLISERV maybe assigned to sea duty.

10. **Order Modification**. If, after the de-crewing conference, it is determined that members under orders from a deactivating activity are required for an additional period of time or require an order modification for other reasons, the CO may request modification (via the appropriate NAVPERSCOM code) from the cognizant Assignment Control Authority. Such request must provide adequate justification to support the modification or cancellation.

11. **Procedures involving Large Reductions in Strength**. In the case of deactivations incident to large reductions in Navy personnel strength, modifying or supplementing directives may be required to provide specific procedures not now included in this article. The policies and guidelines, which are modified, will be provided by the appropriate code at NAVPERSCOM to the deactivating activity.

MILPERSMAN 1306-1500

ENLISTED COMPONENT CHANGE PROGRAMS AND RECALL OF RESERVE MEMBERS TO FULL-TIME SUPPORT - OVERVIEW

Responsible Office	BUPERS-32	Phone: DSN COM	882-2678 (901)874-2678
	BUPERS-352	Phone: DSN COM	882-4511 (901)874-4511

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) BUPERSINST 1001.39F (b) COMNAVRESFORINST 3060.7C (c) OPNAVINST 1160.8A

1. **Introduction**. The Navy's dynamic manpower and personnel demands make it imperative for enlisted Sailors to understand the variety of flexible service options available. Various continuum of service opportunities for Active Component (AC) and Reserve Component (RC) enlisted Service members are designed to support seamless transition between the AC and RC, and maximize talent reutilization within the total force.

2. **Purpose**. This article introduces an overview of enlisted component change programs and recall of RC members to active duty (ACDU) as full-time support (FTS). A component change is an indefinite transfer to another component requiring an enlistment contract change. Recall of an RC member to FTS is a career ACDU program requiring an ACDU enlistment contract. In contrast, a temporary or definite recall is not a career ACDU program, as it is effective for a temporary/definite period of time; refer to references (a) through (c) for further guidance. The following articles contain specific policies, procedures and eligibility requirements:

Title	See MILPERSMAN
Enlisted Active Component to Reserve Component (AC2RC) Transition Via the Career Transition Office (CTO)	1306-1501
Enlisted Reserve Component to Active Component (RC2AC) or Enlisted Reserve Component Recall to Full Time Support (RC2FTS) Transition Procedures	1306-1502

MILPERSMAN 1306-1501

ENLISTED ACTIVE COMPONENT TO RESERVE COMPONENT (AC2TAR/AC2SELRES) ELIGIBILITY REQUIREMENTS AND APPLICATION PROCEDURES

Responsible Offices:	BUPERS (BUPERS-352)	Phone: COM	901-874-4511
	NAVPERSCOM (PERS-97)	Phone: COM	901-874-4108

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1160.8B (b) OPNAVINST 6110.1K (c) NAVMED P-117, Manual of the Medical Department (d) Title 10 U.S.C (e) OPNAVINST 1000.26B (f) CNO WASHINGTON DC 211958Z Dec 23 (NAVADMIN 303/23) (g) RESPERS M-1001.5, Navy Reserve Military Personnel Manual (h) BUPERSINST 1430.16G

1. **Purpose**. This article sets forth the policy and procedures for Active Component (AC) Sailors to execute a component change and directly transition to the Reserve Component (RC) as Training and Administration of the Reserve (TAR) or Selected Reserve (SELRES) at the expiration of active obligated service (EAOS). The AC to TAR (AC2TAR) Program covers Sailors requesting a component change to RC (TAR), while the AC to SELRES (AC2SELRES) Program, which includes TAR to SELRES conversion, details the procedures for a component change to RC (SELRES). Both voluntary programs enable Sailors to continue a naval career without a break in service.

a. AC Sailors may apply for AC2TAR conversion at least 13-16 months prior to their projected rotation dates (PRD) to ensure they are not being detailed as AC assets.

b. AC Sailors may apply for AC2SELRES conversion within 10 months from projected soft EAOS (SEAOS).

2. **Policy**. Eligibility, requirements, and application procedures for component change and transition to the RC via the AC2TAR and AC2SELRES Programs are as follow:

a. Sailors in the pay grades of E-6 and below desiring to apply for the AC2SELRES Program should utilize the Career Waypoints (C-WAY) System under the C-WAY "Application" module.

b. Sailors in the pay grade E-6 and below desiring to apply for the AC2TAR Program must submit a completed NAVPERS 1306/7 Enlisted Personnel Action Request (EPAR) to MyNavy Career Center (MNCC), where it will be forwarded to BUPERS-352 for processing. For additional package requirements, refer to the TAR Enlisted Community Managers page at TAR Enlisted Community Managers Page.

c. AC2SELRES Sailors in the pay grade of E-5 or above with the following special circumstances will submit a NAVPERS 1306/7 via MyNavy Portal:

(1) Have More than 14 years of service,

(2) Are in remote locations without access to C-WAY, or

(3) Have less than 90 days to their EAOS.

d. All exceptions to policy contained herein will be adjudicated by the Office of the Chief of Naval Operations (OPNAV) Military Personnel Plans and Policies Division (OPNAV N13) via OPNAV Enlisted Plans and Policy Branch (OPNAV N132) BUPERS-352.

3. **Responsibilities**

a. OPNAV N13 is responsible for the approval of enlisted force management policy in support of the Deputy Chief of Naval Operations for Personnel, Manpower, and Training (CNO N1). OPNAV N13 is the approving authority for C-WAY policy.

b. OPNAV N132 is responsible for developing enlisted force management policy in support of CNO N1.

c. BUPERS Community Management Plans and Policy Career Waypoints Division (BUPERS-33) and BUPERS-352, in coordination

with OPNAV N132, are responsible for C-WAY execution and approval of all AC2SELRES requests. BUPERS-352 will be the final approval authority for all AC2TAR requests submitted via MNCC. All AC2TAR and AC2SELRES requests will be adjudicated as directed by OPNAV N13 and delineated by BUPERS Director, Military Community Management (BUPERS-3).

d. The Center of Excellence for Separations and Retirements, Transaction Service Center (TSC) Norfolk, is responsible for processing AC to TAR strength losses and providing a DD 214 Certificate of Release or Discharge from Active Duty per MILPERSMAN 1900-015. It is imperative that commands comply with the submission timeline requirements to ensure Service members' access to Reserve benefits are not delayed.

e. Sailors will be assigned to Navy Reserve activities (NRA) within 100 miles of their home of record. Sailors who cannot be assigned within a reasonable commuting distance will be assigned to the Navy Individual Ready Reserve or will voluntarily sign a reasonable commuting distance NAVPERS 1070/613 Administrative Remarks page prior to being assigned outside a reasonable commuting distance. Navy Integrated Personnel System (NSIPS) contains an auto-populate NAVPERS 1070/613 option for a reasonable commuting distance for Reserve Sailors. NAVPERS 1070/613 should be designated as temporary, per MILPERSMAN 1070-320. Sailors should not report to their assigned NRA until the active duty (AD) strength loss is complete, and the Reserve strength gain has been processed per RESPERSMAN 1100-050.

f. NRA commanding officer (CO) will ensure the NRA gain clerk has access to Personalized Recruiting for Immediate and Delayed Enlistment Modernization II (PRIDE MOD II) System in order to access affiliation documentation and verify accuracy of the required affiliation documentation.

g. Applicant and RPAC's transition assistant (TA) are responsible for maintaining communication as well as ensuring required affiliation documents are completed in a timely manner to ensure a smooth and seamless transition.

4. **Eligibility Requirements for AC Conversion to the RC (TAR)**

a. Applicants must:

(1) Be eligible to reenlist for 48 months without exceeding high year tenure (HYT) limitations per MILPERSMAN 1160-120,

(2) Be able to complete 24 months on board prior to re-enlistment,

(3) Not be in receipt of permanent change of station orders,

(4) Complete all contractual requirements if reenlisted with a selective reenlistment bonus (SRB) per reference (a). Applicant may be approved for TAR conversion if currently serving under an SRB, but may not reenlist in the TAR Program until the full term of obligated service has been completed,

(5) Be within 13-16 months of PRD and EAOS;

(6) Meet physical readiness standards per reference (b); and

(7) Meet medical requirements for reenlistment per reference (c), chapter 15;

5. **Eligibility Requirements for AC and TAR Conversion to RC**

a. Applicants must:

(1) Be within 10 months of SEAOS. Application must be submitted via C-WAY 10 to 4 months before separation;

(2) Meet physical readiness standards per reference (b);

(3) Meet medical requirements for reenlistment per reference (c), chapter 15;

(4) Meet requirements for reenlistment per MILPERSMAN 1160-030;

(5) Must have served a minimum of 24 months in their rating. Requests will be considered on a case-by-case basis

based upon the needs of the Navy as determined by BUPERS-352;

(6) Must obtain and or maintain security clearance requirements for requested ratings; and

(7) Must be in the pay grades of E-3 through E-6 and be within the following time in service (TIS) criteria as calculated from their adjusted pay entry base date upon enlistment. TIS exceptions may be considered on a case-by-case basis by BUPERS-352:

Pay Grade	**TIS from PEBD**
E-3	Fewer than 8 years
E-4	Fewer than 14 years
E-5 & E-6	Fewer than 16 years

Note 1: Waivers for Service members in the pay grades of E-1 through E-2 and TIS may be approved on a case-by-case basis as determined by BUPERS-352.

Note 2: Direct-convert applicants who have greater than 30 months of TIS will be brought in with the pay grade of E-4. Applicants who require schooling to make the rate official and have greater than 30 months TIS will advance to the pay grade of E-4 upon completion of conversion requirements.

6. **Obligated Service**. Per references (d), section 651, and (e), all Service members will incur an 8-year military service obligation (MSO) upon initial entry into military service from the date of their enlistment. Any portion of the MSO that is not served on AD or active duty for training must be served in the RC.

a. Per reference (f), effective 1 October 2020, Sailors who are separating from AD at their EAOS with 6 years or less TIS from their date of initial entry into military service date are subject to required SELRES affiliation based on the needs of the Navy and their DD 4 and applicable NAVCRUIT 1133/52 Enlistment Guarantee Annex.

b. Service members affiliating in-rating and those who are direct-converting to a different rating that does not require an "A" school, "C" school, or both, must obligate in the SELRES (drill pay status) for a minimum of 3 years (or up to their HYT, if less) from the date of enlistment or affiliation, unless waived by BUPERS-352, based upon the needs of the Navy. Service

members affiliating in a different rating that requires an "A" school, "C" school, or both, must obligate in the SELRES for a minimum of 4 years. Conversion to another rating will only be considered after a Service member has served a minimum of 24 months in his or her permanent rating, but will be considered on a case-by-case basis based upon the needs of the Navy.

7. **Application Procedures**

a. The following procedures have been established for AC Sailors applying for the AC2TAR Program:

(1) All AC Sailors, with the exception of those outlined in subparagraph 2c above, will submit their applications to MNCC when requesting conversion to TAR.

(2) Once approved for AC2TAR conversion, Sailors will reenlist into branch class 32 (TAR) no later than 60 days from conversion approval.

(3) Upon reenlisting into the TAR Program, Sailors should contact NAVPERSCOM TAR Distribution Branch (PERS-4012) for assignments consistent with normal sea-shore flow tour lengths.

b. The following procedures have been established for AC or TAR Sailors applying for the AC2SELRES Program via BUPERS-352:

(1) To affiliate with SELRES via C-WAY, submit a C-WAY application for a SELRES quota. SELRES opportunities are available to all AC and TAR Sailors in the pay grades of E-3 through E-6 with less than 14 years contract time. C-WAY SELRES affiliation requests will continue to be processed until 90 days prior to the Sailor's SEAOS.

(2) Sailors with less than 90 days prior to their SEAOS who do not have a C-WAY quota and desire direct transition as SELRES Sailors are required to have their command career counselors (CCC) submit a Co-endorsed NAVPERS 1306/7. This request must be submitted to MNCC via the MyNavy Portal or by e-mailing MNCC directly at askmncc.fct@navy.mil. BUPERS-352 will either approve or disapprove the request based on needs of the Navy. NAVPERS 1306/7 required contents include the following data, information, and documents:

(a) In the "Reason for Submission" request block of

NAVPERS 1306/7, enter the specific requested rating (no more than 3 ratings for convert-in requests) and the preferred location or NRA. An example of an entry can be, "Respectfully request an in-rate SELRES quota beyond C-WAY eligibility, citing less than 90 days left on active duty."

(b) Family member data,

(c) Member's signature,

(d) Individual's official data (all fields), and

(e) Command endorsement.

(3) Per subparagraph 2c above, Sailors in the pay grades of E-5 and above with more than 14 years of service requesting AC2SELRES will route NAVPERS 1306/7 to BUPERS-352 for approval or disapproval via the MyNavy Portal. An example of an entry can be, "Respectfully request an in-rate (or out of rate) SELRES quota beyond C-WAY eligibility, as member has more than 14 years of service."

(4) Service members without an approved AC to SELRES quota may be contacted directly by RPAC (PERS-97) up to 180 days after separation to discuss future Reserve options after members' EAOS has expired.

(5) Sailors who are within 90 days of their EAOS and do not have the means to complete NAVPERS 1306/7 may contact the Navy Recruiting Reserve Center (NRRC) if they desire to affiliate with the SELRES.

8. **Incentives**

a. **Additional Requirements**. Additional bonus-eligible requirements, obligations, ratings, amounts, and payment types are issued via the current Commander, Navy Reserve Force Fiscal Year (FY) Selected Reserve Enlisted Incentive Guidance and reference (g). If AC2SELRES Sailors are eligible to receive an affiliation bonus, then they must obligate in SELRES for a minimum of 3 years in an eligible rating. Sailors executing a rating conversion that requires school attendance must obligate for a minimum of 4 years to be eligible for a bonus. If a Sailor is not converting to another rating, then the Sailor must obligate for a minimum of 3 years to be eligible for a bonus.

b. **Incentive Termination**. Failure to complete the terms of the incentive obligation, service obligation, or both, will result in termination of the bonus entitlement. Unless a waiver of recoupment is approved by OPNAV N13, Sailors whose bonus eligibility is terminated are responsible to repay all or a portion of the bonus based on the amount of time served in the SELRES. Waivers of recoupment, in whole or in part, will be submitted to OPNAV N13 via Commander, Navy Reserve Forces Command (CNRFC) for adjudication.

c. **Two-Year Involuntary Mobilization Deferment**. All Navy veterans who affiliate with the Navy Reserve within 6 months of release from AD qualify for a 2-year deferment from mobilization, effective from the date of their SELRES affiliation. RPAC will ensure the member's record in NSIPS is updated with the appropriate mobilization availability status code to prevent mobilization. Members may still volunteer for mobilization while in deferment status.

d. **Transitional Assistance Management Program (TAMP)**

(1) **Medical Benefits**. By transitioning via RPAC or NRRC, AC Sailors become eligible for 6 months of family Tricare benefits. After the 6 months, service members can then enroll in Tricare Reserve Select for the remainder of their SELRES careers. Per reference (d), section 1145, TAR members are not eligible to receive TAMP benefits.

(2) **Dental Benefits**. Member's that qualify under TAMP can receive dental care under the Tricare Active Duty Dental program for 6 months upon SELRES affiliation. After 6 months, the member may opt to receive coverage under the Tricare Dental Program for Guard and Reserve Service Members. Eligible family members may purchase dental coverage separately.

e. **Non-Regular Retirement**. The time members have spent on AD is creditable and will be included in the member's retirement point record. For additional information on non-regular retirement, see MILPERSMAN 1820-020.

f. **Conversion**. Sailors converting to a new rating that requires school(s) must complete training within 18 months of affiliation in order to make the rating conversion official and receive a bonus.

9. **Requirements and Processing Procedures**. The following procedures and requirements have been established for AC and TAR Sailors transitioning to the SELRES via RPAC:

a. Once approved for SELRES affiliation, applicants will receive an initial e-mail via their personal e-mail address, from their TA coordinators outlining the process and necessary affiliation paperwork needed to complete the transition process. The CCC will assist the Sailor with completing NAVPERS 1306/97 Reserve Affiliation Screening Checklist and contact information sheet (RASC). The CCC will submit the RASC, the Sailor's C-WAY approval letter, and NAVPERS 1070/613 (generated through RPAC per MILPERSMAN 1070-310) to the applicant's assigned TA. If unable to obtain the completed RASC endorsed by the CO prior to terminal leave and or EAOS, RPAC will accept a DD 214 reflecting an appropriate reenlistment (RE) code and supporting medical separation paperwork, completed within 1 year of EAOS, deeming service member fit to separate. If the Sailor does not desire to utilize the C-WAY application quota for SELRES affiliation or subsequently becomes ineligible to affiliate, then the CCC must use the C-WAY module to rescind the Sailor's approved SELRES quota and inform the TA.

b. The Sailor's CO or designated approving authority, utilizing the RASC, must evaluate and certify that the applicant is fully qualified.

c. Have no previous non-judicial punishment or convictions in civilian or military courts within the previous 24 months. Waivers may be approved on a case-by-case basis upon the needs of the Navy, as determined by BUPERS-352.

d. If required, the CCC will assist Sailors with the execution of a Reserve reenlistment contract provided by the assigned TA. Bonus eligibility will be determined by CNRFC based on the current FY Navy Reserve bonus message and governing Department of Defense and Navy directives. Sailor contracts will be submitted to the member's local NRA upon check-in and routed via the current enlisted Reserve bonus policy available in line with the Navy Reserve Homeport. Sailors who choose to fulfill their Reserve obligation for involuntary separation pay in the SELRES must sign a contract for a minimum of 3 years per MILPERSMAN 1910-050. The effective date of the Reserve contract must be the day after the Sailor's EAOS and or SEAOS.

e. The TA will prepare and provide all affiliation documentation to Sailors to review, sign, and return prior to their EAOS or terminal leave start date.

f. AC command must comply with submission timeline requirements per MILPERSMAN 1900-015. The required separation package must be submitted via Salesforce to TSC Norfolk in line with prescribed timelines to ensure timely and accurate processing of the DD 214 and strength loss. If the strength loss is not processed in a timely manner, it will negatively impact the applicants' Reserve benefits.

g. RPAC will process AC to RC strength gains in NSIPS as well as initial Navy Reserve unit assignments at the discretion of CNRFC Officer Assignments Branch (N122) and Enlisted Assignments Branch (N121). **Sailors cannot report to their assigned NRA until the NRA receives their inactive duty training orders and transition documents from the RPAC via PRIDE MOD II Program**.

h. Personnel transitioning between branch and or class components (e.g., AC to RC or RC to TAR) subsequent to selection for advancement notification in the previous component will be advanced in the new component on the date authorized on the profile sheet. The individual should submit an advancement determination per reference (h).

i. Sailors in receipt of SELRES conversion quotas requiring school(s) are responsible for contacting BUPERS-352 for school quotas upon affiliation with the SELRES. Required school(s) must be completed within 18 months of affiliation. Requests for extensions beyond 18 months, due to no fault of the Sailor, must be submitted to BUPERS-352 via MNCC by the Sailor.

j. For more information or questions concerning the AC/TAR2RC Program via RPAC visit MyNavy HR at https://www.mynavyhr.navy.mil/Career-Management/Transition/RPAC/ or e-mail rpac.enlisted.fct@navy.mil.

k. If the gaining NRA determines that the appropriate screening, RC strength gain, and or bonus application was not complete or completed improperly, contact PERS-97 via e-mail rpac.enlisted.fct@navy.mil.

MILPERSMAN 1306-1501

ENLISTED ACTIVE COMPONENT TO RESERVE COMPONENT (AC2SELRES/AC2FTS) TRANSITION PROCEDURES

Responsible Office	BUPERS-352	Phone: DSN COM	882-4511 901-874-4511
	BUPERS-32	Phone: DSN COM	882-2678 901-874-2678

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1160.8B (b) OPNAVINST 6110.1J (c) NAVMED P-117, Manual of the Medical Department

1. **Purpose**. This article sets forth the policy and procedures for Active Component (AC) Sailors to execute a component change and directly transition to the Reserve Component (RC) as active duty full-time support (FTS) or Selected Reserve (SELRES). AC Sailors may request a component change to RC (SELRES or FTS) at the expiration of active obligated service (EAOS). Additionally, AC Sailors may request a component change to RC (FTS) after completing a minimum of 24 months on board their current command, as long as they are within 18 months from their EAOS or soft EAOS (SEAOS). AC Sailors will submit an application for conversion in the Career Waypoints (C-WAY) System based on available quotas. The AC to FTS (AC2FTS) Program covers Sailors requesting a component change to RC (FTS), while the AC to RC (AC2RC) Program details the procedures for a component change to RC (SELRES). Both voluntary programs enable Sailors to continue a naval career without a break in service.

2. **Policy**. This article sets forth eligibility and application procedures for component change and transition to the RC via the AC2FTS and AC2RC Programs.

a. E-6 and below Sailors desiring to apply for the AC2FTS and AC2RC Programs should utilize the C-WAY System under the C-WAY transition module.

b. Sailors in pay grades E-7 or above, with special circumstances, and having greater than 14 years of service or in remote locations without access to C-WAY will apply as follows:

(1) AC2FTS may submit a completed conversion package per MILPERSMAN 1440-010 to Bureau of Naval Personnel (BUPERS), SELRES and FTS Branch (BUPERS-328) for processing.

(2) AC2RC Sailors may submit a completed NAVPERS 1306/7 Electronic Personnel Action Request with command endorsement to the BUPERS, Reserve Enlisted Community Manager (Technical Advisor) (BUPERS-352) via the MyNavy Career Center Portal for the rating in which they are applying.

c. All exceptions to policy contained herein will be adjudicated by the Office of the Chief of Naval Operations (OPNAV), Military Personnel, Plans, and Policies Division (OPNAV N13) via OPNAV, Enlisted Plans, Policy, and Oversight Branch (OPNAV N132), BUPERS, Enlisted Community Management Division (BUPERS-32), and BUPERS-352.

3. **Responsibilities**

a. OPNAV (N13) is responsible for the approval of enlisted force management policy in support of the Deputy Chief of Naval Operations, Manpower, Training, Education (DCNO N1). OPNAV (N13) is the approving authority for C-WAY policy.

b. OPNAV (N132) is responsible for developing enlisted force management policy in support of OPNAV (N1).

c. BUPERS, Military Community Management Plans and Policy/Career Waypoints Branch (BUPERS-33); BUPERS-32; BUPERS-352; and BUPERS-328, in coordination with OPNAV (N132), is responsible for C-WAY execution and approval of all AC2FTS and AC2RC requests. All AC2FTS and AC2RC requests will be adjudicated as directed by OPNAV (N13) and delineated by BUPERS, Military Community Management Department (BUPERS-3).

d. Navy Personnel Command (NAVPERSCOM) Director, Career Transition Office (CTO) Career Transition Division (PERS-97), as the AC2RC Program Manager, is responsible for execution of all approved C-WAY applications for AC Sailors approved for the RC as prescribed herein.

4. **Eligibility**

a. To be eligible for the AC2FTS Program, applicants must:

(1) Be eligible to reenlist for 48 months without exceeding high year tenure limitations per MILPERSMAN 1160-120,

(2) Have completed a minimum of 24 months on board current command before submission of application,

(3) Not be in receipt of permanent change of station orders,

(4) Complete all contractual requirements if reenlisted with a selective reenlistment bonus (SRB), per reference (a). Applicant may be approved for FTS conversion if currently serving under an SRB, but may not reenlist in the FTS Program until the full term of obligated service has been completed,

(5) Be within 18 months of projected rotation date (PRD) and expiration of EAOS. If EAOS and PRD do not match, it is recommended that the applicant submit a request to the appropriate detailer to align PRD and EAOS before submitting application,

(6) Meet physical readiness standards per reference (b), and

(7) Meet requirements for reenlistment per reference (c), chapter 15.

b. To be eligible for the AC2RC Program, applicants must:

(1) Obtain BUPERS-352 approval through the C-WAY System using Career Waypoints-Reenlistment (C-WAY-REEN) application module. Refer to MILPERSMAN 1160-140 for C-WAY-REEN guidance. Service members without an AC or SELRES C-WAY quota may be contacted directly by the CTO to discuss reserve options.

(2) To affiliate with SELRES via the C-WAY-REEN module, submit a C-WAY-REEN application for a SELRES quota. SELRES opportunities are available to all rated E-3 through E-6 AC and FTS Sailors. C-WAY-REEN SELRES affiliation requests will continue to be processed until 90 days prior to the Sailor's SEAOS per MILPERSMAN 1160-140.

(3) Sailors who do not have a C-WAY-REEN application quota, with less than 90 days prior to their SEAOS, and desire direct transition to the RC as a SELRES Sailor are required to have their command career counselor (CCC) contact the MyNavy Career Center to request a SELRES quota via NAVPERS 1306/7. BUPERS-352 will either approve or disapprove the request based on needs of the Navy.

(4) Per subparagraph 2b, E-7 or above Sailors requesting AC2RC will route NAVPERS 1306/7 to BUPERS-352 for approval or disapproval via the MyNavy Career Center e-mail: askmncc@navy.mil or phone: 1-833-330-MNCC.

(5) Sailors who do not receive an RC quota prior to leaving active duty must contact a Navy recruiter if they desire to affiliate with the RC as a SELRES Sailor.

5. **Procedures**

a. The following procedures have been established for AC Sailors applying for the AC2FTS Program:

(1) All AC Sailors, with the exception of those outlined in subparagraph 2b, must utilize C-WAY, as outlined in MILPERSMAN 1160-140, when requesting conversion into the FTS Program.

(2) Once approved for AC2FTS conversion, Sailors will reenlist into branch class 32 (FTS), no earlier than 18 months prior to PRD to allow for appropriate detailing, as necessary.

(3) Once approved for FTS, Sailors should contact NAVPERSCOM, Full-Time Support Distribution Branch (PERS-4012) for assignments consistent with normal sea/shore flow tour lengths. Per MILPERSMAN 1306-110, enlisted FTS personnel will submit an enlisted duty preference using the Career Management System (CMS).

b. The following procedures have been established for AC or FTS Sailors transitioning to the SELRES via the CTO:

(1) Upon notification of C-WAY-REEN application quota approval to affiliate with SELRES, the CCC will assist the Sailor with completing NAVPERS 1306/97 Reserve Affiliation

Screening Checklist and Contact Information Sheet. The CCC will submit NAVPERS 1306/97 and the Sailor's C-WAY approval letter to the Service member's enlisted transition assistant (TA) at the CTO. The TA will contact the RC-approved Sailor and CCC when monthly C-WAY results are available. If the Sailor does not desire to utilize the C-WAY-REEN application quota for SELRES affiliation, the CCC must rescind the Sailor's approved SELRES quota utilizing the C-WAY module.

(2) The Sailor's AC commanding officer (CO) or designated approving authority must evaluate and certify that the Service member is fully qualified, utilizing NAVPERS 1306/97, regardless of the Sailor's intent to use C-WAY-REEN quota for SELRES affiliation.

(3) The CTO will prepare and provide all affiliation documents to Sailors, via their CCC, to review, sign, and return to their CTO TA prior to Service members' EAOS or terminal leave start date.

(4) The CCC must rescind the Service member's approved SELRES quota via the C-WAY module, and contact CTO if the Sailor subsequently becomes ineligible to affiliate in the Navy Reserve (non-judicial punishment, medical reasons, etc.) after NAVPERS 1306/97 has been sent to the CTO.

(5) CTO must process RC strength gains in the Navy Standard Integrated Personnel System (NSIPS) and coordinate initial Navy Reserve unit assignments with Navy Reserve Forces Command (NRFC), Officer and Enlisted Assignments Department (N12). Sailors must not report to the Navy Reserve activity (NRA) until they receive their inactive duty training orders and transition documents from the CTO, unless contacted directly by the NRA with further direction.

(6) If required, the CCC will assist Sailors with the execution of a Reserve reenlistment contract provided by the CTO. Bonus eligibility will be determined based on the latest guidance from NRFC, Enlisted and Officer Incentives (N112), and bonus requests for eligible Sailors must be submitted per the current enlisted Reserve bonus policy available on the Navy Reserve Homeport. Sailors who choose to fulfill their Reserve obligation for involuntary separation pay in the SELRES must sign a contract for a minimum of 3 years per MILPERSMAN 1910-050. The contract must be sworn and signed prior to the Sailor

executing any terminal leave. The effective date of the Reserve contract must be the day after the Sailor's SEAOS.

(7) If the gaining NRA determines that the appropriate screening, RC strength gain, and or bonus application was not complete or completed improperly, contact MyNavy Career Center via e-mail: askmncc@navy.mil or phone: 1-833-330-MNCC.

MILPERSMAN 1306-1502

ENLISTED RESERVE COMPONENT TO ACTIVE COMPONENT (RC2AC) OR ENLISTED RESERVE COMPONENT RECALL TO TRAINING AND ADMINISTRATION OF THE RESERVES (RC2TAR) TRANSITION PROCEDURES

Responsible Office	BUPERS-32	Phone: DSN COM	882-2678 (901) 874-2678
	BUPERS-352	Phone: DSN COM FAX	882-4511 (901) 874-4511 882-2673
MyNavy HR		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) https://www.mynavyhr.navy.mil/ https://my.navy.mil/

References	(a) BUPERSINST 1001.39F (b) OPNAVINST 6110.1J (c) NAVMED P-117, Manual of the Medical Department (d) OPNAVINST 3060.7D (e) COMNAVRESFORINST 3060.7D (f) OPNAVINST 1160.8B

1. **Background**. To fill active duty needs for both the Active Component (AC) and the Training and Administration of the Reserves (TAR) communities, Reserve Component (RC) Sailors may complete a component change to the AC (RC2AC) or request to remain in the RC, but be recalled to active duty under the (TAR) Program (RC2TAR). This not only leverages existing skill sets that reside in the RC population to improve and maintain active duty needs, but also provides qualified Sailors with an opportunity to resume or begin an active duty career.

a. This voluntary program enables qualified, eligible enlisted RC Sailors to submit applications in Career Waypoints (C-WAY) based on available RC2AC and RC2TAR quotas published on the Navy Personnel Command (NAVPERSCOM) Web site under Bureau of Naval Personnel (BUPERS) Reserve Enlisted Community Manager

(BUPERS-352) Web page at: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/RC-to-AC/.

b. Component change, as addressed in this article, only applies to RC2AC applicants and is distinguished from a definite recall in that a Sailor completing a component change is permanently transferred to the AC (i.e., branch class 11) under a new AC enlistment contract to fill a shortfall in the Active Component. Whereas, the Sailor recalled for a definite period remains in the RC, but is issued active duty recall orders to fill a specific billet vacancy for a specific duration, generally 1 to 3 years.

c. Contract change, as addressed in this article, only applies to RC2TAR and applies when an RC requests to recall to active duty as TAR. In this case, the RC Sailor remains in the Reserve Component, but changes to an active duty status (i.e., Branch Class 32) to fill an available active duty quota. RC2TAR is also distinguished from a definite recall in that it is a contract change to active duty status and the Sailor may complete an active duty career.

2. **Policy**. This article sets forth eligibility and application procedures for both programs, RC2AC and RC2TAR.

a. E-6 and below Sailors desiring a component change or contract change to recall to active duty (RC2AC or RC2TAR) must utilize C-WAY under the Career Waypoints-Transition (C-WAY-TRANS) module.

b. Sailors in paygrade E-7 or above and Sailors in remote locations without access to C-WAY can submit completed packages to the RC2AC/TAR Program coordinator via e-mail at rc to ac@navy.mil. Applicants must use NAVPERS 1306/7 Enlisted Personnel Action Request with command endorsement and include the following enclosures:

(1) Most recent physical fitness assessment (PFA) results utilizing Physical Readiness Information Management System (PRIMS) report;

(2) Last 3 evaluations;

(3) Armed Services Vocational Aptitude Battery test scores;

(4) Navy enlisted classification (NEC) listing via NAVPERS 1070/881 Training, Education and Qualification History;

(5) Annual Statement of Service History; and

(6) DD214 Certificate of Release or Discharge from Active Duty (if applicable).

c. All exceptions to policy contained herein will be adjudicated by the Office of the Chief of Naval Operations (OPNAV) Military Personnel, Plans, and Policies Division (OPNAV (N13)) via OPNAV Enlisted Force Shaping, Plans, and Policies Branch (OPNAV N132)) and BUPERS Enlisted Community Management Division (BUPERS-32/352).

3. **Eligibility Requirements**. Members must be an RC Selected Reservist (SELRES), canvasser recruiter (CANREC), in a voluntary training unit (VTU), or on an active duty definite recall. Individual Ready Reserve (IRR) Sailors in the Active Status Pool (ASP), Standby Reserve Active, Standby Reserve Inactive, and USNR-Retired Reservists are not eligible. If members of the IRR-ASP desire to apply for RC2AC or RC2TAR, they must affiliate with the SELRES via a Navy Reserve recruiter and meet all eligibility criteria.

a. Applicants must meet the following criteria to be considered for a component change or recall to active duty as an TAR member:

(1) Be a satisfactory drill participant, reference (a),

(2) Be designated,

(3) Have completed all requirements to make rating permanent for all temporary rating reserve affiliation programs per reference (a),

(4) Meet criteria outlined within diagram located in reference (a), enclosure 1, page 7-4,

(5) Be able to meet the prescribed enlisted age limitations for continuation set forth in MILPERSMAN 1160-010,

(6) Meet PFA standards per reference (b),

(7) Meet physical exam requirements for reenlistment per reference (c), chapters 15 and 18, and complete an operational duty screening per MILPERSMAN 1300-800,

(8) Be eligible to reenlist for 48 months without exceeding high-year tenure (HYT) policy limitations outlined in MILPERSMAN 1160-120. HYT waiver requests will be considered on a case-by-case basis,

(9) Member should not have a history of personal or professional legal issues within the last 36 months and have no military or civilian legal issues pending to include, but not limited to, non-judicial punishment, court-martial, civilian court cases, child custody issues or hearings, divorce settlements, and sentencing hearings or appeals of any kind, and

(10) Member must have an adjudicated security clearance appropriate for the member's rating and position or assignment requirement. Member's command security officer should verify member's security clearance status prior to the command-level career development board (CDB) and member's initial application in C-WAY.

b. RC personnel in receipt of mobilization orders, on mobilization or active duty for operational support (ADOS) orders (formerly known as active duty for special work (ADSW)), on extended active duty for training (ADT) orders, or on definite recall orders must be within 90 days of the end of these orders prior to applying for this program. RC personnel in receipt of mobilization orders, on mobilization orders, or on definite recall orders and submitting an RC2AC or RC2TAR application must complete the period of active service set forth in their current orders.

c. CANREC Program Sailors applying for a component change or recall to active duty as TAR must be within 90 days of completing their orders and have filed an intent not to seek an extension to CANREC orders (non-continuation intent) with NAVPERSCOM Affiliation and Redesignation Division (PERS-92). CANREC Program Sailors will be required to complete their obligated service under their current orders.

d. RC Sailors may contact the MyNavy Career Center via e-mail at askmncc@navy.mil or via phone at 1-833-330-MNCC to determine if an opportunity exists upon release from active duty.

4. **Responsibilities**

a. OPNAV Director, Military Personnel, Plans, and Policies Division (OPNAV (N13)) is responsible for approval of enlisted force management policy in support of the Deputy Chief of Naval Operations (DCNO) Manpower, Personnel, Training, and Education (CNO (N1)). As such, OPNAV N13 is the approving authority for all C-WAY policy, quota management plans, and business rules.

b. OPNAV Military Personnel Navy Financial Management Division (N10/PERS-7) is responsible for approval and execution oversight of financial management in support of CNO N1 . OPNAV (N10/PERS-7) will also account (financially) for the RC2AC and RC2TAR Program and factor these component and contract changes into the overall fiscal year (FY) strength planning assumptions.

c. OPNAV Enlisted Force Shaping, Plans and Policy (OPNAV (N132)) is responsible for program execution oversight and will coordinate with BUPERS-32/352 to establish and update (as required) quota management plans, business rules, and applicable program funding requests and phasing plans.

d. BUPERS-32, in coordination with OPNAV N132, must manage individual rating quota plans and adjudicate all C-WAY applications for the RC2AC Program, as directed by OPNAV N13 and delineated by BUPERS Director, Military Community Management (BUPERS-3). BUPERS-32 serves as the RC2AC Program manager and is responsible for overall program execution. In addition, BUPERS-32 is responsible for meeting the following program objectives that include, but are not limited to, the following:

(1) Define and submit FY BUPERS-32 need, RC2AC component change quota targets for OPNAV N13 approval via OPNAV N132 on a monthly basis, ensuring that the accession plan is adjusted for each RC2AC component change. This input should be coordinated with OPNAV Director, Strategic Resourcing Branch (OPNAV (N100)) prior to the start of each FY (1 October) and reconciled as needed,

(2) Work within approved FY component change program and quota targets and phasing control parameters. Keep OPNAV N13 apprised, via OPNAV N132, of forecasted over-execution of targets and controls,

(3) Ensure timely publishing and updating of RC2AC quotas on the NAVPERSCOM Web site at: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/RC-to-AC/,

(4) Work closely with Commander, Navy Reserve Forces Command (COMNAVRESFORCOM); BUPERS Career Waypoints Division (BUPERS-33); and MyNavy Career Center (MNCC), Career Management Department (PERS-4), and Enlisted Distribution Division (PERS-40) to ensure compliance to program standards and execution timelines,

(5) Provide quotas to BUPERS-33. When publishing RC2AC quotas, ensure quotas advertised include a start month. The start month reflects BUPERS-32 need, is bounded by the FY phasing controls established by OPNAV N13 and OPNAV N100, and should factor in any training required to include "A" school,

(6) On a monthly basis, or as needed, submit approved RC2AC personnel information, via encrypted e-mail, to NAVPERSCOM Enlisted Distribution Division (PERS-4013) for Navy systems pre-staging, placement, and order writing, and

(7) Provide to OPNAV N132; Reserve Personnel, Plans and Policy Branch (OPNAV (N13R)); and N100, via BUPERS-3, monthly application and processing status reports from C-WAY and hardcopy submissions.

e. BUPERS-352 is responsible for coordinating with OPNAV N132 to manage individual rating quota plans for RC2TAR. BUPERS-352 is the overall program manager for RC2TAR since a Sailor recalling to active duty in the TAR is still a member of the RC, and BUPERS-352 is responsible for meeting program objectives which include:

(1) Ensure timely publishing and updating of RC2TAR quotas on the NAVPERSCOM Web site, located at: https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Selected-Reserves/RC-to-AC/,

(2) Coordinate with COMNAVRESFORCOM, BUPERS-33, PERS-4013, and MNCC to ensure compliance with program standards and execution timelines,

(3) Provide quotas to BUPERS-33. When publishing RC2TAR quotas, ensure quotas advertised include a start month. The start month reflects BUPERS-352 need, is bounded by the FY phasing controls established by OPNAV N13 and OPNAV N100, and should factor in any training required to include "A" school,

(4) On a monthly basis, or as needed, submit via encrypted e-mail, approved RC2TAR personnel information to PERS-4013 for Navy systems pre-staging, placement, and order writing, and

(5) Provide to OPNAV N132, N13R, and N100, via BUPERS-3, monthly application and processing status reports from C-WAY and hardcopy submissions.

f. PERS-40 is responsible for the timely and cost-efficient assignment and distribution of enlisted personnel per the manning control authority (MCA) priorities. As such, PERS-40 will be responsible for the following:

(1) Initiate permanent change of station (PCS) orders upon receipt of the availability report (i.e., "AVAIL") per MILPERSMAN 1306-1700 and complete orders within 5 days of receipt if no schools are required or 10 days of receipt if schools are required. Approved RC2AC and RC2TAR members' records must be pre-staged in the Enlisted Information Assignment System (EAIS) by the BUPERS Data and Information Management Division (BUPERS-072) to allow detailing and placement actions to start,

(2) Work closely with BUPERS-32/35 to stay within OPNAV N13 and N100 approved FY control phasing parameters,

(3) Work closely with command career counselors (CCC) and members during orders negotiations. Members are reminded that assignment desires will be considered, but the needs of the Navy will take precedence, and

(4) Sailors requiring and or authorized an "A" school or NEC for an RC2AC or RC2TAR approval with a rating conversion will receive orders in their current rating. Upon completion of "A" school, a Sailor's rating will be changed by the gaining command.

g. BUPERS-072 is responsible for pre-staging all Navy personnel systems to ensure approved Sailors can be properly gained, AVAILs submitted, and orders processed.

h. MNCC will provide oversight of the transaction service center (TSC) required actions.

(1) Servicing TSCs are responsible for the timely and accurate processing of reenlistment contracts, strength gains, availability reports, and PCS transfers. These actions will be completed expeditiously to ensure members can meet the 30-day timeline required in their approval letters, which includes:

(a) Within 5 working days from request from the Navy reserve activity (NRA), generate the AC/TAR reenlistment contract per MILPERSMAN 1160-030. Ensure a minimum of 48 months of active duty in the appropriate branch class and addition of any military service obligation (MSO), if required (e.g., 8 years total service).

(b) Complete Navy strength gains via the Navy Standard Integrated Personnel System (NSIPS) into accounting category code (ACC) 320 with the appropriate branch class.

	AC	**TAR**
Branch/Class	**USN/11**	**USNR/32**
Status	**Active**	**Active**
RADO Months/Days	**N/A**	**48**

(c) Establish Master Military Pay Account (MMPA) (i.e., pay, allowances, and entitlements).

(d) Submit the required "AVAIL" per MILPERSMAN 1306-1700.

(e) Must perform an electronic service record (ESR) close-out due to reenlistment and submit for inclusion into the member's official military personnel file (OMPF).

(f) Must follow the NSIPS checklist regarding this program.

(g) Must process the PCS transfer and submit the activity loss transaction.

(h) Upon completion of "A" school or obtaining required NEC via "C" school, the Sailors' ratings should be changed. Upon receipt of PCS orders to transfer, process an activity loss.

i. NRA Commanding officers (COs). The NRA CO is ultimately responsible for the complete and accurate application entries into C-WAY and ensuring personnel understand and comply with C-WAY policies and procedures. As such, COs must:

(1) Provide adequate oversight to ensure C-WAY policies and procedures contained herein are followed,

(2) Ensure CCC or the command's designated representative has access to C-WAY,

(3) Ensure AC and TAR opportunities are advertised to all NRA personnel (by whatever means are available) to include, but not limited to: GovDelivery Distribution System, posting on local command reading boards, e-mail distribution lists, or via the command plan of the week or plan of the month,

(4) Ensure CCCs or designated representative adhere to policy and procedures outlined in this article, including entry of applications, tracking of member requests, approval and disapproval notification to applicants, and notification to their respective chain of command,

(5) Assist Sailors who receive a SELRES enlistment bonus or selective reenlistment bonus (SRB) with processing a "remission of indebtedness" request via OPNAV N13,

(6) Ensure timelines are met for all Sailors approved for a component or contract change as outlined in their approval letters (i.e., 30 days to re-enlist) and this instruction, and

(7) Ensure that excessive processing delays are occurring, to include wait times for Sailors to reenlist into the AC, or execute a contract change to TAR.

j. NRA CCC must:

(1) Keep the commander apprised of current C-WAY application status and report program or system-related issues as appropriate,

(2) Maintain C-WAY System access in order to provide oversight and to submit C-WAY-TRANS requests. Submission of an approved OPNAV 5239/14 System Access Authorization Request-Navy (SAAR-N) to the BUPERS-33 C-WAY helpdesk is required to obtain C-WAY System access,

(3) Ensure RC2AC and RC2TAR opportunities are advertised to all personnel by whatever means are available, to include, but not limited to: postings on local command reading boards, e-mail distribution lists, or via the command plan of the week or plan of the month,

(4) Provide immediate superior in command-level oversight on requests and assist the Unit CCC (UCC) with the following actions for personnel requesting a component or contract change:

(a) Prior to any member applying for advertised opportunities, conduct a command-level CDB to evaluate member's qualifications and suitability for the advertised opportunities,

(b) Counsel member, as required, about personal and family preparations and PCS orders, evaluate member's qualifications and suitability, and establish expectations related to the member's request. At a minimum, the following actions should be reviewed for suitability: physical readiness, medical and dental readiness, security clearance, legal issues, current and or previously held ratings, TAR HYT, and year group (YG), and review of all individual mobilization status and manpower availability status (MAS) codes to ensure they are correct and accurate to prevent applications from being cancelled due to erroneous inputs,

(c) Qualify member in C-WAY, calculate total active service (TOTAS), and determine active duty service date (ADSD) and YG based on desired start month component date. Verify that a quota exists for member's rating, pay grade, and YG in the desired program (e.g., RC2AC and RC2TAR),

(d) Submit C-WAY-TRANS or NAVPERS 1306/7 request with enclosures, per subparagraph 2b above, and an operational duty screening,

(e) Verify the MAS code is changed to "ACR" following submission of the request,

(f) Conduct an end-of-month review of all prior requests and a mid-month review for potential approvals. Ensure submission of any requested information to the enlisted community manager (ECM) via encrypted e-mail, within 30 days of receipt of "Approved-Pending" status,

(g) Upon receipt of an RC2AC or RC2TAR approval letter, must contact the member within 3 working days, and confirm the Sailor's desire for a component or contract change.

Upon confirmation, the CCC must submit the reenlistment document request to the servicing TSC within 5 working days,

(h) Verify the reenlistment contract's date aligns with the reenlistment approval window provided by BUPERS-32/35. Additional time, if required, will be considered on a case-by-case basis. Contact BUPERS-32/35 for extenuating circumstances,

(i) Coordinate reenlistment request with servicing TSC in the appropriate branch class (e.g., AC/"11" or TAR/"32"). Approved Sailors are required to reenlist for a minimum of 48 months,

(j) After submission of the reenlistment contract request, follow-up with the servicing TSC to ensure the reenlistment contract is generated and returned to the NRA within 5 working days. Once executed, the NRA must transmit the agreement back to the servicing TSC within 1 working day for processing of strength gain and "AVAIL" to the NRA UIC via NSIPS. Once submitted, confirm that the servicing TSC established the MMPA, and

(k) Ensure members contact their prospective active or TAR detailers (PERS-40) immediately following reenlistment to discuss possibilities for PCS orders. Member must be prepared to transfer at the convenience of and per the needs of the Navy.

k. Member. Individual members are ultimately responsible for their careers. Members must remain actively engaged in the RC2AC/RC2TAR application process, meeting administrative timelines to reenlist or execute a contract change and being prepared to execute a PCS transfer at the direction of higher authority. All applicants for this program must:

(1) Provide all necessary documentation to calculate TOTAS and coordinate with BUPERS-32/35 in order to determine ADSD and YG,

(2) Participate in a command-level CDB to identify specific RC2AC or RC2TAR change requirements, evaluate qualifications and suitability, and establish expectations related to a request for component or contract change,

(3) Initiate operational duty screening per MILPERSMAN 1300-800, and NAVPERS 1306/92 Department of the Navy Family Care Certificate (all sections),

(4) Provide any additional information requested by the UCC or NRA CCC,

(5) Sailors that are not required to attend "A" school must reenlist per the date provided in the approval letter and as directed by the ECM. Upon reenlistment, report for duty to the CO of the NRA until detached by proper authority,

(6) Working with their CCC, contact the appropriate active or TAR detailer immediately following reenlistment and be prepared to transfer at the convenience of, and per the needs of the Navy, and

(7) Once Sailors reenlist, they must report for duty to their assigned NRA until detached by proper authority. At no point should members accepted for a component or contract change be delayed more than 15 calendar days before the established transfer date. The CCC must report any members approaching this 15-day milestone immediately to BUPERS-35 via their commander or CO.

5. Application Process

a. The CCC must determine the applicant's TOTAS and the desired component or contract change start date. TOTAS includes all active service time (including AC), mobilization periods, ADOS, active duty for training, annual training, CANREC duty, as well as any other voluntary recall periods. Do not include drills (inactive duty training, inactive duty training travel, or funeral honors) in TOTAS. C-WAY-TRANS will calculate ADSD, including an inclusive day, and determine the member's YG based on the amount of TOTAS and desired start month entered.

b. For Sailors E7 and above or those unable to access the C-WAY System, completed packages (see subparagraph 2b above) will be forwarded directly to the RC2AC/TAR Program coordinator via e-mail at rc to ac@navy.mil.

c. Upon submittal of an application, the NRA will enter the Sailor's MAS code in NSIPS as "ACR".

Note: Saved applications will be cancelled once the opportunity "submit by date" has passed. The NRA is responsible for the removal of the "ACR" mobilization availability status code. See references (d) and (e).

d. Members who execute a component change to AC prior to completion of their SELRES incentive obligation will have their bonus entitlement terminated. Members whose bonus eligibility is terminated will not receive any further incentive payments for that bonus and will be subject to recoupment of the bonus received (as applicable). Sailors may request a remission of indebtedness from OPNAV N13 via the chain of command, in conjunction with submitting their C-WAY-TRANS application. SELRES can obtain guidance on the remission request process and download formatted templates from COMNAVRESFORCOM Reserve Enlisted Incentives (N112) Web page at: https://www.private.navyreserve.navy.mil.

e. In addition to the application in C-WAY-TRANS, additional documentation listed in the "Add'l Job Reqs" tab of the application must be scanned and sent via Navy and Marine Corps Intranet (NMCI) encrypted e-mail to: rc to ac@navy.mil. Applicants are strongly encouraged to include an updated resumé documenting civilian work experience.

f. An application is complete when the C-WAY-TRANS application is submitted and any additional documentation required by BUPERS-32/352 is received. All documents are due no later than 2359 Central Standard Time on the last calendar day of each month.

g. Application processing will begin on the first work day of each month. Incomplete or inaccurate applications will be "Cancelled" or "Denied." The gaining BUPERS-32/352 ECM will review the application and will either choose "Denied," "Approved-Pending," or "Approved." If "Denied," BUPERS-32/352 will leave notes in C-WAY-TRANS with an explanation.

h. For Applications in "Approved-Pending" status that require additional documentation, BUPERS-32/352 will describe in the notes section of the C-WAY-TRANS application. Forward documents with any additional information requested. Documents must be scanned and e-mailed to BUPERS-32/352, via NMCI-encrypted e-mail to the following e-mail address: rc to ac@navy.mil. If documents are not received within 60 days of "Approved-Pending" notification, the application may be changed to "Denied," by the gaining BUPERS-32/352 ECM.

i. If "Approved," an approval letter will be generated in C-WAY or via the RC2AC/TAR Program coordinator. C-WAY-generated letters can be accessed by the CCC in C-WAY-TRANS. BUPERS generated letters will be e-mailed to the CCC. Upon receipt of the approval letter, the NRA must contact the member within 3 working days to confirm the Sailor's continued desire for a component or contract change. Once received, the member, following the guidance contained therein, has permission to reenlist. Once the Navy strength gain and AVAIL have been completed, the member is expected to contact the respective AC/TAR detailer and discuss orders possibilities. Upon confirmation, the NRA must submit the reenlistment document request to the local TSC within 5 working days. If the Sailor declines the RC2AC approval quota, the command will immediately notify BUPERS-32/35.

(1) Upon receipt of the approval letter, the selectee's prospective detailer will work with the appropriate PERS-4013 rating specialist and placement coordinator to find an appropriate billet for the member based on preferences and the needs of the Navy. The member can contact his or her detailer directly and discuss assignment possibilities or, per MILPERSMAN 1306-110, enlisted personnel may submit an enlisted duty preference using the Career Management System online at: https://www.cmsid.navy.mil.

(2) The local TSC will generate the appropriate reenlistment agreement and send it to the NRA within 5 working days. For availability dates that are outside a 30-day window, the reenlistment must be conducted no early than 45 calendar days prior to the established availability date. Once executed, the NRA must transmit the agreement back to the local TSC within 1 working day. **The TSC must confirm that the MPA has been established.**

(3) Per MILPERSMAN 1306-1700, commands must submit an availability report for enlisted component or contract changes to PERS-40.

(4) Once gained and AVAIL submitted, the appropriate detailer will draft the member's orders within 5 working days to include intermediate stops and appropriate accounting classification codes.

(5) Upon execution of orders, the servicing TSC will process the loss transaction within 4 days. The gaining servicing TSC will process the gain transactions within 4 days once the member reports. Follow RC2AC strength gain process as outlined in exhibit 1 or RC2TAR strength gain process in exhibit 2.

j. Reserve Sailors who complete a component or contract change may be eligible to receive an SRB. Consult reference (f) and the current SRB message.

Exhibit 1
Reserve Component to Active Component (RC2AC) Change Strength Gain Process

Personal Info
- Verify birth state/country
- Verify citizenship; if citizenship is "CD" the citizenship country needs to match birth country
- Verify active duty service date (ADSD) and pay entry base date "PEBD", make adjustments if necessary
- "Report Date" is date of reenlistment
- Enter unit identification code "UIC"
- Branch/Class: 11

Rating Conversion
- If conversion, enter new rate/rating
- Rating conversion authority code is 9
- "Rating Conversion Remarks: "Component change into the __/USN conversion per approval letter dated mm/dd/yyyy
- Drop on request (DOR)/time in rate (TIR) does not change

Employment Info
- Enter last discharge information based on most recent DD 214 Certificate of Release or Discharge from Active Duty
- ACQ is 32 for males, 43 for females
- MOD code is 0 if ADSD = or > 8 years; 7 if ADSD is < 8 years

Test Scores
- No changes

Billet Sequence Code (BSC)/Navy Enlisted Classification (NEC)
- Accounting category code (ACC) to 320.
- Date is the report date.
- Change "Program Enl For" to RCAC (you can type that info}

Contract Info
- Current enlistment date (CED) is the date of reenlistment
- Term is number years reenlisted
- Type of enlistment should be updated to reflect 96 (unless it already reflects 96)
- Update number of enlistments

Exhibit 2

Reserve Component to the Training and Administration of the Reserves (RC2TAR) Change Strength Gain Process

Personal Info
- Verify birth state/country
- Verify citizenship; if citizenship is "CD" the citizenship country needs to match birth country
- Verify active duty service date (ADSD) and pay entry base date "PEBD", make adjustments if necessary
- "Report Date" is date of reenlistment
- Enter unit identification code "UIC."
- Branch/Class: 11

Rating Conversion
- If conversion, enter new rate/rating.
- Rating conversion authority code is 9.
- "Rating Conversion Remarks: "Recall to active duty into the __/USN conversion per approval letter dated mm/dd/yyyy
- Drop on request (DOR)/time in rate (TIR) does not change

Employment Info
- Enter last discharge information based on most recent DD 214 Certificate of Release or Discharge from Active Duty.
- ACQ is 32 for males, 43 for females
- MOD code is 0 if ADSD = or > 8 years; 7 if ADSD is < 8 years

Test Scores
- No changes

Billet Sequence Code (BSC)/Navy Enlisted Classification (NEC)
- Accounting category code (ACC) to 320
- Date is the report date
- Change "Program Enl For" to RCAC (you can type that info)

Contract Info
- Current enlistment date (CED) is the date of reenlistment
- Term is number years reenlisted
- Type of enlistment should be updated to reflect 96 (unless it already reflects 96)
- Update number of enlistments

MILPERSMAN 1306-1600

HOSPITALIZATION OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-4821)	Phone: DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) OPNAVINST 5350.4C (c) DOD 7000.14-R, Department of Defense Financial Management Regulation (DODFMR) (d) NAVSO P-6034, The Joint Federal Travel Regulations (JFTR), Volume 1, Appendix J (e) BUPERSINST 7040.6 (f) BUMEDINST 6320.1E

Exhibits	1. Change of Status from TEMADD to TEMDU under Treatment 2. MTF Modification of Transfer

1. **Background**. The purpose of this article is to provide standard procedures for ordering, accounting, and transferring records of members hospitalized while assigned to a permanent duty station (PDS) or temporary duty (TEMDU) station, while in a leave or liberty status, or while traveling under permanent change of station (PCS) orders.

2. **Definitions**

a. **Naval Medical Treatment Facility (MTF)**. An activity of the naval establishment assigned the primary mission of providing medical care. Examples: Naval Hospitals (NAVHOSPs), Naval Medical Centers (NAVMEDCENs), Branch Medical Clinics (BRMEDCLINICs), Branch Clinics, and Medical Departments.

b. **Non-Naval MTF**. An MTF, foreign or domestic, federal or civilian, not falling within the definition of "naval MTF."

c. **Outpatient Medical Board**. Reference (a) provides for medical boards to be completed on an outpatient basis. This applies only to members who have not been admitted to the NAVHOSP in a temporary additional duty (TEMADD) or TEMDU status.

d. **Hospitalization**. Admission to any MTF for inpatient treatment or admission to a resident treatment program at a Substance Abuse Rehabilitation Program (SARP).

e. **Duty Station**. The activity to which the member was attached at the time of hospitalization.

f. **Limited Duty (LIMDU)**. When a medical board has determined that a member is temporarily not physically qualified to perform full duty, but return to full duty is anticipated, the member shall be assigned to a non-deploying activity and to duties that will not aggravate the temporary physical limitations. For complete information consult reference (a), chapter 18.

3. **Hospitalization in a Naval MTF**. Commanding officers (COs) shall issue individual orders for each member transferred TEMADD or TEMDU to a naval MTF. These orders shall be prepared prior to effecting the transfer, or as soon as circumstances permit.

a. **When a member in a leave or liberty status** is hospitalized, the MTF shall report the circumstances as soon as possible to the member's CO so that TEMADD or TEMDU orders may be issued. This information should be provided to ensure receipt by the member's CO prior to the normal expiration of the member's leave or liberty.

b. **When a member in a transient status** is hospitalized, the MTF shall report the circumstances to the

(1) **CO of the next duty station** to which the member was ordered to report; and

(2) **Assignment Control Authority (ACA)** (Navy Personnel Command (NAVPERSCOM),

- Enlisted Distribution Division (PERS-40);
- Enlisted Personnel Readiness and Support Branch (PERS-4013C1); or
- Reserve Personnel Services (PERS-4912)).

4. **TEMADD Under Treatment (UNTREAT) in a Naval MTF**

a. **Preparation**. The CO of a member's duty station shall prepare TEMADD UNTREAT orders (**NAVPERS 1320/16 (Rev. 11-87)**, **Temporary Additional Duty (TEMADD) Travel Order**) under the following circumstances:

(1) **Resident Treatment Programs**. Member is transferred to a resident treatment program at a SARP. Time limits in this article do not apply to these programs. For complete information consult reference (b).

(2) **Hospitalization less than 60 Days while on Sea Duty**. Member is serving on sea duty (Type Duty Code "2" or "4"), the period of hospitalization is expected to be less than 60 days, and the ship or unit is not scheduled to depart the area for an **extended period** while the member is hospitalized.

(a) For the purpose of this article, an **extended period** is defined as deployment of more than 60 days.

(b) The MTF shall advise the CO as soon as possible if member is expected to remain UNTREAT longer than 60 days.

(c) After 30 days, the CO has the option to assign member TEMDU to the MTF.

(3) **Hospitalization less than 91 Days while on Shore Duty**. Member is serving on shore duty (Type Duty Code "1," "3," or "6") and the period of hospitalization is expected to be less than 91 days. This category includes all members serving ashore for duty, duty under instruction (DUINS), TEMDU, and temporary duty under instruction (TEMDUINS).

(4) **Hospitalization while Performing Hazardous Duty or Diving Duty**. Member is performing hazardous duty or diving duty, is receiving incentive pay as authorized by reference (c), and is hospitalized as a result of injury or incapacitation incurred during the performance of such duty. Members in this category shall remain under TEMADD orders until one of the following occurs, whichever comes first:

(a) Treatment is completed and member returns to PDS.

(b) Member is found unfit for duty by appropriate medical authority.

(c) Three calendar months elapse as defined by reference (c).

b. **Content of TEMADD UNTREAT Orders**. TEMADD UNTREAT orders shall permit only one round trip and must cite appropriate TEMADD accounting data.

(1) In cases where TEMADD accounting data must be requested from an administrative commander and it cannot be cited at the time of transfer, COs may issue TEMADD UNTREAT orders containing a statement that accounting data will be forwarded to the naval MTF by separate action as soon as possible.

(2) Members will not be transferred to MTFs under "no-cost" orders, except as noted below.

(a) When members are transferred to an MTF within the vicinity of their PDS (as defined in reference (d)) and government transportation to and from the MTF is directed.

(b) TEMADD UNTREAT orders may be prepared without accounting data so 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 ACCRUE ADVISE YOUR COMMANDING OFFICER."

c. **Endorsement**. The officer in charge (OIC) of the Personnel Support Activity Detachment (PERSUPP DET) supporting the MTF where a member is hospitalized shall prepare a memorandum endorsement containing the time and date of admission and release from the MTF.

5. **Change of Status from TEMADD to TEMDU UNTREAT in a Naval MTF**. The CO of a NAVMEDCEN or NAVHOSP shall immediately direct the change of status from TEMADD to TEMDU and notify the **parent command** by **message** not later than the next day, **info** the **supporting PERSUPP DET** (Exhibit 1 refers) when

a. members serving on sea duty (Type Duty Code “2” or “4”) are being processed by an outpatient medical board, and the opinion of the medical board is that member is not fit for duty.

b. there is a change of status to TEMDU for treatment. The naval MTF will submit TEMDU for treatment **message** to the **ultimate duty station**, any **intermediate duty stations**, and the **ACA**.

c. the period of hospitalization will exceed the time limits set by this article.

d. the member exceeds, or is expected to exceed, the time frame established by this article.

e. a determination is made that the member is no longer fit for full duty and a medical board is anticipated. This applies only in cases where the member is permanently assigned to a ship or mobile unit, or is permanently assigned to a command outside the geographic area of the MTF.

f. the member is permanently assigned to a ship or mobile unit, and the command departs from the area for a deployment greater than 60 days.

NOTE: In cases requiring a line of duty investigation (LODI), take no action to change a member's status until a copy of the investigation is received by the cognizant MTF.

6. **TEMDU UNTREAT in a Naval MTF**. Upon receipt of notification from a MTF that a member's status has changed, the CO of the parent command or the supporting PERSUPP DET, as appropriate, shall prepare TEMDU UNTREAT orders (standard transfer order (STO)), and detaching endorsement.

a. **Preparation**. The orders; detaching endorsement; service, medical, dental, and pay records; and transfer evaluation; shall be forwarded to the PERSUPP DET servicing the MTF not later than 5 working days after receipt of notification.

b. **Content of TEMDU UNTREAT Orders**. TEMDU UNTREAT orders shall direct transfer to the MTF for accounting category code (ACC) 370 for **TEMDU (UNTREAT)**.

(1) TEMDU UNTREAT orders must cite appropriate accounting data from reference (e).

(2) Members will not be transferred to MTFs for TEMDU UNTREAT at "no-cost."

c. **Endorsement**. The OIC of the PERSUPP DET supporting the MTF where a member is hospitalized shall use

- NAVCOMPT 3068-6C (Rev. 9-76), Reporting (Arrival) Endorsement to Orders; **and**
- NAVCOMPT 3067-6C (9-76), Detaching (Departing) Endorsement to Orders; **or**
- the appropriate Pay and Personnel Source Data System (SDS) event

to endorse TEMDU UNTREAT orders with time and date of admission and release from the MTF.

d. **Provisions for Transient Personnel**. When a member is hospitalized while en route to a temporary or PDS, the OIC of the PERSUPP DET supporting the MTF where the member is hospitalized shall use NAVCOMPT 3068-6C or the appropriate SDS event to endorse the PCS order under which the member was traveling to reflect admission to the MTF and receipt of the member for TEMDU UNTREAT.

(1) The NAVHOSP will notify the ultimate duty station and any intermediate duty stations of the member's hospitalization and estimated length of hospitalization, and provide updates as appropriate.

(2) In the event the unexecuted portion of the member's PCS order is cancelled by the ACA, an entry in the remarks section of NAVCOMPT 3068-6C shall so state and cite the authority for the order cancellation.

7. **Hospitalization in a Non-Naval MTF**. Any naval activity, upon learning of a Navy member hospitalized in a non-naval MTF, must immediately notify the following:

Military Medical Support Office (MILMEDSUPPOFF)
Great Lakes, IL
COM Toll Free (888) 647-6676
DSN 792-3950
FAX (847) 688-3905

The responsibilities of the MILMEDSUPPOFF are defined in reference (f).

a. **The MILMEDSUPPOFF will**

(1) notify all commands concerned of the member’s status;

(2) designate the NAVHOSP with a patient account responsible for the member;

(3) designate the nearest naval activity with a medical department responsible for personal contact and liaison with the member; and

(4) direct appropriate orders, endorsements, records, and accounts be forwarded to the PERSUPP DET servicing the NAVHOSP.

b. **The designated naval MTF will**

(1) maintain liaison with the non-naval MTF and the member. The NAVHOSP will monitor and account for the member; however, the MILMEDSUPPOFF still retains ultimate responsibility for monitoring and accounting.

(2) ensure command functions necessary for proper administration of the member are performed (e.g., line of duty investigations).

(3) coordinate with the non-naval MTF to ensure timely release and transfer to the appropriate MTF or VA hospital.

(4) notify the PERSUPP DET servicing the NAVHOSP when the member is released from the non-naval MTF and advise the PERSUPP DET of the disposition of the member following hospitalization in the non-naval MTF.

(5) designate the MTF responsible for the member.

(6) notify all commands concerned of the member's status, and

(7) direct that service, pay, and health records be forwarded to the PERSUPP DET supporting the responsible MTF.

NOTE: See MILPERSMAN 1050-050 regarding leave while sick in quarters (SIQ) or hospitalized by civilian physician.

c. **Content of Orders**. COs shall prepare and forward individual orders as set forth in this article. Orders shall direct transfer to the responsible MTF for

(1) TEMADD UNTREAT,

(2) TEMDU UNTREAT at a non-military MTF (ACC 372), or

(3) TEMDU UNTREAT at other uniformed service MTF (ACC 373).

d. **Records and Accounts**. A member's records and accounts shall be maintained by the PERSUPP DET supporting the NAVHOSP. The PERSUPP DET will gain the member

- TEMADD UNTREAT,
- TEMDU UNTREAT at a non-naval MTF (ACC 372), or
- TEMDU UNTREAT at other Uniformed Service MTF (ACC 373) in the NAVHOSP (Patients/Others) account,

as appropriate.

8. **Hospitalization in a Non-Naval U.S. Military MTF Overseas**. COs shall prepare and forward individual orders as set forth in this Article.

a. **Orders**. Orders shall direct transfer to the responsible Navy overseas area commander for TEMADD UNTREAT, or TEMDU UNTREAT at a uniformed service MTF (ACC 373).

b. **Records and Accounts**. A member's records and accounts shall be maintained by the PERSUPP DET supporting the responsible Navy overseas area commander.

c. **Liaison**. The Navy overseas area commander

(1) will maintain liaison with the non-naval MTF and the member.

(2) will notify the member's parent command of hospitalization, when appropriate.

(3) will ensure command functions necessary for proper administration of the member are performed (for example, line of duty investigations).

(4) will notify the supporting PERSUPP DET when the member is released from the MTF.

(5) may request another Navy activity nearer to the non-naval MTF to perform these liaison functions.

d. **Foreign MTFs**. When a member is hospitalized in a foreign MTF, COs shall transfer the member to the **U.S. Consul** for accountability and inform the **Bureau of Medicine and Surgery (BUMED) (BUMED-331)** by **message**. This message must include all known facts and an estimate of the duration of the hospitalization. The **U.S. Consul and the Navy overseas area commander** must be included as **information addressees** on this message report.

e. **Content of Orders**. Orders shall direct transfer to the U.S. Consul for TEMADD UNTREAT or TEMDU UNTREAT at a non-military MTF (ACC 372).

f. **Records and Accounts**. A member's records and accounts shall be retained by the unit or activity to which the member is assigned.

(1) When a unit is about to depart the area where the member is hospitalized, records shall be forwarded to the nearest U.S. Consul.

(2) The U.S. Consul shall be furnished with a complete history of the case and will be requested to cooperate with the attending physician in charge at the hospital to arrange for transportation of the member, with records, to the nearest U.S. naval activity.

9. **Transfer of Patients between NAVHOSPs, and from a NAVHOSP to Another Armed Forces Hospital**

a. **Cost Transfer**. Reference (a) provides for transfer of patients between NAVHOSPs and other Armed Forces hospitals. Patients may be transferred between Armed Forces MTFs to facilitate recovery or to effectively use available bed space. Such transfers shall be effected at government expense.

b. **No-Cost-to-the-Government Travel Authorization**. When a patient in a TEMDU UNDERTREAT status desires transfer between NAVHOSPs, or from a NAVHOSP to another Armed Forces hospital, and such transfer is considered by the CO of the hospital to be unnecessary for medical reasons, the patient may request a transfer for personal reasons. A request shall be submitted utilizing NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request per criteria set forth below:

(1) If the transfer is between NAVHOSPs located in the same geographical area, the request shall be submitted to the PERSUPP DET via the receiving CO.

(2) If the transfer is between NAVHOSPs located in different geographical areas, or from a NAVHOSP to another Armed Forces hospital, requests shall be submitted to **NAVPERSCOM (PERS-40)** via the

- CO of the NAVHOSP,
- supporting PERSUPP DET, and
- BUMED (BUMED-331).

(3) The forwarding endorsement by CO of the NAVHOSP shall

- make a specific recommendation regarding approval/disapproval,
- estimate the remaining period of hospitalization, and
- address humanitarian considerations of the requested transfer and whether the transfer would alleviate the conditions.

(4) A statement that following service record entry has been made:

"I understand that if my request for transfer from a naval hospital to (another naval hospital/Armed Forces Hospital) is authorized, it will be as a result of my own request for my personal convenience, and is to be made at no-cost-to-the-government. I further understand that I shall not be entitled to reimbursement for any expenses connected therewith, and government transportation, including the use of Air Mobility Command, is not authorized for myself/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."

10. **Assignment of Personnel upon Completion of Hospitalization or Treatment**. While TEMADD members will be returned to their parent command by the PERSUPP DET servicing the NAVHOSP, the disposition of TEMDU members will be resolved under the provisions provided in this article.

a. In view of the MTF's limited quarters for staff, patients, and medical holding company personnel, members may, but are not required to, be assigned to the nearest Transient Personnel Unit (TPU)/Others activity in a TEMADD status while awaiting medical board processing or other appropriate disposition upon completion of hospitalization.

b. These TEMADD assignments do not shift the management responsibility from the NAVHOSP to the TPU/Others activity that may berth and employ these members.

c. The MTF shall advise the servicing PERSUPP DET of status changes of members upon occurrence and shall provide the servicing PERSUPP DET with a copy of the medical board immediately upon being signed by the convening authority (CA).

d. COs of MTFs may authorize separation of members who have less than 3 months remaining obligated service (OBLISERV) who indicate they don't desire to reenlist.

(1) Cite MILPERSMAN 1910-102 as authority in effecting such separation.

(2) The PERSUPP DET servicing the NAVHOSP will change the member's status to ACC 380 and effect the discharge within 7 days.

e. The PERSUPP DET servicing the NAVHOSP will transfer the member to the nearest TPU/Others activity no later than the next working day following receipt of notification of fit for full duty.

f. The PERSUPP DET servicing the TPU/Others activity will receive the member in ACC 320 and submit the availability report on the date of receipt.

g. Per reference (a), the established time frame for processing a medical board is 20 calendar days. To ensure this timeliness is observed, COs of MTFs will retain members on board pending completion of local medical board processing.

h. The PERSUPP DET servicing the NAVHOSP will change the member's status to ACC 355, establish a tickler, and advise the

NAVHOSP by **message** with **information copies** to

- NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013/TMU),
- NAVPERSCOM, Disability Retirement/LIMDU Section (PERS-4821/TMU), and
- BUMED (BUMED-311),

if the medical board is not received within 25 days from effective date of status, and every week thereafter.

i. No later than the next working day following the date the Medical Board Report is signed by the CA, the following action will be taken:

(1) If the medical board authorized discharge of the member due to physical disability existing prior to entry and does not require approval of higher authority, the PERSUPP DET servicing the NAVHOSP will change the member's status to ACC 380 and effect the discharge within 7 days.

(2) If the medical board approved a first period of LIMDU for 6 months or less, the PERSUPP DET servicing the NAVHOSP will effect the transfer of the member to the nearest TPU/Others activity. The PERSUPP DET servicing the TPU/Others activity will receive the member in ACC 320 and submit the availability report on the date of receipt.

(3) If the signed Medical Board Report recommended departmental review by NAVPERSCOM (PERS-4821) or Physical Evaluation Board (PEB) proceedings, the PERSUPP DET servicing the NAVHOSP will effect the transfer of the member to the nearest TPU/Others activity. The PERSUPP DET servicing the TPU/Others activity will receive the member in ACC 355.

j. The transfer stipulated above does not apply to members who are not in an ambulatory status, in need of nursing procedures, dietary care, or special treatment not normally available outside the NAVHOSP.

(1) Should a member report to the TPU/Others activity whose apparent condition is questionable, the CO of the TPU/Others activity shall immediately contact Head, Patient Administration Department of the NAVHOSP.

(2) Head, Patient Administration Department will resolve questionable cases within the best interests of the member concerned, the TPU/Others activity, and the NAVHOSP.

(3) In cases where the member remains on board the NAVHOSP pending further treatment or follow-up action upon completion of medical board processing, the PERSUPP DET servicing the NAVHOSP will take appropriate actions regarding ACC change and availability submission.

11. **Disposition of Records**. COs effecting transfer of members to a NAVHOSP or non-NAVHOSP will effect disposition of their records per MILPERSMAN 1070-120.

12. **Out-Patient Medical Boards**. Outpatient medical boards apply only to members who have not been admitted to the MTF in a TEMADD or TEMDU status.

a. **Awaiting Results**

(1) Members will be transferred to the TPU/Others activity nearest the NAVHOSP in a TEMDU status awaiting results of a medical board (ACC 355), provided **all** the following provisions apply:

(a) When it is of the opinion of the medical board that the member is not fit for full duty.

(b) The member is permanently attached to a command classified as Arduous Sea Duty (Type Duty Code “2”) or Overseas Sea Duty (Type Duty Code “4”).

(c) The member is in an ambulatory status and is not in need of nursing procedures, dietary care, or special treatment not normally available outside the NAVHOSP.

(d) Medical condition does not warrant Convalescent Leave. (Convalescent Leave will not be granted en route to the TPU/Others activity.)

(e) Berthing is not available at the MTF.

(2) The following guidelines apply:

(a) The MTF will issue memorandum orders directing the member to report to the TPU/Others activity nearest the MTF to await medical board and availability processing.

(b) If the member reported with funded TEMADD orders for the purpose of travel reimbursement, the MTF will prepare a memorandum endorsement to the orders.

(c) The MTF will notify the **parent command** by **message** of the transfer and direct the parent command to forward the member's records and accounts to the appropriate PERSUPP DET servicing the TPU/Others activity with TEMDU orders and endorsements. Format provided in Exhibit 2 will be used.

(d) The parent command will comply with the transfer of the member within 5 working days to ensure expeditious processing of members through the transient pipeline. The parent command will additionally advise all concerned the date and method of transfer of records and accounts, and any mail delays anticipated, if applicable.

b. **Members Found Not Fit for Full Duty by an Outpatient Medical Board, Who will be Retained by the MTF**

(1) A member permanently attached to a command classified as Arduous Sea Duty (Type Duty Code “2”) or Overseas Sea Duty (Type Duty Code “4”) will be gained in a TEMDU status at the MTF, vice transferred to the nearest TPU/Others activity under **any** of the following circumstances:

(a) The member is not in an ambulatory status, is in need of nursing procedures, dietary care, or special treatment not available outside the NAVHOSP.

(b) Medical condition warrants Convalescent Leave. (Convalescent Leave will not be granted en route to the TPU/Others activity).

(c) Berthing is available at the MTF. (In this case the member should be transferred to the nearest TPU/Others only after the Medical Board Report has been signed.).

(d) Members assigned to sea duty commands at Naval Weapons Station, Charleston, SC may be gained to NAVHOSP, Charleston patient account (UIC: 31647) TEMDU (ACC: 355) to await final outcome of medical board proceedings when directed by NAVHOSP, Charleston.

(2) Additional Actions Required upon Notification of Medical Board Proceedings

(a) The parent command will submit the diary loss entry or appropriate SDS entry and comply with MILPERSMAN 1306-108, Enlisted Manning Inquiry Report (EMIR), as warranted.

(b) The PERSUPP DET servicing the TPU/Others activity will submit the appropriate diary gain placing the member in

ACC 355 and will establish a tickler to ensure records and accounts are received. Appropriate **tracer action** shall be initiated via **message** should the records not be received within **10 days** after the member reports, with follow-up tracers initiated weekly. Ensure appropriate **information addressees**,

- parent command,
- immediate superior in command (ISIC),
- NAVHOSP, and
- NAVPERSCOM (PERS-4013/TMU),

are advised of failure of the parent command to comply with the guidelines herein.

(c) The MTF will ensure a copy of the medical board's reports are forwarded to the PERSUPP DET servicing the TPU/Others activity as specified by reference (a).

(d) PERSUPP DET will submit via **message** a weekly status request listing all members who reported on board without a copy of the Medical Board Report. Weekly status request must be submitted to the **appropriate MTF**, with **information copy** to

- NAVPERSCOM (PERS-4013/TMU),
- NAVPERSCOM (PERS-4821/TMU), and
- BUMED (BUMED-311).

Members will remain on the weekly status request until a copy of the Medical Board Report is received onboard.

(e) PERSUPP DET will submit via **message** a monthly status request listing all members whose medical board has been referred to the PEB and findings are not received on board. Monthly status request must be submitted no later than the first week of the month to the **PEB Liaison Officer (PEBLO) at the MTF where the medical board was originated**, with **information copy** to

- Director, Naval Council of Personnel Boards (DIRNCPB),
- NAVPERSCOM (PERS-4013/TMU),
- NAVPERSCOM (PERS-4821/TMU), and
- BUMED (BUMED-311).

Members will remain on the monthly status request until the results of PEB proceedings are received on board.

c. **Chief Petty Officers (CPOs) (E-7 - E-9) found Not Fit for Full Duty**. To ensure that CPOs are assigned to positions commensurate with their paygrade while awaiting the results of a medical board, the following requirements, in addition to the guidelines prescribed in this article, should be followed:

(1) NAVHOSP will request the previous CO to provide a recommendation for the work assignment of a CPO by **message** simultaneous upon transfer to the TPU/Others activity.

(2) This work assignment may be the member's previous duty station ISIC, administrative commander, or other shore duty component of their chain of command.

(3) To protect the member's health, such work assignment cannot aggravate the medical condition. Ultimate work assignment will be made by the TPU/Others activity.

(4) During this work assignment, the member remains attached to the TPU/Others activity in a TEMDU status and must be readily available for medical consultation, treatment, availability processing, and transfer when required.

EXHIBIT 1

CHANGE OF STATUS FROM TEMADD TO TEMDU UNTREAT

(Use the proper message format containing the following.)

FROM NAVMEDCEN PORTSMOUTH VA//JJJ//
TO USS OBANNON
INFO COMNAVPERSCOM MILLINGTON TN//PERS-4821/TMU//
PERSUPP DET PORTSMOUTH VA//JJJ//
UNCLAS//N01306//
SUBJ/TEMDU FOR TREATMENT TRF ICO ET2 JOHN P. JONES, USN, SSN (XXXX-XX-1234, LAST FOUR ONLY)//
MSGID/GENADMIN/CMD PLA//
REF/A/DOC/CNPC/date//
AMPN/MILPERSMAN 1306-1600//
RMKS/1. STATUS OF SNM CHANGED FROM TEMADD TO TEMDU EFFECTIVE 0800, 26JUN07. REASON FOR CHANGE: EST PERIOD OF HOSP EXPECTED TO EXCEED TIME LIMITS EST REF A. (OR PROVIDE APPROPRIATE GUIDELINE OR REF A.)
2. REQ TEMDU ORDERS AND DET END EFF 0800, 26JUN07. FWD STO, TRF EVAL, DET END, SERPAHEL TO PERSUPP DET PORTSMOUTH VA. ENSURE DIARY LOSS SUB PER DMRSMAN.
BT

SAMPLE

EXHIBIT 2

MTF MODIFICATION OF TRANSFER

(Use the proper message format containing the following.)

FROM NAVMEDCEN PORTSMOUTH VA//JJJ//
TO USS OBANNON
INFO COMNAVPERSCOM MILLINGTON TN//PERS-4821/4013C1/TMU//
TPU NORFOLK VA//JJJ//
PERSUPP DET NAVSTA NORFOLK VA//JJJ//
UNCLAS //N01306//
SUBJ/TEMDU TRF ICO QMC U.S. GRANT, USN, SSN (XXXX-XX-1234, LAST FOUR ONLY)//
MSGID/GENADMIN/CMD PLA//
REF/A/DOC/CNPC/date//
AMPN/MILPERSMAN 1306-1600//
RMKS/1. OUTPATIENT MED BD DICTATED 08MAY07 ICO SNM. MEMO ORDERS ISSUED PER REF A DIR SNM TO RPT NLT 1200, 08MAY07 TO TPU NORFOLK.
A. EFF TIME/DATE OF TRF: 0900, 08MAY07.
B. TPU POC/ADDRESS: MACM FOWLER, 743-3385/TPU NORFOLK VA (ATTN: BKS 32).
C. SERVICING PERSUPP DET POC/ADDRESS: MRS SMITH, 473-2710/PERSUPP DET NAVSTA NORFOLK VA.
D. ISSUE TEMDU ORDERS TO: TPU NORFOLK VA (OTHERS) (UIC: 32002) ACC: 355.
2. FWD ORDERS, DET END, TRF EVALS, AND SERPAHEL REC TO PERSUPP DET NAVSTA NORFOLK WITHIN 5 WORKING DAYS OF REC THIS MSG. SUBMIT DIARY LOSS EVENT. ADVISE MSG DATE AND METHOD OF TRF OF RECORDS AND ACCOUNTS AND ANY MAIL DELAYS ANTICIPATED IF APPLICABLE.
3. (FOR E-7 - E-9 PERSONNEL ONLY) PROVIDE TPU NORFOLK WITH REC FOR MEMBER'S WORK ASSIGNMENT PER REF A.//
BT

SAMPLE

MILPERSMAN 1306-1700

AVAILABILITY PROCESSING – GENERAL INFORMATION

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**. The procedures outlined in this article and other MILPERSMAN articles pertaining to availability (AVAIL) processing listed below provide the means by which the Navy efficiently and expeditiously assigns available personnel to duty where their abilities, experience, and training, coupled with their individual preferences, can best be utilized to the ultimate advantage of the individual and the Navy.

Further guidance may be accessed by using the following MILPERSMAN articles:	**See MILPERSMAN**
Availability Processing – Report Submissions	1306-1702
Availability Processing – Data Item Descriptions and Remarks For Report Submissions	1306-1704
Availability Processing – Tracking Orders Status and Tracer Actions After Report Submission	1306-1705
Availability Processing – Changes and Deletions After Initial Report Submission	1306-1706

2. **Background**

a. An AVAIL report is the communication to the assignment control authority that an individual requires assignment or reassignment. It is used to notify anyone with a need to know as to why the Service member has become available for transfer. It provides a means for those who process pay and personnel documents and others to properly track a Service member for receipt of Bureau of Naval Personnel (BUPERS) orders or other disposition after AVAIL submission.

b. In the interest of stability, personnel readiness, cost effectiveness, and morale of the individual, accurate, complete,

and timely submission of AVAIL reports is mandatory. Errors and omissions cause delays in the processing of AVAIL reports and ultimately delay the transfer of the individual. It is imperative that personnel are properly assigned or reassigned (as needed) dependent on status.

3. **Types of AVAILS**. There are two types of AVAIL reports - immediate and non-immediate.

a. **Immediate**. Used for Service members who are immediately available for transfer, including type duty disqualifications, assignment to or release from a humanitarian tour, school non-graduates, short-fused graduates, former officers, rating conversions, component changes, and brig or disciplinary assignment and releases. Immediate AVAIL report is also used for reassignment of pregnant Service members and Service members in a medical release status, including those going to or from limited duty (LIMDU) or physical evaluation board (PEB) status.

b. **Non-immediate**. Used for Service members who will be available in the future for applicable reasons to include planned deactivation, decommissioning, change of homeport, and school graduates with a graduation date more than 21 days in the future.

4. **Responsibility**. Navy commands and cognizant authorities in BUPERS and Navy Personnel Command (NAVPERSCOM) are responsible for prompt and accurate submission of AVAILs for personnel who are available for assignment or reassignment.

a. **Shore Activities (duty type 1, 3, or 6, as provided in MILPERSMAN 1306-102) and School Commands**. Authorized users at personnel support detachments, customer service desks, MyNavy Career Center, functional service centers, NAVPERSCOM, and Naval Education and Training Command (NETC), Supply Chain Operations/Accession Distribution (N33) may submit AVAILs.

b. **Non-Shore and Operational Activities (duty type 2 or 4, as provided in MILPERSMAN 1306-102)**. If a Service member requires reassignment before the established projected rotation date, the applicable detachment, service center, or any command personnel office with no supporting detachment or service center may submit AVAILs, except in those instances detailed in the MILPERSMAN articles referenced in paragraph 1 table.

c. **NAVPERSCOM and BUPERS Enlisted Community Managers.** NAVPERSCOM and BUPERS authorities enter AVAILs in the Enlisted Assignment Information System (EAIS) as directed by NAVPERSCOM, Enlisted Distribution Division (PERS-40) and as identified in the MILPERSMAN articles referenced in paragraph 1 table.

d. **Contact.** The command pay and personnel support administrator or other applicable command representative is responsible for providing AVAIL information to the servicing detachment or service center, NAVPERSCOM, or NETC (N33) (as applicable) to support initial AVAIL submissions, as well as any status change notifications. This should include student school rosters, holds, setbacks, drops, component changes, nominations, medical, legal, etc. **Do not** provide any medical information (i.e., internal classification of diseases codes or diagnosis, limitations, etc.) or any information which is negative in nature (i.e., legal details, substandard personal details, etc.).

e. **AVAIL Files.** Personnel responsible for submitting AVAILS will retain all substantiating documentation used to submit AVAIL requests. This documentation includes BUPERS orders, orders modifications (ORDMOD), and notifications from command, which are based on a Service member's status (i.e., student school rosters, holds, setbacks, drops, component changes, nominations, medical, legal, etc.). Only approved information such as dates, names, or status changes which are applicable to AVAIL submission approved under this article will be retained.

5. **Report Submission Method.** AVAIL reports are submitted through the Navy Standard Integrated Personnel System (NSIPS), except in cases otherwise prescribed by MILPERSMAN 1306-1702.

6. **Other AVAIL Information**

a. **Students.** Personnel attending schools with orders to the next scheduled assignment do not require an AVAIL submission, unless their status changes and or they are dropped from training.

b. **Accessions.** An accession is a Service member who moves from "street to fleet" and changes active duty status, which includes a Service member in the following status:

(1) Recruit training in account category (ACC) 340 to ACC 1XX

(2) Returning to active duty after a break in service, to include Navy veteran and other service veteran

(3) Reserve Component (RC) to Active Component (AC)

(4) RC to Full Time Support (FTS)

(5) AC to FTS

(6) FTS to AC

(7) When status changes to former officer or officer candidate

c. **Verify Orders and Service Member's Status.** Before determining if AVAIL submission is required, use whatever means available (i.e., NSIPS reports, the enlisted master file F3 and F6 screen, BUPERS Online, any feedback from NAVPERSCOM, EAIS, etc.) to verify if BUPERS orders or ORDMOD has been received, or if it is confirmed that the Service member will remain onboard, and AVAIL is not required.

d. **Active Duty for Special Work (ADSW). Do not submit an AVAIL on ADSW personnel.** Contact NAVPERSCOM, Full Time Support Distribution and Augmentation Division (PERS-46) for further information. Refer to NAVPERSCOM Web site: http://www.public.navy.mil/bupers-npc/career/augmentation/Pages/default2.aspx.

e. **Travel Status.** If Service member is in a travel status ACC 400, only authorized personnel at NAVPERSCOM may enter an AVAIL for an ORDMOD (as required).

f. **Web Enabled Placement Portal (WEPP) and Personnel Manning Action Request (PMAR).** Used by NAVPERSCOM, Enlisted Placement Management Branch (PERS-4013) to process manning action requests when received by sources including type commands and manning control authorities. AVAIL submission is required for various reasons prescribed by MILPERSMAN 1306-1702, regardless of whether a WEPP or PMAR is used.

g. **Permanent Change of Station (PCS) Diverts and Cross-decks.** AVAIL submission is not required when a Service member is transferred for a PCS divert or cross-deck, unless the Service member is assigned to one of the following training pipeline or reassignment type status:

(1) Assigned to a command while in LIMDU or PEB status and returned from such status

(2) Anytime BUPERS orders are issued from a received AVAIL, but those orders require a formal ORDMOD

(3) Divert or cross deck is due to upcoming command decommissioning, deactivation, or home port change

(4) Homeport change is completed, and Service member requires reassignment for valid reasons

(5) Service member is in a travel status when being diverted or cross-decked

MILPERSMAN 1306-1702

AVAILABILITY PROCESSING – REPORT SUBMISSIONS

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone	DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) NAVSO P-6034, Joint Travel Regulations (JTR)

1. **Reports**. This article provides guidance on submission of availability reports (AVAILs) pertaining to the status of a Service member.

a. The command pay and personnel support administrator (CPPA) or command representative is responsible for providing AVAIL information and any relevant status to the appropriate source for AVAIL submission determination.

b. Authorized users at personnel support detachments, customer service desks, MyNavy Career Center, functional service centers (FSC), Navy Personnel Command (NAVPERSCOM), and Naval Education and Training Command (NETC) Supply Chain Operations/Accessions Distribution Branch (N33) may submit AVAILs.

c. The Navy Standard Integrated Personnel System (NSIPS), Enlisted Information Assignment System (EAIS), and e-mail are used for AVAIL submissions.

2. **AVAIL Class Codes**. AVAIL class codes, their definitions, and submission methods.

a. **Disqualifications and Class "D" Nominations** - Personnel who are made available for reassignment as a result of disqualification from serving in a type duty, rate change, command status change or other nominations. There are various reasons for submitting AVAILs using this class code.

Class "D"

Code	Description	Notes	Method
DA	Disqualified from current duties.	1	NSIPS
DC	Approved for direct conversion to another rating (lateral or forced).	2	NSIPS
DE	Command status change.	3	EAIS
DG	Submarines/nuclear duty personnel disqualification.	4	NSIPS
DH	Homeport change.	3	EAIS
DM	Marriage of two Service members.	5	NSIPS
DN	Completion of disqualification process (submarine/nuclear trained personnel only).	6	NSIPS
DP	Reassignment due to pregnancy and post-partum.	7	E-mail and EAIS
DR	Recruiter and Recruit Division Commander disqualification.	8	NSIPS
DS	Service member becomes designated and or is a selectee/frocked from the Navy-wide exam.	9	NSIPS
DV	Fleet member approved for nuclear or submariner training.	9,10	EAIS
DW	Approved for rating conversion and completion of "A" school required prior to rate change.	9,10	EAIS
DY	Termination of pregnancy tour requirement.	11	NSIPS
DZ	Not otherwise Defined. **Not** submarine/nuclear designated).	12	NSIPS and EAIS

Note 1: No longer qualified for additional duties such as Personnel Reliability Program, but can be issued Bureau of Naval Personnel (BUPERS) orders to new assignment. **Do not** use for submarine/nuclear designated personnel.

Note 2: Formal training **is not** required. Billet not available onboard. **Do not** use for submarine or nuclear disqualification.

Note 3: "DE" class AVAIL for command deactivation, mission change, billet reduction due to commercial activity study, and or elimination of requirement. "DH" class AVAIL for homeport change.

Note 4: For further evaluation/processing of submarine/nuclear personnel **only** who are disqualified from such duties to be assigned with BUPERS orders to a Navy submarine support command or commander submarine squadron (as applicable). **Do not** use when Service member is placed in a temporary limited duty (TLD) or physical evaluation board (PEB) status, or for pregnancy.

Note 5: Service member marries another Service member while on board same operational command. Also for both on board same non-operational command, but reporting senior does not concur with both being onboard. Once AVAIL is received on each Service member, NAVPERSCOM will determine which spouse will transfer.

1	AVAIL is required for each Service member, unless AVAILs are not needed if one spouse will be separating within 90 days or will be reassigned for other valid reasons per this article (i.e., pregnant, TLD, etc.).
2	Delete AVAIL on the spouse that remains onboard.

Note 6: Submit AVAIL after disqualification process is complete and or applicable conversion is approved, whether such conversion is for rating or community or both. **Do not** use this class when returned from TLD or found fit by a PEB. See class "Y" AVAILs.

Note 7: Current command submits "DP" class AVAILs to NAVPERSCOM, Deployability Assessment Branch (PERS-454) with a copy to applicable detachment or service center via encrypted e-mail at: pregavail-tld@navy.mil. Send any questions concerning AVAIL determination and assignment of pregnant Service members to this e-mail address.

Note 8: Class "DR" class AVAILs include non-medical related disqualification from recruit division commander and recruiting duty to include approved "no fault" and "fault" transfers.

Note 9: Billet not available onboard and or for immediate transfer (not a normal PRD roller).

Note 10: Fleet member approved to attend formal training under Career Waypoints (C-WAY) or other conversion program. This includes transferring from ceremonial guard with class "A" school guarantee. Billet not available onboard and or for immediate transfer (not a normal PRD roller).

1	"DV" class AVAIL is entered by NAVPERSCOM, Nuclear Power/Submarine Distribution Branch (PERS-403) or applicable Enlisted Community Manager (ECM) (BUPERS-32).
2	"DW" class AVAIL is entered by applicable ECM (BUPERS-32), this class includes a non-submarine/nuclear Service member approved for lateral conversion to a surface rating upon completion of class A school.

Note 11: Service member must be medically cleared by appropriate healthcare provider. The medical treatment facility maintains medical information.

1	Assigned to a pregnancy tour with post-partum projected rotation date (PRD) when status changes to no longer requiring pregnancy tour.
2	As request for disposition of unexecuted pregnancy tour BUPERS orders, when no longer needed.
3	Early transfer after childbirth upon Service member's request to terminate pregnancy tour and Service member is medically cleared.

Note 12: Includes non-submarine/nuclear designated Service member approved to be retained in the Navy after detached for cause, diverts, cross decks, unfunded billets, or other circumstances not already provided in this article that was not for medical or disciplinary reasons.

b. **Navy Veteran (NAVET), Other Service Veteran (OSVET), and Other.** Personnel who are gained into enlisted Navy strength status after a break in service or who are available for reassignment for component changes. This class **does not** include prior officers, prior officer candidates, or officer programs personnel (see class "O"). Submit AVAIL after gain is posted to the Service member's Navy enlisted master record (EMR) with Navy full strength status (SCIND XFXXX) to include correct branch class code (BRCL), account category code (ACC), and an active pay account with applicable pay entitlements.

Class "F"

Code	Description	Notes	Method
FA	BRCL 11. "A" school required.	1	NSIPS
FD	Full time support (FTS) BRCL 32 SPI V. "A" school required.	1	NSIPS
FE	Approved for Submarine and or nuclear field training.	1	NSIPS

FO	BRCL 11 - "A" school not required.	1	NSIPS
FG	Enlistment after completing career intermittent program with or without school recommendation.	2	EAIS
FP	Other reserve status conversion to active duty.	3	NSIPS
FR	FTS BRCL 32 SPI V - "A" school not required.	4	NSIPS

Note 1: NAVET/OSVET, Reserve Component (RC) to Active Component (AC), and RC to FTS.

Note 2: AVAIL is entered by NAVPERSCOM, Enlisted Distribution Division (PERS-40T).

Note 3: FTS conversion to active duty and when a Service member is recalled from the Fleet Reserve to active duty.

Note 4: Fleet member on board for permanent duty. Billet not available onboard.

c. **Humanitarian Tour Releases.** Personnel assigned to and completing humanitarian tour assignments (HUMS). For questions and further guidance send an e-mail to MILL PERS-40HUMS@navy.mil.

Class "H"

Code	Definition	Notes	Method
HA	Approved for HUMS reassignment.	1	EAIS
HD	HUMS tour completed and or family hardship alleviated.	2	EAIS

Note 1: AVAIL is entered by PERS-40HH when HUMS is approved.

Note 2: AVAIL is entered by PERS-40HH when hardship is alleviated and or 6 weeks prior to HUMS PRD, unless pending approval of HUMs extension.

d. **School Graduation and Extended Training Status.** Personnel who are available for assignment or reassignment based on scheduled graduation from training path and who meet all criteria for being available for transfer. In addition to graduation AVAILS, specific AVAIL class codes in this section will be used as needed to issue BUPERS ORDMOD.

(1) Personnel in receipt of BUPERS orders, with follow on to next assignments(s) to include next training path and or ultimate assignment to include permanent duty station do not require AVAIL submission, unless their status changes and or they are dropped from training.

(2) The CPPA or training command representative is responsible for providing AVAIL information to applicable detachment or service center and assignment control authority (ACA) to support initial AVAIL submissions, as well as to provide any status change notifications. All substantiating documentation used to submit AVAILs will be retained. This should include BUPERS orders, orders modifications (ORDMOD), graduation lists, holds and setbacks, etc.

(3) Detachment or service center should utilize the Corporate Enterprise Training Activity Resource System to view Service member information from training command input.

(4) Use 12 week or other timeline for AVAIL submissions as provided below:

12 or less	During First Week of Training
	Include life skills only if there will be no more than a 3-day delay between completion of life skills and enrollment into applicable training path.
More than 12	12 weeks prior to graduation.
Self-paced	Training commands are responsible for providing detachment or service center with a determined average for completion. The AVAIL will be submitted per 12-week schedule.
Hold status	Unless otherwise directed, **do not** submit an AVAIL or **delete** any existing AVAIL if a hold status exists at time of enrollment or during training including pending security clearance determination, medical condition, legal issue, etc., until it has been confirmed from the training command that Service member is not on hold.
ACC 342	AVAIL submission applies for ORDMOD to ACC 342 when needed for valid reasons.

(5) A Service member’s status can change after initial AVAIL submission due to interruptions, setbacks, dis-enrollment,

and any hold status including: medical, legal, security clearance, etc.

(a) Contact PERS-454 by e-mail pregavail-tld@navy.mil or AVAIL submission determination of a Service member who is placed in a TLD or PEB status and or becomes pregnant while assigned to a training command.

(b) NETC (N33) enters and deletes AVAILS in EAIS (as needed) for status changes after initial AVAIL submissions while a Service member is assigned to non-submarine and non-nuclear class "A" school paths with follow on "C" school path (as applicable) and also for Professional Apprenticeship Training Program (PACT).

(6) BUPERS orders or ORDMOD has not been issued. AVAIL is changed or deleted then submitted by authorized user when due.

1	Graduation date changes after initial AVAIL submission and Service member will be available for transfer at new graduation date within 12 weeks, submit AVAIL change action.
2	Graduation date becomes interminable or exceeds 12 weeks at time of status change, delete the current AVAIL, then submit applicable AVAIL when due.
3	Already graduated, submit an AVAIL when released from hold status.

(7) BUPERS orders have been issued and delay is not more than 30 days past original no later than (NLT) date/estimated date of arrival (EDA). BUPERS orders can be modified with pen-and-ink-changes of NLT/EDA if no more than 30 days will have passed from the original NLT/EDA date for enlisted personnel in a temporary duty under instruction or duty under instruction accounting category code (ACC) 34X status at service school commands.

1	The training command will provide pen-and-ink-modified orders to detachment or service center, and will send notification of the Service member's delay in reporting to the next assignment and or ultimate gaining command with a copy to ACA and detachment or service center.
2	Formal modification will be needed when delay will result in Service member missing the class convening date of their next training path when new school booking is required.

(8) When reporting delay to ultimate permanent duty station is confirmed to exceed 30 days or class convening date will be missed, the training command will provide notification of status change to detachment or service center. AVAIL is required if BUPERS orders or ORDMOD is needed.

(9) BUPERS orders or ORDMOD to ACC 342 is required, per reference (a), when time onboard has or will exceed 179 days for a Service member who has not already been assigned to ACC 342 at current unit identification code (UIC) and or area type code.

1	BUPERS orders are not being issued for transfer to ACC 1XX in same geographic location as current training command location to which Service member is currently assigned to (e.g., Norfolk to Pensacola).
2	Not in a legal hold status (ACC 390).
3	Not being separated from the Navy.

(10) AVAIL class codes and submissions methods.

Class "IA to IC" Class "A" School Graduation - Accessions and Conversions for NETC (N33) Order Writing.

Code	Definition	Notes	Method
IA	BRCL 11.	1	NSIPS
IB	National Call To Service (NAT) BRCL 32 SPI 3.	1	NSIPS
IC	FTS BRCL 32 SPI V.	1	NSIPS

Class "ID to IF" Follow on to "C" School Graduation - Accessions and Conversions Under NETC (N33).

Code	Definition	Notes	Method
ID	BRCL 11.	1	NSIPS
IE	BRCL class 32 SPI 3.	1	NSIPS
IF	FTS BRCL 32 SPI V.	1	NSIPS

Class "IG to IJ" Other School Graduation - Accessions or Conversions under NETC (N33).

Code	Definition	Notes	Method
IG	BRCL 11.	1	NSIPS
IH	NAT BRCL 32 SPI 3.	1	NSIPS
II	FTS BRCL 32 SPI V.	1	NSIPS
IJ	Pre-requisite for Seabee ratings - ORDMOD needed.	2	EAIS

Class "J" - "A" School Graduation – Submarine/Nuclear Training Path.

Code	Definition	Notes	Method
JH	Submarine/Nuclear training path.	3	NSIPS

Class "K" - "C" School Graduation. Submarine/Nuclear Training Path and Other Advanced Training. Not Accessions or Conversions.

Code	Definition	Notes	Method
KF	Submarine/Nuclear training path.	3	NSIPS
KG	Fleet member attending advanced training.	4	NSIPS

Class "L" - Other School Graduation. Submarine/Nuclear Training Path and Other Advanced Training. Not Accessions or Conversions.

Code	Definition	Notes	Method
LD	Nuclear power school.	5	EAIS
LG	Submarine School - "A" School required.	3	NSIPS
LN	Fleet replacement squadron.	6	EAIS
LO	Not otherwise defined.	7	EAIS or NSIPS

Note 1: Non-submarine and nuclear training path. Accessions and fleet return to training for approved conversions. Used for initial AVAIL submission for scheduled graduation.

Note 2: Pre-basic underwater demolition school (BUDS) and pre-explosive ordinance disposal (EOD) training AVAILS are entered by the NETC (N33) with order writing desk code N401T2.

Note 3: Submarine and nuclear training path graduation.

Note 4: Fleet member not currently approved for and or assigned to "A" school training path and not under submarine/nuclear field community.

Note 5: AVAILS are entered by PERS-403F and PERS-403CT for students graduating from nuclear power school and nuclear power training unit when notification is received by the training support command.

Note 6: AVAILS are entered by NAVPERSCOM, Aviation Distribution Branch (PERS-404EH) for students assigned in ACC 342 graduating from flight instruction with flight training evolutions.

Note 7: Not Otherwise Defined. If using this class for any students assigned to Cyberforces/CNE Training Command, attending interactive operator networking (ION) training. Since this training is not funded by the Navy, AVAILs are entered by NAVPERSCOM, Information Dominance Corps Distribution Branch (PERS-408J) or (PERS-408CJ1) to issue orders to applicable location (i.e., Maryland, Texas, Hawaii, or Georgia).

e. **School Non-Graduates**. Personnel who are available for assignment when status changes to non-graduate from their current training path. The CPPA or training command representative is responsible for providing non-graduate information to applicable detachment or service center and ACA, with applicable AVAIL information for BUPERS orders or ORDMOD.

1	Whether or not gaining command in current BUPERS orders will accept the Service member without graduation from training.
2	When approved for assignment to another training path or to another permanent duty assignment.
3	Per reference (a), when it is determined that time on board has or will exceed 179 days for a Service member who has not already been assigned to ACC 342 at current geographic location, regardless of non-graduate status or hold status.
4	If in a hold status, applicable detachment or service center will wait until no longer on hold to submit AVAIL, unless BUPERS ORDMOD to ACC 342 at current location is needed first.

Class "N"

Code	Definition	Notes	Method
NA	BRCL 11.	1	EAIS
NB	BRCL 32 SPI 3.	1	EAIS
NC	FTS. BRCL 32 SPI V.	1	EAIS
NF	Submarine or Nuclear Power Training.	2	EAIS or NSIPS
NG	Conversion approved.	3	EAIS
NH	Special programs training path.	4	NSIPS
NI	Conversion not approved.	5	NSIPS
NN	Advanced training path.	6	NSIPS
NP	Transfer to BUDS attrites activity.	7	NSIPS

Note 1: When reclassification applies to non-graduate from a class "A" school or other training path. Not for submarine or nuclear power training.

Note 2: When reclassification or ECM (BUPERS-32) determination is made (as applicable) for non-graduates from submarine or nuclear power training.

Note 3: Non-graduate from "A" school from non-submarine and non-nuclear training path for rating conversion. ECM (BUPERS-32) determines next training path and or assignment.

Note 4: Fleet member non-graduate from special duty assignment training path to include instructor, recruiter, and recruit division commander.

Note 5: Non-graduate from "A" school from surface training path for rating conversion. ECM (BUPERS-32) determines return to original rating prior to previously approved conversion.

Note 6: Fleet member non-graduate from advanced surface training path when an "A" school does not apply. This includes non-graduates from "C" school or other type school for enhanced skill set within current rating.

Note 7: When BUPERS orders are needed to move non-graduates from BUDS training to BUDS attrite activity for extended hold status.

f. **Former Officer Candidates and Former Officers.** Former officers, officer candidates, and midshipmen gained into Navy strength or already commissioned officers reverting back to enlisted status. Submit applicable AVAIL as soon as the gain is

posted to the Service member's EMR with Navy full strength status (SCIND XFXXX) and active pay account with applicable pay entitlements.

Class "O"

Code	Definition	Method
OD	Officer candidates, seaman to admiral-21, and midshipman dis-enrolled, dropped from, or no longer eligible to continue training (who are coming from prior enlisted active duty service).	NSIPS
OE	Officer reverts back to an enlisted status and made available for further assignment.	NSIPS

g. **Recruit Training Graduates.** Service members who are made available for assignment as a result of completion of recruit training.

(1) Initial AVAIL is submitted based on training path information under each Service member's enlistment contract 4 weeks prior to graduation, also known as the 3-2 day.

(2) BUPERS orders are issued to designated training path (as applicable) followed by their ultimate duty station (as applicable).

(3) Status Changes. A Service member's status can change to interrupted status or removed from instruction temporarily with an undetermined return or disenrollment date, or has graduated, but cannot transfer due to a hold (i.e., medical, legal, security clearance situation, etc.).

(4) Transfer Delays. When FSC receives notification from Recruit Training Command or other valid contact source that a Service member will be delayed, such delays may affect AVAIL status and or issued orders.

1	Orders have not been issued when Service member's transfer date becomes undeterminable due to a temporary interrupted from training and or hold status. Submit AVAIL when Service member is available for transfer.
2	BUPERS orders can be modified with pen-and-ink changes of NLT/EDA when delay is no more than 30 days past original no later than NLT/EDA. Formal modification is needed when a

	Service member will miss class convening date of next training path, as new school booking is required. FSC will make the pen-and-ink change to dates on issued orders and provide Service member's delay in reporting status updates.
3	When the reporting delay to ultimate duty station on issued orders is confirmed to exceed 30 days past original NLT/EDA, and or Service member will miss the class convening date of their next training path, the FSC and NETC (N33) communicate to ensure ORDMOD is issued to include FSC submitting a new AVAIL for NETC (N33) to issue ORDMOD.

Class "R"

Code	Definition	Method
RA	Apprenticeship training, for PACT.	EAIS
RE	Applies to training path ratings to schools and or ultimate duty assignment (as applicable) while still at RTC.	EAIS
RL	Special qualifications assignment.	EAIS

h. **Disciplinary Assignments and Releases.** Service members who are transferred under BUPERS orders for confinement, who are completing confinement or other disciplinary action, and are available for assignment.

(1) The CPPA or designated command representative is responsible for providing AVAIL information to the applicable detachment or service center to support AVAIL submissions.

(2) Class "X" AVAILs will be submitted at least 3 weeks prior to completion of confinement. When a Service member requires reassignment after being released from any other disciplinary hold status, submit AVAIL at time of release.

Class "X"

Code	Definition	Notes	Method
XA	Brig confinement, status changes from temporary additional duty to temporary duty for confinement.	1	EAIS
XB	Brig release, for those who was apprehended, convicted, and confined while en-route to a duty station, or whose last duty was school, transient, etc.		NSIPS

XC	Brig release, who have been sentenced to 31 or more days of confinement and who are recommended for further service or assignment.		NSIPS
XD	Brig release, for those who were sentenced for 30 or less days of confinement, but **an exemption of policy** not to return Service member to previous duty station **has been requested** by current duty station, **and approved** by appropriate assignment control authority.		NSIPS
XE	Requires BUPERS orders for further legal processing.	2	NSIPS
XF	Released from disciplinary action at current command and requires reassignment (not brig).		NSIPS
XG	Requires BUPERS orders from one UIC to another approved UIC as directed by NAVPERSCOM (PERS-832) while in the hands of civil authorities.		NSIPS

Note 1: Used by NAVPERSCOM if needed to issue BUPERS orders for confinement. Do not submit an AVAIL at completion of confinement if the Service member is to be discharged.

Note 2: Used to assign a Service member for further legal processing. Exception: Use "DG" class AVAIL when a Service member is assigned to submarine/nuclear duty requiring reassignment to applicable submarine/nuclear support UIC. Do not submit AVAIL until confirmation of legal hand-off has been received.

1	Under no circumstances will the XE AVAIL be used to remove a Service member for any other reason from what is deemed necessary when it is not feasible for the current operational command (type 2 or 4) to continue legal processing.
2	A written legal hand-off is required via standard naval letter (same page endorsement) between command that will accept the Service member for legal processing. Current command will provide request to detachment or service center for AVAIL submission with confirmation of legal hand-off.

i. **Medical Assignments and Releases.** Personnel who are available as a result of being placed on TLD or referred to PEB, returned to duty (RTD) from TLD status, found fit for duty (FFD) from a PEB, and other medical releases to include released from hospitalization and returned to duty, which did require TLD under medical board (MEBR) process.

(1) AVAIL submission for a Service member placed in a TLD or PEB status will be dependent on current duty and or status to include a non-operational/shore command, operational command, isolated duty, and a student or non-graduate onboard a training command.

(2) For RTD from TLD, FFD by PEB, and other medical releases, applicable detachment or service center will use applicable valid source to include LIMDU SMART updates to obtain information for AVAIL submission determination. PERS-454 provides notification of approved PEB accepted findings.

Class "Y"

Code	Definition	Notes	Method
YA	BUPERS orders if needed for transfer TEMDU for treatment at a medical treatment facility.	1	NSIPS
YC	PACT personnel who were under direct assignment control of NAVPERSCOM prior to hospitalization (i.e., ceremonial guard, etc.).	1	NSIPS
YD	Not within the criteria of any other class "Y" availability.	1	NSIPS
YE	Hospital releases from a non-naval military medical facility.	1	NSIPS
YF	Hospital releases from a non-military medical facility.	1	NSIPS
YH	Personnel placed in a TLD or PEB status.	2	Email and EAIS
YI	RTD TLD or FFD by PEB. Assignment limited (ASLIM).	3,4	NSIPS
YJ	RTD or FFD by PEB. Not assignment limited.	4,5	NSIPS
YK	Release from drug or alcohol abuse rehabilitation and retained in service.	1	NSIPS

YM	Use only when specifically directed by PERS-454 when permanent LIMDU (PLD) is approved.	6	NSIPS
YN	For submarine/nuclear trained personnel. RTD or FFD by PEB and is world-wide assignable (WWA). Required screening completed. Fit for submarine/nuclear assignment.	7	NSIPS
YO	Used only by PERS-454. Service member is not in a TLD or pending PEB status.		EAIS
YR	Re-classification process concludes with Service member is not recommended to attend class "A" school.	8	NSIPS
YS	Reclassification process concludes with recommendation to return to previous "A" school or attend a different "A" school.	8	NSIPS
YT	RTD or FFD by PEB. Submarine/Nuclear disqualification and assignment limited and other screening process is completed.	3,7,9	NSIPS

Note 1: Other medical release returning a Service member to full duty, in which an MEBR was not required and reassignment is needed.

Note 2: Current command submits "YH" class AVAILs to PERS-454 and copy to applicable detachment or service center via encrypted e-mail to pregavail-tld@navy.mil.

Note 3: Do not submit an AVAIL unless notified by PERS-40BB/40MM.

Note 4: Do not use for submarine or nuclear trained Service members. See class "YN" and "YT" AVAIL.

Note 5: Service member is WWA rating/community did not require assignment screening when RTD and FFD.

Note 6: PEB findings approved for PLD and Service member does not remain onboard current command.

Note 7: Submit AVAIL after all screening is completed.

Note 8: Use upon RTD and or FFD for former accession who was previously gained in ACC 105 for TLD or PEB and is WWA or if rating/community did not require assignment screening. Reclassification process is completed.

Note 9: Do not submit an AVAIL unless notified by NAVPERSCOM PERS-403.

j. **AVAIL Submission Decision.** Provides guidance as it pertains to Service members assigned to a transient and or school activity or permanent duty station in a transient type status identified as transient, patient, prisoner and holdee (TPP&H) (i.e., students with scheduled graduation dates, student non-grads, and medical releases to include placed on and returned from TLD and FFD by PEB).

(1) AVAIL submission may also include command status changes, rating conversions, disqualifications, and nominations.

(2) The command deployability coordinator and other assigned representative(s), including command career counselor, will confirm other status information about Service member (i.e., pending C-WAY, Service member's intentions, security clearance, etc.) and provide appropriate information to applicable detachment or service center for AVAIL submission determination.

(a) **AVAIL Not Required.** Do not submit. Delete when status changes.

1	Within 90 days of end of obligated service with soft expiration of obligated service (SEAOS) (as applicable) regardless of PRD, and does not desire to incur OBLISERV for orders.
2	RTD/FFD or other type of release. PRD exceeds 9 months.
3	Held beyond end of SEAOS for PEB and does not desire to reenlist.
4	Not assigned to a training activity or others/transient activity. Is RTD/FFD but approved or directed to separate by higher authority within 1 year (i.e., early separation, administrative separation, C-WAY denied, etc.)
5	Not assigned to a training activity or others/transient activity. Is RTD/FFD but within 1 year of estimated loss date from the Navy (EDLN) (i.e., transfer to the Fleet

	Reserve, retirement, high year tenure, enlisted review board results, etc.).
6	Notification received by NAVPERSCOM or Service member's command that it has been determined Service member will remain onboard and PRD will be adjusted.
7	PRD has been adjusted since AVAIL submitted to either match SEAOS and or EDLN or other separation date within 1 year, or PRD is adjusted outside 9-month window.

(b) **Submit AVAIL.** Service member is available for transfer without any type of hold status.

1	Within 90 days of SEAOS, PRD is blank or is 9 months or less, desires to incur OBLISERV for orders.
2	SEAOS is more than 90 days, regardless of OBLISERV intentions. PRD is blank or is 9 months or less.
3	Held beyond SEAOS for PEB. Approved to reenlist.
4	Fleet Reserve, retirement is pending approval, or has been approved with EDLN date exceeding 1 year.
5	Termination of pregnancy tour requirement and medically cleared.
6	Requires BUPERS orders for approved HUMS and when released from HUMS.
7	Pending disciplinary action. Requires BUPERS orders to a support/others UIC for further processing or to confinement.
8	Released from disciplinary action.
9	NAVET/OSVET, component change to active duty or FTS reassignment applies.
10	Approved for lateral or forced rating conversion or other rating changes to include Navy exam results. Billet is not available onboard and or available for immediate transfer (not a normal PRD roller).
11	Disqualified from present duty (not TLD, PEB, or pregnancy) requires BUPERS orders to a support/others UIC and or next assignment.

(c) **AVAIL Submission is Dependent on Service Member's Duty Status at Time of Status Change.** Contact PERS-454 for guidance.

1	Normal duty, TPP&H, or RTD/FFD. Then status changes to TLD, PEB, or pregnant.
2	Normal duty, TPP&H and or pregnancy tour, then status changes to TLD, PEB, or subsequent pregnancy.

(d) **Submit AVAIL When Directed by NAVPERCOM.** Once all required screening/evaluation process is completed for specific EOD, aviation ratings and for submarine/nuclear community, including approved forced conversion.

1	TPP&H and or RTD/FFD, pending further screening for specific ratings.
2	TPP&H and or RTD/FFD, pending further screening for submarine/nuclear community.

(e) **Other AVAIL Submission Determinations.** Submit an AVAIL for applicable reasons provided below.

1	TPP&H and or RTD/FFD, pending C-WAY approval with SEAOS within 1 year. Submit an AVAIL once C-WAY is approved.
2	TPP&H and or RTD/FFD, pending security clearance resolution/confirmation. Submit an AVAIL once resolved/confirmed.
3	Assignment screening (if required) results in Service member being assignment limited (ASLIM). Submit an AVAIL when notification received by PERS-40BB to show reassignment with BUPERS orders is approved.
4	Command status change and homeport change. NAVPERSCOM determines and controls AVAIL submission.
5	Assigned to a training activity or transient activity. AVAIL submission is dependent on status (i.e., graduation, non-graduate, release from any hold status, etc.) as provided in above paragraphs of this article.
6	TPP&H and or RTD/FFD. Released from hold status not already provided. Submit AVAIL when released from hold.
7	After receipt of BUPERS orders from any AVAIL, if such BUPERS orders require formal modification (i.e., status change at school command, diversion, unsuitable, etc.). AVAIL submission responsibility and method depends on reason for submission as provided in above paragraphs of this article.
8	When unsuitability of a normal PRD roller results in not TLD or PEB status but delays transfer, and PRD ends up being expired or will expire within 9 months after Service member becomes unsuitable for next assignment, DZ AVAIL class can be entered and used by NAVPERSCOM for immediate order writing when found suitable again.

MILPERSMAN 1306-1704

AVAILABILITY PROCESSING – DATA ITEM DESCRIPTIONS AND REMARKS FOR REPORT SUBMISSIONS

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone	DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Data Items**. This article provides detailed descriptions and instructions of availability report (AVAIL) data items submitted through the Navy Standard Integrated Personnel System (NSIPS) and Enlisted Assignment Information System (EAIS).

2. **Definition and Instructions of Data Entries**. AVAIL entries provide data necessary to move a Service member to the right permanent or temporary duty assignment.

3. **General Data**. Required on all AVAIL reports, regardless of how they are submitted, except as defined in this article. AVAIL entries are as follows:

a. **Social Security Number (SSN) or Department of Defense Identification Number When Applicable (DoD ID)**. May or may not automatically reflect when entered on the left of the screen under EAIS. Once entered in NSIPS, SSN is not visible on transient tracking and AVAIL panel.

b. **Name (Last, First, Middle)**. Automatically reflects when SSN or DoD ID (when applicable) is entered on the left of the screen under EAIS and is prefilled under NSIPS once Service member has been gained onboard.

c. **Unit Identification Code (UIC)**. Automatically reflects when SSN or DoD ID (when applicable) is entered on the left of the screen under EAIS and is prefilled under NSIPS once Service member has been gained onboard.

Example: 03135

d. **AVAIL Rate:** AVAIL rate is the present rate if no changes apply. When a rate change does apply, AVAIL rate is the approved direct conversion rate without training requirement, non-rated/undesignated to rated/designated, selectee (frocked), and or advancement increment rate (as applicable). When formal training is required, AVAIL rate is the approved guaranteed applicable training path rate, regardless of whether already in the training path pipeline. This includes approved conversions, Navy veteran (NAVET), other service veteran (OSVET), service component changes with school guarantees, and also for school graduates and non-graduates.

Examples: PSSN, CS3, or FC2

e. **Expected/Earned Navy Enlisted Classification.** Enter additional Navy enlisted classification (NEC) qualification, including NEC recommended by enlisted classification unit or NEC to be earned as a result of training path completion.

Example: 9585

f. **AVAIL Date:** The date the Service member is or will be available for transfer based on applicable notification. For school graduates, graduation date must match the AVAIL date, unless graduation date will have passed after being released from a hold status. Date format will be dependent on method being used to submit the AVAIL.

Examples: NSIPS - September 29, 2017, EAIS - 170929

g. **Classification of AVAIL.** The classification identifies reason Service member is being made available for.

Example: "IA" is for "A" school graduate who is active duty Service member, branch class II, and in non-submarine and or nuclear community.

h. **AVAIL UIC:** The UIC to which the Service member will be assigned while awaiting orders. EAIS provides a fillable entry; NSIPS AVAIL panel does not. NSIPS entry is only required if the AVAIL UIC is different from command UIC. Use remarks section for NSIPS if a different UIC entry is needed.

Example: 03361

i. **Activity Name (ACT NAME):** The activity to which Service member will be attached while awaiting the transfer directive. Use short title for activity, not to exceed l6 positions. Enter in remarks in NSIPS and EAIS if Service member will be transferred to a different command to await orders. Always include ACT NAME when using encrypted e-mail and or form submission (YH and DP AVAILS).

Example: NAVSTA NORVA OTH

j. **Class Course Data Processing (CDP) Code.** Enter the CDP code to include the virtual training pipeline (if any) belonging to the training path.

k. **Class Standing/Class Ranking.** Enter class standing if known.

4. **AVAIL Remarks.** The information provided is used by Navy Personnel Command in making the correct assignment determination.

a. Enter applicable remarks in NSIPS or EAIS for each section listed below as it pertains to a Service member's status.

b. **Do not** provide any medical information (e.g., international classification of diseases codes/diagnosis, limitations, etc.). **Do not** provide any negative natured information (e.g., legal details, substandard personal details, etc.).

c. Enter remarks based on a Service member's status using guidelines under AVAIL class codes below. Pertinent reference includes naval message, e-mail, letter, etc. Pre-service moral waiver (PSMW) applies to accession graduates and non-graduates, and provides whether a Service member is qualified or not for certain type duties. For quotations ("") in the remarks of AVAIL class codes, enter applicable information accordingly. Include approved training path when applicable.

(1) **DA and DZ AVAIL.** No longer eligible to remain onboard current command. Not for those placed in a temporary limited duty (TLD) or physical evaluation board (PEB) status via medical board processing or pregnancy status. This does not include a submarine/nuclear qualified Service member.

- Reference
- Brief reason
- Training path name with confirmed class convening (CLCVN) date.

(2) **DC AVAIL.** Direct rating conversion approved. **Not** for submarine/nuclear qualified personnel.

- Reference
- Conversion to "rate"
- Approved waiver(s)

(3) **DE and DH AVAIL.** Command status change, (i.e., shore deactivation, sea decommissioning, homeport change, etc.).

- Reference
- "Decom" "Deact" "Billet Reduction" "HP Change"

(4) **DG AVAIL.** Submarines/nuclear qualified Service member requires Bureau of Naval Personnel (BUPERS) orders in appropriate account category code (ACC) at assigned Navy submarine support command or commander submarine squadron (as applicable) for further evaluation and or disqualification (DQ) processing. Not for those placed in a LIMDU or PEB status via medical board processing or pregnancy status and ready for YH or DP AVAIL submission at time of disqualification.

- Reference
- Request BUPERS Orders to "UIC" in ACC 320
- Effective date of disqualification

(5) **DM AVAIL.** Service member marries another Service member while both are assigned to the same operational/non-shore command. Also for those assigned to same non-operational command sharing same reporting senior who does not concur with both being onboard.

- Date of marriage
- Rate, last name, and last 4 SSN of spouse
- Command's request for which spouse to be reassigned

(6) **DN AVAIL.** Submarine or nuclear duty, evaluation, and or DQ processing completed.

- Reference
- Conversion to "rate" "community"
- Training path with confirmed CLCVN "date"
- Returned to "submarine" and or "nuclear" duty

(7) **DP AVAIL.** Refer to Navy Personnel Command (NAVPERSCOM), Information Technology Division (PERS-54) for guidance.

(8) **DR AVAIL.** Found to be disqualified as a recruiter or recruit division commander.

- Reference
- Training path name with confirmed CLCVN "date"

(9) **DS AVAIL.** Designated into a rating (i.e., SN to PSSN) or is a selectee (frocked or pay increment) (e.g., PS3). Billet is not available onboard.

- Reference
- Training path name with confirmed CLCVN "date"

(10) **DU AVAIL.** BUPERS orders issued to applicable class "A" school.

- Reference
- Training path name with confirmed CLCVN "date"

(11) **DV AVAIL.** BUPERS orders issued to applicable training path in submarine/nuclear community.

- Reference
- Training path name with confirmed CLCVN "date"

(12) **DW AVAIL.** Rating conversion approved. Completion of "A" school required prior to rate change. Also for approved guaranteed class "A" school upon completion of special programs. Nuclear/Submarine ratings not included unless approved for conversion to surface.

- Reference
- Training path name with confirmed CLCVN "date"
- Approved waiver(s)

(13) **DY AVAIL.** Termination of pregnancy tour requirement and medically cleared.

- Request disposition of BUPERS orders "order number" (use if transfer will not be executed for pregnancy tour)
- Service member requested early termination of pregnancy tour during post-partum
- Leave blank if above doesn't apply

(14) **F AVAIL.** Received as NAVET or OSVET, other.

- Reference
- Training path name with confirmed CLCVN "date" released from _____ hold (i.e., medical, legal, security clearance, etc.), (date) released
- Enter three duty preference choices for type and location Example: Type in order of preference East/West/Overseas
- PSMW - "No overseas," PSMW - "No commissioning and fitting out command (CFO)" etc.
- MIL to MIL "location of spouse"
- Valid driver's license: "yes" or "no"

(15) **HA and HD AVAIL.** Placed in or released from reassignment for humanitarian reasons (HUMS) (as applicable).

- Reference
- HUMS "approved" or "completed"

(16) **I, J, K, and L AVAIL.** Graduation.

- Training path name
- Date of graduation
- "setback" New class CLCVN "date"
- Released from _____ hold (i.e., medical, legal, security clearance, etc.), "date" released
- Enter duty preference locations in order of preferences Example: East/West/Overseas
- PSMW - "No overseas", PSMW - "No CFO", etc.
- MIL to MIL "location of spouse"
- Valid driver's license: "yes" or "no"
- DQ due to status change Example: "swim test", "legal", etc.

(17) **N AVAIL.** Non-graduate/dropped.

- Training path name
- Non-graduate date
- New training path name with confirmed CLCVN "date"
- Released from _____ hold (i.e., medical, legal, security clearance, etc.), date released
- PSMW - "No overseas", PSMW - "No CFO", etc.
- MIL to MIL "location of spouse"
- Valid driver's license: "yes" or "no"
- DQ due to status change. Example: "legal"

(18) **O AVAIL.** Former officer, officer candidate.

- Reference
- "reversion" or released from "midshipman", "STA-21", etc.
- Training path name with confirmed CLCVN "date"

(19) **R AVAIL.** Recruit training graduates. PSMW can limit assignment locations to overseas, CFO, etc. Applicable waivers are identified in AVAIL remarks.

- Next training path name
- Date of graduation
- Enter duty preference locations in order of preferences Example: East, West, or overseas
- PSMW - "No overseas", PSMW - "No CFO", etc.
- MIL to MIL "location of spouse"
- Valid driver's license: "yes" or "no"
- DQ due to status change: Example "legal"

(20) **X AVAIL.** Disciplinary releases.

- Reference
- For class XE - Legal hand off has been confirmed. Deployment cost does or does not apply.

(21) **YA, YC, YE, YF and YD AVAIL.** Hospital or other medical release. TLD or PEB status is not applicable.

- Reference
- Brief reason

(22) **YH AVAIL.** TLD or PEB, refer to NAVPERSCOM, Deployability Assessment Branch (PERS-454) for guidance.

(23) **YJ, YI, YN, YR, YS, and YT AVAIL (as applicable):** Returned from TLD (RTD) or fit for duty (FFD) by a PEB.

- For YI AVAILS: "RTD" or "FFD" assignment limited (ASLIM) reference NAVPERSCOM, Enlisted Distribution Division (PERS-40) message authorizing issuance of BUPERS orders
- For YJ AVAILS: "RTD" or "FFD" world-wide assignable (WWA) or assignment screening not required
- Reference other disposition, conversion, return to same community, etc.
- For Class YR and YS AVAILS enter "Reclassified" "date"
- Training path name with confirmed CLCVN date
- For class YN AVAILS enter "Service member has been found fit for duty in submarines by Dr._____, (Title)
- For YT AVAILS, Conversion to "rate" "community" or returned to "submarine" "nuclear" duty, as applicable

MILPERSMAN 1306-1705

AVAILABILITY PROCESSING – TRACKING ORDERS STATUS AND TRACER ACTIONS AFTER REPORT SUBMISSION

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone	DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Tracer Action (ADTAKE) on Availability Reports**. Timely ADTAKEs on availability reports (AVAILs) are required when orders have not been received after a specific amount of time has passed since AVAIL was submitted.

2. **Responsibility**. The applicable servicing personnel support detachment, customer service desk, MyNavy Career Center, functional service center, Navy Personnel Command (NAVPERSCOM), or Naval Education and Training Command (NETC), Supply Chain Operations/Accessions Distribution Branch (N33) (as applicable), and or command personnel office provided under MILPERSMAN 1306-1700 is responsible for tracking AVAILS.

3. **Verify AVAIL, Orders Status, and Service Member's Status**. Using whatever means available (i.e., Navy Standard Integrated Processing System (NSIPS) reports, the enlisted master file F3 and F6 screen, Bureau of Naval Personnel (BUPERS) online listing, any feedback from NAVPERSCOM, Enlisted Information Assignment System etc.), verify that the assignment control authority has received the AVAIL, BUPERS orders, or orders modified (ORDMOD) has been received, or it is confirmed that Service member will remain onboard, and AVAIL is not required.

a. AVAIL ADTAKE from applicable detachment, service center, or command personnel office (as applicable), known as ADTAKE submission, is required until BUPERS orders or ORDMOD is received, or other disposition is determined for Service member to remain onboard and not receive BUPERS orders or ORDMOD.

b. ADTAKE is not required and AVAIL will be deleted if Service member is no longer available for transfer due to a

status change after AVAIL submission (i.e., estimated date of loss from the Navy is within 1 year, projected rotation date is adjusted for valid reasons, or notification is received from NAVPERSCOM or the command).

4. **ADTAKE Report Submission**. Submit ADTAKE on AVAIL using the same method as an initial AVAIL submission (i.e., NSIPS, e-mail to NAVPERSCOM, Deployability Assessment Branch (PERS-454), etc.). Use work days to determine when the ADTAKE should be submitted. NSIPS should automatically calculate when an AVAIL ADTAKE is due. Submit ADTAKE if BUPERS orders are not received within 15 days after AVAIL submission date and every 15 days thereafter. Any AVAIL submitted under NSIPS will keep resurfacing on the AVAIL ADTAKE report giving the option to submit an ADTAKE and set up next tracker, ADTAKE until BUPERS orders are received, or the AVAIL is deleted for valid reasons.

MILPERSMAN 1306-1706

AVAILABILITY PROCESSING – CHANGES AND DELETIONS AFTER INITIAL REPORT SUBMISSION

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone	DSN: Com: Fax:	882-3779 (901)874-3779 874-2647

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Availability Change**. Status changes, including corrections, removal, or submission of a new availability report (AVAIL) can occur at any time after initial AVAIL.

2. **Responsibility**. The applicable servicing personnel support detachment, customer service desk, MyNavy Career Center, functional service center, Navy Personnel Command (NAVPERSCOM), Naval Education and Training Command (NETC) Supply Chain Operations/Accessions Distribution Branch (N33) (as applicable), and or command personnel office provided under MILPERSMAN 1306-1700 are responsible for tracking AVAILS, changing and deleting AVAILS as status changes occur, and correcting previous AVAILS that were submitted with erroneous information.

3. **Command**. The command pay and personnel support administrator or other command representative will notify the servicing personnel support detachment, service center, or personnel office (as applicable) when changes to a Service member's status occurs, so action can be taken to initiate changes or deletion of an AVAIL. The command must also request advice on further disposition from applicable assignment control authority.

4. **Verify AVAIL and Orders Status**. Verify AVAIL and orders status using whatever means necessary (i.e., Navy Standard Integrated Personnel System (NSIPS) reports, the enlisted master file F3 and F6 screen, Bureau of Naval Personnel (BUPERS) online listing, Enlisted Assignment Information System (EAIS), any feedback from NAVPERSCOM, etc.). Verify whether cognizant assignment control authorities (detailers) have received the AVAIL, the assignment directives (orders) with release date have

been issued or transmitted, and the estimated date of loss to the Navy has been documented. If the Service member's projected rotation date has been adjusted to show that he or she will remain onboard, or if other feedback is provided from NAVPERSCOM or the command that AVAIL is not needed, the AVAIL may be changed or deleted as necessary.

5. **AVAIL Date Changes and Deletions**. After initial AVAIL submission, AVAIL date may change from previously scheduled date (i.e., early or delayed graduation from training path, delayed, setback while under instruction, status change that would require account category 342, etc.). AVAIL date can also become undeterminable due to placement of a Service member in a hold status (i.e., medical, legal, etc.).

a. If orders were received, a new AVAIL will normally be submitted when availability for transfer date is determined. However, a new AVAIL may not be necessary, depending on whether the command provides need for formal modification of orders.

b. If orders have not been received and AVAIL date is undetermined, or if requiring formal order modification at a later date, current AVAIL will be deleted. A new AVAIL will be submitted when transfer date is determined.

6. **Other Changes and Deletions**. Other AVAIL changes provide new information to the assignment control authorities when necessary (i.e., rate change from air-crewman mechanical to air-crewman helicopter while under instruction and training path is modified, when Service member is dropped from a course of instruction, when an AVAIL is replaced with different class AVAIL due to applicable status change, etc.). The AVAIL will be deleted if Service member will no longer be transferring (i.e., remain onboard, separate, etc.).

7. **Report Submission Methods**. Submit changes and deletions of AVAILs using the same method as the initial AVAIL submission (i.e., NSIPS, EAIS, or encrypted e-mail) to NAVPERSCOM, Deployability Assessment Branch (PERS-454).

MILPERSMAN 1306-1708

AVAILABILITY PROCESSING – CLASS "K" - GRADUATES OF "C" SCHOOL

Responsible Office	NAVPERSCOM (PERS-4013C)	Phone:	DSN COM FAX	 (901) 873-5172 873-5253
	NAVPERSCOM (PERS-40A3)		DSN COM FAX	874-3553 (901) 874-3553 874-2647

1. **Class "K" - Graduates of "C" School**

a. Personnel who are available for assignment as a result of graduation from "C" School.

b. Personnel attending "C" School en route to a duty station already designated in their orders, or onboard in a temporary duty under instruction (TEMDUINS) status, will **not** be made available for assignment since next duty station is known.

2. **Report Submissions**

a. Where length of school is 8 weeks or less, availability will be submitted during the first week of training.

b. Where length of school is more than 8 weeks, availability will be submitted 8 weeks prior to graduation.

c. Where school is under "self-pace" program, availability will be submitted 8 weeks prior to graduation. The availability date will be based on average completion time for the course. Specify class convening date in the remarks section.

d. Class "K" availability reports must include availability items 1 through 9.

3. **Listing of Availability Codes**. The following table lists all Class “K” availability codes and their description.

Code	Description	Notes
KA	Graduate, E-1 through E-3, not designated strikers, not within the criteria of any other Class "K" availability.	1
KC	Graduate, rated/designated, not within the criteria of any other Class "K" availability.	1
KD	Graduate, no further school recommended.	
KE	Graduate, recommended for further school.	1
KF	Graduate, honor student.	

Note 1: Provide explanation in remarks section.

MILPERSMAN 1306-1709

AVAILABILITY PROCESSING – CLASS "L" – OTHER SCHOOL GRADUATES

Responsible Office	NAVPERSCOM (PERS-4013C)	Phone:	DSN COM FAX	 (901) 873-5172 873-5253
	NAVPERSCOM (PERS-40A3)		DSN COM FAX	874-3553 (901) 874-3553 874-2647

1. **Class "L" – Other School Graduates**

a. Personnel who are available for assignment as a result of graduation from a school other than "A" or "C" School.

b. Personnel attending these schools en route to a duty station already designated in their orders, or onboard in a temporary duty under instruction (TEMDUINS) status, will **not** be made available for assignment since next duty station is known.

2. **Report Submissions**

a. Where length of school is 8 weeks or less, availability will be submitted during the first week of training.

b. Where length of school is more than 8 weeks, availability will be submitted 8 weeks prior to graduation.

c. Where school is under "self-pace" program, availability will be submitted 8 weeks prior to graduation. The availability date will be based on average completion time for the course. Specify class convening date in the remarks section.

d. Class "L" availability reports must include availability items 1 through 9.

3. **Listing of Availability Codes**. The following table lists all Class “L” availability codes and their description.

Code	Description	Notes
LA	Graduate, E-1 through E-3, not designated strikers, not within criteria of any other Class "L" availability.	
LB	Graduate, submarine school, E-1 through E-3, not designated striker and not recommended for further school.	
LC	Graduate, rated/designated, not within the criteria of any other Class "L" availability.	1
LD	Graduate, nuclear power school.	
LE	Graduate, diving/EOD school.	
LF	Graduate, recommended for further school.	1
LH	Graduate, no further school recommended.	
LJ	Graduate, submarine school, rated/designated personnel only.	
LK	Graduate, submarine school, E-1 through E-3, not designated strikers, recommended for further school.	1
LM	Completed Fleet Readiness Aviation Maintenance Personnel (FRAMP). Specify type of FRAMP in remarks.	
LO	Availabilities for Enlisted Education Advancement Program (EEAP) students are required to be submitted 180 days prior to date of graduation.	

Note 1: Provide explanation in remarks section.

MILPERSMAN 1306-1718

AVAILABILITY PROCESSING – SUBMISSIONS

Responsible Office	NAVPERSCOM (PERS-40A3)	Phone:	DSN COM FAX	874-3553 (901) 874-3553 874-2647
	NAVPERSCOM (PERS-4013C)		DSN COM FAX	 (901) 873-5172 873-5253
	NAVPERSCOM (PERS-49)		DSN COM FAX	882-4469 (901) 874-4469 874-2909

References	(a) Diary Message Reporting System Users' Manual (DMRSMAN)

1. **Policy**. An availability report is the communication to the assignment control authority (ACA) that an individual requires assignment/reassignment. In that the ACA is not the same for all personnel, it is **critical** that local commands transmit the availability to the proper ACA.

2. **Submission Methods for Availability Reports**

a. For activities using the Navy Standard Integrated Personnel System (NSIPS), all availabilities will be submitted using NSIPS. For activities **not** on NSIPS, submit all availability reports to

Navy Personnel Command (NAVPERSCOM)
Personnel Readiness Section (PERS-4013C),
PLAD: COMNAVPERSCOM MILLINGTON TN//DIARY//

per reporting procedures outlined in reference (a), section 2, using the formats in section 15.

b. The following exceptions apply:

(1) Class "F" (accessions) and Class "D" Code "DZ" availabilities. Submit via naval message per MILPERSMAN 1306-1716.

(2) Class "D" Code "DG" availabilities. Submit via naval message to NAVPERSCOM, Nuclear Power/Submarine Assignment Branch (PERS-403F).

(3) Full Time Support (FTS) availability reports. Submit all FTS availability reports to Navy Personnel Command (NAVPERSCOM), Full Time Support Division (PERS-4012).

(4) Active Duty for Special Work (ADSW). **Do not submit** availability reports on ADSW personnel. Contact NAVPERSCOM, Reserve Augmentation Division, ADSW Liaison (PERS-46), for further information.

(5) Members in receipt of orders or in a temporary duty under instruction (TEMDUINS) status under orders with an ultimate (follow on) duty assignment.

(a) If a member in this category becomes available, availability report **must** be submitted via naval message to the appropriate ACA.

(b) If member is a travel status (accounting category code (ACC) 400), member **must** be reported on board for **duty** prior to availability submission.

3. **Transmission Methods for Availability Reports**

a. The **primary means** of transmitting availability reports are Diary Message Reporting System (DMRS) and NSIPS.

b. Listed below are **alternative means** for transmitting availability reports to the appropriate ACAs. These alternate means should be used for certain class availabilities or when use of primary method(s) is not possible or will not meet specific criteria of availability report.

ACA *Naval Message	Facsimile (FAX)	Letter	E-Mail
NAVPERSCOM (PERS-40A3) Info (PERS-452C) NAVPERSCOM (PERS-4013C)	DSN 882-2647 COM (901) 874-2647 Verify receipt: DSN 882-3539 COM (901) 874-3539 COM (901) 873-5172	5720 Integrity Drive Millington, TN 38055	pers40a3@ persnet.navy.mil
NAVPERSCOM (PERS-4012)	DSN 882-3112 COM (901) 874-3271 Verify receipt: DSN 882-3112 COM (901) 874-3271	5720 Integrity Drive Millington, TN 38055	pers4012@persnet.navy.mil

***Ensure proper PLAD is utilized.**

MILPERSMAN 1306-1800

PROCEDURES FOR MEMBERS ASSIGNED TO ACTIVITIES SCHEDULED FOR CHANGE OF HOMEPORT OR PERMANENT DUTY STATION (PDS)

Responsible Office	NAVPERSCOM (PERS-402D) (PERS-403) (PERS-404) (PERS-4010)	Phone: DSN COM FAX	882-4987 (901) 874-4987 882-2734

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR) BUPERSINST 7040.6 BUPERSINST 7040.7

1. **Policy**. This article contains administrative procedures required incident to a change of homeport or permanent duty station (PDS) location.

a. The term "homeport" used in this article includes the homeport of a sea going vessel or PDS location of an aviation squadron or shore activity.

b. Activities designated to change will receive notification from the Chief of Naval Operations (CNO) as to the effective date of the change.

(1) Promulgation. This is normally the date of the message or letter issued by the CNO directing the new homeport of an activity. It may also be specified in the body of the message or letter.

(2) Effective Date. Date specified in the message or letter issued by the CNO directing the homeport change of an activity.

c. Although a change in homeport may require redesignation of an activity's type duty classification (e.g., from Type 1 to Type 6 or from Type 2 to Type 4), changes in duty for rotational purposes (i.e., sea to shore) are rarely necessary.

d. Procedures contained in this article pertain only to those situations when no change in the type duty for rotational purposes is changed.

e. Navy Personnel Command (NAVPERSCOM), Sea, Special Programs Branch (PERS-402D) is the placement monitor for surface units requiring a change of homeport or PDS.

f. Navy Personnel Command (NAVPERSCOM), Submarine/Nuclear Power Assignments Branch (PERS-403) is the placement monitor for sub-surface units requiring a change of homeport or PDS.

g. Navy Personnel Command (NAVPERSCOM), Aviation Assignment Branch (PERS-404) is the placement monitor for air units requiring a change of homeport or PDS.

h. Navy Personnel Command (NAVPERSCOM), Shore Special Assignments Branch (PERS-4010) is the placement monitor for shore units requiring a change of PDS.

i. A "Homeport Change Brief" will be provided by the appropriate NAVPERSCOM code for each fleet unit changing homeport if requested.

j. Other MILPERSMAN articles pertaining to change of homeport or PDS are as follows:

Topic	See MILPERSMAN
Overseas/Remote Service General Information	1300-300
Suitability and Selection for Overseas Service	1300-302
Suitability for Overseas Assignment Screening and Reporting	1300-304
Overseas Tour Lengths and Types	1300-308
Units Transitioning to Overseas Locations	1300-312
Dislocation Allowance (DLA) and Secretary of the Navy Finds (SECNAVFIND)	1300-400
Military Couple and Single Parent Assignment Policy	1300-1000
Guard 2000 Program	1306-1002
Change of Homeport or Permanent Duty Station (PDS) of a vessel, Ship-Based Squadron or Staff, or Mobile Unit	1320-322
Early Separations	1910-102

2. **Entitlements.** As a general rule, individuals receiving orders to an activity after the promulgation date of a homeport change will have their entitlement to travel of dependents and shipment of household goods based on newly announced homeport.

a. Eligible members attached to the activity on the effective date are entitled to movement of dependents and shipment of household goods based on newly announced homeport.

b. NAVPERSCOM (applicable code) will issue additional guidance for fleet activities changing homeport to an overseas location or between overseas locations.

3. **Individuals Who Are Under Orders To The Unit When The Homeport Change Is Announced.** Members who are notified of a homeport change, whose dependents have not performed any travel incident to the permanent change-of-station (PCS) orders, will be entitled to transportation of dependents from member's old PDS to the unit's new homeport.

a. Every effort will be made by the last PDS, all en route temporary duty stations, and the unit changing homeport to officially notify individuals who are under orders of the announced homeport change.

b. Official notification will be made in one of the following ways:

(1) An endorsement, typed or written, on the PCS orders stating the impending homeport change and the new homeport; or

(2) A copy of the CNO message announcing the homeport change will be attached to the PCS orders; or

(3) A copy of the NAVPERSCOM message modifying the entitlements of members under orders from the old homeport to the new homeport will be attached to the PCS orders.

c. In the event a member completes his PCS travel to the unit without being officially notified of the homeport change, a homeport change certificate may be issued if the Commanding Officer (CO) deems it necessary. Acceptable circumstances warranting the issuance of a homeport change certificate include, but are not limited to:

(1) Household effects have been delivered in the geographical location of the old homeport, (if the household effects have not been delivered, they should be forwarded to the

new homeport using the accounting data contained on the member's PCS orders, using the NAVPERSCOM message, which modifies entitlements to the new homeport, as authority).

(2) A cross country relocation is required and the member desires to ship a privately owned conveyance (POC).

(3) Dependent travel claims in conjunction with the member's PCS travel have been liquidated, (if the claims have not yet been liquidated, travel should be continued to the new homeport using the NAVPERSCOM message, which modifies transportation entitlements to the new homeport, authority).

4. **Member To Be Detached From A Unit, Which Is Changing Homeport.** When a member receives PCS orders from a ship or afloat staff, prior to the effective date of the homeport change, reimbursement for the travel of dependents is limited to a distance not to exceed that from the old homeport of the unit to the new PDS, even if the member's actual date of detachment does not occur until after the effective date of the change of homeport.

a. The entitlement homeport/PDS is changed in the activity file upon receipt of the CNO promulgation message. PCS orders will reflect the new homeport/PDS when issued after the CNO message and prior to the effective date of the homeport/PDS change. To ensure members receive their proper entitlements for transportation of dependents and shipment of household goods from the "old homeport/PDS" orders will include the following statement in the Detaching Section, Part TWO of PCS orders:

"ON (DATE) CNO PROMULGATED CHANGE OF HOMEPORT/PDS OF (VESSEL/UNIT) TO (NEW HOMEPORT) REIMBURSEMENT FOR DEPENDENT TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS FROM (OLD HOMEPORT) IS AUTHORIZED. (SEE NAVSO P-6034, para. U5222-D-5 OR U5222-I AND U5350-J."

6. **Homeport Change Certificate.** When dependent travel is performed incident to a change of homeport of a unit, the claim or application for dependent's transportation will be accompanied by the original and two copies of a homeport change certificate, signed by the CO or designated representative.

a. Not more than one original certificate will be issued to any one member on the same change of homeport or PDS of a ship or afloat staff. The certificate will be prepared with 4 copies to

satisfy the requirements of the personal property transportation office, for the shipment of household goods. In the case of a lost original certificate, refer to NAVSO P-6034, for the procedures for submission and payment of claims involving lost original orders.

b. NAVSO P-6034, para. U5222-D, prescribes dependent travel entitlements when a change of homeport occurs while assigned to a restricted area, unusually arduous sea duty, or duty under unusual circumstances. NAVSO P-6034, para. U5222-H prescribes entitlements when a homeport change occurs while assigned to duty with a ship, afloat staff, or an afloat unit, which is not considered duty involving unusual or arduous sea duty.

c. BUPERSINST 7040.6 and BUPERSINST 7040.7 contain guidance for preparing accounting data to be used on the homeport change certificate.

d. For a sample Homeport Change Certificate, refer to Exhibit 1.

e. Restrictions

(1) Member must remain onboard a minimum of twelve months after the effective date of homeport change to be eligible for Homeport Change Certificate.

(2) A member without dependents on the effective date of homeport change will not be issued a homeport change certificate **UNLESS** the member plans to ship household goods/privately owned motor vehicle incident to the change.

(3) Members in receipt of PCS orders shall not be issued homeport change certificates. COs should contact the appropriate NAVPERSCOM code for confirmation of transfer directives for personnel whose Projected Rotation Date (PRD) is within six months after the effective date. If the member has received, or will be issued, PCS orders, travel and transportation entitlements will be in accordance with the PCS orders using the accounting data contained therein.

(4) When a member has less than 90 days obligated service (OBLISERV) on the effective date of a homeport change and does not desire to reenlist/extend, separation orders will be issued in lieu of a homeport change certificate. The following points are emphasized:

(a) Separation orders may not be issued more than 6 months prior to expiration of active obligated service (EAOS) without prior NAVPERSCOM (PERS-814) approval.

(b) If the member extends enlistment or reenlists prior to being detached from the ship or mobile unit, orders directing separation or release from active duty will be cancelled and, if otherwise proper, a homeport change certificate issued.

6. **Secretary of the Navy Finds (SECNAVFIND).** MILPERSMAN 1300-400 provides procedures for requesting a SECNAVFIND in connection with a homeport change. Upon receipt of authorization from NAVPERSCOM, the CO shall issue a modified homeport change certificate per Exhibit 2.

7. **Early Separation.** Requests for separation when the remaining OBLISERV is less than 90 days must be submitted to the Type Commander (TYCOM), info NAVPERSCOM (PERS-832).

a. If member's services can be spared, the member will be transferred for separation; if not, the member will be required to accompany the ship to the new homeport or the mobile unit to its new PDS.

b. In all cases when the homeport of a ship or command changes, the unit's CO, with TYCOM approval, may effect a member's release within 5 days of departure for the new homeport when there would be insufficient time to return the member to the old homeport for separation processing or to complete separation processing at the new homeport prior to the member's EAOS.

8. **Members in Receipt of Fleet Reserve Orders**

a. Members in receipt of orders for transfer to the Fleet Reserve or Retired List who desire to make the homeport/PDS change must receive approval from NAVPERSCOM (PERS-823) for modification of effective date for transfer to the Fleet Reserve/Retired List.

b. In these cases approval will not be granted if the period of active duty is reduced to less than the minimum time required for transfer to the Fleet Reserve.

9. **Transportation Authorization.** When the homeport of a **ship or afloat staff only** is changed, the CO may issue a PCS travel authorization based on the official homeport change notification authorizing the member to proceed to the old homeport, and

return, via any Temporary Duty (TDY)/Temporary Additional Duty (TEMADD) stations(s).

a. The statement of endorsement must be either signed directly by the CO or acting CO and not "By Direction".

b. If the ship or afloat staff is at the old homeport, the member may proceed from the old homeport to the new homeport and return to the ship or afloat staff via any TDY/TEMADD station(s).

c. Such authorization will be issued when it is deemed necessary for the member to travel to assist in the movement of dependents, shipment of HHG, to pick up personal items, or to bring the member's POC to the new homeport.

d. This entitlement will expire 1 year from the effective date of the homeport change.

e. If a member is on leave from a deployed ship or afloat staff whose homeport is changed, refer to NAVSO P-6034, para. U5120-F1.

f. Travel to and from the authorized destinations are treated as separate legs of the journey. Members should only be authorized transportation allowances for POC on one leg of the journey as described in NAVSO P-6034, para. U5107. Travel for the other leg of the journey should be directed by government procured transportation.

g. Detailed instructions for the preparation of the travel order can be found in Exhibit 3.

10. **Reassignment Procedures**. When an activity's homeport is changed, onboard personnel are in all stages of tour completion. To avoid unnecessary PCS expenditures incurred by moving individuals incident to a homeport change and then moving them again when they have completed their Prescribed Sea Tour (PST) or Normal Shore Tour (NST), the following procedures will apply to personnel attached to activities scheduled for homeport change.

a. **Members Serving In Type Duty 1 and 6.** Those members who have completed a NST will be reassigned to sea duty. Those members who have not completed a NST will be reassigned in accordance with the following decision logic table:

Rule	If member has ...	Member will be assigned to ...	and PRD set ...	Note
1	0-6 months remaining NST	Sea Duty	to PST.	1,3,4,
2	7-12 months remaining on NST	Shore Duty	to complete 12 months at follow on assignment.	2,3,4,5
3	13 months or more remaining on NST	Shore Duty	as required to complete NST.	2,3,4,5

Note 1: Personnel assigned a 24 month NST are exempt from this policy. Individuals in this category will complete their NST.

Note 2: Personnel who desire a specific location as number one reassignment priority may be required to transition to sea duty and serve the PST in the new assignment.

Note 3: Most situations will not allow for no-cost reassignments in the same geographical area. Cost assignments within the continental United States (CONUS) will be to force concentration sites where reasonable expectations exist that a follow on sea tour billet will exist at the completion of NST. The tour length at the new duty station involving cost transfer will be set to appropriate Department of Defense (DoD) area tour overseas or completion of NST (minimum tour of 12 months) in CONUS. Follow on sea assignment will be at the same location when following Rule 2. Individuals must OBLISERV for the DoD overseas area tour.

Note 4: Career personnel will be assigned without regard to OBLISERV, except for DoD overseas assignments.

Note 5: Non-career personnel who do not desire to acquire necessary OBLISERV may be assigned to sea duty.

*** Exception:** For Nuclear Trained Personnel this period shall be 24 months due to requalification requirements.

b. **Members serving in Type Duty 2, 3, and 4**. If reassignment is required, it will normally be in accordance with the following decision logic table:

Rule	If member has ...	Member will be assigned to ...	and PRD set ...	Note
1	6 months or less remaining on PST	Shore Duty	to NST.	1,2
2	7 months or more remaining on PST, but 6 months or less remaining until PRD	Another Sea Duty activity	to complete PST.	
3	7 months or more remaining on PST, and 7 months or more remaining until PRD	Remain onboard	To PRD or one year whichever is greater.	

Note 1: Career personnel will be assigned without regard to OBLISERV.

Note 2: Non-career personnel must have or agree to acquire a minimum of 24 months OBLISERV to be eligible for assignment ashore. Non-career personnel who do not desire to acquire necessary OBLISERV will be retained on board for completion of PST/PRD or EAOS.

c. **Members serving on reenlistment/enlistment incentives.** Personnel who will be on board less than 1 year as of the effective date after reenlisting under a Guaranteed Reenlistment (GUARD) 2000 incentive or returning to active service under the Prior Service (PRISE) III program may have assignment renegotiated if members are non-volunteers for transfer to the new homeport.

(1) MILPERSMAN 1306-1002 provides guidance for terms of guarantee under GUARD assignment. Members should contact NAVPERSCOM (applicable code) upon official announcement of homeport change in order to renegotiate reenlistment/enlistment incentives.

(2) MILPERSMAN 1300-1000 provides guidance for assignments made with collocated spouse. Assignments will be reviewed on a case basis by NAVPERSCOM. Members may be given the option to remain in current homeport if valid requirement exists or relocate to the new homeport.

11. **Types of Homeport Changes.** Homeport changes are necessitated by changes in naval organizations, programs, or when they will improve the administration and operation of the activity concerned.

a. Homeports will normally be reassigned only on the basis that such assignment will remain in effect for a period of 6 months or longer.

b. **Change of Homeport from CONUS to CONUS**. These homeport changes are usually for a period of 6 months or longer and normally involve homeports located on the same coast (e.g., San Diego, CA to Long Beach, CA or Norfolk, VA to Philadelphia, PA). Such reassignments are made in connection with overhaul, transfer to the Naval Reserve Force (NRF), or unit reorganization.

(1) Upon receipt of the CNO announcement of the change of homeport, COs will submit to NAVPERSCOM (applicable code) info Enlisted Placement Management Center (EPMAC), a listing of **non-essential** personnel recommended for reassignment prior to the effective date of homeport change.

(2) These personnel will be reassigned **without onboard relief**. In cases where relief is required prior to shift of homeport, the following format will be utilized:

(a) Name, rate, SSN

(b) Recommended transfer month

(c) Contact relief required (YES/NO)

(d) If gap acceptable, state number of months

(e) Duty preference/comments

(3) Submit this listing to the appropriate NAVPERSCOM code identified in paragraph 2.

(3) When recommending a member for reassignment, such factors as EAOS, eligibility for reenlistment incentives, and individuals' career intentions must be considered.

(4) If a member is eligible for GUARD assignment, submit request in accordance with MILPERSMAN 1306-1002.

(5) Personnel whose expertise and skills are required on board after effective date of homeport change **need not be included** in message or letter.

(6) On board PRDs will not be extended unless requested by the member.

(7) Additional guidance, if required, will be provided for ships changing homeports from one coast to another (e.g., Norfolk, VA to San Diego, CA) and ships changing homeport scheduled to undergo Service Life Extension Program (SLEP).

c. **Change of Homeport to an Overseas Location.** As soon as the CNO officially announces the homeport change, COs will determine suitability per MILPERSMAN 1300-302 and 1300-304.

(1) COs shall submit to NAVPERSCOM (applicable code), with info copy to TYCOM, and EPMAC, a listing of personnel who are:

(a) Not qualified for overseas duty per MILPERSMAN 1300-302 and 1300-304. These personnel will be transferred prior to the effective date of homeport change.

(b) Volunteers for the new homeport.

(c) Non-volunteers for the new homeport.

(d) Personnel with 6 months or less remaining on PST/PRD computed from effective date of homeport change and are non-volunteers.

(e) Under reenlistment/enlistment incentives with less than 12 months on board after effective date of homeport change and are non-volunteers.

(f) Serving with collocated spouse. Indicate whether reassignment or relocation to the new homeport is desired.

(2) Identification of personnel retained on board will be categorized as follows:

(a) Volunteers Accompanied/Volunteers All Others Tour. Members desiring to remain on board to complete applicable tour.

(b) Non-volunteers (NVOL). Those personnel who do not desire to remain on board. These personnel may be retained on board for a maximum of 24 months or until completion of PRD/PST whichever is less.

(3) If assignment of a member selected from fleet volunteers is not feasible due to change in policy, funding constraints, member's withdrawal, advancements, or if the member is no longer eligible for such duty, NAVPERSCOM (applicable code)

will provide replacement from available assets in accordance with Manning Control Authority (MCA) priorities.

(4) It is most desirable that units changing homeport to an overseas location 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, provide experienced watches, and to man units in accordance with specified manpower levels when sufficient volunteers or replacements are not available.

(5) Personnel who are undecided will be afforded the opportunity to elect accompanied or "all others tour" at a later date provided they incur the required OBLISERV and complete applicable tour. However, members are cautioned regarding use of entitlements prior to making a decision, which could effect further entitlements to the new homeport.

(6) Members who volunteer to remain on board the unit after transitioning to an overseas homeport will complete applicable “accompanied/all others tour.” Personnel shall incur sufficient contractual OBLISERV prior to departure of ship from CONUS.

(7) Every effort will be made to reassign non-essential personnel who are not volunteers to remain on board during the transition period in accordance with this article. However, if not enough volunteers or replacements are available, members will be required to remain on board until PRD or 24 months after effective date, whichever is less. PRDs of non-volunteers will not be involuntarily extended.

(8) Non-volunteers, who choose to have their dependents accompany them or elect to bring POC or HHG to the new overseas location, shall have their PRD adjusted to reflect applicable tour per MILPERSMAN 1300-308.

d. **Change Of Homeport From An Overseas Location To Conus For Overhaul And Return To Previous Overseas Location.** Since overhaul, conversion, or aircraft transition periods vary from 6 months to more than 17 months, transitioning units in this type of homeport change must be considered as an exception to the normal transition policy. Units returning to CONUS will receive a change of homeport notice, which will assign for the purpose of travel entitlements, a CONUS homeport.

e. **Change Of Homeport From One Overseas Location To Another Overseas Location.** Personnel currently onboard these units will be retained for completion of current tour.

(1) Exceptions are as follows:

(a) Personnel no longer qualified for continued overseas duty. Disqualification shall be documented in the members' service record.

(b) Personnel with less than 6 months remaining on PST/PRD and who are non-volunteers will be reassigned prior to effective date or sail date whichever is earlier on a case basis. Factors to be considered for early transfer are presence of dependents on station and availability of replacement.

(c) Personnel assigned with collocated military spouse and single parents should be identified to NAVPERSCOM (PERS-40) who will review each assignment on a case basis. Indicate whether assignment is desired to a new or old homeport.

(2) Members currently serving an "all others tour" at the old homeport may elect accompanied tour at the new location provided they agree to remain onboard for completion of required area tour of the new homeport and acquire required OBLISERV prior to the effective date of homeport change.

f. **Change Of Homeport Incident To Flagship Turnover Or Exchange Of Tender Duty.** Reassignment policy for units in this category will be provided by separate correspondence due to the unique situation.

(1) For planning purposes, the general policies for homeport change will apply. In addition, the following reassignment procedures may be utilized:

(a) On board personnel desiring to remain with present command may be retained provided all requirements are met in accordance with the current assignment policy.

(b) Personnel will be afforded every opportunity to remain in present homeport by requesting exchange of duty per MILPERSMAN 1306-700.

(c) When exchange of duty is limited due to ship's design (e.g., nuclear vs. conventional), self-negotiated swaps with other units in the same area may be authorized.

(d) All other requirements such as overseas screening if applicable, and OBLISERV must be completed prior to transfer.

12. **PRD Adjustments and Modifications.** To provide continuity, a phased rotation of personnel after homeport change is necessary.

a. When the unit manning profile is established, the CO may request PRD adjustments of maximum plus or minus 90 days from completion of elected tour.

b. When recommending PRD adjustments, such factors as time remaining on active duty, tour election, time remaining on PST, usage of entitlements, and desires of individual should be considered.

c. For confirmation of PRD adjustments, refer to Enlisted Distribution Verification Report (EDVR).

13. **Homeport Change Conference.** When deemed necessary by the MCA, TYCOM, and NAVPERSCOM due to complexity of crew manning considerations, a Homeport Change Conference will be convened.

a. The following items should be reviewed:

(1) Unit's manning requirements.

(2) Selection and assignment of fleet volunteers.

(3) Compliance with assignment and entitlement policies.

(4) Other matters in connection with crew mergers, crew stability and unit personnel readiness.

b. The Homeport Change Conference will normally be convened and chaired by the TYCOMs representative, with attendees from the MCA, EPMAC, NAVPERSCOM, and the unit changing homeport.

EXHIBIT 1

SAMPLE HOMEPORT CHANGE CERTIFICATE

(Activity name) (Date)

I hereby certify that (member's full name) was permanently assigned to (activity's name) with the rank/rate (rank/rate or applicable grade) when the (letter/message) from the Chief of Naval Operations (file/date or DTG of message) was received on board, changing the (homeport/permanent duty station location) of this activity from (old location) to (new location) effective (date of change). Change of homeport is incident to commencement/completion of overhaul (if applicable). Ship or unit has been designated as unusually arduous sea duty (if applicable).

Accounting data

(Signature of Commanding Officer)

EXHIBIT 2

SAMPLE HOMEPORT CHANGE CERTIFICATE – MODIFIED FOR SECNAVFIND

(Activity name) (Date)

I hereby certify that (member's full name) was permanently assigned to (activity's name) with the rank/rate (rank/rate or applicable grade) when the (letter/message) from Chief of Naval Operations (file/date or DTG of message) was received on board, changing the (homeport/permanent station) of this activity from (old location) to (new location) effective (date of change). Change of homeport is incident to commencement/completion of overhaul (if applicable). Ship or unit has been designated as unusually arduous sea duty (if applicable). The Secretary of the Navy has found that this PCS is required by the exigencies of the service.

Accounting data

(Signature of Commanding Officer)

EXHIBIT 3

DETAILED INSTRUCTIONS FOR PREPARATION OF THE TRAVEL ORDER

The travel authorization is issued as a travel order, at the command level preferably on the unit's letterhead bond paper.

BLOCK 1 (Number): Serial number assigned by the unit.

BLOCK 2 (Date): Date authorization is prepared.

BLOCK 3 (Name): Type member's full name - Last name, first name, and middle.

BLOCK 4 (Grade/Rate): Enter member's pay grade and rating abbreviation.

BLOCK 5 (SSN): Enter member's social security number with hyphens between the third and fifth digits. Example: 123-45-6789.

BLOCK 6 (Branch/Class): Enter the abbreviation of service (USN, USNR, etc.).

BLOCK 7 (Old/New homeport): Enter the City and State, or country, which travel is authorized to.

BLOCK 8 (Old/New homeport): Enter the City and State, or country, which member is directed to return to.

BLOCK 9 (Unit): Enter the full title of the unit changing homeport.

BLOCK 10 (Date-time-group): Self explanatory.

BLOCK 11 (Days Leave): Enter the number of days leave is authorized in conjunction with this travel.

BLOCK 12 (Days Travel): Enter the number of days travel time is authorized per MILPERSMAN 1320-100.

BLOCK 13 (Days Proceed): Enter the number of days proceed time is authorized per MILPERSMAN 1320-090.

BLOCK 14 (Advanced LV RATS Requested): Enter if applicable.

BLOCK 15 (Advanced MALT/Flat PER DIEM authorized): Enter if applicable.

BLOCK 16 (Months Advanced Pay Authorized): Enter number of months advance pay is authorized, if any.

BLOCK 17 (City): Self Explanatory.

BLOCK 18 (State/Country): Self Explanatory

BLOCK 19 (POC State and License number): Self Explanatory.

BLOCK 20 (City): Self Explanatory.

BLOCK 21 (State/Country): Self Explanatory

BLOCK 22 (Leave address and phone number): Self explanatory.

BLOCK 23 (Accounting Data): Refer to BUPERSINST 7040.6 for PCS Travel, as it pertains to travel incident to a change of homeport. Accounting data for TEMDUINS will be provided by NAVPERSCOM if applicable.

BLOCK 24 (Narrative): Any intermediate stations will be provided, with accounting data and specifics, by NAVPERSCOM. If there are no intermediate stations, include only ultimate duty station information, to include the UIC, activity name and mailing address, and the report not later than hour and date.

BLOCK 25 (Signature of Member): Self explanatory.

BLOCK 26 (Travel Commenced): Hour and date member is authorized to begin this travel.

BLOCK 27 (Authenticating signature, rank, title): The signature shall be that of the CO of the activity, or, when the CO delegates such authority to a subordinate officer, master chief, senior chief, chief petty officer, petty officer first class, or civilian, may be "by direction of the CO." The authenticating signature will be affixed only to the original order.

EXAMPLE:
****

(1) Travel Authorization Order Number: _____ (2) Date:

(3) Name (4) Grade/Rate (5) SSN (6) Branch/Class)

is hereby authorized travel at government expense to (7) (old/new homeport) and return to (8) (old/new homeport). This travel is granted as a result of the homeport change of (9) (unit). Authority for this change: Chief of Naval Operations message (10) (date-time-group).

Authorized: (11) 00 DAYS LEAVE (14) ADV LVRATS REQUESTED
(12) 00 DAYS TRAVEL (15) ADV MALT PLUS FLAT PER DIEM
(13) 00 DAYS PROCEED TIME (16) 0 MONTH AD PAY AUTH

POC TRAVEL IS AUTHORIZED FOR TRAVEL FROM (17) CITY, (18) STATE/COUNTRY) TO (CITY, STATE/COUNTRY) ONLY. (19) (POC State and license number).
GOVERNMENT AIR IS DIRECTED FOR TRAVEL FROM (20) CITY, (21) STATE/COUNTRY) TO (CITY, STATE/COUNTRY).

(22) Leave address and phone number:

(23) ACCOUNTING DATA:
PCS: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
TEMDUINS PER DIEM XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX (if applicable)

(24) Reporting station(s) will appear in reporting station sequence (i.e., Intermediate 1, 2, 3, and Ultimate, as applicable). Data provided for each reporting station is: UIC, Activity Name, ACC - Type of assignment, Report Not Earlier Than Date (YY MM DD), (if applicable), Report Not Later Than Hour (required for first reporting station only), Homeport, - City, At Location of Reporting Station, Additional Reporting Instructions, School Class Convening Date (YY MM DD), and mailing address of each reporting station.

I have read and understand these orders and instruction:

(25) (Signature of Member)

(26) Travel commenced:
0000, 00 XXX 03

(27) (Signature and title of Commanding Officer or designated representative)

MILPERSMAN 1320-020

MESSAGE ORDERS FOR INACTIVE DUTY RESERVE OFFICERS

Responsible Office	NAVPERSCOM (PERS-812)	Phone:	DSN COM FAX	882-3208 (901) 874-3208 882-2738

1. **Purpose**

a. The contents of message orders contained in this article (referred to as "Forms") will be used by recruiting offices, or other commands as appropriate, as guides in preparing written orders in proper order format to be delivered to each officer concerned. Each of these forms (ALPHA – ECHO) are divided into two parts:

(1) Part I: to be used by the Navy Personnel Command (NAVPERSCOM) to transmit the message orders to the action addressee for issuance of the orders;

(2) Part II: to be used by the action addressee (recruiting offices or other commands as appropriate) upon receipt of Part I to issue the orders in implementing Part I.

b. The combination of Parts I and II will be transmitted by the action addressee in Part I to each officer concerned with ample copies for:

(1) Disbursing officers.

(2) Movement of family members and household goods.

(3) Use by the officer in compliance with the orders.

2. **Message Orders by Telegram**. In cases where message orders are relayed to an officer by telegram, the following action will be taken:

a. The originating authority shall send the complete orders in the prescribed form.

b. The officer concerned, upon presentation to the disbursing officer, shall endorse on the telegram they received the words "Original orders received" and affix their signature. This certification will be sufficient to enable the disbursing officer to make reimbursement for mileage without further confirmation.

3. **Form ALPHA**. Form ALPHA is to be used for an officer who has accepted a commission with no waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 14621O FORM ALPHA MILPERSMAN 1320-020. LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS PROREP NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:
To:

Ref: NAVPERSCOM message (date/time group)

1. Proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of the physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery (BUMED) reveals evidence of a defect of condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be

considered not physically qualified and the unexecuted portion of your orders will be canceled.

2. If found not physically qualified, immediately return to the above address. Upon arrival at the above address consider yourself released from temporary active duty and forward a copy of these orders with all endorsements to the Navy Personnel Command (Staff Corps officers, forward an additional copy to the cognizant bureau, command, or office), to the Chief of Naval Air Reserve Training, if appropriate, and to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149. In this event, the examining medical officer shall advise NAVPERSCOM by message referencing these orders, stating defects in detail together with action taken and recommendations, if any, with information copies to BUMED and (insert the information addressees on these orders).

3. If found physically qualified, immediately return to the above address. Upon arrival at the above address consider yourself released from active duty until such time as is necessary to (fill-in reporting instructions).

NOTE: Alternate paragraph 3 to be used when a future reporting date is not specified: If found physically qualified, (fill-in reporting instructions).

4. Accounting data: (fill-in)

5. Travel via private conveyance is permitted at your option for your personal convenience.

6. You are advised to make no personal plans for active duty until found physically qualified and not to move family members until you have reported for duty and have suitable quarters for them.

7. A certified copy of these orders, with all endorsements, shall be forwarded to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149.

8. If serving under orders authorizing your participation in a Naval Reserve Program in a pay or nonpay status, you are directed to request termination of your inactive duty training orders, via the appropriate chain of command, to be effective not later than the day preceding the date of reporting to active duty in compliance with these orders.

4. **Form BRAVO**. Form BRAVO is to be used for an officer who has accepted a commission with a waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM BRAVO MILPERSMAN 1320-020. LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS WAIVED LTR (REF & DATE) PROREP NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:
To:

Ref: NAVPERSCOM message (date/time group)

1. Proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of the physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). Since physical defects were waived by NAVPERSCOM (PERS-(fill-in)), further waiver will not be required if disabilities are essentially the same as to character and degree. If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery reveals evidence of a defect or condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be considered not physically qualified and the unexecuted portion of your orders will be canceled.

NOTE: Paragraphs 2, 3, 4, 5, 6, 7, 8, and 9 are the same as in Form ALPHA.

5. **Form CHARLIE**. Form CHARLIE is to be used for an officer who has not accepted a commission and has no waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM CHARLIE MILPERSMAN 1320-020. LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS WAIVED LTR (REF & DATE) PROREP NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:
To:

Ref: NAVPERSCOM message (date/time group)

1. Upon acceptance of appointment as (fill-in) proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of the physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery reveals evidence of a defect or condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be considered not physically qualified and the unexecuted portion of your orders will be canceled.

NOTE: Paragraphs 2, 3, 4, 5, 6, and 7 are the same as in Form ALPHA.

6. **Form DELTA**. Form DELTA is to be used for an officer who has not accepted a commission but with a waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM DELTA MILPERSMAN 1320-020. LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS WAIVED LTR (REF & DATE) PROREP NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:
To:

Ref: NAVPERSCOM message (date/time group)

1. Upon acceptance of appointment as (fill-in) proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). Since physical defects were waived by NAVPERSCOM (PERS-(fill-in), further waiver will not be required if disabilities are essentially the same as to character and degree. If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery reveals evidence of a defect or condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be considered not physically qualified and the unexecuted portion of your orders will be canceled.

NOTE: Paragraphs 2, 3, 4, 5, 6, and 7 are the same as in Form ALPHA.

7. **Form ECHO**. Form ECHO is to be used for an officer being ordered to temporary active duty, then released to inactive duty. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM ECHO MILPERSMAN 1320-020. LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS PROREP CNO WASH DC ON 10 AUG TEMAC ABOUT 2 MONTHS. COMPL TEMAC DIRDET AFTER PHYSEXAM. RETURN LYNN MASS ARRIVAL REGARD REL ACDU.

Part II - Example:

From:
To:

Ref: NAVPERSCOM message (date/time group)

1. Proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. You are ordered to temporary active naval service for this purpose and will be considered in a temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117, Manual of the Medical Department (MANMED 15-77).

2. If found not physically qualified, immediately return to the above address. Upon arrival at the above address consider yourself released from temporary active duty and forward a copy of these orders with all endorsements to the Navy Personnel Command (Staff Corps officer, forward an additional copy to the cognizant bureau, command, or office), to the Commander, Naval Reserve Force if appropriate, and to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149. In this event, the examining medical officer shall advise NAVPERSCOM by message referencing these orders, stating defects in detail together with action taken and recommendations, if any, with information copies to Bureau of Medicine and Surgery and (insert the information addresses on these orders).

3. If found physically qualified, immediately return to the above address. Upon arrival at the above address, consider yourself released from active duty until such time as is necessary to (fill-in reporting and detaching instructions.)

NOTE: Alternate paragraph 3 to be used when a future reporting date is not specified: If found physically qualified, (fill-in reporting and detaching instructions.)

4. Accounting data: (fill-in)

5. If the period of duty specified by these orders is 90 days or more, travel via private conveyance is permitted at your option for your personal convenience.

6. A certified copy of these orders, with all endorsements, shall be forwarded to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149.

7. This assignment to active naval service is subject to your consent.

8. This duty is creditable under 10 U.S.C. 12732 for retirement point accounting when properly substantiated.

9. If service under orders authorizing your participation in a Naval Reserve Program, in a pay or nonpay status, your orders to inactive duty training are not terminated but are not effective during your period of temporary active duty. Your orders to inactive duty training are effective the day following completion of your temporary active duty.

MILPERSMAN 1320-030

DELEGATION OF AUTHORITY TO ISSUE ORDERS AND ADMINISTRATIVE CONTROL OF ORDERS AND TRAVEL

Responsible Office	NAVPERSCOM (PERS-455)	Phone:	DSN COM FAX	882-4148 (901) 874-4148 882-2693

Governing Directives	OPNAVINST 4650.15 Joint Federal Travel Regulations (JFTR), Volume I NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909G, Enlisted Transfer Manual

1. **Authority to Issue Orders**

a. Competent orders for **officers** are issued and approved by Chief of Naval Personnel (CHNAVPERS), or commands authorized by CHNAVPERS.

b. Orders for **enlisted** personnel are issued or approved by Navy Personnel Command (NAVPERSCOM), or by commands authorized by NAVPERSCOM.

c. Orders signed by Assistant Chief of Distribution or by Acting CHNAVPERS shall have the full force and effect of orders issued by CHNAVPERS.

d. Orders issued by CHNAVPERS or NAVPERSCOM may be modified only by CHNAVPERS or NAVPERSCOM. In this regard, port calls issued by Navy Passenger Transportation Offices (NAVPTO) in connection with transoceanic or international travel are considered to be an authorized modification to orders. See OPNAVINST 4650.15.

2. **Delegation of Authority to Field Commands**. Only CHNAVPERS or NAVPERSCOM can delegate authority to field commands to issue orders and such authority is limited to specific types of orders. Commands that have been authorized by CHNAVPERS or NAVPERSCOM to issue orders may direct subordinate commands to issue orders to personnel by name or number, for specific assignments, or for travel. Orders issued to officers by field

commands must reference the authority to issue orders delegated by CHNAVPERS.

3. **Change of Duty Orders Involving Flying Status**. Unless so stated, the delegating authority to issue change of duty orders shall not authorize other commands to order officers to or from a duty involving flying status. Care should be taken to retain the phrase "duty in a flying status" in all orders that order members to/from duty involving flying.

4. **Administration of Travel**

a. Navy Personnel Command is charged with the administration of travel by Navy personnel and their family members. Travel regulations and entitlements are contained in volume I of JFTR, NAVPERS 15559B, and NAVPERS 15909G; and supplementary instructions published as instructions and notices. Orders shall be as complete as practical. When members are entitled to transportation of family members and shipment of household goods at Government expense, or when travel at personal expense subject to reimbursement is authorized, individual orders shall be issued to each member.

b. Each fiscal year funds are appropriated for the travel of those naval personnel and family members issued orders under the authority of CHNAVPERS or NAVPERSCOM. To conserve these funds and make them suffice for the entire fiscal year, it is the responsibility of every command delegated authority to issue orders to stay within any quarterly allotments granted to them and to limit travel to that considered essential and in the best interests of the Navy.

MILPERSMAN 1320-060

PERMANENT CHANGE OF STATION TRANSFER ORDER (PCSTO), DELIVERY, INTERPRETATION, AND EXECUTION

Responsible Office	NAVPERSCOM (PERS-455)	Phone: DSN COM FAX	882-4148 (901) 874-4148 882-2693

Governing Directives	Catalog of Navy Training Courses (CANTRAC), Volume 2 NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909G, Enlisted Transfer Manual OPNAVINST 4650.15

1. **Policy**. Permanent change of station transfer orders, both letter and message, will be written using plain language with a minimum of codes, abbreviations, and acronyms so orders will be more easily understood and will not require translation prior to execution. Only standard abbreviations (e.g., EDA, EDD, NLT, NET, PRD, ACC, DNEC, CONV, BSC, etc.) and activity titles will be used as they appear on other automated documents. Abbreviated course titles may also be used along with the course identification numbers as listed in CANTRAC, volume II.

2. **Disposition of Orders**

a. Original letter orders and any modifications will be mailed to the Personnel Support Activity Detachment (PSD) assigned in support of the officer's activity. Activities not supported by Pay and Personnel Administrative Support System (PASS) office will receive original letter orders direct.

b. Message orders will be transmitted to the activities involved with the order via the Communications Centers serving them. Message orders shall be locally reproduced by the PASS office supporting the member. One copy will be certified "Original Message" over the signature of the commanding officer (CO) or officer-in-charge of the processing activity (or their designated representative). In cases where message orders are relayed to a member by telegram, the following action will be taken: the officer concerned, upon presentation to the disbursing officer, shall endorse the telegram received, with

the words “Original Orders Received” and affix their signature. This certification will be sufficient to enable the disbursing officer to make reimbursement for mileage without further confirmation.

c. Commands receiving orders shall promptly deliver such orders and each modification, if any, of orders to the member and shall indicate delivery by an official delivering endorsement on the orders or modifications.

d. Although the order will be addressed via activities providing personnel 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.

e. Orders to officers shall direct their detachment from their primary duty only, unless they have been assigned accountable duty. Officers with additional duty at other activities will be considered detached from such duty upon their detachment from their primary duty. Reference to additional duty shall not be made in detaching orders. Upon detachment, information copies of the orders shall be furnished to the activity or activities to which an officer has been assigned additional duty.

f. Procedures for processing a member’s orders are found in NAVPERS 15559B, chapter 2; or NAVPERS 15909G, chapter 23.

3. **Reporting for Duty**. In carrying out the order, officers shall report to the CO or commander of the activity named in the orders for permanent duty, permanent duty under instruction, temporary duty, or temporary duty under instruction, etc., unless otherwise specified in the orders. Deviation of the order must be approved by CHNAVPERS, and when required, a modification issued prior to the member’s detachment form, or reporting to, the final activity stated in the order. Application procedures are found in NAVPERS 15559B, chapter 2.

4. **Proceed Time and Travel Time**

a. The date of detachment is a day of Leave, PT, or Travel Time (TT). Date of detachment is only a day of duty if the member detaches and reports on the same day with no allowable TT. The day of arrival is a day of duty. When a member is detached from one permanent duty station and is ordered to

another permanent duty station, the orders may allow 4 days proceed time, as outlined in MILPERSMAN 1320-090, in addition to travel time outlined in MILPERSMAN 1320-100. The word “proceed” is synonymous with “commence travel” and should not be construed as entitlement to proceed time.

b. Unless a specific reporting date is directed in the order, members ordered to report for duty at a place or to proceed to any point and report for duty shall do so within 4 days after date of detachment, exclusive of the proceed time, travel time, and authorized leave provided in the order or delineated elsewhere in this manual. See OPNAVINST 4650.15 concerning circuitous travel for constructive travel time when traveling via a circuitous route.

c. Where there is some degree of urgency for a member to report to a new station and there is no known requirement for the full 4 days proceed time, orders shall specify a time frame within which the member must report for duty, e.g., “Upon detachment, proceed and report NLT 12 hours after detachment, exclusive of travel time.”

5. **Detaching Instructions**. Definition of specific detaching instructions appearing in the detaching activity section of the orders is found in NAVPERS 15559B and NAVPERS 15909G.

MILPERSMAN 1320-090

PROCEED TIME IN EXECUTION OF ORDERS

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

1. **Proceed Time**

a. Proceed time is a period of time not chargeable as leave, delay, or allowed travel time. It is granted for the purpose of facilitating necessary personal arrangements inherent in certain permanent change of station (PCS) orders.

b. The amount of proceed time permitted is dependent upon the urgency of the transfer, but will not exceed 4 days.

c. The word “proceed” is synonymous with “commence travel status” and should not be construed as entitlement to proceed time.

2. **Time According**

a. Any delay authorized is chargeable as leave and is in addition to proceed and travel time. The day of detachment is a day of travel or leave as applicable.

b. When the member is detached from overseas duty, starts and finishes overseas travel, and arrives in the 48 contiguous United States or District of Columbia on the same day, that day is considered a day of travel for elapsed time accounting.

3. **PCS Order Terms and Definitions**. When authorized by subsequent paragraphs, the following terms used in PCS orders, as displayed in the table below, indicate the amount of proceed time authorized:

WHEN a PCS order reads...	THEN report within...
Report or proceed and report (4 days proceed time)	4 days, exclusive of travel time, subsequent to detachment.
Report or proceed and report without delay (48 hours proceed time)	48 hours, exclusive of travel time, subsequent to detachment.
Report or proceed and report immediately (12 hours proceed time)	12 hours, exclusive of travel time, subsequent to detachment.
Ultimate assignment - FOR DUTY/ DUINS (4 days proceed time)	4 days, exclusive of travel time, subsequent to detachment.

4. **When Is Proceed Time Authorized**

a. Proceed time is authorized only when members are executing PCS orders to or from

(1) ships or mobile units having a sea/shore rotation Code 2 or 4;

(2) an "all others" tour; and

(3) overseas accompanied tours, includes from overseas to overseas, but not in same geographical location.

b. Commanding officers (COs) of ships changing home port may authorize proceed time only in conjunction with the movement of

(1) household goods (HHG), or

(2) a member's privately owned vehicle (POV).

c. Proceed time shall not be construed as authority to miss reporting dates and times specified in the orders. A modification or cancellation of the unexecuted portion of the original orders received at any point between the old and the new permanent duty station (PDS) does not entitle the member to additional proceed time.

d. Entitlement to proceed time for members not specifically authorized in this article shall be determined by:

Office of Chief of Naval Operations
Manpower, Personnel, Training, and
Education Policy Division (N13)

5. **Types of Orders not Authorized Proceed Time**. Regardless of other considerations, proceed time is not authorized in conjunction with the following types of orders, as displayed in Lists "A" and "B" below.

6. **Order Type List "A"**. The following order types are not authorized proceed time:

a. Orders from inactive duty:

Home,
place of enlistment,
recruiting station or recruit training center,
Officer Candidate School,
Naval Reserve Officer Training Corps (NROTC), or
Naval Academy.

b. To:

Active duty at a PDS.
Temporary duty under instruction (TEMDUINS) of less than 20 weeks.
TDY of 6 months or less and then to a PDS.

c. Orders to:

An activity for separation processing,
home from a separation activity, or
proceed to the locale of the member's choice upon separation.

d. Orders to temporary additional duty (TEMADD).

e. Orders for group travel, i.e., orders issued to three or more members traveling in a group from the same point or origin to the same destination under one order, which has been designated a "group travel order" by the order issuing authority.

7. **Order Type List "B"**. The following additional order types are not authorized proceed time:

a. Orders that have no-cost to the Government provision.

b. Orders to enlisted members expressing haste, i.e., leave is not authorized by the order issuing authority.

c. Orders between two ships having the same home port.

d. Orders for leave, except where prevailing instructions grant leave as delay in reporting in connection with a transfer.

e. Orders to and from units afloat and ashore located in same metropolitan areas or less than 25 miles apart.

8. **Metropolitan Area**

a. A metropolitan area is defined as the corporate limits of the city or town in which the member is stationed.

b. The home port of the unit afloat should be used in determining entitlement to proceed time regardless of ship location.

c. The following examples are provided:

Example 1. Member on shore duty at Cecil Field, FL is directed PCS to a ship home ported at Mayport, FL: Proceed time is not authorized since both Mayport and Cecil Field are within the corporate limits of Jacksonville, FL.

Example 2. Member on shore duty at Coronado, CA is directed PCS to a ship home ported at San Diego, CA: Proceed time is not authorized since Coronado and San Diego are less than 25 miles apart, even though in different corporate limits.

9. **Permanent Duty Station (PDS)**

a. PDS, as used in this article, is defined as the assignment

(1) to duty by PCS orders at the same activity for a period of more than 6 months, or

(2) assignment to a school or combination of schools at the same location for a period of 20 weeks or more,

the limits of which are the corporate limits of the city or town in which the member is stationed, or homeport in the case of members assigned to an afloat unit.

b. If the member is not stationed in an incorporated city or town, the official station is the reservation, station, or established area; or, in the case of large reservations, the established subdivisions thereof having definite boundaries within which the designated post of duty is located.

10. **One-Period Proceed Time Limitation for En Route TDY**. Only one period of proceed time may be authorized in the execution of orders directing a member to proceed to one or more TDY stations en route to a PDS. Once initiated, proceed time shall be used consecutively whether or not members avail themselves of all or part of the total authorized proceed time. Use the rules in the table below to determine how proceed time is to be authorized during en route TDY:

WHEN the member elects to use proceed time	THEN	AND
prior to reporting to a TDY station,	the orders shall so indicate,	proceed time shall not be authorized upon detachment from the TDY station.
upon detachment from the TDY station,	the following statement shall be entered on the member's orders: "MBR ELECTED PROCEED TIME UPON COMPL TEMDU."	

11. **Reversing Denial/Grant Decisions**. Use the rules in the table below to reverse entitlement denial or authorization decisions:

WHEN	THEN	AND
a member has been denied proper entitlement to proceed time by the transferring command,	the receiving command can reflect proper entitlement via entries into Navy Standard Integrated Personnel System (NSIPS).	
it is determined by the receiving command that the proceed time should not have been authorized,	leave must be charged,	the member should be assisted in submitting a petition to the Board for Corrections of Naval Records (BCNR) with appropriate evidence to support petition to restore the leave charged.

MILPERSMAN 1320-100

TRAVEL TIME IN EXECUTION OF PERMANENT CHANGE OF STATION (PCS) ORDERS AND TEMPORARY ADDITIONAL DUTY (TAD) ORDERS

Responsible Office	NAVPERSCOM (PERS-451H)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

Reference	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume I, Uniformed Service Members

1. **Calculating Travel Time for Permanent Change of Station (PCS)**

a. Authorized travel time incident to a PCS will be calculated under procedures set forth in reference (a), chapter 5, part B, for the mode or modes of transportation actually used and authorized in the PCS orders.

b. In no case will the authorized travel time exceed that required to perform travel by the mode of transportation directed in the PCS orders. The travel time authorized here is in addition to proceed time, which is otherwise authorized. No travel time will accrue on PCS orders that are permissive in nature and include a no-cost to the government provision.

2. **Calculating Travel Time for Members Performing Funded Leave Travel**

a. Calculation of travel time for members who are authorized to perform funded leave travel in connection with consecutive overseas assignments as prescribed in reference (a), para. U7200, will be the time required for direct travel between the authorized points.

b. In calculating travel time, the member’s home or other authorized destination will be treated as if it were a temporary duty (TDY) station en route on a PCS. The day of arrival at, and the day of departure from, the authorized leave travel destination are both considered a day of travel. All additional

time at the leave travel destination is charged as leave. Travel time in excess of that required for travel via the direct route is charged as leave.

c. Leave travel under this part is to be performed by common carrier to the maximum extent possible or as authorized by Chief of Naval Personnel (CHNAVPERS).

3. **Travel Time for Temporary Additional Duty (TAD) Orders**

a. Travel time incident to TAD orders will be the time required to perform travel by the mode of transportation authorized in the member's travel orders. Travel status commences and terminates as set forth in reference (a), chapter 4, part D. Except as otherwise indicated, a member is considered to be in a travel status for the entire period necessary to complete the official business directed in the TAD orders.

(1) Members directed to perform TAD away from their permanent duty station (PDS) are expected to return to their PDS immediately upon completion of the necessary official business or to their local place of residence if the return time is after the close of normal working hours.

(2) Members who would ordinarily be in a liberty status may, however, elect to remain at the TAD site in a liberty status upon completion of TDY.

(3) Similarly, members may elect to travel to the TAD site prior to commencement of the period of TDY in order to be in a liberty status at the TDY site before commencing the TAD.

b. No additional cost to the government can be incurred while in a liberty status either before or after a period of TDY. Commands preparing TAD orders should include appropriate language to permit liberty or leave prior to the commencement or upon the completion of assigned TDYs. Travel entitlements other than transportation should terminate at the start of authorized liberty. Members who are serving in an unaccompanied-by-family-member status at their PDS and who are authorized to spend normal liberty periods at their primary residence with family members, or other authorized points, may start or stop TAD from those points provided no additional cost to the government is involved and the member would ordinarily be in a liberty status upon completion of the TAD.

c. Any other delay in returning to the PDS for personal convenience is chargeable as leave. Members, who complete official business at a TAD station after 1600 hours, may delay detachment until the following day, if return travel member's PDS will exceed 2 hours by the mode of travel authorized.

(1) Normally, no more than 1 day travel time will be allowed for each leg of travel to, from, or between TAD stations. If the time required to perform travel to, from, or between TAD stations by privately owned conveyance (POC) will exceed 1 day, and travel by POC is considered more advantageous to the government, authorization or approval must be granted by commands authorized to issue TAD orders.

(2) This determination should be made on a case-by-case basis and authorization should not be granted unless the order-issuing authority is convinced such mode of travel is clearly more cost effective to the government than travel by government conveyance or public carrier.

(3) When authorization is granted for travel by POC, travel time will be calculated under procedures set forth in reference (a), chapters 4 and 5. In the absence of such authorization or approval, no more than 1 day travel time will be allowed for each leg of travel to, from, or between TAD stations.

(4) Except as provided for in MILPERSMAN 1320-080, permissive TAD authorizations involving official government business are improper. If official government business is involved, the travel must be funded and travel time is authorized.

MILPERSMAN 1320-110

TRAVEL TIME IN CONJUNCTION WITH CALL TO OR RELEASE FROM ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN COM FAX	882-4179 (901) 874-4179 882-2693
	CNO (N13)		DSN COM FAX	225-3322 (703) 695-3322 225-3311

Governing Directives	DOD 7000.14-R, Financial Management Regulation (DODFMR), Volume 7A, Chapter 2 Joint Federal Travel Regulations (JFTR), Volume I, Chapter 4, Part C

1. **What This Article Addresses**

a. This article addresses computation of travel time for travel days and travel allowance purposes only.

b. For computation of travel time for pay purposes refer to DOD 7000.14-R, chapter 2, para. 0205.

2. **Determining Travel Time When Ordered To Active Duty**. Use the rules in table below to determine the travel time when a member is ordered to active duty:

WHEN...	THEN...	AND...
a member is ordered to active duty for a period of less than 90 days,	travel by privately owned conveyance (POC) may not be specifically authorized in the orders to active duty,	travel time computation will be per JFTR, volume I, chapter 4, part D.
a member is ordered to active duty for a period of 90 days or more,	travel by POC may be specifically authorized in the orders to active duty.	
in such cases, the member actually uses a POC,	allowed travel time shall be based on 1 day for each 350 miles of the official distance of the ordered travel,	1 additional day is allowed for any distance in excess of multiples of 350 miles provided the excess is 51 miles or more.
the total official distance is 400 miles or less,	1 day’s travel time will be allowed.	
computing travel time, if the orders do not contain an hour for reporting,	the required reporting date will be charged as a day of travel.	
a date and hour for reporting are included in the orders,	consideration will be given to the amount of travel that can be performed on the day of reporting.	
a member has been ordered to active duty for a period of 90 days or more,	travel by POC may also be specifically authorized in the orders releasing the member from active duty.	
in such cases, the member actually uses a POC,	allowed travel time shall be based on 1 day for each 350 miles,	an additional day allowed for any distance in excess of multiples of 350 miles provided the excess is 51 miles or more.

3. **POC Travel Not Authorized**. Use the rules below when travel by POC is not specifically authorized:

WHEN travel by POC is not specifically authorized in the orders from...	**THEN travel time will be computed in the following manner.**
home to first duty station,	Using the latest schedules for the mode of transportation actually used, compute travel time based on an actual schedule, which would permit arrival at the duty station on the reporting date. If travel is performed by POC without it having been authorized, compute travel time in the same manner using the latest schedules for public surface transportation.
last duty station to home of record,	Using the latest schedules for public surface transportation, compute travel time based on an actual schedule which most nearly coincides with the departure date and time. This is without regard to the actual performance or mode of travel.

NOTE: The above is not applicable upon release from active duty incident to retirement or transfer to the Fleet Reserve.

MILPERSMAN 1320-120

TRAVEL ORDERS FOR PATIENTS AND ATTENDANTS

Responsible Office	NAVPERSCOM (PERS-4821)	Phone: DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	(a) BUMEDINST 6320.1E (b) NAVMED P-117, Manual of the Medical Department (MANMED)

1. **Policy**. Orders for transfer of officers and enlisted patients between naval hospitals, or between a naval hospital and an Armed Forces medical facility of another service, are generally issued by the commanding officer (CO) of the naval hospital from which travel begins, after the transferring naval hospital has received prior approval under procedures set forth in references (a) and (b).

2. **Temporary Additional Duty (TEMADD) Orders**. TEMADD orders for officer and enlisted attendants should be issued by the CO of the naval hospital from which travel begins.

3. **Processing of Patients**. To expedite processing of officer and enlisted patients the service, health, and pay records should accompany the member upon transfer as specified in MILPERSMAN 1070-120.

MILPERSMAN 1320-140

PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER REPORTING POLICY

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-4518 (901)874-4518

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) OPNAVINST 1000.23C (b) BUPERSINST 1610.10C

1. **Policy**

a. Officers reporting for duty in obedience to orders shall comply with Navy regulations regarding presentation and endorsement of orders. Definitions of terms and other procedures for processing officers' orders are contained in MILPERSMAN 1320-306 and 1320-308. Detaching and reporting endorsement procedures are found in MILPERSMAN 1320-310.

b. Enlisted personnel reporting for duty in obedience to orders are controlled ordinarily by travel and time schedules prepared in advance by the transferring activity, depending on the method of transportation specified in the orders. When travel is involved under orders and a definite travel schedule has not been provided, travel time in addition to proceed time is allowed under applicable directives. Definition of terms and other procedures for processing enlisted personnel orders are contained in MILPERSMAN 1320-306 and 1320-308. Detaching and reporting endorsement procedures are found in MILPERSMAN 1320-310.

2. **Review of Orders upon Arrival**

a. Each command to which a member reports for temporary duty (TDY) shall review the orders upon reporting, including endorsements on orders, to determine whether the member arrived prior to the time required to commence the TDY directed by the orders.

b. If the member arrives prior to the "report not earlier than" date specified in the orders because all or part of the leave granted in the orders was not used, the member shall be given the option of either remaining in a leave status until the required reporting date, or of terminating leave status and reporting on the date of arrival with the understanding that per diem will not commence until the date required to commence the TDY directed by the orders. If the member elects to report on the day of arrival with the understanding that per diem will commence at a later date, the orders shall be endorsed essentially as follows:

"Reported this date. You are not required to commence the TDY directed by your orders until (date); therefore, per MILPERSMAN 1320-140 and JFTR Vol 1, your per diem entitlement commences on that date."

c. If early commencement is determined at the TDY station to be in the best interest of the Government, the orders shall be so endorsed and the per diem entitlement commencement date specified, citing this article as authority.

d. The member's CO or specified senior naval command will perform all administrative functions necessary to support reporting personnel (see "Administrative Commander Responsibilities" below).

3. **Contents of Orders**

a. To facilitate adjustment of travel reimbursements, all orders to personnel or endorsements thereon shall clearly indicate the time, date, and place of detachment, embarkation, entry, or reporting as may be appropriate; except where, with the knowledge of the command preparing orders or endorsements, such information will disclose a classified location.

b. Members' orders will identify the Pay and Personnel Administrative Support System (PASS) office responsible for "personnel accounting support." The PASS office will perform all functions specified in reference (a).

4. **Administrative Commander Responsibilities**. The activity to which a member is directed to "report if present, otherwise by message, for administrative purposes" is responsible for performing all functions necessary to support reporting personnel. Normally, the activity to which a member reports for

duty will also be his or her administrative command. However, when orders direct the member to report to a detachment or component of a naval command for duty, the orders will direct the member to report to the parent command for administrative purposes. When a member is assigned to a permanent duty station where there is no naval administrative command (e.g., joint or unified commands, civilian universities or laboratories, other Government agencies, and foreign Governments) the orders will direct the member to report to the nearest senior naval command for administrative purposes. The administrative commander's responsibilities include, but are not limited to, one or more of the following:

a. Keeping electronic service and pay records, processing permanent change of station (PCS) orders, and leave accounting. (For administrative commands supported by PASS for either personnel, pay, or both; the above functions (as appropriate) will be performed by the supporting personnel support detachment (PERSUPP DET) per reference (a)).

b. Preparing and keeping necessary reports and forms on the member complete and current. (For administrative commands supported by PASS, the servicing PERSUPP DET will prepare and keep certain reports and forms per reference (a)).

c. Personnel accounting (unless otherwise specified in the orders).

d. Submitting NAVPERS 1610/2, Fitness Report and Counseling Record and NAVPERS 1616/26, Evaluation Report and Counseling Record (E1-E6) per reference (b).

e. Performance and military discipline functions (as applicable).

f. Providing funding for TDY travel (e.g., emergency leave, hospitalization) and preparing TDY travel orders.

g. Providing a means of official communication in matters of a uni-services nature.

MILPERSMAN 1320-170

MEDICAL EXAMINATION OF FIREFIGHTING INSTRUCTOR PERSONNEL

Responsible Office	NAVPERSCOM (PERS-4415)	Phone:	DSN COM FAX	882-4094 (901) 874-4094 882-2682/80

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

References	(a) NAVMED P-117, Manual of the Medical Department

1. **Policy**. Officers and enlisted members assigned to duty as firefighting instructors will be medically examined under physical qualification standards and physical examination requirements set forth in reference (a). Such examination will be conducted prior to the commencement of duties that expose the member to toxic fumes or inhalation of smoke or to the possibility of such exposure, and at least annually thereafter while assigned to firefighting instructor positions. The time interval for local rotation of firefighting instructors between duties involving exposure and nonexposure to smoke within a school or training center is to be determined by the commanding officer or the officer in charge and upon the recommendation of the medical officer or senior medical department representative.

MILPERSMAN 1320-200

TEMPORARY DUTY TRAVEL ENTITLEMENT POLICY

Responsible Office	OPNAV (N130C)	Phone: DSN COM FAX	225-3322 (703) 695-3322 225-3311

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Joint Federal Travel Regulations (JFTR)

1. **Temporary Duty (TEMDU)**. TEMDU is duty at one or more locations, other than the permanent duty station (PDS), under orders which do not provide, at least initially, for return to the starting point.

2. **Temporary Additional Duty (TEMADD)**. TEMADD, which is a type of temporary duty, involves one journey away from the Service member's PDS in the performance of prescribed duties at one or more places with return to the starting point directed upon completion.

3. **Determining Temporary Duty Status**. Use the following table to determine the temporary duty status of a Service member:

WHEN a member is initially ordered to attend a course or courses of instruction at one school or installation of...	**AND...**	**THEN the member...**	**AND...**	**AND see...**
less than 20 weeks,	is uninterrupted by TEMDU/ TEMADD elsewhere,	is considered to be on temporary duty under instruction/ temporary additional duty under instruction (TEMDUINS/ TEMADDINS) for entitlement purposes.		
20 weeks or more,	is uninterrupted by TEMDU elsewhere,	is in a duty under instruction (DUINS) status,	the location of the school(s) is the member's PDS.	
less than 20 weeks,	whose orders are amended with additional course(s) at the same school or location,	transitions from TEMDUINS/ TEMADDINS to permanent DUINS,	the time remaining on the initial period of TEMDUINS/ TEMADDINS, plus the additional weeks in the order modification, generate no entitlement to per diem,	reference (a), Chapter 2, Part B.

4. **Determining Status and Duration of TEMDU/TEMADD Assignments**. Use the rules in the table below in determining TEMDU/TEMADD assignment status, duration, and approval authority:

WHEN...	THEN...	AND see...
TEMDU/TEMADD assignments are at one location/temporary duty station,	they will normally be limited to periods not in excess of 180 days.	
TEMDU/TEMADD periods are made up entirely of a course or courses of instruction,	they are described in the table above, labeled "Determining Temporary Duty Status."	
TEMDU/TEMADD periods, containing a course or courses of instruction of less than 20 weeks at one location, are combined with other TEMDU/TEMADD not involving courses of instruction at that same location,	they are covered by this table.	
a period of TEMDU/TEMADD is at one location not involving a course or courses of instruction,	is also covered by this table.	
issuing TEMADD orders of about 180 days,	the commands must determine if the contemplated period of TEMADD is 181 days or more.	
the period of TEMADD is reasonably foreseen to be 181 days or more,	permission must be obtained from Deputy Chief of Naval Operations (DCNO) Manpower, Personnel, Training and Education (MPTE) (N1)	Reference (a), Chapter 2, Part B.
periods of TEMADD, initially foreseen as lasting 180 or fewer days on one location, require extension to a total period of more than 9 months,	the periods must be checked by Office of the Chief of Naval Operations (OPNAV), Military Pay and Compensation Branch (N130C).	

the contemplated TEMADD period exceeds 180 days,	the consecutive sets of orders for just under 6 months will not be issued without permission from Navy Personnel Command (NAVPERSCOM) (PERS-454C).	

5. **Using Government Mess and Quarters during TEMDU/TEMADD.** Use the rules in the table below to determine Service member's requirements associated with the availability and use of Government mess and quarters while in TEMDU/TEMADD status:

WHEN...	**THEN...**	**AND...**	**AND see...**
a member is ordered on TEMDU/TEMADD,	per diem is payable to the member based on the Lodgings-Plus system,		Reference (a), Chapter 4
the Lodgings-Plus system is used,	the payment of the actual expense for lodging, up to a locality based ceiling, plus a fixed amount for meals and incidental expenses is allowed.		
the orders do not include one of the circumstances listed in reference (a)	Government quarters and Government dining facility/mess will be used by members to the maximum extent possible,	a non-availability endorsement or control number must be obtained to be paid for non-usage of Government quarters,	Reference (a).
a member, who has previously received a non-availability of Government quarters control number incident to a particular period of TEMDU/TEMADD,	the member cannot be required to re-check later for Government quarters availability at the TEMDU/TEMADD site.		

WHEN...	THEN...	AND...	AND SEE...
the member does not have • a non-availability control number, • a bachelor officer quarters/ bachelor enlisted quarters (BOQ/BEQ) non-availability endorsement, or • authority/ approval to mess separately under one of the circumstances listed in reference (a), para. U4400,	reimbursement for commercial lodging is not authorized.		
Navy facilities are not available, and adequate BOQ/BEQ facilities of Department of Defense components are available,	the member should use those facilities if they are co-located on the U.S. Installation to which assigned for temporary duty.		
Government quarters are available, a Government dining facility/mess, (e.g., galley) is available and its use is directed in the orders,	per diem is paid at the **Government Meal Rate (GMR)**, unless the member's certification that official duty precluded use of Government meals is accepted by the Order Issuing Authority,	then the **Proportional Meal Rate (PMR)** or the **Locality Meal Rate (LMR)** is paid as determined to be appropriate by the Order Issuing Authority.	Reference (a), Chapter 4.

WHEN...	THEN...	AND...	AND SEE...
Government quarters are available, Government mess is directed on orders and not available for all three meals, but is available for one or two meals,	the PMR or LMR is paid as determined to be appropriate by the Order Issuing Authority.		
Government quarters are available, but a Government mess is not available or its use is not directed in orders,	the LMR is paid.		
Government quarters are not available,	the LMR is paid.		
GMR is directed on the orders,	if the member is traveling, the GMR is not in effect on any day the member is traveling. The locality meals and incidental expenses (M&IE) Rate is paid,	75% of the LMR is paid on the first and last day of travel.	
a Service member is ordered to attend a formal course of instruction,	the orders must authorize the "schoolhouse commander" to determine the appropriate meal rate,	if the meal rate is available to the Order Issuing Authority, the appropriate meal rate should be noted in the orders.	

MILPERSMAN 1320-210

PERMISSIVE TEMPORARY DUTY (PTDY) FOR HOUSE HUNTING

Responsible Office	OPNAV (N130)	Phone: DSN COM E-mail:	664-5476 (703) 604-5476 NXAG N130C@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc.fct@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1327.06 of 16 June 2009 (b) Joint Travel Regulations (c) OPNAVINST 4650.17A (d) DoD Instruction 4515.13 of 22 January 2016

1. **Purpose**. The intent of house hunting permissive temporary duty (PTDY) authorization, as stated in reference (a), is to permit Service members time away from their present permanent duty station (PDS) geographical area to establish housing:

a. Within the area of the new PDS.

b. At a designated place, when movement of dependents to a designated place is authorized under reference (b), paragraph 050814-D.

2. **General Policy**. Commanding officers (COs) are authorized to issue PTDY orders for the purpose of house hunting upon receipt of permanent change of station (PCS) orders.

a. PTDY may be authorized for up to 5 normal work days prior to execution of a PCS move. The 5 normal work days can be any work days prior to checking out from the command as long as PCS orders have been issued.

b. PTDY may be authorized after reporting to the gaining command when government quarters are not immediately available or, if available, are not required to be occupied at the gaining command.

c. This PTDY period may be extended to a total of 10 calendar days, when combined with weekends, holidays, and liberty.

3. **Eligibility**. Service members eligible for PTDY under this article are those receiving PCS orders and are authorized to occupy non-government quarters at their new PDS or are assigned to:

a. Unusually arduous sea duty (reference (c)).

b. Unaccompanied tours overseas, who wish to relocate their families to a designated place within the continental United States (CONUS), or an approved designated place outside CONUS under reference (b), paragraph 050814.D.

c. A vessel, a ship-based staff, or an afloat-based mobile unit which has a change of homeport.

d. A shore-based mobile unit which has a change of PDS location.

4. **Specific Policy**

a. Normally, one house hunting PTDY is authorized per PCS move. The CO of CONUS activities, afloat units, ship-based staffs, and mobile units when in CONUS, may authorize an additional house hunting authorization in CONUS.

b. When two house hunting periods are authorized, a total of 10 calendar days, consisting of 5 normal workdays combined with weekends, holidays, and liberty, will not be exceeded for both PTDY periods.

c. PTDY may not be combined with PCS funded, or temporary duty (TDY) travel, except as detailed in paragraph 5 below.

5. **Combining Funded TDY and PTDY**. If authorized by the CO, a Service member in receipt of PCS orders may combine unit-funded TDY orders and house hunting PTDY. When this occurs the following applies:

a. Any transoceanic or international portion of the journey must be performed under the unit-funded TDY orders.

b. Permissive travel may be taken before or after arrival at the unit-funded TDY site.

c. Unit-funded TDY orders will not be issued solely to fund transoceanic or international portion of the journey of house hunting trip.

d. Overseas Service member must return to the old PDS upon completion of unit funded TDY orders/house hunting PTDY prior to execution of the PCS orders.

e. While executing PTDY from the unit funded TDY site, any additional costs incurred, other than transportation for return from the unit funded TDY site to the old PDS, are the responsibility of the member.

f. If a member is unable to utilize PTDY at the old PDS, or member's orders are modified to change the ultimate PDS, member may be authorized by an intermediate temporary duty station CO to take house hunting PTDY. The member must execute the PTDY at no cost to Bureau of Naval Personnel or the intermediate duty station, and must return to the intermediate duty station prior to resuming execution of the PCS orders. The member will not be authorized travel allowances for intermediate duty stations while conducting house hunting PTDY.

6. **Overseas Travel Policy**

a. Reference (d) allows an overseas Service member and dependents to travel with the member utilizing space available, category III, when PTDY is granted for the sole purpose of house hunting incident to a pending PCS.

b. In no case may the dependent travel at government expense with the overseas Service member, who is traveling under combined funded official TDY orders and house hunting PTDY.

c. Funded TDY orders, written to provide a house hunting PTDY trip for an overseas Service member, must always:

(1) specify the exact dates of funded TDY and permissive TDY periods authorized and

(2) also contain the clause specified in the "Funded TDY Order Clause" paragraph below.

7. **Funded TDY Order Clause**

"This permissive TDY (PTDY) authorization, combined with funded TDY orders, is issued with the understanding you will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses incurred in execution of the PTDY period authorized while away from the funded TDY site. You are entitled to travel and transportation allowances per Joint Travel Regulations, between the old PDS and funded TDY site and return to old PDS. If you do not desire to bear the expenses personally incurred during the PTDY portion authorized, you may choose not to execute the PTDY portion of these orders."

8. **PTDY and Leave**. PTDY may be combined with leave.

9. **Change in New PDS**. If the new PDS is changed after the member's house hunting PTDY, an additional PTDY period may be authorized at the discretion of the transferring, intermediate, or receiving command. The PTDY period may not be taken between PDS or TDY commands.

10. **Travel and Transportation Cost Policy**. All travel and transportation costs associated with the house hunting PTDY must be borne by the Service member.

a. PTDY authorizations must indicate the member is not entitled to reimbursement for any associated costs.

b. Time spent awaiting government transportation, following the authorized TDY period, is chargeable as leave.

c. If government transportation is unavailable, Service members must travel at their own expense and must return to the command by the expiration of the authorized TDY and leave period.

11. **PTDY Policy at New PDS**. Authorizations for house hunting PTDY will not be permitted as part of funded official orders, except as described in the "Policy Exception" paragraph above.

a. PTDY for house hunting is not authorized between either PDS or intermediate duty stations during the Service member's execution of PCS orders. (Per subparagraph 5f of this article, the member must return to the intermediate duty station prior to resuming execution of the PCS orders).

b. If the Service member does not perform the house hunting PTDY prior to reporting to the new PDS, the house hunting PTDY period may be authorized by the CO of the new PDS up to 90 days after the Service member reports for duty. This period may be extended if the member is TDY away from the PDS or the member's command is deployed during the 90 days after the member reported to the PDS.

c. The CO at the new PDS may authorize special liberty for the purpose of locating quarters, per MILPERSMAN 1050-290, in lieu of a house hunting PTDY authorization.

12. **Members Not Eligible for PTDY**

a. For purposes of this article, PTDY for house hunting is **not** authorized for Service members who are:

(1)	New accessions to active duty. This applies to Sailors who have not reported to their first PDS. See reference (b), appendix A, for definition of PDS.
(2)	Being voluntarily released from active duty.
(3)	Retiring. (**NOTE:** Retiring and involuntary separation members may be authorized PTDY for house/job hunting.) See MILPERSMAN 1320-220.
(4)	Being voluntarily released from active duty after participating in the Skillbridge Program. See (3) above for members retiring or separating involuntarily after Skillbridge.
(5)	Receiving PCS orders to continue medical treatment.
(6)	Transferred overseas-to-overseas, when dependents must vacate government quarters, but remain at or in the vicinity of the former overseas PDS.
(7)	Required to occupy government quarters at their new PDS.
(8)	Transferred within the local area as defined by the following criteria: (a) both the old and the new PDSs are located within the corporate limits of the same city or town, and or (b) the Service member will continue to commute between the current residence and the new PDS, and or (c) the CO determines the home and the new PDS are located within reasonable commuting distance of each other and the duty involved does not require the member to relocate.
(9)	Have already established housing in the new PDS geographical area.

(10)	Relocating dependents, presently located within the old PDS geographical area, to another location within the old PDS geographical area.

b. **Definition of "Geographical Area"**. For the purpose of this article, a PDS **geographical area** is the corporate limits of a city or town where the PDS is located and ordinarily serviced by the same local transportation system, where Service members could reasonably commute daily from home to a PDS.

MILPERSMAN 1320-220

PERMISSIVE TEMPORARY DUTY (PTDY) AUTHORIZATION FOR JOB/HOUSE HUNTING

Responsible Office	OPNAV (N130E)	Phone: DSN COM FAX	225-3322 (703) 695-3322 (703) 695-3311

References	(a) DoD Instruction 1327.06 of 16 Jun 09 (b) NAVPERS 190000A, Transition Assistance Services and Benefits Manual of 4 Feb 08 (c) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members

1. **Purpose**. The intent of permissive temporary duty (PTDY) is to authorize servicemembers time away from their assigned duties to assist with transition activities such as job and house hunting. This article replaces NAVADMIN 109/92, NAVADMIN 123/93, and NAVADMIN 078/95. This article defines eligibility to use PTDY, the length of PTDY, and travel and limitations for members and their dependents performing PTDY.

2. **General Policy**. Reference (a) provides commanding officers (COs) authority to grant PTDY for transition assistance job/house hunting for members involuntarily separated from service under honorable conditions and those retiring (including transfer to the fleet reserve and disability retirements). The Secretary of Defense (SECDEF) has indefinitely extended the authority for the military services to authorize PTDY for members being involuntarily separated or retiring.

a. Servicemembers separating at the end of a normal term of service (end of active obligated service (EAOS)) are not involuntarily separating and are ineligible for PTDY.

b. Servicemembers separating prior to EAOS, due to high year tenure (HYT) are considered to be separating involuntarily and are eligible for PTDY.

c. COs should be consistent in approval and disapproval of PTDY requests based on each member’s satisfaction of the eligibility criteria and the command’s operational requirements.

d. PTDY is to be used for bona fide job search/house hunting travel and is not to be used as a form of non-chargeable leave. As with annual leave, members who meet the criteria for PTDY are eligible, but are not **entitled**, to PTDY if the CO determines that operational requirements preclude approval of PTDY.

e. Approval of PTDY and monitoring of the PTDY program is the responsibility of the authorizing command.

3. **Eligibility**

a. **Involuntary Discharge or Release**. Members who are discharged or released involuntarily from active duty under honorable conditions.

b. **Retirees**. All retirees (including members transferring to Fleet Reserve and disability retirements).

c. **Discharge for Medical Reasons**. Members discharged for medical reasons may be eligible upon receipt of separation orders or authorization to be involuntarily separated; however, board findings that recommend discharge are not sufficient reason to authorize PTDY. Such members must

(1) have the CO’s authorization for PTDY.

(2) have separation orders issued to the member.

(3) be authorized PTDY that will be completed prior to separation date.

(4) not be provided adjustments in separation dates to increase opportunity to utilize PTDY.

d. **Temporary and Permanent Disability Retired List (TDRL/PDRL)**. PTDY for TDRL and PDRL is authorized per reference (b), chapters 4 and 7.

e. **Reservists**

(1) Reservists being involuntarily separated under honorable conditions must be on full-time active duty for the purpose of organizing, administering, recruiting, instructing, or training the Reserve Components (Full Time Support (FTS)).

(2) FTS retirees:

(a) Must be serving on active duty; **and**

(b) must have accumulated 20 years actual active duty time, or

(c) must be retired to the TDRL or PDRL.

f. **Mobilized or Extended Reservists**. Mobilized reservists or reservists on extended Active Duty for Special Work (ADSW) are not authorized PTDY unless member is transferred to the Fleet Reserve or TDRL/PDRL with 20 years of active service from mobilization, Medical Hold, or ADSW.

4. **Time Limits**

a. Members stationed **in the continental United States (CONUS)** may receive up to a total of 10 or 20 days transition PTDY depending on whether they are being

(1) **involuntarily separated** (10 days) per reference (a), paras. 6c(10) and 6c(11). Up to an additional 30 days accrued leave may be authorized per reference (a), para. 6c(11). The member may be authorized 30 days excess leave without 10 days PTDY.

(2) **retired** (20 days). The excess leave option is not available for retirees.

b. Members stationed **outside of the continental United States (OCONUS)** may receive an additional 10 days PTDY depending on whether a round trip will be made or not (up to 20 days involuntary separation and up to 30 days for retirement).

Note: The additional 10 days are to allow round trip travel to/from overseas locations and still provide adequate time for job/house hunting. Member may select a separation activity nearest to the location where the member intends to reside permanently. This separation activity is the member’s transition station. The member’s transfer and transportation entitlement shall not exceed those delineated in reference (c).

c. CONUS members who have legal domiciles OCONUS and plan to return to the OCONUS state or territory after involuntary separation or retirement may be authorized up to a total of 30 days transition PTDY to the state, territory, possession, or country of their domicile. Domicile is defined as a member's

- home of record,
- place from which called or ordered to active duty,
- place of first enlistment, or
- place of permanent legal residence.

Note: CONUS members who do not intend to return to their OCONUS domicile after involuntary separation or retirement may only receive a maximum of 20 days transition PTDY authorization.

5. **Use of PTDY**

a. The period of PTDY (10, 20, or 30 days) that may be authorized includes weekends and holidays.

b. PTDY may be taken in increments, as long as the total number of days does not exceed

- 10 days (involuntary separation), **or**
- 20 days for retirement in **CONUS**, as applicable;

or if OCONUS,

- 20 days (involuntary separation), **or**
- 30 days (retirement) for those who must make round trips to CONUS for PTDY activities.

c. PTDY may not be combined with liberty weekends, special liberty, or holidays, to extend the period of actual job/house hunting activities beyond the 10-, 20-, or 30-day authorization.

d. PTDY may be taken in conjunction with chargeable leave at no cost to the government.

e. PTDY authorizations must indicate the member is not entitled to reimbursement, by inserting the below clause:

"This permissive 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 permissive travel authorization and it will be considered cancelled."

f. PTDY may be taken in conjunction with government funded temporary additional duty (TAD) travel, provided the travel is conducted under the funded TAD orders:

(1) PTDY may be taken before or after arrival at the funded TAD site.

(2) Funded TAD orders must specify exact dates of funded TAD and PTDY periods authorized.

(3) Orders must contain the following clause:

"This permissive temporary duty (PTDY) authorization combined with funded temporary additional duty (TAD) orders is issued with the understanding that you will not be entitled to reimbursement for any travels, transportation, per diem, or miscellaneous expenses incurred in execution of the PTDY period while away from the funded TAD site. You are entitled to travel and transportation allowances per Joint Federal Travel Regulations (JFTR), Volume I, paragraph U3200, between the permanent duty station (PDS) and funded TAD site and return to the PDS."

g. PTDY may be taken in conjunction with terminal leave immediately upon completion of all separation processing.

6. **Travel Eligibility during PTDY**

a. Members are authorized use of space available military travel.

(1) Time spent awaiting government transportation that exceeds the authorized PTDY period is chargeable as leave.

(2) Members remain responsible to return to the command at personal expense if government transportation is unavailable for the return travel.

b. Members in receipt of involuntary separation or retirement orders may combine PTDY and terminal leave with separation/retirement funded travel.

(1) The separation/retirement portion of the journey is funded to the separation activity.

(2) The PTDY portion is performed after the processing at the applicable separation activity.

(3) Funded separation/retirement orders that provide for PTDY must specify the exact dates of the PTDY and the funded separation/retirement travel, and contain the following clause:

"This transition permissive temporary duty (PTDY) authorization combined with funded separation/retirement orders is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses incurred in the execution of the PTDY period. You are entitled to travel and transportation allowances per Joint Federal Travel Regulations (JFTR), Volume I, Chapter 5, between the old PDS and home of record/home of selection. If you do not desire to bear these expenses personally incurred during the transition PTDY period authorized, you may choose not to execute the PTDY portion of these orders."

c. OCONUS command sponsored dependents may travel on space-available government air for one round trip between the overseas port of embarkation and the first CONUS port of entry. Command sponsored dependents may elect to take the one-time round trip either with the sponsor or in an unaccompanied status.

d. PTDY space-available travel is not authorized for dependents in CONUS.

MILPERSMAN 1320-300

TYPES OF ORDERS

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM	882-4518 (901) 874-4518

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) NAVSO P-6034, Joint Travel Regulations Volume 1, Uniformed Service Members (b) BUPERS/BUMEDINST 1306.72H (c) SECNAVINST 1850.4E

1. **Policy**. Orders for naval personnel are issued and approved by Commander, Navy Personnel Command (COMNAVPERSCOM), or commands authorized by COMNAVPERSCOM. Only COMNAVPERSCOM 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 (ACCs) according to the types of orders (Exhibit 1 refers). Other MILPERSMAN articles pertaining to types of orders and associated procedures follow:

Note: An order must not be revoked or modified retroactively to create/deny/change an allowance.

Topic	See MILPERSMAN
Preparation of Standard Transfer Order (STO)	1320-302
Preparation of Permanent Change of Station Transfer Order (PCSTO)	1320-304
Permanent Change of Station (PCS) Transfer Order Delivery and Interpretation	1320-306
Permanent Change of Station (PCS) Transfer Order Execution	1320-308
Permanent Change of Station (PCS) Transfer Order Endorsements	1320-310
Permanent Change of Station (PCS) Orders Modification or Cancellation	1320-311
Order Clarification and Claims	1320-312

Temporary Duty (TEMDU) Travel Orders	1320-314
General Court Martial Orders	1320-316
Preparation of Standard Transfer Order (STO) for Separation and Hospitalization	1320-318
Permanent Change of Station (PCS) Orders to Ships under Construction at Civilian Shipbuilding Companies or Yards	1320-320
Change of Homeport or Permanent Duty Station (PDS) of a Vessel, Ship-Based Squadron or Staff, or Mobile Unit	1320-322
Permanent Change of Station (PCS) Procedures for Forward Deployed Commands of the Military Sealift Command	1320-324
Personnel Support Function for NATO Southern Region	1320-326

2. **Travel Order** - A document issued and approved by the secretarial process directing travel to, from, and between designated points; and serving as the basis for reimbursement by the Government of official travel, transportation, and reimbursable expenses.

3. **Types of Orders**

a. Change of duty orders detach members from one duty station and assign them to another station. The type of duty from which members are detached or assigned may be either permanent or temporary. The different types of orders are as follows:

(1) Permanent change of station (PCS) orders;

(2) Permanent change of activity (PCA) orders;

(3) TEMDU travel orders;

(4) TEMDU programmed school input (PSI) orders;

(5) Active duty for special work (ADSW) orders;

(6) PCS status for training courses of 20 weeks or more;

(7) TEMDU under instruction - less than 140 days (20 weeks);

(8) TEMDU during training delays;

(9) TEMDU under treatment (extended outpatient treatment (60 days or less)); and

(10) TEMDU under treatment (extended inpatient/ outpatient treatment (greater than 180 days).

4. **PCS Orders**. The assignment, detail, or transfer of a member or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS. A PDS is the post of duty/official station of a member, including a ship. The homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty (other than TEMDU) is the PDS for dependents' transportation, and transportation of household goods (HHG), mobile homes, and/or privately owned vehicles, continental United States (CONUS) cost of living allowance (COLA), geography-based station allowances, and overseas housing allowances.

a. **PCS orders include the following**:

(1) Change in homeport of a vessel, afloat staff, or mobile unit.

(2) Change in PDS of shore based command.

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

(4) Change from last PDS to home.

(5) Assignment to course(s) of instruction at one PDS for 20 weeks or more (see reference (a), paragraph 2230-B(4) and 2240-B).

b. **Dislocation Allowance.** For the purpose of dislocation allowance, PCS orders include the following:

(1) 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.

(2) Change in homeport of a vessel, afloat staff, or mobile unit.

(3) Change in PDS of shore based command.

(4) Assignment to a course(s) of instruction at one PDS for 20 weeks or more (see reference (a), paragraph 2230-B(4) and 2240-B).

c. **Cost or Low Cost.** PCS orders may be either cost or low cost moves.

(1) A cost PCS move is considered a change of PDS for which the PCS costs exceed $1000. This type of move **always** requires the follow-on assignment of full DoD or SECNAV prescribed tour length (as applicable).

(2) A low cost PCS move is any change of PDS for which the **PCS** costs **do not** exceed $1000.

d. **North Atlantic Treaty Organization (NATO) Supplemental Travel Orders.** Per agreements of NATO member nations, supplemental travel orders will be prepared by the Personnel Support Activity Detachment (PERSUPP DET) or detaching command and attached to each order requiring travel to, from, or within a NATO nation. Refer to the Foreign Clearance Guide for further guidance on NATO travel orders: https://www.fcg.pentagon.mil/fcg.cfm

(1) The agreements require the following:

(a) The NATO order to be written in both English and French.

(b) Couriers in possession of a NATO travel order, which shows the number of dispatches carried and certifies they contain official documents.

(2) 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 1 year from the date of issue.

5. **Permanent Change of Activity (PCA) Orders.** PCAs are any no-cost (zero cost) assignment, detail, or transfer of a member from one UIC to another UIC within the same PDS (e.g., a reassignment from the Chief of Naval Personnel support to the Pentagon (Arlington)).

6. **TEMDU Travel Orders**

a. TEMDU orders temporarily assign a member, in addition to present duties, **for periods not in excess of 180 consecutive days**. Upon completion of the TEMDU assignment, the member is directed to resume regular duty.

b. NAVPERS 1320/16 Temporary Additional Duty Travel Orders will be used for TEMDU. Navy order-writing activities will refrain from using DD 1610 Request and Authorization for TEMDU Travel of DOD Personnel when issuing TEMDU orders. Use of other than NAVPERS 1320/16 is only authorized for Navy personnel assigned to a branch of the Uniformed Services, other than Navy, in a "FOR DUTY" status. When mission objectives/unusual circumstances require TEMDU at one location for more than 180 consecutive days, the appropriate authority must determine if TEMDU of greater than 180 days is appropriate. The appropriate authority for authorizing/approving TEMDU assignments in excess of 180 consecutive days at any one location is:

(1) The secretary concerned (Secretary of the Navy);

(2) The chief of an appropriate bureau/staff agency specifically designated for that purpose (Chief of Naval Personnel); or

(3) Commander/deputy commander of a combatant command.

7. **PCS Status for Training Courses of 20 Weeks or More**. Personnel are ordered to training as a PCS. Training location is considered the member's permanent duty station. Sometimes unforeseen delays will extend a scheduled course beyond the detachment date indicated on the member's orders. The training command's CO is responsible for immediately notifying Navy Personnel Command (NAVPERSCOM) of the circumstances causing the delay.

8. **TEMDU Under Instruction Less Than 140 Days (20 weeks)**. 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 TEMDU status en route to a PDS. Sometimes unforeseen delays will extend a scheduled course beyond 20 weeks. The training command's CO is responsible for immediately notifying Navy Personnel Command (NAVPERSCOM) of the circumstances causing the delay of the member completing the TEMDU assignment. 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 the orders, based upon the scheduled length of the course, constitute a temporary assignment.

a. Some TEMDU orders must be modified by NAVPERSCOM to extend the present period of TEMDU, or to change the member's status from TEMDU less than 20 weeks to greater than 20 weeks. This should not be used as a means to avoid ordering the member to TEMDU greater than 20 weeks when the originally anticipated TEMDU period is in excess of 20 weeks.

b. When it is determined the member will require additional course(s) or be unable to complete the currently scheduled course(s) of instruction, NAVPERSCOM may issue an order modification for the following:

(1) Extend the present period of TEMDU, 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

(2) Change the status to TEMDU greater than 20 weeks, 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).

c. When a member is going to remain beyond the assigned period of TEMDU, the training activity must contact the applicable detailer to modify the orders. The training command’s CO must notify NAVPERSCOM of the circumstances which will cause the member to remain beyond the assigned period. NAVPERSCOM will (by a modification to the orders) either approve the period the member may remain beyond the authorized period, or change the status of the member from TEMDU less than 20 weeks to greater than 20 weeks when the remaining duration exceeds 20 weeks.

d. When a member has remained beyond 20 weeks without a NAVPERSCOM modification, the training command’s CO must notify NAVPERSCOM of the circumstances which caused the member to remain beyond 20 weeks. NAVPERSCOM will then issue a modification to reconstruct the member’s orders to reflect TEMDU status, effective on the date the member passed the 20-week period. Once the member has completed 20 weeks at one location

without a modification to orders, that location becomes the member's PDS.

e. 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 TEMDU greater than 20 weeks, as this constitutes a PCS.

f. Conservation of TEMDU funds is a primary factor in rotation plans and policies. To the maximum extent possible, training will be co-located with either the old or new PDS.

g. A combination of different TEMDU assignments (ACC codes) within the same PDS cannot violate the 180 TEMDU time limit restriction referenced in paragraph 6 and reference (a).

9. **TEMDU Programmed School Input (PSI) Orders**. Members who will begin entry-level training within 90 days of enlistment will be assigned TEMDU (ACC 150) prior to the training. Members who will not commence entry-level training within 90 days of enlistment will be assigned by Navy Personnel Command as follows:

a. Any member whose TEMDU assignment prior to entry-level training would not result in entitlement to per diem, may continue to be assigned TEMDU (ACC 150).

b. Any member whose TEMDU assignment prior to entry-level training would result in entitlement to per diem, will be assigned PCS (ACC 108) for that assignment.

10. **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 direct (upon completion) release to inactive duty at which time member returns home. ADSW orders may be written as TEMDU or PCS per reference (a) 10428.

11. **TEMDU During Training Delays in Conjunction with PCS Orders (enlisted only)**. Enlisted members who will have breaks of greater than 10 days and less than 90 days between courses of instruction during BUPERS directed PCS transfers, may be assigned TEMDU due to delay (ACC 353) as follows:

a. Assignment will be to the ultimate PDS (whenever possible) for breaks between courses of instruction.

b. The follow-on training site will be in the same geographic location as the ultimate PDS (whenever possible).

c. **If the member's ultimate PDS is OCONUS, the TEMDU assignment will be at a CONUS location (PDS-like command), unless the required NEC training is also available at the OCONUS PDS location.**

d. Assignment will be at a deployable and operational UIC (type 2 or 4 command). Prescribed sea tour will not start and member will not deploy while assigned in ACC 353.

e. ACC 353 will not be used in conjunction with TEMDU greater than 20 weeks.

12. **TEMDU Under Treatment (Extended Outpatient Treatment (60 days or less))**.

a. Member is assigned to the Navy medical treatment facility (MTF) medical holding company (ACC 371).

b. Member is receiving extended outpatient treatment (e.g., burn clinic, traumatic brain injury clinic, etc.) 60 days or less. Member must be accounted to ACC 371 per reference (b), paragraph 7c(1). In most cases, an extended outpatient treatment member would be geographically separated from the Navy MTF. However, the Navy MTF must place member in its UIC for accounting and control. The exception is if NAVPERSCOM, Deployability Assessment Office (PERS-454) directs TEMDU to a different UIC (e.g., a Navy Operational Support Center near the Department of Veterans Affairs (VA) Polytrauma Center).

Note: Per reference (c), ACC 371 cannot be extended over 60 days. If medical treatment is required past 60 days, refer to NAVPERSCOM, Deployability Assessment Office (PERS-454).

13. **TEMDU Under Treatment (Extended Inpatient/ Outpatient Treatment (greater than 180 Days)**. Member is receiving extended inpatient/outpatient treatment (burn clinic, traumatic brain injury clinic, and other traumatic injuries) at a VA hospital, non-military MTF, or military MTF (ACC 374).

a. Used for wounded warrior only.

b. Members are non-distributable and are not considered limited duty (LIMDU). Although their initial PCS (if required)

may utilize an ACC 105 order, they must be shifted to an ACC 374 once the initial gain has been processed.

c. Member cannot be released from medical cognizance until the medical case worker of a Navy MTF determines that the physician has completed a medical evaluation board report (MEBR) for LIMDU or Integrated Disability Evaluation System (IDES)/physical evaluation board (PEB) purposes.

d. HHG and dependents may move to location of member's care.

e. The order must be written for a minimum of 6 months.

Note: For information concerning entry into the Wounded Warrior Program, contact Commander Navy Installations Command (CNIC), Safe Harbor Program Manager.

EXHIBIT 1

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

(Effective Jan 89 per CNO ltr 5230 Ser 161G/444-88 of 16 May 88)

CODE	ORDER PRODUCTION MODULE (OPM) PHRASES FOR ENLISTED ASSIGNMENT INFORMATION SYSTEM (EAIS) AND OFFICER ASSIGNMENT INFORMATION SYSTEM (OAIS) ORDERS	ASSIGNED BY
100	**Duty (more than 6 months).** Member assigned or attached for duty other than TEMDU, 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 homeport of a vessel or of a ship-based staff/unit (for transportation of family members and HHG). (Reference (a), appendix A.)	PERS-4
101	**Failed to Report for Duty.** NAVPERSCOM, Career Progression Department (PERS-8) is notified by PERSUPP DET or admin unit that member has failed to report.	PERS-832
103	**Temporary Active Duty.** 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-46
104	**Humanitarian Duty (more than 6 months).** Member assigned per MILPERSMAN 1300-500.	PERS-4
105	**LIMDU/Medically Restricted (more than 6 months).** Member's assignment restricted by medical board for medical reasons or at the direction of NAVPERSCOM (PERS-454). Activity to which assigned is considered a PDS.	PERS-4
106	**Duty In Connection With Conversion and Fitting Out (CFO), Or Reactivation (more than 6 months).** Member assigned for permanent duty at the supervisor of shipbuilding (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

EXHIBIT 1

(Continued)

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

CODE	OPM PHRASES FOR EAIS AND OAIS ORDERS	ASSIGNED BY
107	**Mobilization Duty.** Use when directed by COMNAVPERSCOM or Commander, Navy Reserve Forces Command (COMNAVRESFOR)	PERS-4
108	**Duty Guaranteed Programmed School Input (PSI) Program (more than 6 months).** Enlisted member recruited for assignment to a guaranteed programmed school because there are no quotas open in the next class. (A modification to the PCS order is issued by NAVPERSCOM when the school has an opening for the member).	PERS-4
109	**Declared Deserter.** NAVPERSCOM, Career Progression Department (PERS-8) is notified by PERSUPP DET or admin unit that member has been declared a deserter.	PERS-832
150	**TEMDU Guaranteed PSI Program (6 months or less).** Same definition as for (ACC 108), except the member will be issued one set of orders with TEMDU guaranteed PSI at an intermediate activity while en route to the programmed school.	PERS-4
320	**TEMDU For Further Assignment (6 months or less).** Members must be detached from last activity/assignment, but his or her next PDS have not yet been identified. Member is assigned to an activity for TEMDU pending further assignment to new PDS. Member may, or may not, be entitled to transportation of HHG or family members when the follow-on order is issued with the new PDS assigned. (Reference (a), paragraph 4545)	PERS-4
330	**TEMDU For Further Transfer (6 months or less).** Member is en route to a unit, for permanent duty, that is away from homeport and cannot report for duty until transportation is available to the unit or its return to its assigned homeport.	PERS-4
340	**TEMDU For Recruit Training (less than 20 weeks).** Enlisted only.	PERS-4

EXHIBIT 1

(Continued)

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

CODE	OPM PHRASES FOR EAIS AND OAIS ORDERS	ASSIGNED BY
341	**TEMDU Under Instruction (less than 20 weeks).** Member is ordered to attend a course(s) of instruction at a school or installation where the scheduled cumulative duration is less than 140 days (20 weeks). The school or installation is considered to be TEMDU for entitlement purposes. (Reference (a), paragraph 2240)	PERS-4
342	**PCS Status for Training Courses of 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 140 days (20 weeks). The school or installation is the member's PDS, regardless of the terms of the orders involved. (Reference (a), paragraph 2240-B)	PERS-4
350	**TEMDU (not otherwise defined, 6 months or less).** Member assigned at one or more locations, other than the PDS at which other TEMDU under instruction is performed (180-day time limitation). (Reference (a), paragraph 2230-B)	PERS-4
351	**Failed To Report For TEMDU.** PERSUPP DET or admin unit notifies NAVPERSCOM (PERS-8) by message.	PERS-832
352	**TEMDU In Connection With CFO (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.	PERS-4

EXHIBIT 1

(Continued)

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

CODE	OPM PHRASES FOR EAIS AND OAIS ORDERS	ASSIGNED BY
353	**TEMDU During Training Delays in Conjunction with PCS Orders for Enlisted Only (90 days or less).** Member assigned TEMDU at future PDS or like command between en route courses of instruction by PCS order. Consecutive or cumulative time will not exceed 90 days per set of PCS orders. Member is not counted as onboard strength. TEMDU for entitlement purposes.	PERS-4
354	**TEMDU for Humanitarian Assignment (6 months or less).** Member assigned under MILPERSMAN 1300-500 while en route to next PDS.	PERS-4
355	**TEMDU Awaiting Medical Board.** Member awaiting formal medical board processing.	PERS-4
356	**TEMDU Pending Evaluation (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.	PERS-4
358	**TEMDU Senior Minority Assistance Recruiting (Seminar) Program (6 months or less).** Member assigned to hometown minority recruiting while en route on PCS orders.	PERS-4
370	**TEMDU Under Treatment.** Member assigned as an in-patient at a Navy medical facility.	PERS-4
371	**TEMDU Under Treatment (Extended Outpatient Treatment) (60 days or less).** Member should be located at the MTF, mustering daily while waiting for a MEBR to be completed for LIMDU or IDES/PEB purposes.	PERS-4
372	**TEMDU Under Treatment.** Member assigned as an in-patient at a non-military medical facility.	PERS-4
373	**TEMDU Under Treatment.** Member assigned as an in-patient at a uniformed service medical facility, other than Navy.	PERS-4

EXHIBIT 1

(Continued)

STANDARDIZED ACCOUNTING CATEGORY CODES (ACCs)

CODE	OPM PHRASES FOR EAIS AND OAIS ORDERS	ASSIGNED BY
374	**TEMDU UNDER TREATMENT (EXTENDED INPATIENT/OUTPATIENT TREATMENT) WOUNDED WARRIOR ONLY.** (greater than 180 days) Member assigned for prolonged treatment at a VA hospital, non-military MTF, or military MTF.	PERS-4
380	**TEMDU For Separation Processing.** Member assigned at designated separation activity pending separation processing under orders for resignation, discharge, separation, release from active duty, or retirement. Member is entitled to no more than 7 days per diem at the designated separation activity. MILPERSMAN 1910-812 refers.	PERS-8
381	**TEMDU Pending Separation Processing.** Member remains in pay status, but is ordered home awaiting final disposition of IDES/PEB. At such time member will be issued appropriate orders.	PERS-8
382	**TEMDU Pending Separation Processing (Enlisted Only).** Member's separation, discharge, release from active duty, retirement, is pending a review board approval of administrative discharge.	PERS-8
390	**TEMDU Disciplinary.** Member is a holdee-assigned to a transient patient, Prisoner and Holdee (TPP&H) Program UIC (e.g., TPU), but not confined.	PERSUPP DET/ Admin Unit
391	**TEMDU Disciplinary.** Member is confined on a military facility.	PERS-4
392	**TEMDU Disciplinary.** Member is held or confined by civilian or foreign authorities.	PERS-4
393	**TEMDU Disciplinary.** Member is on appellate leave per MILPERSMAN 1050-310.	Navy/ Marine Corp Appellate Leave Authority (NAMALA)
400	**System Generated.** When loss from on board activity processed.	N/A

MILPERSMAN 1320-304

PREPARATION OF PERMANENT CHANGE OF STATION TRANSFER ORDER (PCSTO)

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) BUPERSINST 7040.6 (b) BUPERSINST 7040.7

1. **Detailed Composition of the Enlisted Permanent Change of Station Transfer Order (PCSTO)**. See Exhibit 1 for a sample PCSTO order. The composition is as follows:

a. **Header Section**

(1) For **message orders** the header consists of the complete list of Plain Language Addresses (PLADS) for the action and information addresses of the order, and the standard message classification line.

```
FROM:  COMNAVPERSCOM MILLINGTON TN
TO:    PERSUPP DET CRYSTAL CITY WASHINGTON DC
INFO:  PERSUPP DET BETHESDA MD

UNCLAS //NO1306//
```

(2) For **letter orders** the header consists of the issuing command's letterhead, the appropriate Standard Subject Identification Code (SSIC), issuing detailer's organization code, issuing date, and a complete mailing address for the activity receiving the order.

```
                                DEPARTMENT OF THE NAVY
                                Navy Personnel Command
                                 5720 Integrity Drive
                               Millington, TN 38055-0402

                                                          1306
                                                          PERS-402B
                                                          17 Mar 2007
To:    Officer In Charge,
       Personnel Support Detachment,
       Crystal City Cm 3, Room 100,
       Washington, DC 20371-5000
```

b. **Subject Line**. The order number, containing the issuing authority's short title, the julian date, order modification number (if any), last four numbers of member's social security number (XXX-XX-0000), member's rate, and the desk code of the detailer issuing the order.

```
SUBJ:  NAVPERSCOM ORDER:  1287-XXX-XX-0000/AD1 (PERS-404DG)
       CHANGE DUTY ORDERS FOR SAILOR, JON Q
```

c. **Detaching Activity Section**. This will identify the name of the command, its location or homeport, the type of duty, and the directed date from which member is being detached. Specific instructions to the member or the activity from which member is detaching will follow the formatted information and will end this section.

```
WHEN DIRECTED DETACH IN AUG 07                EDD:  AUG 07
FROM T-ARC A J MEYER MILDEPT                  UIC:  42031
HOMEPORT OAKLAND CA
FROM DUTY                                     ACC:  100
PERSONNEL ACCOUNTING SUPPORT: COMSC PAC       UIC:  62383
```

d. **Intermediate Activity Section**. Identifies each activity to which the member is to report for temporary duty (TEMDU) or temporary duty under instruction (TEMDUINS) en route to the ultimate duty station. Reporting dates, command name, location and UIC, the type of duty reporting for, the accounting category code (ACC), the total duration (in days) of the TEMDU, the detaching instructions and an identification of the activity providing personnel accounting support will be displayed. The information displayed will include duration of the course (in days), course name, class number, convening and graduation dates, and the course data processing (CDP) code.

```
RPT NET 16 AUG 07 BUT NLT 17 AUG 07
TO NUCWEAPTRAGRLANT                UIC 63007
LOCATION:  NORFOLK VA
FOR TEMDUINS                       ACC: 341
FOR APPROX 66 DAYS
```

e. **Order Class Format**. Is as follows:

```
TO ATTEND NWAW SUPVR CLASS:  8504
CONV:  18 AUG 07 GRAD:  24 OCT 07  ENEC:  0926
CDP:  5746

PERSONNEL ACCOUNTING SUPPORT:  PSD NAVSTA NORFOLK VA UIC 42574

UPON COMPLETION OF TEMDUINS AND WHEN DIRECTED, DETACH EDD OCT 07
```

f. **Ultimate Activity Section**. Consists of the date to report for duty; the command's name, location, and UIC; the type duty reporting for; assigned rate and NEC's; the ACC; and the member's new projected rotation date (PRD).

```
REPORT NOT LATER THAN 24 SEP 07    EDA: 24 SEP 07
TO NAVCAMS WESTPAC GUAM            UIC: 70243
PERMANENT DUTY STATION FINEGAYAN GUAM
FOR DUTY                           ACC: 100
TYPE DUTY SEA/SHORE CODE           SSC 3
ASSIGNED RATE AD1  PNEC 6401  DNEC: 8327  PRD:  1007
PERSONNEL ACCOUNTING SUPPORT:  PERSUPP DET NAVCAMS WESTPAC UIC:  43463
```

g. **Accounting Data Section**: **See references (a) and (b) for further information regarding accounting data**:

(1) Customer Identification Code (CIC).

(2) Military Personnel, Navy (MPN) or Reserve Personnel, Navy (RPN) line of accounting data against which expenditures for household goods shipments, mileage, and TEMDU per diem is to be charged.

(3) Operation and Maintenance, Navy (O&MN) line(s) of accounting data against which TEMDUINS per diem is to be charged. Separate O&MN lines will be printed for each fiscal year TEMDUINS is chargeable.

(4) Orders issued as a letter of intent will contain accounting data.

```
CIC:  ALMH7153
PCS ACCOUNTING DATA:
NMH7 1771453.2253  G  000022  AL   MH71   1/S/3   MH7000000000
```

h. **Special Instructions**. Contains information of a directive or advisory nature that does not pertain to any of the other sections described above.

i. **Master Record Data**. Displays various items of information about the member as found on the Enlisted/Officer Master Record.

```
PEBD:  17 DEC 75  DESIG:    PNEC  6401  --SCHOOL--     --CAREER HISTORY--
ADBD:  03 SEP 76  SEX:   M  SNEC  8327  DATE   CRS   MO   S/S   LOC  TYPE
EAOS:  23 JAN 04            TNEC        AUG 82 472S  00    3    OKI  10870
EXT SCH:          DEP-P: 3  QANEC       AUG 82 032H  00    6    WLB  11089
EXT OTH:          DEP-S: 0  QINEC       MAY 82 4010  00
EXT INV:          LIMDU:    EDUC:  12   NOV 78 472N  CADD
SEC:  K DATE: 10 APR 78  BIRTH:  15 JUN 57
TEST ID:  A7 GCT/WK: 54 ARI/AR: 57  MECH: 49  CLER: 45
```

j. **"Copy to" Information**. Contains the names/desk codes of NAVPERSCOM that have been designated by the order writer to receive a copy of the order. These "copy to" entries will be in addition to those automatically included on the order's distribution. The "copy to" section will print on letters only, not on message orders.

```
PERS-404DG4
PERS-40BB
```

EXHIBIT 1

SAMPLE PERMANENT CHANGE OF STATION TRANSFER ORDER

DEPARTMENT OF DEFENSE
NAVY PERSONNEL COMMAND
MILLINGTON, TN 38054

ORIGINAL
NAVPERSCOM-404DG
12 MAY 2007

TO: COMMANDER
MILITARY SEALIFT COMMAND PAC
NAVAL SUPPLY CENTER
OAKLAND, CA 94625-5010

SUBJ: COMNAVPERSCOM ORDER: 2128 XXX-XX-0000/AD1 (NAVPERSCOM-404DG)
CHANGE DUTY ORDER FOR
SAILOR JON Q, USN

***** DETACHING ACTIVITY INFORMATION *****

WHEN DIRECTED DETACH IN MAY 07 EDD: MAY 07
FROM T-ARC 6 A J MYER MILDEPT UIC: 42031
HOMEPORT: OAKLAND, CA
FROM DUTY: ACC: 100

PERSONNEL ACCOUNTING SUPPORT: COMSC PAC UIC: 62383

PERMANENT CHANGE OF STATION (PCS) TRAVEL INFORMATION. COMMANDS DETACHING PERSONNEL FROM PERMANENT ASSIGNMENTS ARE RESPONSIBLE FOR ENSURING THAT PERSONNEL EXECUTING PERMANENT CHANGE OF STATION ORDERS COMPLETE NAVPERS 7041/1 (REV. 12-92), FINANCIAL MANAGEMENT-PCS TRAVEL FORMS AUTHORIZATION REQUIRED BY BUPERSINST 7040.6 AND 7040.7. THE PASS/PERSONNEL SERVICING OFFICE WILL SUBMIT THE COMPLETED TRAVEL INFORMATION FORM TO: DIRECTOR, PERMANENT CHANGE OF STATION VARIANCE COMPONENT, 1240 EAST 9TH STREET SUITE 967, CLEVELAND, OH 44199-2088. PASS/PERSONNEL SERVICING OFFICES WILL PROVIDE NECESSARY FORMS AND COUNSELING DURING CHECK-OUT PROCEDURES FOR DETACHING PERSONNEL AND WILL ENSURE ACCURATE AND TIMELY SUBMISSION OF TRAVEL INFORMATION.

EXECUTION OF THESE ORDERS REQUIRES SATISFACTORY COMPLETION OF ALL OVERSEAS SCREENING REQUIREMENTS PER MILPERSMAN 1300-300 THROUGH 1300-316 WITHIN 30 DAYS OF RECEIPT OF THIS DIRECTIVE. FORWARD CERTIFICATION OF SUITABILITY/ UNSUITABILITY BY MESSAGE TO COMNAVPERSCOM (PERS-40/451). USE STANDARD SUBJECT IDENTIFICATION CODE.

EXHIBIT 1 (Continued)

SUBJ: COMNAVPERSCOM ORDER: 2128 000-00-000/AD1 (PERS-404DG)
CHANGE DUTY ORDERS FOR
SAILOR JON Q, USN

N01300 AND SUBJECT "OVERSEAS SCREEN CERTIFICATION IN THE CASE OF (NAME, RATE, AND SSN)" IN MESSAGE. DO NOT TRANSFER PRIOR TO SUBMISSION OF SCREENING CERTIFICATE TO COMNAVPERSCOM.

NOTE: PERSONNEL ORDERED TO COMMIDEASTFOR FLAG SHIP/BAHRAIN MAY HAVE HOMEPORT SHOWING ON ASSIGNMENT DOCUMENT AS NORFOLK VA (FNO); HOWEVER, THEY DO REQUIRE OVERSEAS SCREENING.

******** ULTIMATE ACTIVITY ********

REPORT NOT LATER THAN 24 SEP 07	EDA: 24 SEP 07
TO NAVCAMS WESTPAC GUAM	UIC: 70243
PERMANENT DUTY STATION FINEGAYAN, GUAM	
FOR DUTY	ACC: 100
ASSIGNED RATE: AD1 DNEC1: 6401 DNEC2: 8327	PRD: 1007

PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET NAVCAMS WESTPAC UIC: 43463

THE PORT CALL WILL CANCEL THE REPORT NOT LATER THAN DATE INCLUDED HEREIN AND SHALL CONSTITUTE SPECIFIC DATE MEMBER IS TO REPORT FOR TRANSPORTATION.

******** ACCOUNTING DATA ********

CIC: ALMH71S3
PCS ACCOUNTING DATA:
NMH7 17714533.2253 G 000022 AL MH7/1/S/3 MGH7000000000

******** ENLISTED MASTER RECORD DATA ********

PEBD:	17 DEC 75	DESIG:		PNEC 6401	-- SCHOOL --		-CAREER HISTORY		
ADBD:	03 SEP 76	SEX:	M	SNEC 8327	DATE	COURSE	MO	S/S	LOC TYPE
EAOS:	23 JAN 04			TNEC	AUG 82	472S	00	3	OKI 10870
EXT-SCH:		DEP-P:	3	QANEC	AUG 83	032H	00	6	WLB 11089
EXT-OTH:		DEP-P:	0	QANEC	AUG 82	032H	00		EXT-INV:
EXT-INV:		LIMDU:		EDUC: 12	MAY 82	4010			
CADD:					NOV 78	472N			

SEC: K DATE: 10 APR 78 BIRTH: 15 JUN 57
TEST ID: A7 GCT/WK: 54 ARI/AR: 57 MECH: 49 CLER:

******** COPY TO INFORMATION ********

PERS-404DG4
PERS-40BB

MILPERSMAN 1320-306

PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER DELIVERY AND INTERPRETATION

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (b) OPNAVINST 4650.15

1. **Delivery of Transfer Orders**

a. **PCS orders are delivered as follows**:

(1) **Letter Orders**. Original letter orders and any modifications will be mailed to the Personnel Support Activity Detachment (PERSUPP DET) assigned to support the member's activity, and to those activities involved in the transfer. Activities not supported by a PERSUPP DET will receive original letter orders directly. Copies of orders will be reproduced locally and given to the member.

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

b. **Detaching Date**. 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 PERSUPP DET processes orders, the member being transferred will ensure the PERSUPP DET is informed of the detaching date approved by the reporting senior.

c. **Verbal or Telephoned Orders**. Under certain circumstances, assignment officers and detailers can authorize transfer and order cancellation or modification via telephone per reference (a). The assignment officer or detailer shall notify both the member and the transferring command's personnel accounting office of the verbal or telephoned orders. Follow-on written confirmation orders must be accomplished within 7 days of issuance of verbal or telephoned orders, and must include the date and place the member 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) **Confirmation**. For confirmation of telephoned instructions to the member stating the location of the member on the date telephoned instructions were issued:

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

(2) **Approve/Maintain Records**. Division directors must approve and maintain records of all verbal or telephone orders.

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

d. **Lost Orders**. Correspondence concerning lost orders issued by Navy Personnel Command (NAVPERSCOM) should refer to the entire NAVPERSCOM “Order Number” as stated in the first line of the member's subject line. If orders are lost, the following actions apply:

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

(a) Orders issued by **message** require the member's present command to 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 a member has lost the original, or the original and all copies of PCS orders; the claim will be processed by the disbursing officer servicing the member's permanent duty station (PDS) per reference (b).

2. **Interpretation**

a. **Detaching Phases 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. Under no circumstances may a member's actual detachment date from their PDS 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 CO must detach the member within the month indicated unless otherwise directed in the orders.

(3) **At Discretion Of Reporting Senior, Detachment May Be Delayed No More Than 2 Months after EDD Month**. The CO may detach the member 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. Modifications to orders must be requested through the servicemember's detailer.

(4) **Hereby Detached**. The CO will detach the member within 24 hours after the orders are received.

(5) **Reporting Senior Directed To Detach Member On Or About (date).** The CO has a discretionary period of 10 days on either side of the given date in which to detach the member. Under no circumstances may the actual detachment cross over into the following fiscal year.

(6) **Reporting Senior Directed To Detach Member Within 10 Days After Reporting Of Relief**. Orders should ordinarily be endorsed to detach the member within 10 days after their relief reports. The command may designate a member already on board as a relief, when appropriate.

(7) **When Relieved And When Directed By Reporting Senior, Detach**. Orders should normally be endorsed to detach the officer within 10 days after their relief reports and when directed by the CO. 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. Exceptions may be written "WHEN DIRECTED IN (month, year) DETACH," instead of "WHEN RELIEVED," if watchkeeping requirements or other circumstances so dictate. The officer being relieved will be detached not later than (NLT) the second month following that in which the relieving officer reports (e.g., relieving officer reports in March, and the officer being relieved detaches no later than (NLT) May).

(8) **Upon Completion Of (type of temporary duty (TEMDU) at an intermediate station) And When Directed, Detach**. Orders shall be endorsed by the CO at the activity concerned upon completion of TEMDU or temporary duty under instruction (TEMDUINS).

(9) **Reporting Senior Directed To Detach Member In Time To Proceed And Report On (date) At Following Station**. The latest date of detachment will be 4 days (when entitled to proceed time) plus travel time in advance of the specified reporting date.

(10) **Reporting Senior Directed To Detach Member On Or After (date)**. Orders will be endorsed to detach the member on or after the date indicated but in sufficient time to ensure reporting by the 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 member within 10 days after the date indicated. Under no circumstances may the actual detachment date cross over into the following fiscal year.

(11) **Upon Discharge From Treatment**. Orders will be endorsed by the CO of the medical facility concerned when, in their 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.

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, and year, unless otherwise directed in orders, arrival must take place the date indicated.

(2) **Report Not Earlier Than (NET) (date).** Arrival must take place no earlier than the date indicated.

(3) **Report NLT (date).** Arrival may take place earlier, but no later than, the date specified. Enlisted personnel assigned in a "TEMDU/TEMDUINS/Duty Under Instruction (DUINS)" status (ACC 34X) at a Recruit Training Command or Service School Command may have their orders pen-and-ink modified for no more than 30 days past the original Report NLT (date). This exception is in recognition of training setbacks and any other training delays that may cause member to report past their original Report NLT (date). Leave, proceed, and travel time will not exceed the amount authorized on original orders. Any modification past 30 days may only be authorized by the appropriate assignment control authority (ACA).

(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 NET date.

(5) **Report In (date).** The member may report in the month specified, but no later than the last day of the month.

(6) **Report On (date)**. The member 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 NLT the date specified.

MILPERSMAN 1320-307

PERMANENT CHANGE OF STATION/TEMPORARY ADDITIONAL DUTY WARM HAND-OFF PROCEDURES

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN: COM:	882-4518 (901) 874-4518

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1752.2C (b) OPNAVINST 5350.4E (c) OPNAVINST 1752.1C (d) BUMEDINST 1300.2B (e) OPNAVINST 6110.1K (f) SECNAVINST 1740.4A (g) OPNAVINST 1900.2D (h) OPNAVINST 1811.3A (i) OPNAVINST 1740.3E (j) CNO WASHINGTON DC 251807Z Jan 21 (NAVADMIN 021-21) (k) OPNAVINST 5354.1H (l) Cultural Champion Network Quick Reference Guide, December 2020

1. Policy. To ensure continuity of care for Service members transferring between commands, commanders must ensure warm hand-offs between losing and gaining commands prior to transfer. Gaining and losing command triads will communicate to address any known challenges or issues (e.g., limited duty (LIMDU), substance abuse, legal, financial, disciplinary, or family challenges or issues, etc.) which may impact Service members upon their arrival at a gaining command. Both gaining and losing command triads are expected to assist with and support Service members' transitions from one duty assignment to the next. The information-sharing aspect of warm hand-offs will be executed in a way that protects a Service member's privacy within mission requirements, limiting information to those leaders with a need to know.

NOTE: In certain cases, the transferring Service member's leadership (E-7 or above) may be required to physically escort

him or her to his or her gaining command (if within the same geographic area) to ensure he or she safely reports as ordered.

a. Requirements contained in this article are in addition to and do not supersede, circumvent, or modify any other transfer requirements set forth in references (a) through (l), other instructions, or as directed in MILPERSMAN articles 1300-302, 1300-318, 1300-500, 1300-700, 1300-1200, 1300-1205, 1301-600, 1306-134, 1320-140, 1320-308, 1320-314 and 6150-010. The requirements contained in this article are non-punitive, intended to be in the best interest of the Service member, and in support of mission readiness.

b. Executive officers (XO) or equivalent (e.g., assistant officer in charge, deputy, chief of staff) and senior enlisted leaders (SEL) (e.g., command master chief, chief of boat) are responsible for executing the warm hand-off procedures as specified in this article. Responsibility for executing a warm hand-off should not be assigned to junior officers or enlisted personnel, with a preference for the responsibility to be retained at the Command triad-level leadership (typically the XO and the SEL). Commands must incorporate the tenets of these procedures into the Command Sponsor Program, Command Indoctrination Program, and check-in and check-out procedures under the purview of the Command Resilience Team (CRT) human factors process (HFP) and human factors council (HFC) per reference (l).

2. **Applicability**. This article's policy requirement is mandatory for all Service members with known challenges or issues which warrant continuity of care at their next duty assignment who are transferring, regardless of types of orders, including LIMDU, permanent change of station (PCS) transfers, mobilization and demobilization orders, temporary additional duty exceeding 30 days, and active duty for operational support. Warm hand-off challenges and issues include, but are not limited to the following situations:

a. LIMDU;

b. Humanitarian transfer;

c. Administrative discharge or legal proceedings, or performance issues;

d. Ongoing circumstances addressed via the CRT-HFP process and deemed to require additional services, counseling, and or other resources;

e. Medical and or mental health treatment requiring continued treatment;

f. Counseling requiring continued support;

g. Involvement in an ongoing or open Family Advocacy Program case requiring transfer of the case and follow-up treatment;

h. Financial hardship requiring continued support;

i. Victim of a violent crime (e.g., assault, sexual assault) requiring continued support;

j. Any other issues or concerns the transferring Service member believes should be shared with the gaining command to ensure continuity of care;

k. Involvement in an open or ongoing harassment or prohibited discrimination complaint process; or

l. Any other issues or concerns the losing command's leadership believes should be shared with the gaining command to ensure continuity of care.

3. **Procedures**

a. XO or SEL will contact the gaining command's XO and SEL using the gaining command's triad's contact information contained in the Service member's PCS orders or by utilizing a command search tool such as in MyNavy Assignment (MNA).

b. For record keeping, the preferred method of communication is via e-mail. Recognizing the Navy is an expeditionary force with inherent limits on timely electronic communication, and to ensure privacy and fullness of understanding, commands are permitted wide latitude in actual execution to include phone calls and face-to-face interaction.

c. Losing commands are encouraged to maintain transparency with the transferring Service member about what information is being shared with the gaining command pursuant to the warm-hand

off policy. For questions or concerns about privacy issues associated with warm-hand offs, commands are advised to consult with their local judge advocate.

4. **Clean Slate**. To the maximum extent possible, only existing challenges for which Service members require continued support at the gaining command will be shared by the losing command with the gaining command.

5. **Separations and Retirements**. Commanding officers are reminded of their responsibilities in reference (g) for ensuring Transition Assistance Program support for those Service members separating, retiring, or affiliating with the Reserve Component. If transitioning Service members are deemed to be at risk of not making a successful transition, commands must introduce them to the necessary resources (e.g., Department of Veterans Affairs, Department of Labor) for post-separation assistance.

MILPERSMAN 1320-308

PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER EXECUTION

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) BUPERSINST 7040.6 (b) DOD 4500.54-G (DOD Foreign Clearance Guide) (c) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 (d) BUPERSINST 7040.7

1. **General Information on Transfers**

a. **Permanent Change of Station (PCS) Moves**. The following are considered PCS moves:

(1) PCS transfers, including assignment to temporary duty (TEMDU).

(2) Call to active duty.

(3) Change in homeport of a vessel or mobile unit.

(4) Reserve personnel ordered to active duty.

(5) Fleet Reservist (including temporary disability retirement) recalled to active duty.

(6) Separations from the service under honorable conditions (retirement, discharge, resignation).

b. **Customer Identification Code (CIC)**. All PCS transfer directives must contain a CIC in order to be executed. Detailed instructions for the use of the CIC are contained in reference (a).

c. **Status of Members under Orders**. Members traveling under orders are considered to be attached to the command to which next ordered to report.

d. **Unusual Delay in Effecting Transfer**. If for any reason there is an unusual delay in transfer to final destination, or

when transfer orders are cancelled or modified, notify all interested commands.

e. **Certified Original Orders**. All activities to which the servicemember is ordered, the servicemember's current command, their supporting Personnel Support Activity (PERSUPPACT)/ Personnel Support Activity Detachment (PERSUPPACT DET), and all additional activities designated are to receive a copy directly from the order issuing authority. The PERSUPPACT/PERSUPPACT DET supporting the detaching activity will receive the original letter/message order, or be an action addressee on the letter/message order. The PERSUPPACT/PERSUPPACT DET will make the necessary number of copies and stamp one copy "Certified Original Orders."

f. **Copies of Orders**. Activities shall provide sufficient copies of the orders to the member being transferred to meet requirements for

- **shipping activities** (regarding household goods (HHG) and privately owned motor vehicles (if applicable)), **and**
- **transportation activities** (regarding personal travel, family member(s) travel, dislocation allowance, and trailer allowance).

g. **Last Duty Station is shown on Orders**. To eliminate delays and personal hardship to the member regarding shipment of HHG, when members are received at an activity such as a receiving station for further assignment or for further transfer, the activity endorsing the transfer order will ensure the name of the last permanent duty station to which the member was attached is indicated on the orders.

h. **Correction to Orders**. In general, the terms of orders cannot be changed after travel has commenced; however, sometimes an error may occur in the preparation of orders, which will require correction after the fact. Such correction is proper only when the orders do not reflect the intention of the order issuing authority at the time the orders were originally prepared. When orders are corrected after the travel has commenced or been completed, the correction endorsement must include a complete explanation of the facts relative to the occurrence of the error. Since all claims with any retrospective aspects must be settled by the General Accounting Office (GAO), this information is essential to the proper settlement of the claim involved.

2. **Briefing of Members Prior to Transfer**. Transferring commands will brief members prior to transfer on the following:

a. **Records/Accounts/Personal Effects**. Records and accounts are handed to the member for safe delivery to member's new commanding officer (CO). The member's personal effects are in the member's possession, if indicated in command endorsement to permanent change of station transfer order (PCSTO). It is the member's responsibility to report to the new station with records, accounts, and personal effects.

b. **Contacting/Reporting**. Members under orders, including authorized delay, are considered to be attached to the ultimate destination, or the next designated intermediate station as the case may be. If unable to contact these activities, in cases of emergency, member should contact the nearest known naval activity. In the case of members ordered to a ship and the ship to which ordered is not in port, they should report to the nearest naval activity.

c. **PERSUPPACT DET**. Members ordered to a command, which is part of PERSUPPACT, shall be informed as to their ultimate duty station and which PERSUPPACT DET they should check into for administrative/accounting purposes.

d. **TRICARE-Family Member Dental Plan**

(1) Members must be advised that TRICARE-Family Member Dental Plan (FMDP) treatment is **not** available to family members accompanying sponsor assigned to

other than

- the 50 United States (U.S.),
- U.S. Virgin Islands,
- Puerto Rico,
- Guam, or
- Canada

(**covered areas**).

Though not required, members 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.

(2) Members who are **not** enrolled in the TRICARE-FMDP, returning from an accompanied assignment

other than
- the 50 U.S.,
- U.S. Virgin Islands,
- Puerto Rico,
- Guam, or
- Canada

(**covered areas**)

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 12 months of active duty remaining at time of transfer to a covered area.

e. **Illness/Accident**. In the case of illness or accident, the member should notify the nearest known naval activity immediately and request instructions.

f. **Leave**. If leave is granted, the member is responsible for receiving any communications forwarded to the leave address in block 4e of the memorandum endorsement. If leave is canceled, member must return immediately.

g. **Secrecy**. The contents of orders and whereabouts of ships and personnel must **not** be divulged to unauthorized persons.

h. **Local Endorsement**. A copy of local endorsements to PCSTO must be mailed directly to the ultimate destination.

i. **Family Member(s) Location during TEMDU/Temporary Duty under Instructions (TEMDUINS)**. Current regulations do **not** authorize transportation of family member(s) to intermediate locations at government expense; and where TEMDU/TEMDUINS has been directed, members occupying government family quarters at their old duty station are authorized to retain such quarters for up to 20 weeks until reporting to their ultimate duty station.

j. **Clothing for Flights**. Members traveling aboard government owned or operated aircraft (including Air Mobility Command (AMC) CAT B and CAT M) shall wear the appropriate uniform unless civilian clothes are authorized in the member's orders. Normally, civilian clothing will **not** be prescribed unless indicated by reference (b). When civilian clothing is worn, it will be in good taste and not in conflict with accepted attire in the overseas country.

k. **Early Reporting**

(1) Members arriving prior to the "Report Not Earlier Than" date specified in the orders when TEMDU is directed shall be given the option of either remaining in a leave status until the required reporting date, or terminating leave status and reporting on the date of arrival with the understanding that per diem will **not** commence until the date required to commence the TEMDU directed by the orders.

(2) It is Department of Defense (DOD) policy that members should **not** be paid per diem incident to early reporting for TEMDU or TEMADD except as specified in MILPERSMAN 1320-140.

l. **Terrorist Briefing**. DOD members traveling to or through a high threat area/airport will be briefed on required and recommended precautionary measures.

m. **Transfer to Deployed Activities**. Members transferring to deployed activities may encounter transportation delays in reaching their duty station and they must be prepared to meet lodging and meal expenses they will incur during such delays.

n. **Support of Family Member(s) while Deployed**. Members under orders to a deployed unit are responsible for the support and welfare of their family member(s) while deployed. They should, as a minimum, do the following:

(1) Register an allotment or ensure alternate means of adequate support for family member(s) during absence.

(2) Ensure family member(s) identification cards will remain valid until the sponsor's return; or leave the completed applications for renewal with the family member(s) prior to departure.

(3) Consider execution of special powers of attorney for any specific items that require resolution by family member(s) during absence.

3. **Delay in Reporting (DELREP)**. Navy Personnel Command (NAVPERSCOM) is authorized to grant 30 days leave in all PCS orders.

a. In the event unusual circumstances require a departure from this policy, maximum delay in reporting (DELREP) will be granted.

b. Exceptions to the 30 days DELREP allowance must be approved by the appropriate assignment division director/branch head.

c. Orders returning members to the continental U.S. (CONUS) or the District of Columbia for separation will contain authorization for delay en route.

d. PCS orders will allow 30 days DELREP except in the following cases:

(1) Initial orders to active duty.

(2) Hospitalization.

(3) Second PCS move within 12-month period.

(4) Homeport changes.

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

(6) Upon completion or noncompletion of flight training.

(7) Detachment from certain activities in Japan.

4. **Transportation in Connection with PCS Orders**. NAVPERSCOM, Career Management Department (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) which will determine the availability or nonavailability of government air and make complete transportation arrangements using commercial carriers as necessary to meet mission requirements. Navy policy requires official travel must be arranged by NAVPTOs.

a. **Travel Overseas**. Normal mode of PCS travel overseas is by air except when travel by air is medically inadvisable. **PCS orders will direct the use of government air outside continental U.S. (OCONUS)**. Requests for order modifications to "authorize" vice "direct" the use of government air OCONUS 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 the appropriate detailer. If circuitous travel is involved, the complete en route travel itinerary must be included in the justification.

b. **Travel in CONUS**. Members may elect the mode of travel in CONUS. If they elect to travel by air within CONUS, without air

travel being authorized or directed in the orders, their 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 U.S. is reduced to 1 day. Air travel is sometimes directed in the U.S. 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. **Order Formats for Transoceanic Travel**. 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 detailers. 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. **Excess Baggage Authorization**

(1) Guidance for approving excess baggage cost reimbursement, MAP item 12-03 “Excess Baggage Transportation Cost Approval,” was incorporated in reference (c). Reference (c) now states servicemembers will be reimbursed for excess baggage transportation costs when “approved after PCS travel by the order-issuing/authorizing official.” Reference (c) also states excess baggage transportation cost reimbursement “**will not** be authorized in advance of executing a PCS move.” Detailers will not authorize cost reimbursement for excess baggage prior to a servicemember executing a PCS move. Detailers will only authorize transportation cost reimbursement for excess baggage up to and not to exceed the following:

(a) One (1) piece for pilots, aircrew, divers, and personnel who must carry special issue gear with them.

(b) Two (2) pieces for attaches.

(2) Reimbursement of transportation costs for dependent’s excess baggage is not authorized and family pets may **not** be transported as excess baggage. Express shipment should be used to the maximum extent possible. The **basic allowance only** will be allowed for members under orders for retirement or release from active duty (RAD), **unless coming from an isolated area**. The following paragraph is to be included in PCS orders, which

necessitate the authorization of baggage aboard Air Mobility Command (AMC), contract flights, and commercial flights:

"For air travel, family members are authorized one (1) piece of checked baggage, not to exceed 45 linear inches nor 40 pounds. Military members are authorized one (1) seabag not to exceed 70 pounds, and one (1) piece of checked baggage not to exceed 45 linear inches nor 40 pounds. NAVPERSCOM (PERS-451) will monitor original, modified, and cancelled orders for adherence to these policies. Exceptions for special circumstances must be approved by NAVPERSCOM (PERS-451).

5. **Clothing Allowance, Civilian (CAC)**. Members assigned to designated overseas activities (unit identification codes (UICs)) are paid a CAC when civilian clothing is required to be worn in the performance of their duty. Procedures for including the CAC authorization in orders are as follows:

a. Chief of Naval Operations (CNO) (N130) approves requests for UICs requiring CAC authorizations. Upon approval, NAVPERSCOM, Management Information Systems Branch (PERS-455F) will be provided with the list of UICs, or Billet Sequence Codes (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. NAVPERSCOM (PERS-455F) will take appropriate action to

- modify the appropriate ATEXT against the approved UICs in Officer Assignment Information System (OAIS) files;
- notify assignment officers and detailers of the additions to, or deletions from, an activity of a clothing allowance authorization; and
- select the appropriate ATEXT using the following table:

CLOTHING ALLOWANCE, CIVILIAN	SUMMER AND WINTER	SUMMER OR WINTER
FOR OAIS 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, detailers will include the appropriate Personnel Text Screen (PTEXT) listed above.

d. Where specific BSCs within an activity are authorized CAC, NAVPERSCOM (PERS-455F) will notify the appropriate detailer. NAVPERSCOM (PERS-455F) will also make a note of this requirement on the PTEXT for the activity in OAIS.

e. A complete list of designated activities for member CAC and any future additions and deletions from this list may be verified in NAVPERSCOM (PERS-455F) (order support section).

6. **Execution of Orders**

a. When reserving and obligating PCS travel funds, references (a) and (d) require each member to submit NAVPERS 7041/1 (Rev. 12-92), Financial Management-PCS Travel Forms Authorization.

b. PERSUPPACT DET personnel who service members will provide them with forms and counseling during check-in and check-out. PERSUPPACT DET personnel will also ensure the form is accurate and submitted immediately to the below address:

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

MILPERSMAN 1320-310

PERMANENT CHANGE OF STATION (PCS) TRANSFER ORDER ENDORSEMENTS

Responsible Office	NAVPERSCOM (PERS-454)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	NAVSO P-6034, Joint Federal Travel Regulations (JFTR)

1. **Policy**. Permanent Change of Orders (PCS) will be endorsed with the time, date, and place of reporting. Where temporary duty (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.

a. 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.

b. All ships or air activities furnishing transportation are directed to endorse the member'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.

c. Members 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.

2. **Multiple Stop TEMDU/Temporary Additional Duty (TEMADD) Endorsements**. Members ordered to one or more TEMDU points en route to a new permanent duty station (PDS) as directed in PCS orders, and members ordered to one or more points in compliance with TEMADD orders (whether or not the TEMADD 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 TEMADD point.

a. If no leave was taken, the endorsement will reflect this fact.

b. 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 member arrived prior to the time required to commence the TEMDU directed by the orders.

3. **Reporting Prior to the "Report Not Earlier Than" Date**

a. If the member arrived prior to the "REPORT NOT EARLIER THAN" date specified because all or part of the leave granted was not utilized, the member will be given the option of

(a) remaining in a leave status until the required "REPORT NOT LATER THAN" date, or

(b) terminating leave status and reporting with the understanding that per diem will not commence until the "REPORT NOT LATER THAN" date.

b. If the member 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, YOUR PER DIEM ENTITLEMENT COMMENCES ON THAT DATE."

c. 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.

4. **Government Quarters and Messing.** Commanding officers (CO) at shore activities will endorse member's TEMDU regarding the availability of government quarters and government mess when per diem is payable.

a. No endorsement is required if the member has previously received a non-availability control number from the Bachelor Officers Quarters (BOQ); however, an endorsement as to the availability of a government mess is still required.

b. Government messing is considered available only if a government mess, as defined in NAVSO P-6034, is available or there are not adequate meal facilities.

5. **Individual Activity Requirements**. Navy commands to which members are directed to report for administrative purposes will carry out those functions as stated in orders.

a. Activities identified as responsible for performing personnel accounting support will carry out those functions as appropriate.

b. All orders written for personnel not using AUTODIN (e.g., message orders) in which the transfer directive contains a Personnel Support Detachment (PERSUPPDET) will contain the following statement:

"Report for personnel accounting to (the address of the PERSUPPACT which corresponds to the member's duty station) and report for duty to (for administrative purposes to command to which assigned for duty)."

c. Upon arrival of a member at the final destination, the CO will forward to Navy Personnel Command (NAVPERSCOM),

(1) NAVPERSCOM, Systems Operations Branch (PERS-313C) only the first duty, recall, training, release from active duty (RAD), and all separation (retirement, resignation, discharge) orders.

(2) NAVPERSCOM, Officer Performance and Separations Branch (PERS-834) 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 Secretary of the Navy (SECNAV) which changes an officer's status and initial orders to duty (other than training duty).

(a) This copy of orders will include all modifications, corrections, and endorsements including the final reporting endorsement.

(b) The complete travel itinerary and mode of travel utilized will be included on initial orders to active duty.

(c) One additional complete copy of these types of orders will be forwarded for Staff Corps officers by their COs to their cognizant bureau, command, or office.

MILPERSMAN 1320-311

PERMANENT CHANGE OF STATION (PCS) ORDERS MODIFICATION OR CANCELLATION

Responsible Office	NAVPERSCOM (PERS-451H)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulation, Volume 1 (JFTR) (b) OPNAVINST 4650.15

1. **Policy**. Deviation from PCS orders must be authorized by Navy Personnel Command (NAVPERSCOM) (applicable detailer) before the action is taken by submitting a request for review. If approved, the request will be authorized by a written order modification or cancellation. Detaching commands responsible for a member's non-compliance with orders (written or verbal) will officially notify NAVPERSCOM (applicable detailer) of the circumstances involved and request an order modification.

2. **Requests**

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 (CO) of the ship or station to which the member is ordered.

(1) When this procedure would involve unusual delay, the request will be forwarded to NAVPERSCOM (applicable detailer) with a copy to the new CO for information (including the current CO's endorsement).

(2) These requests should include more information than is afforded by the routine forwarding endorsement of the CO of the activity from which the officer is being detached.

b. When a copy of the request is received, the CO of the activity to which the member is being ordered will forward it with an endorsement to NAVPERSCOM (applicable detailer). NAVPERSCOM 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 CO.

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

e. In the event circumstances preclude a member from obtaining prior approval, a formal written request via the member's CO 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 member 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 detailer/placement officer will submit the request to NAVPERSCOM, Business Operations Program, Budget Execution – Career Management Section (PERS-324) recommending approval and requesting that an approval of action letter be issued to the member via the CO. NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451H) will generate the letter, which may contain accounting data provided by the detailer/placement officer.

(2) A request **not** in the best interest of the government or of doubtful validity will be returned to the member recommending it be processed as a doubtful claim per references (a) and (b). If a petition for relief is appropriate, the member should forward a letter to the Board for Correction of Naval Records (BCNR).

3. **Processing Order Modifications or Cancellations**. Before an order modification or cancellation can be processed, the status of the member will first be determined.

a. If members have not been detached from their current permanent duty station (PDS), or have 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 orders 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 member has been detached from permanent duty or has commenced travel under basic orders or subsequent modifications, the orders can only be modified.

MILPERSMAN 1320-312

ORDER CLARIFICATION AND CLAIMS

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume I, Uniformed Service Members (b) OPNAVINST 4650.15

1. **Policy**

a. Questions regarding permanent change of station (PCS)/temporary additional duty (TEMADD) orders should be directed to Navy Personnel Command (NAVPERSCOM),

(1) Distribution Management and Procedures Branch (PERS-451H) **for clarifying/interpreting orders as related to member entitlements and TAD**, or

(2) Entitlements Branch (PERS-324) **for transportation entitlements/assistance**.

b. NAVPERSCOM (PERS-451H) processes controversial travel and per diem claims resulting from executed member orders (PCS and TEMADD), which, by their nature, are questionable as to legality of payment.

2. **Procedures**

a. Normally, claims are submitted by a disbursing officer to Defense Finance and Accounting Service (DFAS), General Accounting Office (GAO) (Comptroller of the United States) for settlement. When required, DFAS GAO forwards them to NAVPERSCOM (PERS-451H) for staffing controversial travel and per diem claims.

b. NAVPERSCOM (PERS-451H) must ascertain the correctness of the orders as written; obtain clarification as to intent, purpose, reason for travel, delay, etc.; and forward claims to NAVPERSCOM, Assistant Commander Navy Personnel Command (ACNPC) for Career Management Department (PERS-4) by letter or endorsement with the recommendations, comments, or other appropriate actions for which the claims and orders are referred.

(1) Claims are logged in by NAVPERSCOM (PERS-451) 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 NAVPERSCOM (PERS-451H) comments or recommendation is forwarded to NAVPERSCOM (PERS-4), or returned to the appropriate DFAS GAO official for determination of entitlement or settlement, as applicable.

(2) Since a claim may be submitted any time within a 6-year period, examiners must be conversant with the laws and regulations promulgated in references (a) and (b), Comptroller General Decisions, etc., and process claims chronologically.

(3) Processing of a claim may take from 1 day to several months before settlement is reached.

MILPERSMAN 1320-314

TEMPORARY DUTY (TDY) TRAVEL ORDERS

Responsible Office	OPNAV N130	Phone: DSN COM	604-5476 (703) 604-5476

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVSO P-6034, Joint Travel Regulations (JTR) (b) NAVSO P-1000-2, Navy Comptroller Manual, Volume 2, Accounting Classifications (c) DoDI 1327.06 (d) SECDEF memo of 23 Sep 15 Updated DoD Conference Guidance (e) SECNAVINST 5720.44 (f) DODI 4500.54-E DOD Foreign Clearance Program (g) SECNAV M-5510.30 DON Personnel Security Program (h) NAVPERS 15665I U.S. Navy Regulations (i) OPNAVINST 4650.15B

1. **Policy**. Temporary duty (TDY) is defined as duty at one or more locations, away from the permanent duty station (PDS), under an order, providing for further assignment or pending further assignment, to return to the old PDS or to proceed to a new PDS.

a. TDY allowances automatically expire when members return to the duty station from which they proceeded on TDY, or they return for personal reasons in a liberty or leave status. Reference (a) provides guidance on any possible lodging reimbursement when the member voluntarily returns to the PDS/residence for personal reasons.

b. If a return to the PDS is necessary for transportation changes (i.e., air travel routed via local transportation hub) en route to the next TDY station, and no unnecessary delay is taken, the orders remain in effect. TDY members remain attached to the station from which they initially proceeded on TDY, and are subject to the rules and regulations of the command at which they are assigned TDY.

2. **Issuance of TDY 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 TDY travel orders to members under their immediate military command. The authorizing/approving official must verify that the required funds have been appropriated to support the travel and transportation costs of such orders or that the cost of travel and transportation is chargeable to an appropriation which is administered by the activity issuing the authorization.

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

(2) As an administrative support function for those commands not having order-writing authority, area coordinators are authorized to issue TDY orders to members attached to commands physically located within their assigned areas.

b. In no case will a command deviate from reference (b) when using a line of accounting for TDY travel or using a permanent change of station line of accounting.

c. Complying with and Signing Orders. Great care must be taken in preparing and issuing TDY orders, and in carrying out the orders as written. A poorly worded travel order almost always leads to poorly/inaccurately provided services, misunderstanding about allowances, and unhappy travelers. If a member cannot carry out travel orders as written, either last minute verbal direction from appropriate authority to deviate from the orders, followed by a written modification to the orders, must be obtained from competent authority before the travel begins. If the order conflicts with reference (a), reference (a) prevails.

d. Verbal and Telephonic TDY 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 7 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 (e.g., the last paragraph of confirming orders might read: "Subject travel was necessary at this time and the length of time required to formally go through normal administrative channels prevented written orders from being issued prior to your departure."

(2) In addition, confirmation orders must state "Confirming telephonic (or verbal) instructions of (date) to (geographical location)."

e. For units without access to the Defense Travel System, NAVPERS 1320/16 Temporary Additional Duty (TEMADD) Travel Orders will be used for TDY. NAVPERS 1320/16 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx. Navy order-writing activities will refrain from using DD 1610 Request and Authorization for TDY Travel of Department of Defense (DoD) Personnel when issuing TDY orders, unless Navy personnel are temporarily assigned to a different branch of the Uniformed Services in a "For Duty" status. DD 1610 may be accessed by using the following Web address: http://www.dtic.mil/whs/directives/forms/dd/ddforms1500-1999.htm.

3. **Time Limitation for TDY Orders (other than for training)**

a. TDY orders temporarily assign a member, in addition to present duties, for periods not to exceed 180 consecutive days at one location. Upon completion of the TDY assignment, the member is directed to resume regular duty.

b. When mission objectives or unusual circumstances require TDY at one location for more than 180 consecutive days, the appropriate authority must determine if TDY of greater than 180 days is appropriate. Per reference (a), the appropriate authority for authorizing/approving TDY assignments in excess of 180 consecutive days at any one location is

(1) the secretary concerned (Secretary of the Navy); or

(2) Commander/deputy commander of a combatant command.

4. **Group Travel Orders**. Order-writing commands must consider the feasibility of group travel orders in instances when three or more members of a command or unit will travel together from a common point of origin to a common destination.

a. Detachments or units involved in routine or fleet deployment evolutions are considered appropriate cases in which group travel orders may be used.

b. Reference (a) prescribes group travel ("Personnel Traveling Together") when, due to mission requirements, members are to remain together while traveling away from the PDS. Such orders are similar to TDY orders, except that members will be furnished transportation by Government transportation or other transportation using SF 1169 U.S. Government Transportation Request.

c. Subsistence and quarters en route are furnished as provided for in reference (a).

5. **Permissive Travel Authorizations**

a. Commands authorized to issue TDY orders may write an "authorization" permitting assigned members under their command to perform travel at no expense to the Government when the reason it is in compliance with reference (c) and MILPERSMAN 1050-270.

b. Shortage of funding for TDY or training is not a justifiable reason for authorizing permissive TDY. Per reference (c), an administrative absence may include permissive travel to attend or participate in activities of an official nature to the benefit of the mission of the DoD. Travel to perform TDY or training is performed under a directive type order providing for travel and transportation allowances in reference (a).

(1) Permissive authorizations must 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 per MILPERSMAN 1320-080.

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

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

(5) Permissive authorizations for the purpose of residence hunting in connection with permanent change of station orders may be authorized per MILPERSMAN 1320-210 and governing NAVADMINs.

6. **Attendance at Conventions and Meetings**. A member requesting to attend a meeting of a scientific, technical, or professional nature that is sponsored or convened by a non-federal organization will be processed, per reference (a), when travel expense to the Government is to be incurred.

a. There is no authority under which OPNAV 5050/11 Request and Approval for Attendance at Meetings may be used to limit entitlements under directive type orders for lesser amounts than those stipulated in reference (a). OPNAV 5050/11 may be accessed by using the following Web address: https://navalforms.documentservices.dla.mil/formsDir/_OPNAV_5050_11_1489.pdf.

b. 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 reference (a), a supplemental OPNAV 5050/11 that references the initially approved form request will be approved to cover the additional expense.

c. Subsequent to this approval, the order-writing activity will endorse the basic orders, to include the additional expenditure.

d. One of the following statements in the text of the orders or endorsement (as applicable) must be included:

"Funds not to exceed ($___) for expenses of attendance at meetings were approved (date) on (form) _____ by (authority), as designee of the Secretary of the Navy for this purpose by authority of SECDEF memo of 23 Sep 2015."

"Additional funds not to exceed ($___) for expenses of attendance at meeting were approved (date) on (form) _____by (authority), as designee of the Secretary of the Navy for this purpose by authority of SECDEF memo of 23 Sep 2015."

"Registration fee of ($___) was authorized in connection with this meeting." (if applicable)

7. **Travel in Connection with Public Events**. TDY orders in connection with participation in public events will be issued per reference (e).

8. **Delay to Count as Leave in Connection with TDY**. The authorizing official must ensure that TDY orders are not being requested as a means to defray transportation expenses to, from, or via a leave location. Delay counted as leave must be incorporated in the orders.

a. Normally, travel by privately owned conveyance (POC) should not be authorized in the TDY order that authorized the leave. However, per reference (a), POC (automobile or motorcycle only) use on TDY is to the Government's advantage for TDY to locations within 800 miles (round-trip) of the PDS as determined from the Defense Table of Official Distances which may be accessed by using the following Web address: https://dtod.sddc.army.mil/Default.aspx. There is no requirement for any cost comparison. A command may authorize POC (automobile or motorcycle only) use for TDY travel of 800 miles or less round-trip (400 miles one-way) at its discretion.

b. Other 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.

c. Subject to the foregoing, order-writing commands are authorized to grant leave equal to the number of days earned leave, plus advance leave (not to exceed 30 days) in conjunction with TDY orders (regardless of duration of TDY), provided there is no additional expense to the Government.

d. TDY orders combined with leave must include the following statement:

"If you avail yourself of this leave, indicate on original orders the date and hour TDY commenced and was completed."

e. The paragraph below must also be included in orders which authorize leave outside the 48 contiguous United States and the District of Columbia:

"If you avail yourself of this leave, obtain endorsement from each TDY point as to the transportation which would have been available in reporting to next TDY point, or in returning to the 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."

f. Reference (f) and MILPERSMAN 1050-250 govern foreign leave travel involving Navy members. Use the following Web address to access foreign clearance leave of Navy members: https://www.fcg.pentagon.mil/.

9. **Directive to Report**. For travel within the contiguous United States, except when the TDY is under instruction, it is not mandatory that orders contain the reporting statement in paragraph 8d above. However; where practicable, the reporting statement should be included, especially for extended periods of TDY (i.e., directed continuous travel of 3 or more weeks).

a. If a senior commander is not available for reporting purposes, the member 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 be provided a copy of the member's orders.

b. If a member is not ordered to report, no reporting endorsement is required. Availability/non-availability of Government quarters must be documented by the member per reference (a).

10. **Early Reporting**

a. The cognizant commander authorizing TDY and leave should determine the member's leave desires and ensure the orders are written to prevent early reporting at the TDY station. Early reporting may be authorized under the following exceptions:

(1) Early reporting is necessary due to variations in transportation schedules.

(2) The duty may be performed at any time, as differentiated from a fixed period, as is generally the case for TDY under instruction.

(3) When the appropriate commander determines that early reporting is in the best interest of the Government or has been caused by conditions beyond the member'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)."

b. Members ordered TDY for training will be directed to commence travel in order to report no earlier than the day preceding the class convening date.

11. **Security Clearance and Transportation of Classified Materials/Documents**. All commands issuing TDY orders will ensure that members for whom orders are written are not restricted by the provisions in reference (g).

12. **Excess Baggage**. See reference (a) regarding baggage allowances in connection with TDY.

13. **Uniform for TDY Travel**. Military uniforms and civilian attire are covered in reference (h), Chapter 7. The following Web address should be consulted prior to commencing travel outside the continental United States: https://www.fcg.pentagon.mil/fcg.cfm.

14. **Certification of Itineraries for Travel of Naval Aircraft Ferrying Squadron Personnel**. To facilitate payment for travel of personnel ferrying aircraft, the commanding officer at the PDS will verify the claim submitted by the traveler at the final activity of the itinerary of an assignment.

a. This pertains to cases in which the parent command daily tracks the pilot and crew members, issuing verbal orders with flexible itineraries and without specific destinations. The itinerary will include the following:

(1) Time of departure;

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

(3) Availability of Government quarters and messing facilities at each activity visited; and

(4) Time of return to PDS.

b. Per reference (i), the following certification will be placed on the reverse of each DD 1351-2 Travel Voucher or Sub-voucher:

"I certify that the permanent duty station of the claimant was as stated during the period covered by this claim, that the TDY, for which per diem is claimed, was in the performance of duty or training at (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"

DD 1351-2 may be accessed by using the following Web address: http://www.dtic.mil/whs/directives/forms/dd/ddforms1000-1499.htm

c. The certified itinerary will be considered sufficient for payment of claims.

15. **Aviation Personnel Forced Down Under Emergencies**

a. Aviation personnel, who are forced down in an emergency and required to incur personal expenses while performing official duties are authorized TDY allowances per reference (a), Chapters 3 and 4.

b. Aviation commands are authorized to issue written orders confirming verbal instructions for reimbursement purposes.

16. **Policy Review**. This article has been reviewed by the Per Diem, Travel, and Transportation Allowance Committee staff per reference (a), paragraph 1020-A, as PDTATAC Case RR15002.

MILPERSMAN 1320-316

GENERAL COURT-MARTIAL ORDERS

Responsible Office	NAVPERSCOM (PERS-451) (PERS-00D1)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members

1. **Background**

a. Historically, a member ordered to appear as the accused in a general court-martial (GCM) is involved for an extended period of time.

b. Temporary duty (TEMDU) orders would permit exorbitant per diem entitlements. Conversely, a member dismissed as a result of a court-martial sentence may be required to reimburse the government since the member was not ultimately assigned to a permanent duty station (PDS).

c. Circumstances may dictate varying per diem entitlements; therefore, a uniform criterion was established for ordering a member who is the accused in a GCM.

2. **Procedures**

a. The detailer will liaison with Navy Personnel Command (NAVPERSCOM), Corrections and Programs Branch (PERS-00D1) 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 GCM is to be convened, permanent change of station (PCS) orders will be issued.

(2) When ashore and stationed **within 25 miles** of the city where the GCM is to be convened, the appropriate local command authorized to issue temporary additional duty (TEMADD) orders will issue such orders when the period of time **does not exceed 6 months**. If a period **longer than 6 months** is envisioned, NAVPERSCOM will issue PCS orders as described in the paragraph above.

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

c. In unusual cases, such as when a member 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 member(s) or per diem entitlements).

d. When ordered ashore from aboard ship, PCS orders will be issued.

e. To determine entitlements for dependent travel, transportation, and shipment of household goods (HHG) incident to a member's court-martial sentence or Other Than Honorable discharge, refer to reference (a).

MILPERSMAN 1320-320

PERMANENT CHANGE OF STATION (PCS) ORDERS TO SHIPS UNDER CONSTRUCTION AT CIVILIAN SHIPBUILDING COMPANIES OR YARDS

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 (b) OPNAVINST 4650.17

1. **Background**. A Precommissioning Unit (PRECOM UNIT) 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 permanent change of station (PCS) orders for members 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.

2. **DUTY CFO (6 Months or more)**. Two sets of PCS orders will be issued by Navy Personnel Command (NAVPERSCOM) when it is determined by the detailer that the commissioning date of the vessel will be 6 months or more from the member's estimated date of arrival (EDA) at the ship's PRECOM UNIT based on the latest **Naval Sea Systems Command (NAVSEASYSCOM) Quarterly Progress Report (NAVSEA 250-574)**. The following procedures apply:

a. A member's first PCS orders will be to the ship's PRECOM UNIT located at the construction or conversion site.

(1) Upon arrival, the member will report to the appropriate reporting senior for "**DUTY CFO AT (shipbuilding company/yard)**."

(2) No per diem entitlements exist. PCS entitlements are to the PRECOM UNIT's assigned permanent duty station (PDS).

(3) Previous duty station tour length must meet Time on Station (TOS) requirements or be waived prior to ordering the member to the PRECOM UNIT.

(4) Members assigned to DUTY CFO (accounting category code (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 area where the dependent(s) (hereafter referred to as family member(s)) are residing per reference (a).

b. Message assigning the initial homeport for the vessel/determination of a "firm" commissioning date of the vessel.

(1) These orders will detach the member from "**DUTY CFO**" (ACC: 106) with the PRECOM UNIT and direct the member to report to the vessel for "**DUTY (ACC: 100) ON BOARD WHEN PLACED IN COMMISSION**."

(2) No per diem entitlements exist. PCS entitlements are to the homeport as assigned by Chief of Naval Operations (CNO).

(3) These orders to sea duty meet the Department of Defense (DoD) TOS exemption and no waiver is required.

3. **TEMDU CFO (less than 6 Months)**. A member will be issued one PCS order by NAVPERSCOM when it is determined by the detailer that commissioning date of the vessel will be less than 6 months from the member's EDA at the ship's PRECOM UNIT 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 member will be ordered to report to the PRECOM UNIT's unit identification code (UIC) (intermediate activity) for "**TEMDU CFO (ACC: 352) AT (shipbuilding company/yard)**."

(1) Upon detachment from TEMDU CFO, the member will be further ordered to report to the vessel (ultimate activity) for "**DUTY (ACC: 100) ON BOARD WHEN PLACED IN COMMISSION**."

(2) Per diem cost will incur if the initial homeport of the vessel is not the same as the construction site.

(3) 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 member's assignment is changed from TEMDU CFO,

or temporary additional duty (TEMADD), to DUTY CFO (ACC: 100) per reference (a).

(4) 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 references (a) and (b).

b. When orders are issued "**before**" the CNO message assigning the ship's initial homeport has been released, the member will be ordered to report to the PRECOM UNIT's UIC (intermediate activity) for "**TEMDU CFO (ACC: 352) AT (shipbuilding company/yard)**."

(1) Upon detachment from TEMDU CFO (ACC: 352), the member will be further ordered to report to the vessel (ultimate activity) for "**DUTY (ACC: 100) ON BOARD WHEN PLACED IN COMMISSION**."

(2) These orders will reflect "**NHPA**" (no homeport assigned) for the location of the homeport.

(3) Transportation of family member(s) and household goods will **not** be authorized until these orders are modified to reflect the vessel's initial homeport.

(4) **This modification cannot be issued until after the CNO message assigning the vessel's initial homeport has been released**.

(5) Per diem cost will incur if the initial homeport of the vessel is not the same as the construction site.

(6) If the initial homeport and the construction site are the same, per diem stops as soon as permanent quarters are occupied.

(7) 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 references (a) and (b).

c. 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 MEMBER(S) NOR SHIP HOUSEHOLD GOODS PRIOR TO ANNOUNCEMENT OF VESSEL'S OFFICIAL HOMEPORT. FURTHER ENSURE MEMBER UNDERSTANDS THAT MOVEMENT OF FAMILY MEMBER(S) 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."

d. 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:

P62038 "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 FAMILY TRAVEL."

e. If a member 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.

NOTE: Entitlement to family member(s) 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 (reference (b) refers) when commissioned. TEMDU CFO is not considered indeterminate TEMDU under the purview of reference (a).

4. **Orders to a Vessel Remaining at the Construction Site for 6 months or more after Commissioning (for Post-Commissioning Work) and the CNO Assigns that Same Site as the Ship's Initial Homeport**. Procedures for assigning members to TEMDU CFO (ACC: 352) or DUTY CFO (ACC: 106) are the same as previously specified in paragraphs 2 and 3 of this article.

a. In PCS orders detaching members from DUTY CFO (ACC: 106) and directing them to report for DUTY CFO (ACC: 100) and the

initial homeport assignment location is the same as the PRECOM UNIT (construction site), no PCS entitlements should incur.

(1) In some situations they **may** incur, depending upon decisions made by the member (regarding transportation of family member(s)/household goods) under previous PCS orders to DUTY CFO (ACC: 106).

(2) These orders to sea duty meet DOD TOS exemption and no waiver is required.

b. In orders where the member 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 PRECOM UNIT UIC location/construction site).

NOTE: Per diem stops once the member occupies permanent quarters, or on the date the member's assignment is changed from TEMDU CFO (ACC: 352), or TEMADD, to DUTY CFO (ACC: 100).

c. Six months prior to completion of the postcommissioning work, CNO promulgates a homeport "**change**" from the first (initial) homeport (same as the construction site) to the ultimate homeport. When appropriate, members 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.

5. **Orders to Prospective Commanding Officers (PCOs) of New Construction or Conversion Vessels**. PCOs of new construction or conversion ships will be under the cognizance of the appropriate type commander (TYCOM).

a. NAVPERSCOM will direct all PCOs to report (in person or by letter) to their TYCOM for DUTY CFO, TEMDU CFO, or TEMADD CFO, as appropriate.

b. Orders will also direct PCOs to report (in person or by letter) to the supply ship (SUPSHIP) for additional duty, or TEMADD, as appropriate.

c. The TYCOM will be the reporting senior for fitness report purposes.

d. PCOs of new construction surface ships will be ordered to 1 week of TEMDU (ACC: 350) with CNO, Assistant Chief of Naval Operations (Surface Warfare) (N86).

e. 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.

6. **Orders to Members for Duty in Conventionally Powered Surface New Construction/Conversion Ships**

a. Members in the **nucleus crew** will be ordered to the ship's PRECOM UNIT located at the construction site (civilian shipyard) and report to Commanding Officer (CO), PRECOM UNIT for DUTY CFO (ACC: 106), or TEMDU CFO (ACC: 352).

b. Members in the **balance crew**, with the exception of the Prospective Executive Officer (PXO), will be ordered to report to the designated Fleet Training Center (FTC) for TEMDU (ACC: 350) precommissioning training.

c. Upon completion of precommissioning training, members of the **balance crew** will be ordered to proceed to the construction site and report to CO, PRECOM UNIT for DUTY CFO (ACC: 106), or TEMDU CFO (ACC: 352).

7. **Procedures in Connection with Ship Delivery Slippages**. All personnel ordered to TEMDU in connection with precommissioning training at FTCs, or TEMDU CFO (ACC: 352) with the PRECOM UNIT 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 written, is anticipated to be in excess of 6 months**."

a. When it is officially determined by appropriate authority that a slippage in ship delivery of the vessel will occur, NAVPERSCOM will be notified through the NAVSEA 250-574.

b. To ensure that per diem payments to members assigned to TEMDU (ACC: 352) at FTCs, or TEMDU CFO (ACC: 352), are not suddenly terminated, NAVPERSCOM or CO, PRECOM UNIT/PCO will be responsible for the procedures in paragraphs 8 and 9.

8. **New Projected Commissioning Date will exceed 6 Months**. When slippage occurs after personnel have reported for TEMDU (ACC: 352) precommissioning training at FTCs, or TEMDU CFO (ACC: 352) with the PRECOM UNIT at the construction site, and the remaining time from the date the determination is made until the new projected commissioning date will exceed 6 months, NAVPERSCOM **will issue appropriate order modifications** changing the member’s status at

a. FTCs from TEMDU (ACC: 352) precommissioning training to DUTY (ACC: 106) commissioning training.

b. PRECOM UNITs from TEMDU CFO from (ACC: 352) to DUTY (ACC: 106).

c. FTCs and PRECOM UNITs. Disband the precommissioning detail in the case of extreme slippage of ship's delivery date.

9. **New Projected Commissioning Date is less than 6 Months**. When slippage occurs after personnel have reported to FTCs for TEMDU (ACC: 352) precommissioning training, or PRECOM UNITs 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 6 months**, the following procedures apply for

a. **FTCs**. **NAVPERSCOM will issue appropriate order modifications**. These modifications will either

(1) change the member’s status from TEMDU (ACC: 352) precommissioning training to DUTY (ACC: 106) precommissioning training, or

(2) extend present period of TEMDU (ACC: 352) precommissioning training for an additional period (not to exceed 6 months from date of NAVPERSCOM order modification).

b. **PRECOM Units**

(1) PCOs of vessels under construction are authorized, via NAVPERSCOM orders assigning them to TEMDU/DUTY CFO as CO, PRECOM UNIT, to modify NAVPERSCOM orders of military personnel under their command to extend their present period of TEMDU CFO (ACC: 352).

(2) The modification will be an endorsement to members’ orders to extend their present period of TEMDU CFO for an additional period not to exceed 6 months from the date of endorsement. 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 6 months or 180 days from the date the TEMDU CFO is extended).

(d) date of CO, PRECOM UNIT's NAVPERSCOM orders granting authority by NAVPERSCOM to modify a member’s orders by endorsement.

(3) Copies of endorsement modifications will be forwarded to NAVPERSCOM (the PERS- code indicated in the subject line of the member’s orders). The member’s detailer will use these copies to manually update the member's master record/file accordingly.

10. **Per Diem Payments**. 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.

a. This is not necessary for relatively insignificant extensions of 7 days or less when the period of TEMDU or temporary duty under instruction (TEMDUINS) is more than 30 days, or 3 days or less when the period of TEMDU or TEMDUINS is less than 30 days.

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

MILPERSMAN 1320-322

CHANGE OF HOMEPORT OR PERMANENT DUTY STATION (PDS) OF A VESSEL, SHIP-BASED SQUADRON OR STAFF, OR MOBILE UNIT

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1

1. **Policy**. Entitlement to dependent(s) (hereafter referred to as family member(s)) travel and shipment of household goods (HHG) to the old homeport/permanent duty station (PDS) of a vessel, ship-based squadron or staff, or mobile unit **ceases** on the day a member attached to or ordered to the unit is notified of Chief of Naval Operations (CNO) promulgation of a change of homeport or PDS.

a. It is important that members be promptly notified, since family member(s) travel and shipment of HHG made prior to receipt of **written** notification of CNO promulgation does **not** deny the member this entitlement, and reimbursement can be claimed to the old homeport or PDS, and again to the new homeport or PDS.

b. The entitlement homeport/PDS for vessels, ship-based squadrons or staffs, and mobile units is changed within the Total Force Manpower Management System (TFMMS) activity file upon receipt of the CNO promulgation message. Permanent change of station (PCS) orders written before or after the date of CNO's promulgation message require additional wording to ensure the member receives proper authorization for transportation of family member(s) and shipment of HHG.

2. **Orders Issued to Members before Date of CNO Promulgation Message**. PCS orders directing a member to report to a vessel, ship-based squadron or staff, or mobile unit will be modified by Navy Personnel Command (NAVPERSCOM) 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 MEMBER (S) TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS TO (old homeport/PDS) AS DIRECTED BY COMNAVPERSCOM ORDERS (DTG#/date) NOT AUTHORIZED. SEE NAVSO P-6034-1, PARAS. U5222-D-5, U5222-I, AND U5350-I. A COPY OF THIS ORDER MODIFICATION MUST BE IMMEDIATELY DELIVERED TO THE PERSONAL PROPERTY TRANSPORTATION OFFICE ARRANGING SHIPMENT OF HOUSEHOLD GOODS.

3. **Orders Issued to Members after Date of CNO Promulgation Message**

a. PCS orders directing a member 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:

P66037 ON (date) CNO PROMULGATED CHANGE OF HOMEPORT/PERMANENT DUTY STATION OF (name of unit) TO (new homeport/PDS). REIMBURSEMENT OF FAMILY MEMBER(S) TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS TO (old homeport/PDS) NOT AUTHORIZED. SEE NAVSO P-6034-1, PARAS. U5222-D-5, U5222-I, AND U5350-I.

b. PCS orders detaching a member 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 MEMBER(S) TRAVEL AND SHIPMENT OF HOUSEHOLD GOODS FROM (old homeport/PDS) AUTHORIZED. SEE NAVSO P-6034-1, PARAS. U5222-D-5, U5222-I, AND U5350-I.

4. **Members on Board at Time of CNO Promulgation Message**. When members 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 projected

rotation date (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 detailer will review each case (coordinating with the commanding officer (CO) as required) to determine if it is more appropriate to permit completion of the scheduled tour or to issue PCS orders.

5. **Homeport Change Certificate**. All members who are attached or assigned on the date CNO promulgates a change of homeport or PDS are entitled to move their family member(s) and ship HHG **except members**

a. **without family member(s) on the effective date of change of homeport or PDS**. The member is entitled to movement of HHG and a motor vehicle.

b. **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 member(s) or shipment of HHG.

c. **who have less than 90 days obligated service (OBLISERV)** remaining on the effective date of the change of homeport or PDS.

(1) Separation or RAD orders will be issued.

(2) If the member’s services can be spared, the member will be transferred for separation.

(3) If the member’s services cannot be spared, the member will be required to accompany the ship to the new homeport, or the mobile unit to its new PDS.

6. **Transportation Authorization**. Upon receipt of the CNO promulgation message of change of homeport or PDS, the CO may issue a PCS travel authorization for the member to proceed to the old homeport and then to the new homeport via any temporary duty (TEMDU)/temporary additional duty (TEMADD) stations.

a. If the ship or afloat staff is at the old homeport, the member may proceed from the old homeport to new homeport and return to the ship or afloat staff via any TEMDU/TEMADD stations.

(1) Such authorization will be issued when it is deemed necessary for the member to travel to assist in the movement of family member(s), shipment of HHG, to pick up personal items, or to bring the member's privately owned conveyance (POC) to the new homeport.

(2) This entitlement will expire 1 year from the effective date of the homeport change.

(3) If a member is on leave from a deployed ship or afloat staff whose homeport is changed, refer to reference (a), chapter 5.

b. Travel to and from the authorized destination is treated as separate legs of the journey.

(1) Travel for the other leg of the journey should be directed by government procured transportation.

(2) Members should only be authorized transportation allowances for POC on one leg of the journey as described in reference (a), chapters 4 and 5.

MILPERSMAN 1320-324

PERMANENT CHANGE OF STATION (PCS) PROCEDURES FOR FORWARD DEPLOYED COMMANDS OF THE MILITARY SEALIFT COMMAND

Responsible Office	NAVPERSCOM (PERS-451/454)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693
	Military Sealift Command (MSC-N11)	COM DSN	(202) 685-5117 325-5117

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Para. 5120-D

1. **Purpose**. To establish continental United States (CONUS) homeport intermediate stops (I-stops) for personnel executing permanent change of station (PCS) orders to and from ships of the operating forces that operate in an overseas area for a contemplated period of 1 year or more. These homeport I-stops will ensure equity in basic allowance for housing (BAH) and other entitlements; and for those units without administrative support on board, proper administrative processing for receiving and transferring personnel executing PCS orders. They will also ensure proper medical screening prior to detachment.

2. **Forward Deployed Commands**

a. Personnel executing PCS orders both to and from the forward deployed operating forces (ships) of the Military Sealift Command (MSC) military departments (MILDEPT) will have I-stops at the homeport included in their orders.

(1) These units have a CONUS homeport, but operate overseas for extended periods. An I-stop at the homeport for personnel transferring to and from these units is usually required. An I-stop at the homeport for personnel transferring from units that have administrative support on board will not normally be needed.

(2) Exhibit 1 lists MSC units requiring homeport I-stops. MSC will update this list as changes occur.

b. If the member concerned, the member's detailer, the receiving or transferring MSC unit, and Military Sealift Fleet Support Command (MSFSC) all agree the homeport I-stop is not needed, either one or both of the I-stops may be eliminated.

c. The homeport I-stops will normally be at MSFSC unless otherwise noted in Exhibit 1. The length of the I-stops will be for 2 working days, unless extenuating circumstances require longer periods. In these cases, a request to extend the I-stop period must be forwarded from the command via MSFSC to Navy Personnel Command (NAVPERSCOM). Use accounting category code (ACC) 350 for each I-stop.

d. Per reference (a), per diem is authorized while at the intermediate duty station if the 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.).

EXHIBIT 1
MSC MILDEPTS ONBOARD USNS SHIPS

PAC BASED SHIPS (40443)			
UNIT	**HULL**	**UIC**	**HOMEPORT**
ALLEN SHEPPARD	T-AKE 3	4344A	San Diego CA
*BRIDGE	T-AOE 10	4285A	Bremerton WA
CATAWBA	T-ATF 168	43616	San Diego CA
CONCORD	T-AFS 5	48599	San Diego CA
DIEHL	T-AO 193	46282	San Diego CA
ERICSSON	T-AO 194	46283	San Diego CA
FLINT	T-AE 32	39536	San Diego CA
GUADALUPE	T-AO 200	48887	San Diego CA
KILAUEA	T-AE 26	42842	San Diego CA
KISKA	T-AE 35	39538	San Diego CA
NAVAJO	T-ATF 169	43618	San Diego CA
NIAGARA FALLS	T-AFS 3	48597	San Diego CA
PECOS	T-AO 197	46286	San Diego CA
*RAINIER	T-AOE 7	4284A	Bremerton WA
RAPPAHANNOCK	T-AO-204	48891	San Diego CA
SAFEGUARD	T-ARS 50	4575A	KYUSHU SASEBO JAPAN
SALVOR	T-ARS 52	4576A	Pearl Harbor HI
SAN JOSE	T-AFS 7	48601	San Diego CA
SHASTA	T-AE 33	43055	San Diego CA
SIOUX	T-ATF 171	41936	San Diego CA
TIPPECANOE	T-AO 199	48886	San Diego CA
YUKON	T-AO 202	48889	San Diego CA
***I-stop will be PSD Bremerton (43137)**			

LANT BASED SHIPS (40442)			
UNIT	**HULL**	**UIC**	**HOMEPORT**
ARCTIC	T-AOE 8	4283A	Earle NJ
APACHE	T-ATF 172	41930	Norfolk VA
BIG HORN	T-AO 198	46287	Norfolk VA
GRAPPLE	T-ARS 53	4574A	Norfolk VA
GRASP	T-ARS 51	4573A	Norfolk VA
GRUMMAN	T-AO 195	46284	Norfolk VA
KANAWHA	T-AO 196	46285	Norfolk VA
LARAMIE	T-AO 203	48890	Norfolk VA
LENTHALL	T-AO 189	45811	Norfolk VA
LEWIS CLARK	T-AKE 1	4324A	Earle NJ
MT BAKER	T-AE 34	39537	Earle NJ
PATUXENT	T-AO 201	48888	Norfolk VA
SACAGAWEA	T-AKE 2	4325A	Earle NJ
SATURN	T-AFS 10	63674	Norfolk VA
SPICA	T-AFS 9	44291	Norfolk VA
SUPPLY	T-AOE 6	4153A	Earle NJ

MILPERSMAN 1320-326

PERSONNEL SUPPORT FUNCTIONS FOR NATO SOUTHERN REGION

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM FAX	882-4198 (901) 874-4198 882-2693

1. **Purpose**. To establish the United States (U.S.) Navy Element, Allied Forces Southern Europe (AFSOUTH) (unit identification code (UIC) 62709)) located in Naples, Italy.

a. U.S. Navy Element, Allied Forces Southern Europe will be an intermediate duty station for personnel reporting for duty to the following activities:

(1) COMSTRIKFORSOUTH DET VERONA IT (UIC 31587)

(2) HQ AF SOUTH NCISS LATINA IT (UIC 42072)

(3) AF SOUTH LCO VERONA IT (UIC 46674)

(4) HQ 5TH ALLIED TACAIRFOR VINCENZA IT (UIC 64119)

(5) HQ NAVSOUTH NAPLES IT (UIC 66030)

b. All members shall be ordered via AFSOUTH for 7 days temporary duty (ACC 350) en route to the above UICs.

c. AFSOUTH is a detachment of the Personnel Support Activity (PERSUPPACT), Naples and provides all administrative support for personnel assigned to North Atlantic Treaty Organization’s (NATO’s) southern region.

d. The 7-day check-in period in Naples will provide sufficient time for the local Personnel Support Detachment (PERSUPP DET) to process travel claims, adjust pay records, and set up accounts in local financial institutions.

e. Each member’s service record will be reviewed and updated with clearance; NAVPERS 1740/6 (Rev. 9-06), Department of the Navy Family Care Certificate; NAVPERS 1070/602 (Rev. 7/72), Dependency Application/Record of Emergency Data; and any other required entries.

MILPERSMAN 1321-020

OFFICER FLIGHT ORDERS (NON-AERONAUTICALLY DESIGNATED)

Responsible Office	NAVPERSCOM (PERS-435)	Phone:	DSN COM FAX	882-3947 (901) 874-3947 882-2756

1. **Policy**

a. Non-aeronautically designated officers assigned to duty involving flying will be issued DIFTECH orders by Navy Personnel Command (NAVPERSCOM).

b. Officers, except Naval Aviators, may be detailed to duty involving flying to perform essential in-flight duties. A commanding officer (CO) may request NAVPERSCOM to detail officers to perform in-flight duties when the duties

(1) are essential in the execution of the command's mission or in maintaining operational readiness.

(2) cannot be performed by any other member, officer or enlisted, available in the command who is already under orders to duty involving flying.

(3) require the member to participate in frequent and regular flights. For pay purposes, the member shall meet the flight time requirements of a crew member.

c. Officers shall be certified by a flight surgeon as being physically qualified, temperamentally suited, and aeronautically adapted for duty involving flying in connection with indicated flight duties.

2. **Request Procedures**. Requests shall be submitted via the type commander and such other commands as may be directed by competent authority. Addressees in the chain of command shall familiarize themselves with the respective command needs and make positive comments. Recommendations from the type commander are required for NAVPERSCOM, Aviation Captain Assignment Division (PERS-43) approval.

3. **DIFTECH Orders**

a. Orders become effective on the day the member reports to the member's CO for duty involving flying and cannot be made retroactive.

b. Orders for non-aeronautically designated officers detailed to duty involving flying shall be requested for a specified period of time necessary to complete a special project of flight evaluation. Such a period of time should be held to an absolute minimum. In any case, all DIFTECH orders shall terminate upon detachment from the command to which assigned.

c. Non-aeronautically designated officers detailed to duty involving flying shall be identified as crew members on all flight reports and certificates.

d. Commands having non-aeronautically designated officers detailed to duty involving flying shall institute procedures to ensure personal supervision of in-flight duties, submission of required reports, and termination of orders to duty involving flying when the justification of such orders is changed or no longer exists.

e. Failure of commands to follow the provisions set forth here will result in termination of orders to duty involving flying as Technical Observer unless sufficient justification is made by the command concerned to warrant continuation of such orders.

4. **Termination of Orders to Duty Involving Flying**

a. Orders to duty involving flying DIFTECH will be terminated by

(1) change of duty.

(2) change of billet from that upon which orders were justified, even though within the same command.

(3) where the special project for which the orders were issued is terminated.

b. In those cases where an officer requests termination of orders to duty involving flying, or a CO deems it necessary or desirable to terminate an officer's detail to duty involving

flying because of loss of motivation, anxiety, unsatisfactory performance, or similar reasons, the CO shall immediately suspend the member from further flight duties and submit a detailed report, including flight surgeon's comments and recommendations, together with recommendations to NAVPERSCOM via the type commander. Since the correspondence will be made a part of the officer's jacket, a statement by the officer shall be affixed, where appropriate.

5. **Contents of DIFTECH Order Letter**

a. The following sample "DIFTECH Order Letter" provides information on the contents to be used for requesting orders detailing a non-aeronautically designated officer to duty involving flying.

b. A request for orders detailing a non-aeronautically designated officer to duty involving flying shall be made the subject of a message only when circumstances clearly justify such expeditious handling. All messages shall be confirmed by a letter request as outlined above, including a comprehensive description of the in-flight duties involved. Orders, if approved, shall be subject to termination and contingent upon review of the letter request.

6. **DIFTECH Order Letter** (Use the proper letter format containing the following.)

From: Commanding Officer
To: Commander, Navy Personnel Command (PERS-43)
Via: [Type Commander]

Subj: REQUEST FOR ORDERS TO DUTY INVOLVING FLYING (DIFTECH)

Ref: (a) MILPERSMAN 1321-020

Encl: (1) Statement of Flight Surgeon

1. We request that the below named officer be detailed to duty involving flying DIFTECH:
[Grade, full name, branch of service, social security number/designator.]

2. This officer will perform the following in-flight duties:
[Describe in detail, to permit comprehensive review, including specific flying billet the member will occupy.]

3. We request that these orders be effected for the period [fill-in].

4. We certify that these in-flight duties are essential in the execution of this command's mission and cannot be performed by any other member, officer or enlisted, available in this command who is already under orders to duty involving flying.

5. In the execution of these essential duties, it is certified that this officer will be required to perform regular and frequent in-flight duties.

6. This officer is physically qualified, temperamentally suited, and aeronautically adapted for duty involving flying in connection with indicated flight duties as evidenced by enclosure (1).

[Signature of commanding officer] (This authority shall not be delegated.)

MILPERSMAN 1321-030

OFFICERS DETAILED TO RECRUITING DUTY

Responsible Office	COMNAVCRUITCOM (N1/N4)	Phone: DSN COM FAX	882-9112 (901) 874-9112 882-9151

References	(a) COMNAVCRUITCOMINST 5400.2E, Standard Operating Procedures Manual (SOPMAN)

1. **Responsibility as the Commanding Officer (CO)**

a. The CO of a Navy Recruiting District is responsible for the recruitment of men and women who meet the mental, moral, physical, and other specific standards prescribed by Chief of Naval Personnel (CHNAVPERS) in sufficient numbers to meet officer and enlisted personnel requirements of the Active and Reserve components of the United States Navy (USN).

b. The CO shall take every precaution to guard against the enlistment of improper, unsound, or incompetent persons.

2. **General Assignment**

a. Officers detailed to recruiting duty shall become familiar with all laws and regulations regarding recruitment, commissioning, enlistments, and reenlistments, as well as affiliation with the Navy Reserve.

b. Guidance for the recruiting of officers and enlisted personnel is provided in reference (a).

3. **Collateral Duty or Special Duties**

a. Officers assigned to Navy Recruiting Districts or Navy Recruiting Stations can be assigned collateral duties. Recruiting personnel should not be assigned special duties such as funeral details, Casualty Assistance Calls Officers (CACOs), line of duty investigations, and apprehension of deserters and unauthorized absentees. **EXCEPTION**: In certain instances funeral details will be required in geographically isolated areas where assignment of Navy recruiters will be the only means of rendering appropriate military honors.

b. Officers assigned to Navy Recruiting Command headquarters or Navy Recruiting Region staffs can be assigned collateral and special duties.

MILPERSMAN 1321-040

DETAIL OF CHIEFS OF STAFF, EXECUTIVE ASSISTANTS, FLAG SECRETARIES, FLAG LIEUTENANTS, AND AIDES

Responsible Office	NAVPERSCOM (PERS-44ES)	Phone: DSN COM FAX	882-4071 (901) 874-4071 882-9676

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Authorization**. Chiefs of staff, executive assistants, flag secretaries, flag lieutenants, and aides for flag officers are authorized only by Chief of Naval Operations, and entitlement is reflected by billets in manpower authorizations. This authorization is determined concurrently with establishment of each new flag billet.

Note: Officers will be assigned to these types of billets only when a flag officer is occupying the flag billet.

2. **Flag Lieutenant and Aide**

a. The title "flag lieutenant" is authorized for billets on staffs of flag officers in command afloat.

b. The title "aide" is authorized for billets on staffs of flag officers on shore duty.

3. **Wearing of Aiguillettes**. The wearing of aiguillettes is authorized only when the titles indicated below appear in both the billet title and the incumbent's Navy Personnel Command orders:

NOBC	BILLET TITLE
9015	chief of staff
9021	flag lieutenant
9082	flag secretary
9930	executive assistant
9935	aide

MILPERSMAN 1321-050

ASSIGNMENT TO DUTY OF LIMITED DUTY OFFICERS

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	223-2309 (703) 693-2309 224-1189

1. **Policy**. A Limited Duty Officer (LDO) is not required to qualify as an unrestricted line officer, but is eligible and may apply for the unrestricted line if the member desires.

2. **Duties Assigned**

a. LDOs will be assigned to various watches and collateral duties provided no interference with performance of LDO specialty.

b. Utilization of LDO will be based on designator, not by the member's former rating or warrant.

MILPERSMAN 1321-100

ORDERS FOR OFFICER SPECIAL PROGRAMS

Responsible Office	NAVPERSCOM(PERS-451)	Phone: DSN COM FAX	882-4518 (901) 874-4518 882-2676

MyNavy Career Center	Phone: E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) OPNAVINST 5700.7J

1. **Purpose**. Orders to various programs and assignments require officers to agree to remain on active duty (AD) for a specified amount of time. This article sets forth obligations for officer special programs not covered in other MILPERSMAN articles.

2. **Special Programs With Orders Contingent on AD**

a. Instructor Pilots, Naval Flight Officers (NFO), and Fleet Replacement Squadron (FRS) Students

(1) Acceptance of orders to FRS training en route to a warfare specialty squadron incurs an obligation to remain on AD for a period of time equal to a normal squadron tour per MILPERSMAN 1301-110 following completion of FRS training. Officers already under obligation for initial fleet training will continue under the provisions of that agreement or the 36-month stipulation, whichever is longer.

(2) Pilots and NFOs assigned to a squadron who have conducted FRS training and are transitioning to a new type aircraft incur the same obligation as above.

(3) Officers ordered to a flying billet involving an instructor under training (IUT) syllabus incur an agreement to remain on AD for 24 months following the completion of the IUT.

(4) Successful completion of any program that leads to an air combat training continuum level V designation (to include strike fighter tactics instructor (SFTI) level V) constitutes an agreement to remain on AD for 24 months in a sea duty billet at the conclusion of the first shore tour. If fleet replacement training is required, the 24 months will commence upon reporting to the assigned sea duty billet.

b. Pilots and NFOs Assigned to Squadrons Transitioning to New Model Aircraft. All pilots and NFOs assigned to a squadron who accept transition to a new model aircraft mid-tour incur an obligation to remain on AD for 24 months upon completion of training.

c. Officers Accepting Orders to F-35 Joint Strike Fighter (JSF) FRS Training. Acceptance of orders involving the completion of an F-35 JSF FRS transition syllabus, followed by duty as a JSF pilot with a shore-based unit, incurs an obligation to remain on AD for 24 months in a sea duty billet at the conclusion of the JSF shore tour. For an SFTI, this obligation will be completed concurrently with the obligation incurred by an air combat training continuum level V designation.

d. Training and Administration of the Reserves (TAR) Pilots to Initial Training of Fleet Logistics Support Squadron (VR) (C-40, C-20, C-37, and C-130) Aircraft. Acceptance of orders by TAR pilots for initial training in VR aircraft incurs an obligation to remain on AD for a period of 36 months (equivalent to a normal squadron tour), commencing upon completion of the transition training or upon reporting to the ultimate duty station, whichever is later.

e. Exchange Pilots and NFOs. Acceptance of orders to exchange duty involving other than United States Navy functional training in aircraft to be flown incurs an obligation to remain on AD for 24 months following completion of training.

f. Aviation Obligated Service (OBLISERV). Service members will be required to sign a binding contract with Navy Personnel Command (NAVPERSCOM) Aviation Officer Distribution Division (PERS-43), stipulating the obligations in subparagraphs 2a through 2f of this article. To ensure incorporation of the OBLISERV provision in orders for the special programs listed above, the PERS-43 placement officer will specify one of the personalized texts listed below in the Officer Assignment Information System (OAIS) to outline the obligation:

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

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

g. Submarine Officer Advanced Course. Submarine officers ordered to Department Head (DH) School for training and subsequent assignment will be issued orders contingent upon a 3-year agreement to remain on AD upon course completion. The agreement will run concurrently with any other OBLISERV previously contracted.

h. Department of Energy Naval Reactors Representative's Office (NAVREACTREPOFC) Staff. Officers ordered to the NAVREACTREPOFC staff will be issued orders contingent upon a 3-year agreement to remain on AD. The agreement will run concurrently with any other OBLISERV previously contracted.

i. Surface Warfare Officer Department Head Course. Officers executing orders to the Surface Warfare Officer Department Head Course constitute an agreement to remain on AD for two afloat DH tours or a single longer DH tour as assigned by NAVPERSCOM Surface Warfare Officer Distribution Division (PERS-41). This obligation is contingent upon completion of the course and commences upon reporting to the initial DH billet and is concurrent with the remaining time required by any prior AD obligation. Refer to the current naval administrative message.

j. Personnel Exchange Programs (PEP). Officers assigned to exchange contract tours must agree to remain on AD for the full PEP tour (24-36 months, depending on the billet; many flying billets are 30-months plus training time, normally 3-6 months). Special security restrictions may apply to officers ordered to exchange or loan program billets, or to officers ordered to Foreign Service colleges to comply with country clearance and status-of-forces agreements. Any such officers must be made aware of their status relative to judicial jurisdiction per reference (a).

k. Officers Accepting Orders to Special Projects Patrol Squadron 2 (VPU-2). All pilot and NFOs accepting orders to VPU-2 incur an agreement to remain on AD for 24-months upon transfer to the squadron.

MILPERSMAN 1321-105

ACTIVE COMPONENT (AC), INDEFINITE RECALL PROGRAM FOR RESERVE COMPONENT (RC) OFFICERS

Responsible Office	BUPERS-31	Phone: DSN COM FAX	882-3482 (901) 874-3482 882-2063

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. §12301 (b) BUPERSINST 1001.39F (CH-1) (c) OPNAVINST 1210.5B (d) 10 U.S.C. §1251 (e) OPNAVINST 1811.3A (f) NAVMED P-117, Manual of the Medical Department (g) BUPERSINST 1001.40B

1. **Policy**. Per reference (a), Selected Reserve (SELRES) and Full-Time Support (FTS) officers of the Navy Reserve Component (RC) may volunteer for "indefinite," also termed as "permanent," recall as a permanent component change from the RC to the Active Component (AC).

2. **Program Definition**

a. **Purpose**. Indefinite recall of RC officers is voluntary, permanent, and designed as a career active duty (AD) program. It is intended to afford qualified and interested SELRES and FTS officers the opportunity to be considered for a permanent component change from the RC to AC. Officers considered for indefinite recall are expected to provide a long-term contribution to the AC and be competitive for promotion with their AC officer counterparts.

b. **Opportunity**. Indefinite recall quotas are limited in number and approved by the Chief of Naval Personnel per the annual fiscal year AD officer accession plan. Quotas are determined by the needs of the Navy, and are allocated to each of the individual communities as requested by each community's

officer community manager (OCM) at Bureau of Naval Personnel (BUPERS), Officer Community Management (BUPERS-31).

c. **Commission, Transition, and Designation.** Officers recalled under indefinite recall orders are issued an AC commission, transitioned from the Reserve active status list (RASL) to the active duty list (ADL), and re-designated permanently from XXX5/XXX7 to XXX0 or from XXX8 to XXX1 for warrant officers.

d. **Promotion.** Upon transition to the ADL, these officers then compete for promotion on the ADL in their new AC designator.

e. **Length.** As this type of recall is permanent, the officer will be issued permanent change of duty station (PCS) orders with a projected rotation date, rather than a specified period of time, as required for temporary recall orders.

f. **Restrictions**

(1) Only SELRES and FTS officers from the Ready Reserve are eligible for indefinite recall orders. Individual Ready Reserve (IRR) and Standby Reserve officers must first affiliate with a Reserve unit as a SELRES/voluntary training unit officer prior to becoming eligible for indefinite recall orders.

Note: This restriction does not apply to Standby Reserve officers selected for the Targeted Reentry Program (TRP). Valid TRP participants will initiate return to ACDU by contacting Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9).

(2) RC officers volunteering for indefinite recall must request recall within their present community (e.g., an RC surface warfare officer (1115 surface warfare officer (SWO) SELRES or 1117 SWO FTS designator) may request indefinite recall to only the AC surface warfare community (1110 designator)).

(3) RC officers may not concurrently apply for both indefinite recall and redesignation into another officer community (e.g., an RC surface warfare officer (1115 SWO SELRES or 1117 SWO FTS designator) may not concurrently request recall and redesignation to AC intelligence officer (1830 designator)).

(a) **Primary Option.** The RC officer must first apply and successfully redesignate within the RC, per reference

(b), prior to applying for an indefinite recall. RC officers applying for indefinite recall from an RC which has no corresponding AC community (e.g., fleet support officer – 1105, strategic sealift officer – 1665) must redesignate within the RC to a community with a corresponding AC community (e.g., a strategic sealift officer would require successful redesignation as an RC surface warfare officer prior to applying for indefinite recall to AC surface warfare).

(b) **Alternate Option.** An RC officer would need to apply for and successfully change components in the officer's current community (i.e., 1115 SWO SELRES to 1110 SWO AC) through indefinite recall prior to requesting a change of AC designator through one of the semi-annual AC lateral transfer and redesignation boards per reference (c) and MILPERSMAN 1212-010.

(4) **Exceptions.** RC officers applying for indefinite recall to an AC community which has no corresponding RC community (e.g., permanent military professor - 1230, cyber warfare engineer - 1840) will be evaluated for eligibility on a case-by-case basis. These exceptions will be reviewed by Head, Navy Reserve OCM (BUPERS-351) and the requested Officer Community Manager OCM (BUPERS-31).

3. **Procedure for Applying**

a. **Recall Opportunities.** Indefinite recall opportunities are determined by the individual OCMs assigned to BUPERS-31.

b. **Submission Request.** RC officers applying for recall submit their recall requests directly to BUPERS-31. Addresses and additional information are posted on the Navy Personnel Command Web site under the Reserve OCM Web page.

c. **Chaplain Corps (4105).** RC Chaplain Corps officers applying for indefinite recall submit applications via their local Navy officer recruiter and Commander, Navy Recruiting Command (COMNAVCRUITCOM) for consideration.

d. **Documents to Submit.** To be considered for indefinite recall, RC officers must submit the following documents:

(1)	NAVPERS 1331/5 Application for Recall to Extended Active Duty
(2)	Annual Statement of Service History from BUPERS Online
(3)	Last four fitness reports (FITREPs), with no gaps in FITREP continuity permitted. Less than four FITREPs will only be accepted if specifically stipulated by the billet advertisement.
(4)	Last three physical fitness assessment results (from the Physical Readiness Information Management System)
(5)	Military or civilian resumé (optional)
(6)	Letters of recommendation (optional)
(7)	Pertinent qualifications/training (optional)
(8)	Other endorsements/pre-screens as required by community (e.g., ecclesiastical endorsement for Chaplain Corps applicants; nuclear propulsion pre-screen for nuclear power program applicants)

Submission of information requested is voluntary; however, failure to provide all information in the application may result in inability to process the application, or non-selection for the indefinite recall.

e. **Command Endorsements.** Command endorsements must accompany Reserve recall requests and should be from either the applicant's Reserve unit commanding officer/officer-in-charge (CO/OIC), Navy Reserve activity CO/OIC, or supported command CO/OIC.

4. Eligibility Requirements

a. **RC Criteria.** Both SELRES and FTS officers are eligible for indefinite recall. IRR and Standby Reserve officers are ineligible.

b. **Community Criteria.** Eligible RC officers from any community may apply for an indefinite recall.

c. **Rank Criteria.** RC officers applying for indefinite recall are not restricted by rank; however, because of the permanence of the indefinite recall, recall requirements are subject to the rank and year-group needs of the AC community.

d. **Failure of Selection (FOS) Criteria**

(1) **FOS on the ADL.** Officers previously released from the ADL as a result of a FOS for promotion to any grade are not eligible for indefinite recall.

(2) **FOS on the RASL.** Officers with any FOS while on RASL are eligible to apply for indefinite recall, but will be considered only on a case-by-case basis based on community needs, past performance, and future promotability.

e. **Statutory Age/Years of Commissioned Service (YCS) Criteria.** To be eligible, officers applying for indefinite recall must be able to accrue enough ACDU time to accumulate 20 years of total active service without restriction by a future statutory retirement age or YCS per references (d) and (e). This business rule prevents placing a recalled officer into the unforeseen situation of being permanently recalled back to the ADL and then involuntarily retired due to reaching statutory age or YCS limits without being offered the ability to determine which retirement is more advantageous to the member; regular retirement or non-regular retirement.

5. **Physical Requirements**. Each applicant selected for recall to extended ACDU must meet physical readiness standards as established by reference (f).

6. **Approving Authorities**. BUPERS, Military Community Management Department (BUPERS-3) is the final approval or disapproval authority for indefinite recall applications when there is a unanimous recommendation from BUPERS-31. Assistant Commander, Navy Personnel Command (PERS-4) and Assistant Commander, Reserve Personnel Management Department (PERS-9) are the final approval/disapproval authorities for career management. Applications with non-unanimous recommendations from any of these three major stakeholders are forwarded to Commander, Navy Personnel Command (COMNAVPERSCOM) for final approval.

7. **Processing Time**. Because officers recalled under indefinite recall orders undergo a permanent change from RC to AC and transfer from the RASL to the ADL, the normal processing time is approximately 3 to 5 months. Once an officer is selected for indefinite recall, the Secretary of the Navy approves the appointment by signing an appointment scroll for officers in the grades of ensign, lieutenant junior grade, and lieutenant. The Senate Armed Services Committee approves the appointment by

signing an appointment scroll for officers in the grades of lieutenant commander, commander, and captain.

8. **Service Obligation for Recalled Officers.** Officers indefinitely recalled to AC must agree to remain on active duty for a minimum of 2 years, unless otherwise specified in the PCS orders. The minimum agreement may be for a period of more than 2 years, depending on requirements and or duty station assignment. Officers indefinitely recalled may volunteer and be selected for individual augmentation.

9. **Additional Recall Programs**

a. **Navy Definite Recall Program.** Definite or temporary recall of RC officers is not designed to be a career AD program, but is intended to be a constructive part of an officer's SELRES career which is used to fill gapped or vacant Navy military personnel-funded billets in direct support of AC requirements. Officers recalled under definite recall orders remain on the RASL, retain their Reserve designator, and continue to compete for promotion on the RASL. RC officers interested in volunteering to fill specific advertised definite recall billets should refer to MILPERSMAN 1321-110.

b. **Navy Reserve 3-Year Recall Program.** RC officers interested in volunteering for definite recall to fill specific advertised Navy Reserve personnel-FTS billets should refer to MILPERSMAN 1132-010.

c. **Permanent Recall to FTS.** RC officers interested in applying for permanent recall into the FTS program should refer to MILPERSMAN 1001-020.

d. **Retired Officers Recall.** Retired officers, having retired from the RC or from the AC, who are interested in applying to permanent recall back into the AC Navy should refer to MILPERSMAN 1811-010.

e. **Reserve Canvasser Recruiter.** The Navy Reserve Canvasser Recruiter (CANREC) Program is designed primarily as a temporary recall program for production recruiters to execute the Navy Reserve recruiting mission. RC officers interested in applying for CANREC recall should refer to reference (g).

10. **Additional Information.** For further information on the qualifications, requirements, applications and available quotas,

applicants are encouraged to contact the appropriate OCM within BUPERS-3. Additional information, including OCM contact information may be accessed on the Program Authorization (PA) 110 or Officer Military Community Management Web page on the Navy Personnel Command Web site.

MILPERSMAN 1321-110

ACTIVE COMPONENT (AC), MPN-FUNDED, DEFINITE RECALL PROGRAM FOR OFFICERS

Responsible Office	PERS-92	Phone: DSN COM FAX	882-4456 (901)874-4456 882-2910

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. §12301 (b) OPNAVINST 1900.4 (c) OPNAVINST 1120.9 (d) BUPERSINST 1540.41D (e) SECNAVINST 1800.2 (f) OPNAVINST 1001.27 (g) 10 U.S.C. §12646 (h) NAVMED P-117, Manual of the Medical Department (i) BUMEDINST 1306.72H (j) SECNAVINST 1770.3D (k) SECNAVINST 1850.4E

1. **Policy**. Per reference (a), Selected Reserve (SELRES) officers of the Navy Reserve Component (RC) may volunteer for a "definite" (also termed as "temporary") Military Personnel, Navy (MPN) funded recall authorization to serve on active duty (ACDU) to fill specific advertised Navy Active Component (AC) Program billets.

2. **Program Definition**

a. **Purpose**. Definite recall of SELRES officers is voluntary and temporary, and is not designed as a career ACDU program. It is intended to be a constructive part of an officer's SELRES career, and is used to fill gapped or vacant Navy military personnel-funded AC billets. Officers recalled under definite recall orders remain on the Reserve Active Status List (RASL), retain their Reserve designator, and continue to compete for promotion on the RASL.

b. **Opportunity**. Definite recall quotas are limited in number and approved by the Chief of Naval Personnel per the annual fiscal year ACDU officer accession plan. Navy Personnel Command (NAVPERSCOM), Reserve Personnel Management Department (PERS-9) and NAVPERSCOM, Reserve Affiliation and Re-Designation Division (PERS-92) will coordinate with NAVPERSCOM (PERS-4) officer detailing and Bureau of Naval Personnel (BUPERS), Officer Community Management Division (BUPERS-31) to manage the distribution of approved quotas to the individual AC communities.

c. **Length**. This type of recall must be for a specified period that will not normally exceed 3 years. Any new definite recall orders in which the officer will perform greater than 1,095-days (3 years) of qualifying ACDU service out of the previous 1,460 days (4 years) requires a waiver from Office of the Chief of Naval Operations, (OPNAV) Military Personnel, Plans, and Policy Division (N13).

d. **Extensions**. Extensions of existing definite Reserve recall orders less than 3 years will be considered on a case-by-case basis in order to ensure no impact to quota availability, AC end-strength, the 1,095-days rule or sanctuary.

e. **Consecutive Orders.** In order to properly manage quota availability, AC end-strength, the 1,095-days rule, separation pay, and sanctuary, SELRES officers are prohibited from executing back-to-back MPN-funded recall orders for the same AC billet requirement without reapplying through the established process for definite recall opportunities. Officers approved for back-to-back MPN-funded recall orders or follow-on orders in support of a separate AC billet requirement may be required to take a break between the execution of the definite recall orders in order to ensure compliance with the 1,095-days rule. A period of active duty service is continuous if any break in service does not exceed 30 days, as stated in reference (b).

f. **Restrictions**

(1) Only SELRES officers from the Ready Reserve are eligible for definite recall orders in response to advertised Reserve recall opportunities. Full Time Support (FTS) officers are ineligible for definite recall orders. Individual Ready Reserve (IRR) and Standby Reserve officers must first affiliate

with a Reserve unit as a SELRES/voluntary training unit (VTU) officer prior to becoming eligible for definite recall orders.

(2) SELRES officers of any designation or community may apply for definite recall, and can apply for recall orders to an AC billet outside of their present community. For example, a SELRES surface warfare officer (1115 designator) can request recall to any advertised definite recall opportunity, and is not limited to only the AC surface warfare community (1110 designator), provided no additional designator requirements exist, and or the officer has the required background expertise.

3. **Procedure for Applying**

a. **Recall Advertisements.** Definite recall opportunities will be advertised through the Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) GovDelivery E-Mail Distribution System, and will be posted on applicable COMNAVRESFORCOM and Navy Personnel Command (NAVPERSCOM) Reserve Recall Web sites.

b. **Submission Request.** With the exception of the Reserve communities listed below, RC officers applying for recall will submit their recall request directly to NAVPERSCOM (PERS-92). Addresses and additional information can be found on the NAVPERSCOM Web site under the Officer Recall Web Page at: http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/officers/Pages/Recall.aspx.

(1) **Medical, Dental, Medical Service, Nurse, and Chaplain Corps.** RC officers in the Medical Corps (2105), Dental Corps (2205), Medical Service Corps (2305), Nurse Corps (2905), and Chaplain Corps (4105) applying for definite recall will submit their application through their local Navy officer recruiter and Commander, Navy Recruiting Command (COMNAVCRUITCOM) for consideration. COMNAVCRUITCOM will forward the application to NAVPERSCOM (PERS-92) for further processing.

(2) **Community Specific Requirements.** Some officer communities (including the Chaplain Corps (per reference (c)) and the Naval Nuclear Propulsion Program (per reference (d)) have unique requirements before recall can be executed. Officer community concurrence may be required before ACDU recall can commence.

c. **Documents to Submit.** SELRES officers requesting definite recall are required to submit the following documents to be considered:

(1)	NAVPERS 1331/5 Application for Recall to Extended Active Duty at: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.
(2)	Annual Statement of Service History from BUPERS Online at: https://www.bol.navy.mil/.
(3)	Cumulative Active Duty Service Statement (reference (e), enclosure (1)).
(4)	Last four fitness reports (FITREPs). No gaps in FITREP continuity can exist. Less than four FITREPs will only be accepted if specifically stipulated by the billet advertisement.
(5)	Last three physical fitness assessment results (from Physical Readiness Information Management System (PRIMS)).
(6)	Military or civilian resume (optional).
(7)	Letters of recommendation (optional).
(8)	16-year waiver or sanctuary waiver request (per reference (f)), only required if expected to go over 16 years (16-year waiver) or 18 years (sanctuary waiver) of total ACDU service during the proposed recall.
(9)	Pertinent qualifications/training (optional).
(10)	Other endorsements as required by community (e.g., ecclesiastical endorsement for Chaplain Corps applicants).

The purpose of submitting all listed documents is to provide a means for an individual to request voluntary recall to ACDU, and the information is used to evaluate the individual's ability to perform the job to which applying. Provision of the information requested is voluntary; however, failure to provide all information in the application may result in an inability to process the application, or non-selection for the recall.

d. **Command Endorsements.** Command endorsements are required to accompany recall requests and should be from either the applicant's Reserve unit commanding officer/officer-in-charge (CO/OIC), Navy Reserve activity CO/OIC, or supported Command CO/OIC.

4. **Officer Requirements for Recall**. Requirements for officers requesting recall are as follows:

a. **RC Criteria**. Only SELRES officers are eligible to apply for definite recall. FTS, IRR, and Standby Reserve officers are ineligible.

b. **Community Criteria**. Eligible RC officers from any community may apply for a definite recall.

c. **Rank Criteria**. RC officers applying for recall will not be restricted by rank, unless specifically delineated in the advertised eligibility requirements.

d. **Failed of Selection (FOS) Criteria**

(1) **FOS on the ADL**. Officers previously released from the ADL as a result of multiple FOSs to promotion to any grade are eligible to apply for definite recalls. These officers will be considered on a case-by-case basis, based on community needs, past performance, and future promotability.

(2) **FOS on the RASL**. Officers with any FOS while on the RASL are eligible to apply for definite recall, but will be considered on a case-by-case basis while based on community needs, past performance, and future promotability.

e. **Sanctuary Criteria**

(1) **Sanctuary Definition**. An RC officer who is on ACDU and is within 2 years of becoming eligible for retired pay may not be involuntarily released from that duty before becoming eligible for that retirement pay, unless the release is approved by the Secretary of the Navy (SECNAV). This period of attaining 18 years of cumulative ACDU is commonly known as entering "sanctuary."

(2) **Sanctuary Policy**. Sanctuary policy for RC officers executing definite recall orders is governed by references (e) through (g).

(3) **Sanctuary Screening**. Reference (f) requires that RC members being considered for a definite recall be screened for sanctuary status by NAVPERSCOM (PERS-92). If predicted to go over 16 years of cumulative total active service during the

period of proposed recall, the organization that desires the RC officer to perform the ACDU must submit either a 16-year waiver or sanctuary waiver (as applicable) to OPNAV (N13). The waiver must be approved prior to the generation of the definite recall orders.

5. **Physical Requirements**. Each applicant selected for recall to extended ACDU must meet physical standards per reference (h).

6. **Application Processing Procedures**

a. **Processing Time**. The normal processing time for applications is approximately 6 weeks.

b. **Criterion**. All applications for definite recall are received by NAVPERSCOM (PERS-92) and are reviewed for compliance with the guidelines in this instruction. All eligible applicants are forwarded to a selection board.

c. **Selection Board**. Selection is by recommendation of a board of officers within BUPERS-3, NAVPERSCOM (PERS-4), and the command requesting the definite recall. The applicant is evaluated based on billet and community needs, previous naval and civilian experience, and past performance. Officers will receive official notification of the decision reached on their recall request.

7. **Approving Authorities**. NAVPERSCOM (PERS-9) is the final approval or disapproval authority for definite recall applications when there is a unanimous recommendation from NAVPERSCOM (PERS-9), BUPERS-3, and NAVPERSCOM (PERS-4). Applications with non-unanimous recommendations will be forwarded to Commander, Navy Personnel Command (COMNAVPERSCOM) for final decision.

8. **Service Obligation for Recalled Officers**

a. **Duration Obligation**. Officers recalled to ACDU under a definite recall will be obligated to remain on ACDU for the duration of the definite recall orders for a period no less than 12 months and normally not to exceed 36 months. Definite recall orders for periods of less than 12 months will not be approved, (nor generated).

b. **Limitations.** Due to the purpose and nature of this Reserve Recall Program, officers recalled and serving under definite recall orders are **not** authorized to be selected for, nor volunteer for, mobilization or individual augmentation. Officers with approved mobilization or individual augmentation orders, and or mobilization assignment status codes will not be approved for recall.

c. **Early Termination.** Officers recalled under definite recall orders are subject to early termination of the recall orders either due to needs of the Navy or due to performance issues exhibited by the officer during the recall.

9. **Medical Hold (MEDHOLD)**

a. MEDHOLD is a SECNAV program managed by MEDHOLD, Line of Duty Healthcare, and NAVPERSCOM, Medical Retention Review Division (PERS-95) to retain RC personnel on orders greater than 30 days beyond the expiration of their existing ACDU orders to obtain medical treatment for an injury, illness, or disease incurred or aggravated on ACDU.

b. RC officers on definite recall orders who are authorized by NAVPERSCOM (PERS-95) for extension on ACDU for medical care will be placed in a MEDHOLD status and transferred from definite recall orders to active duty for training orders per reference (a), paragraph (h) and references (h) through (k).

c. A declination to go on MEDHOLD will be considered as a denial of treatment, in which case the RC officer will be released from the ACDU and may pursue a line of duty entitlement per reference (i).

10. **Additional Recall Programs**

a. **Navy Indefinite Recall Program.** Indefinite recall of Reserve officers is voluntary and permanent, and is designed as a career ACDU program. It is intended to allow qualified and interested SELRES and FTS officers the opportunity to be considered for a permanent component change from RC to AC. RC officers interested in volunteering to fill specific advertised indefinite recall billets should refer to MILPERSMAN 1321-101.

b. **Navy Reserve 3-Year Recall Program.** RC officers interested in volunteering for definite recall to fill specific advertised Navy Reserve Personnel FTS billets should refer to MILPERSMAN 1132-010.

c. **Permanent Recall to FTS.** RC officers interested in applying for permanent recall into the FTS Program should refer to MILPERSMAN 1001-020.

d. **Retired Officers Recall.** Retired officers, whether having retired from the RC or AC, interested in applying to permanent recall back into the AC Navy, should refer to MILPERSMAN 1811-010.

MILPERSMAN 1326-010

TRANSFER OF ENLISTED PERSONNEL ON BUREAU OF NAVAL PERSONNEL ORDERS

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4185 (901) 874-4185 882-2693

References	(a) DOD 7000.14R, DOD Financial Management Regulation (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (b) NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Uniformed Service Members (c) OPNAVINST 4650.15, Navy Passenger Transportation Manual

1. **Transfer Times**

a. Unless otherwise specified, transfers of enlisted personnel directed by Navy Personnel Command (NAVPERSCOM) shall be effected within the following periods:

(1) **From the Transient, Patient, Prisoner, and Holdee (TPP&H) and Student Pipelines or as a result of an immediate graduation, or brig availability report, on date of graduation from training, or on date of release from confinement**. It is recognized that delays may occur in transferring personnel due to the requirement for screenings or portcalls. These tasks should be carried out expeditiously and personnel transferred as soon as possible but not more than 2 working days after completion of these screenings or receipt of portcalls.

(2) **From all shore stations, within 4 days**. Should the month be directed, the actual date of transfer will be at the discretion of the transferring command.

(3) **From all cruising vessels, within 4 days, or before leaving port**. Should the month be directed the actual date of transfer will be at the discretion of the transferring command.

b. Personnel may be held a reasonable time beyond the periods specified above for the purpose of using government conveyance if appreciable savings in government funds is effected.

2. **Awaiting Relief**. Unless the orders so state, enlisted personnel shall not be held to await the reporting of a relief.

3. **Transfer within Same Locality**. When orders are received from NAVPERSCOM directing transfer of an enlisted member who already has been transferred to another vessel in the same locality, the orders shall be forwarded to his present commanding officer (CO) for compliance.

4. **Authorization for Leave or Delay**. When a member has been ordered transferred by NAVPERSCOM, leave or delay en route shall not be authorized without prior authority from NAVPERSCOM.

5. **Drafts**. Whenever practicable, drafts of enlisted personnel will be under the charge of a suitable member or members selected from the draft. If impossible to provide suitable personnel from the members of the draft, officers or enlisted members should be detailed to such duty, preferably from personnel under orders for transfer to duty in the same or general vicinity of the drafts' destination. The members who are in charge of drafts must be given adequate instructions in the performance of the duties that are expected of them and informed fully of their responsibilities.

6. **Proceed Time**. Four days proceed time, exclusive of travel time, is authorized subject to MILPERSMAN 1320-090 governing proceed time in execution of orders.

7. **Rations/Travel Allowances**

a. Separate rations are authorized during proceed time and are chargeable to the same appropriation as the member's pay and allowances (see Table 3-1-5, in reference (a)).

b. Travel and transportation allowances shall be advanced or reimbursed per references (b) and (c). Leave rations for leave granted en route shall be paid by pay directives (see Table 3-1-6, in reference (a)).

8. **Prevention of Order Carried Out**. If circumstances prevent the carrying out of transfer orders as directed in the orders, or as provided for in this article, COs shall notify NAVPERSCOM immediately.

MILPERSMAN 1326-020

PERMANENT AND TEMPORARY FLIGHT ORDER TO ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-404E)	Phone:	DSN COM FAX	882-3707 (901) 874-3707 882-2642

References	(a) DOD 7000.14-R, DOD Financial Management Regulations (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (b) NAVSO P-6048, Department of Defense Military Pay and Allowances Entitlements Manual (DODPM), Part 2 (c) BUPERSINST 1326.4D (d) DJMS Procedures Training Guide (DJMS PTG)

1. **Policy**. Chief of Naval Operations (CNO) (N13) determines the total number of enlisted flight billet requirements in the naval aeronautical organization and recommends to Navy Personnel Command (NAVPERSCOM), Aviation Assignment Branch (PERS-404) allocations for temporary flight orders for assignment to naval administrative commanders and manning levels for those personnel on permanent flight orders.

2. **Definitions**

a. "**Crewmembers**" - are individuals who participate regularly in aerial operations and are assigned under a Distribution NEC of 78XX or 82XX. They shall be issued permanent flight orders to Duty Involving Flying/Crewmember (DIFCREW) by NAVPERSCOM for initial assignment and upon subsequent permanent change of station (PCS) when the member is being assigned to flight duties.

b. "**Noncrewmembers**" - (Duty Involving Flying/Temporary (DIFTEM) and special mission) are personnel assigned in a DIFTEM status by NAVPERSCOM for the purpose of training or evaluation prior to being qualified or assigned to a crewmember status, or those personnel assigned in a special mission status in support of command missions as specified under current directives.

Special mission personnel are assigned by local commanding officers (COs) who have been authorized such funding by an appropriate naval administrative commander.

3. **Crewmembers**. The funding and administration of the Naval Aircrew Program for crewmembers is conducted by NAVPERSCOM as follows:

a. Entitlement to crewmember flight pay exists only when DIFCREW is specifically stated in the orders under which the member is serving. Such entitlement is continuous as long as the member meets the flight requirements and the orders specifying DIFCREW remain in effect.

b. Enlisted members who are enrolled in any naval officer procurement program will not be issued DIFCREW orders.

c. Enlisted personnel who are assigned to billets other than those that are aeronautically designated (78XX or 82XX), shall not be issued DIFCREW orders.

d. If a member in a DIFCREW status is transferred to a medical facility for treatment, DIFCREW orders shall remain in effect with pay entitlements being based on the provisions of reference (a). It is emphasized that this is the only time that DIFCREW orders may be carried forward on a PCS transfer without specific authorization by NAVPERSCOM. Commands must include the DIFCREW authorization in the transfer directive and notify NAVPERSCOM (PERS-404) immediately of such transfers including this authorization. This authorization does not include assignments to limited duty (LIMDU).

e. Members assigned to 6 months LIMDU shall be authorized DIFCREW orders by NAVPERSCOM only if it can be reasonably expected that member will be eligible to return to full flight duties at the completion of the LIMDU assignment. In that these provisions allow for “embarked” flight time entitlements under the provisions of references (a) and (b), DIFCREW shall not be authorized for consecutive assignments to or extensions of LIMDU, which exceed 6 months. If it is determined that a member shall not be returned to flight duties, DIFCREW shall not be authorized.

f. DIFCREW orders shall terminate upon PCS transfer if specific authorization is not included in the transfer directive. Accordingly, commands shall ensure the accurate and

proper preparation of NAVCOMPT 536 (Rev. 12-79), Standard Transfer Order to prevent unnecessary financial hardship on the individual.

4. **Noncrewmembers**. The funding and administration of the Naval Aircrew Program for noncrewmembers is conducted by NAVPERSCOM as follows:

a. DIFTEM and special mission, noncrewmember orders are applicable only at the command to which a member is attached while performing flying duties. Enlisted flight orders (DIFCREW, special mission, and DIFTEM) remain in effect if a member is discharged and reenlisted on board without a break in active service unless orders are sooner cancelled.

b. Naval aviation administrative commanders may allocate only special mission temporary flight orders to individual activities or units. Activity or unit commanders are not authorized to exceed the limitations established by the controlling allocation managers.

c. Special mission flight orders shall be issued only to those enlisted members whose duties require participation in aerial flights to perform in flight functions that cannot be performed by other members already under flight orders and shall be applicable for the period of time so assigned to such duties.

d. Members shall not be assigned to DIFCREW orders and noncrewmember orders concurrently.

5. **Incentive Pay for Aviation Duty (Noncrewmembers)**. To become entitled to incentive pay for aviation duty, members shall meet all the requirements contained in reference (c) and one of the following conditions:

a. Be ordered to duty involving flying by NAVPERSCOM on permanent flight orders (DIFCREW). DIFCREW orders become effective on and after the date the member initially reports for and under competent orders, subject to meeting flight requirements. This shall occur when an individual first reports to an aviation facility having aircraft, when inflight training commences and continues from that date without interruption as long as the member remains qualified and assigned to flying duties.

b. Be ordered to temporary duty involving flying for special mission purposes by orders signed by the CO, the acting CO, or by the officer in charge (OIC) of a deployed unit or detachment has been delegated authority to sign by the CO. Special mission orders may be signed “by direction”. They shall be in writing. If emergency conditions necessitate issuing verbal orders, they shall be confirmed in writing as soon as possible.

c. Be ordered to temporary duty involving flying (DIFTEM) by NAVPERSCOM for purposes of training for a valid aircrew billet, prior to being assigned a Distribution NEC of 82XX and for a period not to exceed 18 months. Commands shall report expenditures monthly per reference (c).

d. Members shall meet the minimum requirements for actual flying contained in reference (a) and related directives.

e. Procedures for the activation, suspension, and termination of Aviation Hazardous Duty Incentive Pay (HDIP) are contained in reference (d).

MILPERSMAN 1326-021

NAVY ENLISTED RESERVE COMPONENT (RC) TO ACTIVE COMPONENT (AC) AUGMENTATION PROGRAM

Responsible Office	NAVPERSCOM (PERS-92)	Phone: DSN	882-4343
		COM	(901) 874-4343
		FAX	(901) 874-2910

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone Toll Free:	1-866-U ASK NPC

References	(a) NAVSO P-6034, Joint Forces Travel Regulations (JFTR)

1. **Policy**. To fill active component (AC) community needs, enlisted Sailors may be directly accessed from the Reserve component (RC). This not only leverages existing skill sets that reside in the RC population to improve and maintain AC community health, but also provides qualified Sailors with an opportunity to resume or begin a career in the AC.

a. The term "augmented" Sailor refers to an individual who is transferred from the RC to the AC. Since this is a voluntary program, the member must initiate the request to augment in response to an advertisement drafted by the appropriate enlisted community manager (ECM).

b. Augmentation accessions as addressed in this article are distinguished from temporary definite recalls in that an augmented Sailor is transferred to the AC to fill **active enlisted community shortfalls**, while a Sailor recalled for a definite period remains in the RC, but is issued Active Duty recall orders to fill a specific **billet vacancy for a specific duration**, generally, 1 to 3 years. The AC Augmentation Program is designed as a potential career **active** component program, while the Definite Recall Program is intended to enhance a Sailor's **Reserve** career.

2. **Purpose**. This article sets forth basic eligibility criteria and application procedures for the Navy enlisted RC to AC Augmentation Program.

3. **Eligibility**. Members of the RC (including selected Reserve (SELRES), voluntary training unit (VTU), and variable

participation unit (VPU) Sailors) are eligible to apply. Active status pool individual ready Reserve (ASP IRR) members are encouraged to affiliate with their local Navy Reserve activity (NRA) VTU to establish the medical and physical readiness history required for program eligibility. Applicants must meet the following criteria to be considered for AC augmentation:

a. **Physical Readiness.** Applicants must have passed all components of the most recent physical fitness assessment (PFA) cycle and cannot have more than two PFA failures in the most recent 3-year period during which the member was a participant.

b. **Medical and Dental Readiness.** Member must be fully medically ready as documented in the Medical Readiness Reporting System. In addition, any manpower availability status and or physical risk classifications which identify medical or dental limitations must be resolved and cleared.

c. **Currently or Previously Held Rates.** The member can apply for advertised augmentation opportunities in current or previously held rates.

d. **High Year Tenure (HYT).** Applicants cannot be within 3 years of their AC HYT dates as outlined in MILPERSMAN 1160-120 and based upon their adjusted Active Duty service date (ADSD). No HYT waivers for AC augmentation applicants shall be authorized.

e. **Year Group (YG).** Applicant must be within the YG called for in the advertised opportunity. YG is the fiscal year in which a Reserve member's adjusted ADSD falls. Members can calculate their YG by using the example in Exhibit 1. All prior periods of active service shall be included in the calculation (e.g., mobilization, Active Duty for special work (ADSW), Active Duty for training (ADT), annual training (AT), recall including canvasser recruiter (CANREC), and AC service time).

f. Any other criteria specified by the applicable enlisted AC community manager.

4. **Advertisement Procedures.** AC ECMs will draft advertisements using the format in Exhibit 1 and forward to Commander, Naval Reserve Forces Command (COMNAVRESFOR) (N31) for dissemination via the GovDelivery Distribution System and or other methods as available.

5. **Application Procedures**. Only those applications that are submitted in response to an advertised AC community requirement and received by the published deadline will be considered. Incomplete or late packages will not be reviewed.

a. Reserve Sailors volunteering for an advertised AC augmentation opportunity shall submit completed packages (using format in Exhibit 2) to Navy Personnel Command (NAVPERSCOM), Affiliation and Re-Designation Division (PERS-92) via their unit and NRA commanding officer (CO).

(1) Unit CO endorsement should address military qualifications, experience, and performance that would be relevant to the selection process.

(2) NRA CO endorsement; at a minimum, **must** include certification that the applicant meets security clearance, medical and dental readiness, and physical readiness eligibility criteria for augmentation to the AC.

b. NAVPERSCOM (PERS-92) will review application packages for completeness and confirm the packages are submitted in response to an advertised requirement.

6. **Selection Procedures**. All complete applications received by the advertised deadline will be screened prior to being considered by the selecting authority.

a. NAVPERSCOM (PERS-92) will submit all packages which meet the required eligibility criteria to the appropriate AC ECM. NAVPERSCOM (PERS-92) will notify the unit or NRA COs concerning ineligible Sailors.

b. The ECM will make the selection decision(s) based upon a "fully and best qualified" standard. Factors that support this standard include rating proficiency, performance history, education, experience, and time in rate. Sailors must have demonstrated the ability and knowledge to successfully perform the functions of the rating being advertised. This will normally be accomplished by reviewing the applicant's service record, but may be augmented by reviewing other service evaluations, proof of qualifications and certifications not in a service record, and or a civilian resumé.

c. The AC ECM will notify selectees by letter and copy their unit or NRA and prospective AC detailer. The letter shall

contain a "re-enlist no later than date" and the AC detailer contact information.

d. AC ECMs will notify the unit or NRA COs concerning non-selects by e-mail.

7. **RC to AC Transition Procedures**

a. Upon receipt of the selection letter from the AC ECM, the selectee's prospective AC detailer will work with the appropriate NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) rating specialist and placement coordinator to find an appropriate billet for the member based on preferences and the needs of the Navy. The AC detailer will contact the member to negotiate such assignment possibilities.

b. Upon receipt of the selection letter from the AC ECM, the NRA shall contact the member to confirm he or she desires the augmentation to AC. Upon confirmation, the NRA shall submit the AC reenlistment document request to the local personnel support detachment (PERSUPP DET).

c. The local PERSUPP DET will generate the AC reenlistment agreement and send it to the NRA. Once executed, the NRA shall transmit the agreement to the local PERSUPP DET and confirm that the master military pay account has been established.

d. Once gained to the AC, the appropriate detailer will draft the member's orders to include intermediate stops and appropriate accounting classification codes.

e. Upon execution of orders, the local servicing PERSUPP DET will process the loss transaction. The gaining servicing PERSUPP DET will process the gain transaction once the member reports.

8. **Other Considerations**

a. **Advancement.** Sailors selected for AC augmentation will be subject to AC advancement quotas and (if eligible) take the AC Navy wide advancement exam.

b. **Rotation.** Since augmentation results in the member becoming an AC asset upon transfer, he or she will be issued change of duty station orders with a planned rotation date vice release from Active Duty date per rating sea-shore flow policy.

Such orders will include entitlements associated with a permanent change of station move per reference (a).

c. **Selective Reenlistment Bonus Eligibility (SRB).** Augmented members are **not** eligible for SRB.

d. No Active Duty retirement guarantee. Although augmentation allows enlisted Sailors an opportunity to earn an Active Duty retirement, it does not guarantee it. As a member of the AC, an augmented member is subject to applicable force-management policies and statutory limitations which may preclude the ability to earn 20 or more years of qualifying Active Duty service. Such policies and statutory limitations may result in the member's involuntary release from Active Duty before earning regular retirement eligibility. A member released from Active Duty, due to force-management policies, may apply for SELRES quotas or affiliate with the VTU, ASP or VPU to continue a career in the RC.

Exhibit 1
Enlisted Active Component (AC) Augmentation Advertisement Request Template

ENLISTED ACTIVE COMPONENT AUGMENTATION OPPORTUNITY FOR RESERVE [RATE]

Point of Contact (POC) Regarding Requirement Details: (enlisted community manager name, phone, e-mail address)

Point of Contact Regarding Application Procedures: (NAVPERS (PERS-92) POC name, phone, e-mail address)

Rate: [desired rate]

Year Group(s): (acceptable year group(s)). *Instructions on how to calculate your year group are provided below.*

Warfare Qualification: (if required)

Required NEC(s): (if required)

Security Clearance Eligibility Requirement: (as applicable)

Number Required: (number of vacancies to be filled)

Application Due Time and Date: (1200 CST, DD MMM YYYY)

Selection Notification Date: (30 days after application due date)

Start Date: (approximate change of duty orders month and year for first AC duty station orders)

Additional Criteria/Special Qualifications: (additional detail provided by enlisted AC ECM)

Application Procedures:

1. Interested Sailors shall apply by letter to NAVPERSCOM (PERS-92) via their Reserve unit and Navy Operational Support Center (NOSC) commanding officer (CO) using the application cover letter format in MILPERSMAN 1326-021.

2. Completed applications should be scanned and e-mailed to PERS92-Recall@navy.mil. Subject of e-mail must read:

"Navy Enlisted Reserve Component (RC) to Active Component (AC) Augmentation Application ICO (Rate Name)"

How to Calculate your adjusted Active Duty service date (ADSD) and resulting year group (YG). *See MILPERSMAN 1000-030 for definition of ADSD. The year group is the fiscal year in which an adjusted ADSD falls. To determine your adjusted ADSD and YG, follow these steps:*

1. *Total all active service time, including active component (regular Navy) service, mobilization, ADSW, ADT, AT, CANREC, and voluntary recall.* ***Do not include drills*** *(inactive duty training (IDT), inactive duty training travel (IDTT)), or funeral honors)* ***in this calculation.*** *Add 1 day as an inclusive day.*

2. *Subtract the total active service time calculated in Step 1 from the opportunity Start Date listed in the advertisement.*

3. *The resulting year, month, and day is your ADSD.*

4. *The fiscal year in which the date in Step 3 falls is your YG.*

Example: *Advertised start date of opportunity:* ***1 February 2013***

Step 1: Total all prior active service time.

6 years 1 month 19 days	*Active Component (Regular Navy)*
1 year 0 months 0 days	*Mobilization*
0 years 0 months 46 days	*AT (Two 15 day and one 16 day ATs)*
0 years 6 months 0 days	*ADSW*
3 years 0 months 22 days	*CANREC Recall*
0 years 0 months 1 day	*Inclusive day*
10 years 9 months 28 days	*Total active service time*

Step 2: Subtract the time calculated in Step 1 from the advertised start date of the opportunity.

13 02 01	*Start Date (1 Feb 2013)*
- 10 09 28	*Active Service Time (10 years 9 months 28 days)*
Step 3: ***02 04 03***	***Adjusted ADSD (3 Apr 2002)***

Step 4: Because the adjusted ADSD is in 2002, the ***YG is 2002.*** *If the adjusted ADSD fell in October, November, or December of 2002, the YG would have actually been 2003 since it is based on fiscal year.*

Exhibit 2

Enlisted Augmentation Request Application Template/Format

From: Rate First M. Last, USN
To: Commander, Navy Personnel Command (PERS-92)
Via: 1) Commanding Officer, [Navy Reserve Unit XXX]
2) Commanding Officer, [NRA]

SUBJ: APPLICATION FOR AUGMENTATION TO THE ACTIVE COMPONENT ICO [RATE NAME]

Encl: 1) Four Most Recent Observed Evaluations
2) Military/Civilian Resume (optional)
3) Letters of Recommendation (optional)
4) Evidence of Relevant Education/Training/Qualifications (optional)
5) Other Information as Requested by the Specific Billet Advertisement.

1. I hereby apply for augmentation to the active component.

2. My current contact information is as follows:

Address:
City, State, Zip Code
Phone Number 1:
Phone Number 2: (if applicable)
E-mail Address 1:
E-mail Address 2: (if applicable)

3. My adjusted ADSD and YG as calculated using the instructions in the advertisement are as follows:

Adjusted ADSD: DD MM YY
Year Group: YY

4. Enclosures (1) through (x) are provided in support of this application and by my signature, I certify that the following statements are true to the best of my knowledge:

I have no medical condition or legal status that would preclude my recall to Active Duty or limit my assignment availability.

If selected for this augmentations, I agree to execute a new enlistment agreement.

5. (additional information applicant wishes to be considered).

(signature)
F.M. LAST

MILPERSMAN 1331-030

OFFICER APPLICATIONS FOR INFORMATION WARFARE DUTY ASSIGNMENT

Responsible Office	NAVPERSCOM (PERS-472)	Phone: DSN COM FAX	882-4079 (901) 874-4079 882-2739

References	(a) SECNAVINST 5510.30A

1. **Eligibility**. Line Officers of the Regular Navy and Navy Reserve are eligible to apply for duty with the Information Warfare (IW) community.

2. **Qualifications**. IW officers develop Information Operations and signals intelligence competencies through a series of challenging sea, shore, and educational tours. Applicants must have a bachelors degree, preferably in engineering, science, mathematics, operations research, physics, information warfare, or computer science. Further consideration will be given to officers who are proficient in Asian, Slavic, or Middle Eastern studies and languages, to include 4 years of documented college language training or a Defense Language Proficiency Test (DLPT) score of level 3 or above in listening, reading, and speaking. IW Limited Duty Officers within 6 months of completing bachelors degree will be considered if documented progress from the certifying institution is included in the officer’s application.

3. **Security Clearance**. Applicants must be eligible for access to Sensitive Compartmented Information (SCI) based on a Single Scope Background Investigation (SSBI) completed not more than 4 years before the year of application. Prospective applicants must also be willing to take a counter-espionage polygraph examination. Applicants not possessing the requisite access authority and clearance must include a personnel security questionnaire (SF-86 (9-95), Questionnaire for National Security Positions) (Background Investigation (BI)/Special Background Investigation (SBI)) per reference (a) in their application package.

4. **Request Procedure**. Applicants volunteering for IW duty shall submit a request through their respective assignment officer at Navy Personnel Command (NAVPERSCOM) (copy to Information Warfare Branch (PERS-472)) per MILPERSMAN 1212-010.

5. **Assignments**. Officers selected for duty with the IW community can expect assignment worldwide in a variety of billets afloat and ashore and must be fully qualified for operational sea duty as per MILPERSMAN 1300-800.

6. **Designators**. IW officers will be assigned the 1640 designator initially. Upon completion of the IW Qualification Program and Commanding Officer certification, newly accessed officers will be designated 1610.

MILPERSMAN 1331-040

NAVY CHAPLAIN CORPS (CHC) OFFICER CAREER STATUS

Responsible Office	OPNAV (N097)	Phone: DSN COM	312-224-4437 703-614-4437

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) SECNAVINST 1730.7E (b) OPNAVINST 1120.9B (c) DoD Instruction 1304.28 of 12 May 2021 (d) SECNAVINST 1920.6D (e) OPNAV (N13) memo 1212 N13 of 18 Oct 23 (f) Chief of Chaplain Instruction (COCINST) 5351.1 (g) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications, Volume I, Major Code Structures

1. **Purpose**. This article governs the procedures for chaplains to inform the Navy of their intent to serve beyond their initial 3 years of active duty (AD) and request approval for continued service.

2. **Background**. Per reference (a), chaplains serve under two authorities:

a. Religious Organization (RO). ROs provide an initial 3-year endorsement which allows for a review of their chaplains' service after 3 years to decide whether or not they will serve indefinitely.

b. Department of the Navy (DON). The Chief of Chaplains, under the role of Director of Religious Ministry for the DON, certifies chaplains and, by means of a career status board, decides whether to allow them to serve indefinitely.

3. **Navy Chaplain Corps (CHC) Officer Career Status Board**

a. A CHC officer career status board will be held annually.

b. Failure of a chaplain to apply or be selected by the CHC Officer Career Status Board may subject the officer to involuntary release from AD per references (b) through e and MILPERSMAN 1920-250. Reference (e) establishes probationary officer continuation and redesignation board business rules.

4. **Determining CHC Officer Career Status Board Eligibility**. Chaplains must serve a minimum of 2 years following entry on AD to be eligible for the CHC Officer Career Status Board. Chaplains will be assigned to the first board that convenes after their second calendar year on AD, calculated from the current active duty date gained.

5. **Responsibilities**

a. Chaplains:

(1) Must request their ecclesiastical endorsing agent send a signed DD 2088 Statement of Ecclesiastical Endorsement for "extended active duty – indefinite," block 21(4)(b);

(2) Must request a written recommendation from their current commanding officer (CO) concerning their potential for continued service within the DON;

(3) Must request a written recommendation from their senior supervisory chaplain, per reference (a);

(4) Must request a written recommendation from their supervisory chaplain, per reference (a);

(5) May contact Navy Personnel Command Chaplain Corps Officer Branch (PERS-4414) for guidance if they do not have a senior supervisory or supervisory chaplain;

(6) Must notify Bureau of Naval Personnel CHC Officer Community Manager (BUPERS-316) at least 30 days prior to the convening of the CHC Officer Career Status Board of their intent to remain on AD (see exhibit 1); and,

(7) May respond to adverse information contained in recommendation letters by providing a letter to the board via BUPERS-316 no later than 10 days prior to the convening of the CHC Officer Career Status Board.

b. COs:

(1) Must make a specific recommendation concerning the continued service of chaplain(s) assigned to their command, see exhibit 2. COs must not base their recommendations on their own personal religious beliefs or lack thereof. Reference (a) provides further guidance for assessing the chaplain's professional demeanor. The recommendation, written on command letterhead, must specifically state whether, in the CO's opinion, the chaplain:

(a) Has effectively adapted to military life,

(b) Has demonstrated pay grade-appropriate skills as a staff member and or as a supervisor, and

(c) Should continue to serve based on professional performance and character.

(2) Must submit their written recommendations, utilizing exhibit 2, to BUPERS-316 at least 30 days prior to the convening of the CHC Officer Career Status Board.

c. Office of the Chief of Naval Operations Chief of Chaplains, Director of Manpower (OPNAV N0971):

(1) Track receipt of DD 2088 for all chaplains being considered by the CHC Officer Career Status Board; and,

(2) No earlier than the convening of the CHC Officer Career Status Board, begin the administrative separation process, per MILPERSMAN 1920-250, for loss of professional qualifications for all chaplains who failed to obtain or submit the CHC officer career status required board items described in subparagraphs 5a(1) through 5a(4) and 5a(6) of this article.

d. Senior Supervisory Chaplains and Supervisory Chaplains:

(1) Provide specific recommendations concerning a chaplain's continued service, see exhibit 3. He or she must not

base his or her recommendation on his or her own personal religious beliefs. Further guidance for assessing the chaplain's professional comportment is contained in references (a) and (f). The recommendations must specifically state whether the chaplain:

(a) Has made a good faith effort to balance the tenets of the chaplain's RO with the requirements of the military;

(b) Has delivered pay grade appropriate religious ministry, especially as it relates to provision, facilitation, care, and advisement, per reference (a);

(c) Has contributed to the common culture and has embraced the shared values of the Professional Naval Chaplaincy Community per reference (f); and,

(d) Should continue to serve based on professional performance and character.

(2) Submit recommendation letter, utilizing exhibit 3, to BUPERS-316 at least 30 days prior to the convening of the assigned career status board.

(3) As a supervisory chaplain, per references (a) and (f), discuss any items highlighted in the recommendation letter with the CHC Career Status Board eligible chaplain prior to submitting the recommendation letter to BUPERS-316.

e. BUPERS-316:

(1) Inform those chaplains, whose names will appear before the annual board, no later than 1 May of the following:

(a) Convening date of the board,

(a) Submission requirements, and

(b) Specific due dates for submitting packages to the board.

(2) Coordinate with OPNAV N0971 for verification of updated DD 2088 for all chaplains being considered by the CHC Officer Career Status Board;

(3) Compile chaplain's letter of intent and recommendation letters from the CO, senior supervisory chaplain and supervisory chaplain for each chaplain being considered by the CHC Officer Career Status Board;

(4) Liaison with OPNAV N0971, PERS-4414, senior supervisory chaplains, or supervisory chaplains to obtain required items that were not received 30 days prior to the convening of the CHC Officer Career Status Board;

(5) No earlier than 9 days prior to the convening of the CHC Officer Career Status Board, notify OPNAV N0971 and PERS-4414 of all incomplete packages.

6. **Means of Submitting Correspondence**

a. E-mail Submission Guidelines. All correspondence to BUPERS-316 should be sent via e-mail pursuant to the timelines set forth in paragraph 5 above. BUPERS-316's contact information may be obtained at https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Officer/Active-OCM/Staff-Corps/Chaplain-Corps/.

b. United States Postal Service (USPS) Mail Submission Guidelines. Alternatively, correspondence to BUPERS-316 may be mailed via USPS to the following address:

Bureau of Naval Personnel (BUPERS 316)
Chaplain Corps Officer Community Manager
5720 Integrity Dr., Bldg. 453
Millington, TN 38055

7. **Recommendation for Continued Service or Separation**

a. Continued Service. Recommendations for continued service must be accompanied by career status screening code entry "51S", by PERS-4414, in the Service member's electronic service record (ESR) per reference (g).

b. Separation

(1) Recommendations for separation due to withdrawal of ecclesiastical endorsement must be processed per reference (d) and MILPERSMAN 1920-250.

(2) Recommendations for separation due to misconduct must be processed per reference (d).

(3) Recommendations against continued service in the CHC due to failure to meet professional standards per references (b), (c), and (f) must be referred to a probationary officer continuation and redesignation board per reference (e). The chaplain's ESR must not be marked with the career status screening code. Additional probationary officer continuation and redesignation board information and reference (e) may be obtained at https://www.mynavyhr.navy.mil/Career-Management/Boards/Administrative/POCR/.

Exhibit 1

(Use proper letter format)

[Date]

From: [Chaplain's rank and name], CHC, USN, [DoD ID # (10-digit)]
To: Chief of Naval Personnel, Chaplain Corps Officer Community Manager (BUPERS-316)

Subj: INFORMATION FOR CONSIDERATION BY FISCAL YEAR-XX CHAPLAIN CORPS CAREER STATUS BOARD (BOARD #: XXXXXX)

Ref: (a) NAVPERS 15560, Naval Military Personnel Manual (MILPERSMAN)

Encl: (1) Statement of Ecclesiastical Endorsement (DD Form 2088) (sep cover)
(2) Commanding Officer's Letter of Recommendation (sep cover)
(3) Senior Supervisory Chaplain's Letter of Recommendation (sep cover)
(4) Supervisory Chaplain's Letter of Recommendation (sep cover)

1. Per reference (a), MILPERSMAN 1331-040, I respectfully request consideration for continued naval service beyond my initial 3 years of active duty and career status designation by the Fiscal Year-XX Chaplain Corps Career Status Board (board #: XXXXXX).

2. [Name of ecclesiastical endorsing agent] has submitted enclosure (1), my "extended active duty - indefinite" endorsement, to the Office of the Chief of Naval Operations Chief of Chaplains (N0971).

3. Enclosure (2) will be forwarded directly to you by [commanding officer's rank and name], who may be contacted at [commanding officer's e-mail address] or [commanding officer's telephone number].

4. Enclosure (3) will be forwarded directly to you by [senior supervisory chaplain's rank and name], who may be contacted at [senior supervisory chaplain's e-mail address] or [senior supervisory chaplain's telephone number].

5. Enclosure (4) will be forwarded directly to you by [supervisory chaplain's rank and name], who may be contacted at [supervisory chaplain's e-mail address] or [supervisory chaplain's telephone number].

6. I may be contacted at [government e-mail address] or [telephone number].

[Signature]
F. M. LAST

Exhibit 2

(Use proper letter format)

Command Letter Head

1331
Code/Ser No
[Date]

From: [Commanding officer, name of command]
To: Chief of Naval Personnel, Chaplain Corps Officer Community Manager (BUPERS-316)

Subj: COMMANDING OFFICER'S LETTER OF RECOMMENDATION FOR [CHAPLAIN'S RANK AND NAME], CHC, USN

Ref: (a) NAVPERS 15560, Naval Military Personnel Manual (MILPERSMAN)

1. Per reference (a), MILPERSMAN 1331-040, my specific observations and recommendations for the continued service of [chaplain's rank and name] are as follows:

a. Adaptation to Military Life. [Brief description of how effectively or ineffectively he or she has adapted to military life].

b. Demonstrated Skills. [Brief description of how he or she has demonstrated pay grade appropriate skills as a staff member].

c. Recommendation. [Specific recommendation for continued service based on professional performance and character. Further guidance for assessing the chaplain's professional comportment may be found in SECNAVINST 1730.7E].

2. I may be contacted at [government e-mail address] or [telephone number].

[Signature]
F. M. LAST

Copy to:
[Chaplain's rank and name]

Exhibit 3

(Use proper letter format)

1331
[Date]

From: [Senior supervisory chaplain's or supervisory chaplain's rank and Name], CHC, USN
To: Chief of Naval Personnel, Chaplain Corps Officer Community Manager (BUPERS-316)

Subj: SENIOR SUPERVISORY CHAPLAIN'S (or SUPERVISORY CHAPLAIN'S) LETTER OF RECOMMENDATION FOR [CHAPLAIN'S RANK AND NAME], CHC, USN

Ref: (a) NAVPERS 15560, Naval Military Personnel Manual (MILPERSMAN)

1. Per reference (a), MILPERSMAN 1331-040, my specific observations and recommendations for the continued service of [chaplain's rank and name] are as follows:

a. Adaptation to Military Life. [Brief description of his or her good faith effort to balance the tenets of his or her religious organization with the requirements for the military].

b. Demonstrated Skills. [Describe how he or she has delivered pay grade-appropriate religious ministry, especially as it relates to provision, facilitation, care, and advisement as described in SECNAVINST 1730.7E].

c. Professional Naval Chaplaincy. [Describe how he or she has contributed to the common culture and are embracing the shared values of the Professional Naval Chaplaincy Community as described in Chief of Chaplain instruction (COCINST) 5351.1].

d. Recommendation. [Specific recommendation for continued service based on professional performance and character. Further guidance for assessing the chaplain's professional comportment may be found in SECNAVINST 1730.7E and COCINST 5351.1].

2. I may be contacted at [government e-mail address] or [telephone number].

[Signature]
F. M. LAST

Copy to:
[Chaplain's rank and name]

MILPERSMAN 1401-010

COMMUNICATION WITH ADMINISTRATIVE SELECTION BOARDS

Responsible Office	NAVPERSCOM (PERS-451F)	Phone:	DSN COM FAX	882-4162 (901) 874-4162 882-2695

1. **Policy**

a. Administrative selection boards, such as command selection, postgraduate school selection, etc., may receive information useful to their deliberations from parties other than the officer being considered, providing that such information is endorsed by the party involved to indicate the officer's awareness of the information.

b. This provision is intended to protect the rights of individuals by precluding the possibility of material which might be considered adverse or derogatory from being seen by a selection board without the individual's knowledge or opportunity for comment.

2. **Recorders and Board Sponsors**. Recorders and Board Sponsors are responsible for ensuring only correspondence which is in consonance with the provision of this article is presented to selection boards.

MILPERSMAN 1401-020

ADVANCEMENT EXAM READINESS REVIEW (AERR)

Responsible Office	NETPDC (N33)	Phone: DSN COM	753-6169 (850) 473-6169
Point of Contact	Fleet Liaison	E-mail	sfly netpdc aerr@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) BUPERSINST 1430.16F

1. **Purpose**. This article provides policies and procedures for developing advancement examinations through the advancement examination readiness review (AERR) process, and outlines the requirement for selecting fleet subject matter experts (FSME) to conduct an AERR. Upon completion, an AERR produces the required advancement examinations and products to support the Navy Enlisted Advancement System.

2. **Designation**. Naval Education and Training Professional Development Center (NETPDC) oversees the development of Navy enlisted advancement examinations and the execution of AERRs.

3. **Background**. The enlisted advancement process involves the development and administration of examinations consisting of multiple choice questions which measure occupational rating and professional military knowledge. Each occupational examination consists of 175 in-rate questions. Questions are developed by selected chief, senior chief, and master chief petty officers who take part in the AERRs. These FMSEs provide essential content knowledge and expertise that is not resident within NETPDC, and therefore, FMSEs are crucial to the success of enlisted examination processes. FMSEs should reflect the entirety of the rating to include major platforms, Navy enlisted classifications, and the future direction of their respective ratings. AERRs are typically 1 to 2 weeks in length, conducted every 1 to 2 years, and funded by NETPDC. The AERR process is designed to cover a wide diversity of rating experience and

expertise. The condition of each rating examination is directly dependent upon the quality of content produced by the FSMEs.

4. **Responsibilities**

a. **Type Commander (TYCOM)/Rating Resource Sponsor.** Responsibility for the recruitment, identification, and selection of FSMEs for AERR panels is assigned to the rating sponsor listed below:

TYCOM/Rating Resource Sponsor	Responsible for Rates
Chief of Chaplains	RP
Commander, Naval Air Forces	ABE, ABF, ABH, AC, AD, AE, AM, AME, AO, AS, ATI, ATO, AWF, AWO, AWR, AWS, AWV, AZ, PR
Commander, United States Fleet Forces	MA, NC(C)
Office of the Judge Advocate General of the Navy	LN
Commander, Naval Supply Systems Command	CS, LS, SH
Commander, Naval Surface Force (COMNAVSURFOR)	BM, DC, EM, EN, ET, FC, FCA, GM, GSE, GSM, HT, IC, MM, MN, MR, OS, QM, STG (see note below)
Commander, Navy Recruiting Command	NC(R)
Commander, Submarine Forces (COMSUBFOR)	CSS, ETR, ETV, FT, ITS, LSS, MMA, MMW, MT, STG (See note below), STS, YNS
Commander, Naval Information Forces	AG, CTI, CTM, CTN, CTR, CTT, IS, IT
Commander, Naval Sea Systems Command (08)/Naval Reactors	EMN, ETN, MMN
Commander, Naval Special Warfare Command	SB, SO
Chief, Bureau of Medicine and Surgery	HM
Navy Chief of Information	MC
Commander, Navy Expeditionary Combat Command	BU, CE, CM, EA, EO, EOD, ND, SW, UT
Commander, Navy Personnel Command (PERS-2)	PS
Commander, Navy Personnel Command (PERS-4)	YN

United States Navy Band	MU

Note: COMNAVSURFOR is assigned as the lead for the STG rating. However, because STGs work in both the surface and submarine environments, COMNAVSURFOR and COMSUBFOR should coordinate closely in FSME identification to ensure proper rating representation at each AERR.

b. **TYCOM/Rating Resource Sponsor will:**

(1) designate in writing a representative who will solely be responsible for managing recruitment and selection of AERR candidates for each respective rating under their cognizance, and

(2) review all AERR candidates and select the appropriately qualified number of FSMEs for the scheduled AERR, plus two alternates. AERR nominees must

(a) be advanced to the enlisted pay grade of E-7 or above. Frocked E-7 candidates will be considered with a strong endorsement from the candidate's chain of command;

(b) be recommended by their commanding officer or officer in charge;

(c) have no relative, by blood or marriage, eligible for advancement for the rating AERR for which they are applying;

(d) have a "MUST PROMOTE" or "EARLY PROMOTE" on their latest periodic evaluation, and no adverse evaluation as a chief in the last 3 years. A waiver may be granted by NETPDC for a "PROMOTABLE" evaluation;

(e) be within the Navy body composition standards, and have passed the most recent physical fitness assessment;

(f) not have a fleet reserve, retirement, or high-year tenure date within 1 year of the scheduled AERR. A waiver may be granted by NETPDC based on rating needs;

(g) have an active security clearance (if required) by the rating; and

(h) be stationed within the continental United States. A waiver may be granted by NETPDC for overseas nominees based on availability of funding and valid bona fide occupational qualification.

c. **NETPDC.** Responsible for AERR scheduling, FSME processing and travel, conducting AERRs, and developing advancement examinations.

(1) **Scheduling.** Per reference (a), NETPDC will

(a) develop and post schedules for AERRs;

(a) maintain an annual AERR schedule on MyNavy Portal at: https://www.mnp.navy.mil/group/navy-advancement-center/mycpo; and

(b) submit a quarterly naval administrative message (NAVADMIN) to Chief of Naval Personnel, announcing upcoming AERRs in advance of panel convening dates.

(2) **FSME Processing and Travel.** NETPDC will

(a) send an AERR information package to FSMEs who have been selected by their rating resource sponsor. The package provides the information needed to establish travel and lodging and verify a security clearance, and

(b) process all waiver approvals in an expedient manner.

(3) **Conducting AERRs.** Once an AERR commences, ensure the panel of FSMEs follow a structured syllabus that encompasses advancement examination reference list (AERL) review, test planning, rating bank review, question development, and examination construction.

(4) **AERL Review.** Ensure FSMEs validate all references used for examinations as current, accessible, and relevant to the rating.

(5) **Test Planning.** Each rating requires a test plan which lists the topics, subtopics, and number of questions to be tested at each pay grade. Ensure FSMEs review the current test plan and recommend changes based on rating needs.

(6) **Rating Bank Review.** Ensure FSMEs validate bank questions and supporting material for content correctness, relevance, currency, and importance. Outdated questions are removed from the bank. This validation process ensures each question meets quality characteristics, increasing the health of the bank, and improving exam reliability.

(7) **Question Development.** Ensure FSMEs develop questions based on rating occupational standards, job currency, and test plan requirements.

(8) **Examination Development.** Ensure FSMEs construct advancement examinations based on the approved test plan and established policies.

(9) Non-Disclosure Statement. Ensure FSMEs sign a nondisclosure statement using NAVPERS 1070/613 Administrative Remarks (Page 13). NAVPERS 1070/613 may be accessed using the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

d. **FSMEs**

(1) **FSME Examination Material Security.** FSMEs will

(a) maintain the security of exams and exam materials at all times. Advancement examinations are developed in order to measure a Sailor's rating knowledge; therefore, any compromise of exam material could greatly diminish the Navy's ability to fairly rank order examination scores;

(b) sign non-disclosure statement provided by NETPDC; and

(c) not share examination questions or test plan weights with personnel outside of the AERR.

(2) **FSME Preparation.** The importance of advancement examinations require FSMEs to complete some vital foundational work before and during each AERR.

(a) NETPDC will provide FSMEs with rating-specific AERLs 30 days prior to the start of the AERR. FSMEs are required to review and provide feedback on the AERL (if applicable) 14 days before the AERR start date.

(b) FSMEs will dedicate their time to the advancement examination development process while on board NETPDC.

MILPERSMAN 1414-010

SWIMMER TRAINING AND QUALIFICATIONS

Responsible Office	OPNAV N13	**Phone:** DSN COM	664-5562 (703) 604-5562

MyNavy Career Center	**Phone:** Toll Free E-mail MyNavy Portal	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) NETC P1552/16 Navy Swimming and Water Survival Instructor Manual (07-17)

1. **Safety Requirements**. Swimmer qualification safety requirements are as prescribed in reference (a), chapter 12.

2. **Minimum Qualifications**. The minimum water survival qualification for service in the Navy is swimmer third class. Personnel unable to qualify as swimmer third class at officer and enlisted accession schools should be recycled or held back for a maximum of 3 weeks to achieve this qualification.

3. **Swimmer Qualification Tests**. Third, second, and first class swimmer qualification tests will be administered and graded per reference (a), chapters 12 and 13.

4. **Fleet Training Management and Planning System (FLTMPS) Documentation**. The command training officer will ensure entry of first and or second class swim tests in the Fleet Training Management and Planning System (FLTMPS) and in the Service member's service record upon receipt of appendix G, NETC P1552/16 - Record of Swim Qualification, provided to Service member by the swim tester. See reference (a), page 12-7 for FLTMPS entry requirements.

Note: Completion of swimmer third class is a required event for all Navy accession schools. Therefore, verification is generally not required in FLTMPS.

MILPERSMAN 1420-010

COMMUNICATION WITH OFFICER PROMOTION SELECTION BOARDS

Responsible Office	NAVPERSCOM (PERS-80)	Phone: DSN COM	882-4533 (901) 874-4533
MyNavy Career Center		Phone: Toll Free E-mail: My Navy Portal:	1-833-330-5672 askmncc@navy.mil https://my.navy.mil/

Reference	(a) 10 U.S.C. §614 (b) SECNAVINST 1420.3 (c) SECNAVINST 1402.1 (d) DON CIO 032009Z Oct 08

1. **Law and Policy**

a. Per references (a) through (c), each officer eligible for consideration for promotion by a selection board may communicate in writing with the board in a letter to the board (LTB), addressed to the board president.

b. Electronic Submission of Selection Board Documents (ESSBD) is the preferred method of submitting correspondence to a selection board. ESSBD improves the speed, transparency, and confidence of receipt over current LTB submission methods, such as hard copy and e-mail-submitted letters and related attachments. ESSBD provides board candidates with the capability to electronically submit LTBs in a standard, consistent format, with or without attachments. ESSBD will enable the candidate to see, for content and clarity, exactly what will be delivered and presented to the board.

2. **Correspondence Due Date**. Correspondence must be received by MyNavy Career Center (MNCC) Customer Service Center not later than 2359 (central time) 10 calendar days prior to the date the board convenes. If the board for which you are attempting to submit an LTB cannot be found in the ESSBD drop-down menu, the deadline for submission to that board has passed. Submitters are cautioned to not wait until the deadline date to submit LTBs via ESSBD or other available avenues.

3. **Contents of Communication**

a. **Written Communication.** The written communication from the eligible officer to the selection board president, termed as an LTB, may call any matter to the board's attention that the officer considers important. The officer's written communication may include enclosed correspondence, concerning the eligible officer, from any individual. Correspondence containing classified information will not be accepted and may subject the submitter to disciplinary action.

b. **Third-Party Correspondence.** Correspondence that does not originate from the eligible officer, including endorsements to the officer's letter and letters written on behalf of that officer, must be accompanied by an LTB stating that the officer desires the enclosed correspondence be presented to the board. The letter must be signed by the eligible officer. Correspondence not accompanied by an LTB and signed by the eligible officer is considered third-party correspondence and will be destroyed.

4. **ESSBD Submission Guidelines.** ESSBD is the preferred method of submitting an LTB. To utilize ESSBD, candidates must access document services through MyNavy Portal at https://www.mnp.navy.mil/group/my-record or the BUPERS Online (BOL) main menu. From the BOL main menu, select "Navy Personnel Command Document Services", "Start Process", "Selection Board and LTB". On-screen instructions will direct the submitter thereafter. Submissions should be prepared with attachments prior to initiating the LTB, if applicable. There is no save and return function between BOL sessions.

a. ESSBD attachments must be in Adobe portable document format (PDF) and must not contain classified information, including any markings regarding the same. LTBs and attachments containing such markings will not be presented to the board and may subject the submitter to disciplinary action.

b. ESSBD submitters will receive an e-mail confirmation sent to the e-mail address of record that exists within BOL. Submitters should validate their e-mail address by selecting "Update Info" on the left side of the BOL main menu. "Update Info" must be selected to save any changes that are made.

c. Navy Personnel Command Document Services System is hosted on BOL and periodically undergoes maintenance that may

interrupt the ability to submit LTBs through ESSBD. If this happens, and you are able to wait until the completion of the outage, usually by the following day, you may attempt to resubmit via ESSBD.

d. If ESSBD is unavailable, postal mail or encrypted e-mail to the MNCC is an alternative means, per paragraph 5 below, to submit LTBs.

e. Multiple LTBs to the same board will be accepted. Duplicate submissions, using ESSBD or other available avenues, are discouraged.

5. **Alternative Means of Submitting Board Correspondence**

a. **E-mail Submission Guidelines.** The selection board correspondence e-mail address is CSCSELBOARD@NAVY.MIL. All e-mails containing personally identifiable information (PII) in the body or attachments must be encrypted per the Department of the Navy Users Guide to PII and per reference (d), both of which may be accessed at: http://www.doncio.navy.mil/ContentView.aspx?id=2451. Go to https://dod411.gds.disa.mil to download the required mailbox certificate.

(1) All board correspondence should include the correct board number. Each board has a three-digit number preceded by the fiscal year for that board (e.g., the board number for the FY-21 Active O-5 Line Promotion Selection Board is "21230"). In the subsequent examples, "FY-YY" indicates the "YY" is replaced with the applicable fiscal year. Board numbers are found on that board's respective page or the board schedule, accessed at: http://www.public.navy.mil/bupers-npc/boards/generalboardinfo/Pages/default.aspx.

(2) The subject line of the e-mail must include "**FOUO-Privacy Sensitive Board Package: [Active-Duty or Reserve/FTS] [Grade] [Line or Staff] Board, FY-YYXXX.**" When the e-mail contains PII, the subject line must be marked with "FOUO - Privacy Sensitive." The e-mail must include an LTB signed by the eligible officer as an electronic attachment. Additional e-mail attachments and enclosures to the eligible officer's LTB may also be included as appropriate.

b. **United States Postal Service (USPS) Mail Submission Guidelines.** When mailing PII, individuals must use DD 2923 Privacy Act Data Cover Sheet and double-wrap the package. The inner package must be labeled with the privacy warning **"FOUO - PRIVACY SENSITIVE". Any misuse or unauthorized disclosure may result in both civil and criminal penalties."** and use a tracking feature. Correspondence mailed via USPS must use the following address:

My Navy Career Center (MNCC) Customer Service Center
President, FY-YY (YY is fiscal year) [Active Duty or Reserve]
[Grade] [Line or Staff] Promotion Selection Board
Board FY-YYXXX
5720 Integrity Drive
Millington TN 38055-6300

c. **Commercial Mail Submission Guidelines.** All express or overnight commercial mail (e.g., Federal Express, United Parcel Service, etc.) must use the following address:

Customer Service Center
President, FY-YY (YY is fiscal year) [Active Duty or Reserve]
[Grade] [Line or Staff] Promotion Selection Board
Board FY-YYXXX
5640 Ticonderoga Loop Bldg. 768 Rm E302
Millington TN 38055-6300

d. **Confirmation of E-mail, USPS, or Commercial Receipt.** Service members may contact MNCC to confirm receipt of their packages for statutory promotion selection boards.

(1) **E-mail** - ASKMNCC@NAVY.MIL

(2) **Telephone** - 1-833-330-6622 or DSN 882-6622

(3) **Web address** - https://npccontactcenter.ahf.nmci.navy.mil/OA%20HTML/npc.html. The website requires the user to be on a Navy-Marine Corps Intranet (NMCI)-connected computer using Internet Explorer, and TLS 1.0 must be selected under "Tools" or "Settings", "Internet Options", then "Advanced". Contact MNCC for password reset, if you have not logged on within the last 30 days.

6. **Confirmation of Eligibility.** Submission and subsequent confirmation of receipt for LTBs submitted, via ESSBD or other

means, does not constitute confirmation of eligibility for the board to which the LTB is submitted. If required, a full visual user guide is available at https://www.mnp.navy.mil/group/advancement-and-promotion.

MILPERSMAN 1420-030

REGULATIONS GOVERNING PHYSICAL EXAMINATIONS FOR PROMOTION OF COMMISSIONED OFFICERS AND COMMISSIONED WARRANT OFFICERS

Responsible Office	NAVPERSCOM (PERS-480)	Phone:	DSN COM FAX	882-2322 (901) 874-2322 882-2751

References	(a) SECNAVINST 1412.6L

1. **Policy**. No officer of the Regular Navy or the Navy Reserve on active duty may be promoted to a grade above warrant officer (W-2) until, as reflected by the officer's most recent physical examination, the commanding officer (CO) has determined that the officer meets retention medical standards and is physically qualified for promotion.

2. **Physical Qualifications for Promotion**

a. The standard that constitutes physical qualification for promotion of an officer is the officer's physical fitness to perform duties of the grade for which eligible to a degree that would reasonably fulfill the purpose of the officer's employment on active duty in the officer's category. For officers of the **Navy Reserve**, this standard constitutes the physical standard for retention in the Navy Reserve. For **Regular Navy permanent warrant officers**, this standard is the standard for retention on active duty. "**Category**" as used here means

- an officer's classification as an officer in the line not restricted in the performance of duty;
- an officer designated for engineering duty, aeronautical engineering duty, special duty, or limited duty (LIMDU); or
- an officer in one of the Staff Corps of the Navy.

"**Limited duty**" as used here means LIMDU in the technical fields as distinguished from LIMDU for physical reasons.

b. Each officer's physical qualifications for promotion will be determined in the Navy Department from the officer's most recently reported physical examination in conjunction with the officer's records and duty status, except for the temporary promotion of ensigns, which is explained below. Additional physical examinations conducted exclusively for the purpose of determining physical qualifications for promotion are not required unless specifically ordered.

3. **Situations Causing Further Review**

a. Subject to any further review of the records in the Navy Department that may be indicated, and action resulting from that review, an officer shall be considered physically qualified provided the officer is not in one of the following situations:

(1) Undergoing hospitalization.

(2) On sick leave.

(3) Awaiting appearance before a physical evaluation board (PEB).

(4) Classified as fit for LIMDU based on the recommendations of a medical board.

(5) Awaiting final action on the recommended findings of a PEB or a medical board.

b. The foregoing criteria may not exclude from promotion an officer who, if otherwise eligible, is determined to be not physically qualified for promotion when Chief, Bureau of Medicine and Surgery (BUMED) determines

- that the officer's physical disqualification was by reason of wounds received in the line of duty, and
- that such wounds do not incapacitate the officer for the performance of useful service in the higher grade.

4. **Promotion of Ensigns**

a. COs of ensigns eligible for promotion are authorized to consider them physically qualified for promotion under the regulations described above. Unless the ensign is in one of the situations enumerated above, they will normally be considered physically qualified for promotion. This does not limit a CO's

authority to order an eligible ensign to report for a special physical examination for promotion. Ensigns in one of the situations enumerated above, or who are otherwise not considered physically qualified for promotion, should be considered for a delay of their promotion per reference (a).

b. Notwithstanding any other provision of this article, ensigns assigned **designator 11XX**, **13XX**, **or 6XXX**, and known to have defective color perception, shall be considered not physically qualified for promotion.

MILPERSMAN 1420-050

COUNSELING OF OFFICERS WHO FAIL TO SELECT FOR PROMOTION

Responsible Office	NAVPERSCOM (PERS-4)	Phone: DSN COM	882-4073 (901) 874-4073

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1400.1B (b) SECNAVINST 1412.8B (c) SECNAVINST 1420.1B

1. **Background**

a. The statutory procedures for promotion selection constitute a competitive system that requires the selection of the best qualified from a group of fully qualified officers. This results in a certain number of individuals who fail to select for promotion one or more times. Proper and timely counseling of officers with a failure of selection (FOS) is required, if initiated by their own request.

b. This article provides guidance for counseling Navy officers who fail to select for promotion to CWO3, CWO4, CWO5, and LT to CAPT.

2. **Failure of Selection Counseling Procedures**

a. Navy officers desiring counseling under this article are responsible for initiating counseling requests with their respective assignment officers. Counseling will be provided by an officer who is experienced in personnel matters and is senior in grade to and (wherever practicable) in the same competitive category (as defined by references (a) and (b)) as the officer requesting counseling. Assignment officers responsible for providing counseling services will respond promptly to requests for counseling and will keep a record of counseling provided to constituents. The counseling officer will prepare a record for file indicating when and how the request for counseling was made

(letter, telephone, face-to-face, etc.); when and how the counseling was provided; the specific nature of the counseling; and any other relevant information imparted to the requesting officer. Whenever feasible, the counseling officer should obtain a written acknowledgement from the requesting officer that the prepared record accurately reflects the counseling provided.

b. Counseling must consist of reviewing the officer's record and indicating factors that may account for the officer's FOS.

c. Per reference (c), the counselor may not be an officer who served as a member, recorder, or administrative assistant for a promotion selection board which failed to select the requesting officer for promotion. Officers receiving counseling should be aware that officers who serve on a particular selection board are prohibited from stating why any eligible officer was or 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.

d. Close coordination between Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) and NAVPERSCOM, Career Progression Department (PERS-8) is necessary to ensure proper career counseling and support to those officers required by law or policy to continue or end their careers as a result of FOS. Accordingly, NAVPERSCOM, Career Progression Division (PERS-80) will forward a list of all first and second time FOS officers as described in paragraph 1b of this article to NAVPERSCOM Deputy Executive Assistant (PERS-4DEA) within 10 working days after the ALNAV selection board results are released.

MILPERSMAN 1420-060

FROCKING OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-80)	Phone: DSN COM	882-4500/4457 (901) 874-4500/4457

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) BUPERSINST 1430.16G (b) CNO WASHINGTON DC 071809Z Aug 19 (NAVADMIN 185/19) (c) OPNAVINST 6110.1J (d) BUPERSINST 1610.10E

1. **Background**. Frocking is an administrative authorization to assume the title and wear the uniform of a higher pay grade without entitlement to the pay and allowances of that grade. Frocking provides early recognition for members selected for petty officer third class through master chief petty officer.

2. **Eligibility Requirements for Frocking**. After verifying individual eligibility dates per reference (a), members may be frocked as follows:

Qualified...	may be frocked...
E-8/9 selectees	Upon receipt of official selection board results via NAVADMIN message.
E-7 selectees	No earlier than the first advancement increment.
E-5/6 selectees	Upon receipt of the Enlisted Status Verification Report/Rating Change Authorization.
E-4 selectees	Upon receipt of the Enlisted Status Verification Report/Rating Change Authorization.

NOTE: Per reference (b), completion of a leadership development course is not a requirement prior to frocking a Sailor.

3. **Restrictions**. Frocking does not change the permanent status of a member, or authorize payment of entitlements governed by statute or regulation and is subject to restrictions as follows:

a. Enlisted members selected for officer appointments may not be frocked to officer status.

b. Navy members serving in joint commands may be frocked with the concurrence of the joint command.

c. Members must elect frocking by signing NAVPERS 1070/613 Administrative Remarks entry as shown in paragraph 4 below.

d. Frocked members are entitled to military identification (ID) cards and certain privileges of the higher pay grade (e.g., clubs, messing, berthing, housing, and parking) except as restricted by law. Updating dependent ID cards is not required, nor is it recommended since dependent entitlements are based on sponsor's (member) permanent pay grade.

e. The weight limit for shipment of household goods on permanent change of station orders is the weight limit authorized for the permanent pay grade, not the frocked pay grade.

f. Any administrative or punitive action (e.g., reduction in grade) is based on the member's permanent pay grade.

g. Frocked members will purchase additional uniforms and insignia at their own expense. Payment of any uniform allowance is authorized only on permanent advancement.

h. If a member's recommendation for advancement is withdrawn after the member is frocked, the frocked rate will be vacated.

i. Frocking is not authorized for members who do not meet the physical fitness, weight, or body fat requirements per reference (c).

j. All diary entries and pay action documents will reflect the permanent pay grade. Performance evaluations will be prepared in the member's frocked pay grade per reference (d).

k. Frocking is not authorized for Sailors advanced under any accelerated advancement programs.

4. **Procedures for Frocking**

a. To effect frocking, make entries on NAVPERS 1070/613 as follows:

(DATE): "Selectee for advancement to [rate and pay grade] from participation in (Cycle [#]) Navy-wide Advancement Examination held in [month, year] and frocked to that rate per BUPERSINST 1430.16G."

Statement is signed by official with "By direction" authority.

(DATE): "I understand frocking is an administrative authorization to wear the uniform and insignia of a higher pay grade without entitlements or allowances of the frocked pay grade. I further understand that the frocked pay grade is effected at my option and that any cost for additional uniforms or insignia resulting from my frocking will be covered by me, and that retroactive pay, allowances, or reimbursements are not authorized. Additionally, I understand that my frocked rate may be vacated by my commanding officer."

Statement is signed by member.

Witnessed by the commanding officer (or designated official)

b. The following letter may be presented to members at formal frocking ceremonies: (Use the proper letter format.)

From: Commanding Officer
To: [Rating, Name, USN(R)]

Subj: AUTHORITY TO ASSUME THE TITLE AND WEAR THE UNIFORM OF A [PETTY OFFICER FIRST CLASS]

Ref: (a) MILPERSMAN 1420-060

1. Under reference (a), you are hereby authorized to assume the title and wear the uniform of a [petty officer first class] effective immediately.

2. Your appointment carries with it the obligation that you exercise increased authority and willingly accept greater responsibility. Occupying now a position of greater authority, you must strive with a renewed dedication toward the valued ideal of service with honor.

3. Under reference (a), you will not be entitled to pay and other monetary allowances of a [petty officer first class] until actually advanced to the pay grade for which you have been selected.

4. Congratulations!

(Signature)

MILPERSMAN 1420-070

COMMANDER'S RESPONSIBILITY IN THE REVIEW PROCESS INVOLVING WITHHOLD OR DELAY OF AN OFFICER'S PROMOTION

Responsible Office	NAVPERSCOM (PERS-833)	Phone: DSN COM FAX	882-3477 (901) 874-3477 882-2058

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. §624 (b) SECNAVINST 1420.1B

1. (Few decisions have more of an impact on the future of the Navy than the selection of the future leaders via the officer promotion process.) Per reference (a), the Secretary of the Navy (SECNAV) may delay an officer's promotion in order to determine whether the member is mentally, physically, morally, or professionally qualified or has met the exemplary conduct requirements for promotion to the next higher grade. Reference (b) implements that requirement and states that the name of any officer with adverse or alleged adverse information may be withheld from the promotion scroll.

2. Following a selection board, reference (a) requires a review of potentially adverse information in an officer's record since his or her last promotion. Should the record contain adverse or alleged adverse information, the officer's selection is held in abeyance pending a determination by the SECNAV whether to recommend promotion of the officer or to withhold the promotion. Should the SECNAV decide to withhold a promotion, a record of the decision will be placed in the officer's official military personnel file for review by subsequent selection boards.

3. The SECNAV considers whether the information was available to the selection board, the nature of the adverse or alleged adverse information, and any extenuating or mitigating factors. Key elements of the review are the demonstrated performance of

the officer, the statements provided by the affected officer, and the endorsement by his or her immediate superior.

4. The endorsement of the immediate superior is considered carefully by senior leadership, and it is vitally important to provide the rationale for this recommendation. Accordingly, the commander's endorsement in these cases should address the following:

a. An evaluation of the professional performance of the officer and assessment of his or her potential for future service;

b. The underlying event or misconduct (if applicable), its impact on the command and victims, including an assessment of any extenuating or mitigating circumstances; and

c. How your recommendation to promote or withhold promotion supports our Navy ethos.

MILPERSMAN 1420-100

JOINT STAMP REQUIREMENTS FOR ACTIVE DUTY AND RESERVE FULL TIME SUPPORT PROMOTION BOARDS

Responsible Office	NAVPERSCOM (PERS-450)	Phone DSN	882-4217 (901) 874-4217
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: DSN	882-4217 (901) 874-4217

References	(a) CJCSINST 1330.05 (b) 10 U.S.C. (c) DoDINST 1300.19

1. **Background.** Congress has established that officers assigned to the Joint Staff are expected, as a group, to promote at a rate not less than the rate for officers in the same grade and competitive category who have served at or are serving in the headquarters staff of their military service. In addition, officers who have been designated as Joint Qualified Officers are expected to promote at a rate not less than the rate for their competitive category and grade. Finally, the Office of the Secretary of Defense (OSD) has established policy that officers assigned to OSD are expected, as a group, to promote at a rate not less than the rate officers in the same grade and competitive category who have served at or are serving in the headquarters staff of their military service. As stated in reference (a), enclosure (l); an officer who has met the joint officer requirements of reference (b), Chapters 36 and 38 and reference (c), and whose record is before a promotion board must be clearly and equally identified. This requirement is met by displaying a stamp in the eligible officer's record. The stamp satisfies the standard that "appropriate consideration be given" set forth in reference (a), enclosure (1).

2. **Policy**. Administration of joint stamp information for use in O-4 to O-7 active duty and reserve statutory promotion boards is governed by references (b) and (c). This procedure will ensure eligible officers are clearly identified during active duty and reserve statutory promotion boards and meet the standard for appropriate consideration required in reference

(a), enclosure (1). Additionally, this procedure will facilitate post board reporting requirements outlined in reference (a), enclosure (1), ensuring Navy compliance with promotion objectives established in reference (b), §662 and reference (c), enclosure (10).

3. **Action**

a. The Bureau of Naval Personnel (BUPERS), Officer Community Management (BUPERS-31) shall provide recommended individual competitive category promotion plans (excluding the Unrestricted Line) to the Office of the Chief of Naval Operations (OPNAV), Policy Coordination and Special Programs Branch (N131) no later than 75 days prior to the convening date of the active duty O-6 Line or Staff (whichever is first) promotion board to ensure sufficient time for the review process, Secretary of the Navy approval, and release of promotion zone NAVADMIN at least 30 days prior as prescribed in reference (b).

b. Navy Personnel Command (NAVPERSCOM), Career Progression Department (PERS-8) shall:

(1) Provide a list of officers eligible for consideration for promotion to NAVPERSCOM, Joint Officer and Management and Education/Subspecialty Branch (PERS-450), formatted per reference (a), no later than 30 days prior to the convening date of the first promotion board of each fiscal year and 35 days prior to the convening date of each subsequent board.

(2) Provide NAVPERSCOM (PERS-450) additions to the list of eligible officers within 1 working day of receipt of additions by NAVPERSCOM (PERS-8) to ensure an officer on the active duty list or reserve active status list, in or above the promotion zone, is considered for promotion per reference (b).

(3) Upon receipt of eligible officers' joint stamp data from NAVPERSCOM (PERS-450), load information into the Electronic Military Personnel Records System (EMPRS) to display the joint stamp information in the records of eligible officers meeting the criteria set forth in references (b) and (c).

(4) Report the same day, any joint stamp discrepancies discovered during record reviews of eligible officers for adjudication by NAVPERSCOM (PERS-450).

(5) Submit joint promotion statistics with the promotion report per reference (c).

c. NAVPERSCOM (PERS-450) shall:

(1) Download required Defense Manpower Data Center (DMDC) and Officer Assignment Information System (OAIS) data at least twice per month during the months of October through April each year (to facilitate data processing for statutory promotion boards). The final data requests for each month during this period should be made at least 3 days prior to the board convening date.

(2) Provide the Joint Staff (J1) with the list of promotion eligible officers and other required information at least 30 days prior to the convening date of each promotion board per reference (a).

(3) Provide NAVPERSCOM (PERS-8) with joint stamp information for the list of eligible officers at least 5 working days prior to the board convening date.

(4) Adjudicate joint stamp discrepancies within 1 working day as reported by NAVPERSCOM (PERS-8).

(5) Brief promotion board recorders and members on the requirements for joint stamps, and provide guidance to assist with eligible officers' record reviews.

(6) Be present in the board spaces for active duty Line and Staff O-6 and O-7 promotion boards, available for all other active duty and reserve promotion boards, and serve as an advisor to the board president on matters related to the application and interpretation of joint stamps.

MILPERSMAN 1426-010

PERMANENT APPOINTMENT TO ACTIVE DUTY CHIEF WARRANT OFFICER AND LIMITED DUTY OFFICER STATUS

Responsible Office	NAVPERSCOM (PERS-4801G)	Phone:	DSN COM FAX	882-3170 (901) 874-3170 882-2620

References	(a) OPNAVINST 1420.1A

1. **Policy**

a. All chief warrant officers (CWOs) receive permanent officer appointment upon acceptance to CWO2/3 from their prior enlisted status (reference (a)). Permanent appointment as CWO in the Regular Navy is made by commission of the President. Permanent appointment as CWO in the Navy Reserve is made by commission of Secretary of the Navy (SECNAV).

b. Temporary limited duty officers (LDOs) shall be offered permanent officer status following their selection to lieutenant. Permanent appointment as an LDO in the Regular Navy is made by the President with the advice and consent of the U.S. Senate (reference (a)). Permanent appointment as an LDO in the Navy Reserve below the grade of commander is made by the President.

c. The provisions herein for permanent CWO status are not applicable to former temporary CWOs serving as temporary LDOs. A permanent CWO vacates all commissioned warrant officer status upon the acceptance of a permanent LDO status; however, they retain their CWO status while in a temporary LDO status.

2. **Termination of CWO Appointment**

a. The appointment of a CWO is subject to termination at any time within 3 years after the date of acceptance of the initial appointment as a CWO. CWOs who have held their appointments for 3 or more years may have their appointments terminated following administrative separation procedures.

b. A CWO whose appointment is terminated per this article shall not be entitled to severance pay if they had less than 3 years warrant service, but upon application may, at the discretion of SECNAV, be enlisted in such grade as the SECNAV may direct but not lower than the grade held immediately prior to appointment as a CWO, in this instance any entitlement to severance pay is forfeited.

3. **Retirement Eligibility**

a. An LDO must serve a total of 10 years of commissioned service on active duty to be eligible to retire voluntarily.

b. Commissioned service on active duty as a CWO (W2/W3/W4) and/or temporary LDO counts toward the accumulation of years commissioned service required to retire voluntarily.

c. Reversion of LDOs shall be submitted to Navy Personnel Command (NAVPERSCOM), Officer Retirement Section (PERS-4822A1C) per MILPERSMAN 1100-060.

MILPERSMAN 1427-010

PRECEDENCE AMONG ENLISTED MEMBERS

Responsible Office	NAVPERSCOM (PERS-812)	Phone: DSN COM	882-3224 (901) 874-3224

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. For enlisted members presently and regularly assigned to the same activity, or enlisted members present in any gathering, the member with the longest continuous service in the highest pay grade takes precedence and is the senior member, regardless of rating.

2. **Determining Precedence**

a. Precedence for enlisted members is based on rank.

(1) The Master Chief Petty Officer of the Navy takes precedence over all Navy enlisted members.

(2) Fleet master chiefs take precedence over all Navy enlisted members, except the Master Chief Petty Officer of the Navy.

(3) Force master chiefs take precedence over all Navy enlisted members, except the Master Chief Petty Officer of the Navy and fleet master chiefs.

(4) Chief of Naval Operations (CNO) directed command master chiefs take precedence over all Navy enlisted members, except the Master Chief Petty Officer of the Navy, fleet master chiefs, and force master chiefs.

(5) Command master chiefs take precedence over all enlisted members of a command.

b. Among members in the same pay grade with the same length of continuous service in pay grade, a member with the longest continuous service in the next lower pay grade takes precedence. If the length of continuous service in the next lower pay grade

is the same, the member with the longest time in each successively lower pay grade takes precedence.

c. For the purpose of determining precedence, continuous service is service in the present and preceding enlistments of active or inactive duty in any branch of the Armed Forces, providing any break between discharge and reenlistment does not exceed 90 days. For members reenlisting with noncontinuous service, service in reenlistment pay grade or in a higher pay grade held in a previous enlistment is not creditable for the purpose of establishing precedence.

d. In the case of advancement resulting from Navy-wide examinations, the effective date of advancement, rather than the time-in-rate date, determines precedence. Between members with the same effective advancement date, this system will be applied to previous advancements to resolve a tie.

3. **Effect of Precedence**

a. Observing precedence will not interfere with any member's responsibility for or performance of assigned duties, or duties of a rating.

b. Authority or privilege shall not accrue to an enlisted member solely by reason of precedence. In the absence of a commissioned officer able to assume command, the enlisted member with the highest precedence exercises authority over all enlisted members present in an emergency, a prisoner of war situation, or a situation requiring action in the best interest of the Navy.

MILPERSMAN 1430-010

ACCELERATED ADVANCEMENT OF RECRUIT TRAINING, CLASS "A" SCHOOL GRADUATES, AND CEREMONIAL GUARD

Responsible Office	NAVPERSCOM (PERS-812)	Phone: DSN COM	882-3224 (901) 874-3224

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1430.16F (b) OPNAVINST 6110.1J

1. **Policy**

a. Accelerated Advancement of Recruit Training. Commanding Officer (CO), Navy Recruit Training Command may advance the top 10 percent of each graduating class to the next higher pay grade (E-2 or E-3). Time-in-rate (TIR) requirements for the purpose of this advancement are waived. If a member is eligible for accelerated advancement to E-2 under an enlistment incentive and earns eligibility under this article, member will be advanced to E-3 (effective date of advancement will be date of graduation). TIR date will be established per reference (a).

b. Accelerated Advancement of "A" School Graduates to Higher Pay Grade. COs of traditional training schools are authorized to advance the number one "A" School graduate in each class to the next higher pay grade (not to exceed E-3).

c. COs of non-traditional training schools (e.g., Interservice Training Review Organization, computer based training, self-paced, accelerated training pipelines) are authorized to advance the 95th percentile (top 5 percent) of "A" School graduates to the next higher pay grade (not to exceed E-3).

(1) Candidates for advancement must also have a satisfactory record of military bearing and professional performance.

(2) TIR requirements for the purpose of this advancement are waived. Effective date of advancement will be the date of graduation. Furthermore, these students may also be included as candidates for accelerated advancement to E-4 (as specified later in this article).

(3) Members who would be advanced to E-2 under this paragraph within 60 days of normal E-2 advancement will be advanced to E-3 (effective the date of graduation). TIR date will be established per reference (a).

2. **Recommendation of Top 10 Percent "A" School Graduates for Accelerated Advancement Program (AAP)**

a. COs of traditional and non-traditional training schools may recommend the top 10 percent of the qualified candidates in each "A" school graduating class for AAP. Candidates for AAP must also have a satisfactory record of military bearing and professional performance.

b. The accelerated advancement will be held in abeyance for 4 to 10 months from report date to ultimate duty station. The candidate's CO may effect the advancement on any date after a minimum observation period of 4 months. The observation period must begin upon reporting and will not include permanent change of station leave or temporary duty at other commands prior to reporting. The advancement must be effected within 10 months of reporting. For those members who were previously working in their new rating for a minimum of 4 months and who attended "A" School on temporary additional duty orders, the CO of the permanent duty station can effect advancement upon graduation.

c. Accelerated advancement to pay grade E-4 may be effected for qualified candidates, whether or not a member is serving in pay grade E-3.

d. TIR date is 1 January for those members advanced to pay grade E-4 between 1 January and 30 June, and TIR date is 1 July for those advanced between 1 July and 31 December.

e. Members reduced in rate before being advanced to E-4 forfeit all eligibility for further accelerated advancement. For members reduced in rate after accelerated advancement to E-4, there is no reduction in obligated service (OBLISERV) or extended drilling obligation.

f. Members who were designated under the 5-year Obligor Program are required to extend an additional year for the AAP to E-4 using the procedures in MILPERSMAN 1160-040.

3. **Responsibilities**

a. Commands must ensure:

(1) Candidates meet body fat and physical readiness standards of reference (b), and successfully complete the military requirements for the PO3 Correspondence Course and the Petty Officer Indoctrination Course prior to advancement;

(2) Candidates are United States citizens to be advanced in a rating listed in reference (a), as requiring access to classified information;

(3) Submit Navy Standard Integrated Personnel System (NSIPS) event for advancement to E-4;

(4) If a candidate's advancement is not effected by the end of the 10-month period from report date to ultimate duty station, the CO must make a NAVPERS 1070/613 Administrative Remarks entry stating the reason why the accelerated advancement was not effected and cancel the agreement for additional OBLISERV. NAVPERS 1070/613 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx; and

(5) Members accepting advancement under this program sign NAVPERS 1070/613 entry indicating agreement to incur OBLISERV as follows:

(a) **Active Duty Members**

"(date) I agree to accept accelerated advancement to (rate) when eligible. I understand I must incur sufficient active obligated service so that I will have completed 5 years total active service in the Navy upon expiration of my current enlistment or enlistment as extended (in the case of Full Time Support (FTS) and reservists, an extension of active duty or enlistment) per MILPERSMAN 1430-010. I must complete/meet all other advancement requirements (except TIR) and be recommended by my commanding officer."

(b) **Navy Reservists Attending "A" School on Active Duty for Training Orders**

"I agree to accept accelerated advancement to (rate) when eligible. I understand that I must extend my current 6-year mandatory drilling obligation for 1 additional year so that I will have incurred a 7-year mandatory drilling obligation. I must complete all other advancement requirements (except time-in-rate) and be recommended by my commanding officer."

(6) Members accepting advancement under this program and whose present enlistment, active duty obligation, or enlistment as extended **does not provide sufficient active OBLISERV** will execute

(a) NAVPERS 1070/621 Agreement to Extend Enlistment; or

(b) NAVPERS 1070/622 Agreement to Recall or Extend Active Duty (as appropriate), entering the reason for extension as follows:

"Advancement to rate/grade per MILPERSMAN 1430-010. I understand this extension becomes binding upon advancement and may not be canceled, except as per MILPERSMAN 1160-040."

4. **Accelerated Advancement for Ceremonial Guard**. CO, Ceremonial Guard Unit may advance all Sailors who successfully complete ceremonial guard indoctrination to pay grade E-3. TIR requirements for the purpose of this advancement are waived. Effective date of advancement will be the date of graduation from indoctrination. TIR date will be established per reference (a).

5. **Accelerated Advancement for Aircrew Program Enlistees**. Members who enlist under the Aircrew Program (AIRC) or Air Rescue Swimmer Program (AIRR) are authorized accelerated advancement per MILPERSMAN 1220-010. The AIRR and AIRC are 6-year obligation programs. No additional extension for accelerated advancement is required.

MILPERSMAN 1430-020

ADVANCEMENT AFTER REDUCTION IN RATE

Responsible Office	NAVPERSCOM (PERS-80)	Phone: DSN COM FAX	882-3224 (901) 874-3224 882-2771

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Uniform Code of Military Justice (UCMJ) (b) COMNAVCRUITCOMINST 1130.8J (c) SECNAV WASHINGTON DC 181436Z APR 17 (ALNAV 021/17) (d) BUPERSINST 1430.16E (e) CNO WASHINGTON DC 1618272 AUG 17 (NAVADMIN 200/17)

1. **Policy**

a. Reinstatement or restoration in rate after reduction in rate is intended to provide an opportunity for outstanding Sailors to recover from the impact of being reduced by one pay grade at nonjudicial punishment (NJP). Reinstatement or restoration in rate must not be used to advance Sailors more than one pay grade. Being reduced from a frocked status to one pay grade lower than the Service member's permanent pay grade is considered a reduction by one pay grade.

b. For the purpose of this article, the term "commanding officer" (CO) refers to an officer holding NJP authority in a command or detachment, including flag officers and officers in charge. COs are authorized to deny a Sailor's request for reinstatement or restoration in rate with no further action required. The only exception to this policy is discussed below in paragraph 2b(2).

c. Only Sailors who have demonstrated acceptable performance and personal conduct after NJP should be considered for reinstatement or restoration in rate.

d. Reinstatement or restoration in rate must not be used to prevent Sailors from being separated based on the established high year tenure date.

e. Sailors are encouraged to continue to pursue advancement via the Navy advancement process, even after submitting a request for reinstatement or restoration in rate. For Sailors without an advancement exam for E-4, the process for requesting reinstatement is discussed in paragraph 2b.

f. Reinstatement or restoration in rate time limits:

(1) Reinstatement to E-2/3/4 may not be effected earlier than 6 months from the imposition of NJP.

(2) Restoration in rate to E-5/6 may not be effected earlier than 12 months from the imposition of NJP.

g. Sailors are ineligible to submit a request in the following situations (the following list does not apply to ratings without an E-4 advancement exam per reference (e). Reinstatement will be at CO's discretion a minimum of 6 months after NJP) in which the Sailor is:

(1) Found guilty and reduced in rate at NJP for more than one charge or more than one specification (e.g., diverse occasions) of a charge under reference (a), article 15;

(2) Reduced in rate at a summary, special, or general court-martial;

(3) Administratively reduced in rate as a result of broken service or recalled to active duty per reference (b); or

(4) Reduced in rate as a result of a:

(a) Vacated or previously suspended sentence,

(b) Sexual assault or harassment offense,

(c) Fraternization with subordinates directly in the Service member's chain of command,

(d) Operating a vehicle under the influence of alcohol or drugs (e.g., driving under the influence (DUI) or driving while intoxicated (DWI)) where such action resulted in personal injury or property damage, including the Service member's own vehicle or property,

(e) Drug-related offense (to include DUI or DWI due to drugs, even if the drug has been properly prescribed),

(f) Resisting arrest or interfering with a law enforcement officer (military and civilian) or shore patrol's performance of duty,

(g) Substantiated domestic violence or emotional abuse,

(h) Viewing or distributing pornography on Government computers,

(i) Viewing or distributing child pornography,

(j) Nonconsensual sharing of intimate images per reference (c),

(k) Intentional act that could have jeopardized the safety of the command or any crew member,

(l) Being detached for cause by order of the Commander, Navy Personnel Command (CNPC), or

(m) Being permanently removed from the command imposing NJP.

2. **Reinstatement to Pay Grades**

a. E-2 through E-3. As outlined in reference (d), section 216e(5)(b), COs have the authority to reinstate Service members to E-2 and E-3.

b. E-4. As outlined in reference (e), paragraph 2, COs have the authority to reinstate Service members to E-4.

(1) COs have final authority to approve or disapprove requests for reinstatement to E-4.

(2) If a reinstatement request to E-4 is disapproved, Sailors have the right to appeal the disapproval to the immediate superior in command no earlier than 12 months after imposition of NJP.

c. NAVPERS 1070/613 Administrative Remarks (permanent) must be completed by the member's command (CO's signature required) and sent to Navy Personnel Command (NAVPERSCOM), Enlisted Career Administration/Enlisted Boards Division (PERS-8031). NAVPERS 1070/613 may be accessed at: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx. NAVPERS 1070/613 must include the following language:

"(date): Effective this date, Service member has been reinstated to E-4. Effective date of pay grade is (date). The effective date of pay grade will be the reinstatement date approved by the commanding officer. The time-in-rate date will be applied as outlined in BUPERSINST 1430.16E. The required Navy Standard Integrated Personnel System transaction must be completed to ensure proper reinstatement of the affected member.

3. **Restoration to E-5 through E-6**

a. Sailors may request restoration in rate by submitting a written request to their CO.

b. COs have authority to disapprove a restoration in rate request to E-5 and E-6.

c. If CO supports restoration in rate to E-5 and E-6, they must submit an endorsement of the Sailor's request detailed in paragraphs 5 and 6.

d. There is no appeal for a decision made by either CO or CNPC to disapprove a restoration in rate request to E-5 and E-6.

4. **Reinstatement or Restoration in Rate Application Procedures**

a. Sailors who desire reinstatement or restoration in rate must submit a letter of request to their CO.

b. Letter must address the circumstances that resulted in imposition of NJP and a self-assessment of future potential for continued service.

c. Requests not submitted per applicable timeframes previously discussed will not be considered.

5. **CO's Endorsement for E-5 and E-6 Restoration in Rate Requests**

a. Restoration in rate endorsements must have the following set forth in detail (any endorsement that lacks the detail in its entirety will be returned without consideration):

(1) An evaluation of the Sailor's professional performance and personal conduct, a detailed justification supporting restoration in rate, and an assessment of potential for future service;

(2) The underlying basis that resulted in the imposition of NJP and its impact on the command and any victim(s);

(3) An assessment of any extenuating or mitigating circumstances;

(4) How the recommendation to restore rate supports our Navy ethos; and

(5) Why other means of restoration were not deemed sufficient (e.g., NJP set-aside or mitigation).

b. The following information must be supplied by the command as enclosures to the request:

(1) A summary of the offense for which the Sailor received punishment; either through a statement, excerpt from the unit punishment book, or a copy of NAVPERS 1626/7 Report and Disposition of Offense(s). (NAVPERS 1626/7 may be accessed using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.);

(2) Copies of all evaluations covering the Sailor's entire career; and

(3) If the offense is alcohol-related, the endorsement must address the Sailor's success in dealing with the appropriate use of alcohol and level of treatment received (including certification of completion of treatment).

6. **Submission**

a. All electronic correspondence (e-mail) which contains personal identifiable information (PII) must be digitally signed, PKI-encrypted, and submitted to advancements-active@navy.mil. The subject line must read: "FOUO-Privacy Sensitive." All printed and electronic documents containing PII must contain the privacy warning: "FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties." In the event encryption is not possible, the only other authorized means of electronically transmitting PII is through use of Department of Defense (DoD) Safe Access File Exchange (SAFE). Once you have submitted the documents via DoD SAFE, notify Navy Personnel Command (NAVPERSCOM), Career Progression Division (PERS-80); and

b. Any hard-copy correspondence must be pre-coordinated before mailing to NAVPERSCOM (PERS-80). All hard-copy correspondence containing PII of Navy personnel must be:

(1) Double-wrapped with the inner layer labeled "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties;"

(2) Covered with DD 2923 "Privacy Act Data Cover Sheet" (as appropriate). DD 2923 may be accessed by using the following Web address: http://www.esd.whs.mil/Directives/forms/dd2500_2999/;

(3) Mailed to only those with an official need to know;

(4) Sent via mailing service that can provide tracking information; and

(5) Handled per Department of Defense privacy directives.

MILPERSMAN 1430-040

ACCELERATED ADVANCEMENT FOR ENLISTED MUSICIAN (MU) ASSIGNMENTS TO NAVY PREMIER BANDS

Responsible Office	Fleet Band Activities	Phone: DSN COM FAX	882-4316 (901) 874-4316

MyNavy Career Center	Phone: Toll Free E-mail: MyNavyHR Web site:	1-833-330-MNCC(6622) askmncc@navy.mil https://www.mynavyhr.navy.mil/

References	(a) BUPERSINST 1430.16G (b) 10 U.S.C. (c) COMNAVCRUITCOMINST 1130.8K

1. **Background**. Only the most highly qualified musician (MU) personnel are selected for duty with the **United States (U.S.) Navy Band, Washington, DC,** and **Naval Academy Band, Annapolis, MD,** to maintain the unique musical and professional standards required of these premier presidential support and service academy organizations.

2. **Policy**

a. Provided members are qualified in all other respects, advancement in rating of MUs assigned to duty with these activities will be per the provisions of reference (a), except that "C" service school requirements establishing eligibility for advancement to E-8 (musician senior chief petty officer) and E-9 (musician master chief petty officer) are waived.

b. If qualified in all other respects, personnel reporting for duty with the U.S. Navy Band and Naval Academy Band in a paygrade below E-6 (musician first class petty officer (MU1)) may be recommended to Bureau of Naval Personnel (BUPERS) Enlisted Community Management (BUPERS-32) for advancement to MU1 without regard to time-in-service, provided they have completed the military requirements through E-6. Date of rate will be effective upon reporting, or in the case of direct procurement accessions, upon completion of recruit training. Per reference

(b), section 6969, Naval Academy Band paygrades will equal to that of the U.S. Navy Band.

c. Reference (c), volume IV, chapter 3, section 12, details accelerated advancement policies for new accessions in the U.S. Navy Band and Naval Academy Band.

MILPERSMAN 1430-050

ACCELERATED ADVANCEMENT FOR HOSPITAL CORPSMEN EARNING INDEPENDENT DUTY CORPSMEN (IDC) NAVY ENLISTED CLASSIFICATIONS (NEC)

Responsible Office	BUPERS-325	Phone: DSN COM FAX	882-3206 (901) 874-3206 882-2043

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) BUPERSINST 1430.16G (b) OPNAVINST 6110.1J (c) NAVEDTRA 10500, Catalog of Navy Training Courses (d) NAVPERS 18068F, Navy Enlisted Occupational Standards Vol I

1. **Purpose**. To provide policy and guidance for accelerated advancement of students in pay grades E-4 and E-5 who graduate from an independent duty corpsmen (IDC) "C" school, as authorized per reference (a).

2. **Discussion**

a. Hospital corpsmen (HM) may be authorized accelerated advancement upon graduation from one of the following IDC "C" schools:

(1) HM-L01A, Submarine Force IDC

(2) HM-L02A, Fleet Marine Force Reconnaissance IDC

(3) HM-L10A, Surface Force IDC

(4) HM-L28A, Deep Sea Diving IDC

b. E-4s approved to attend an IDC "C" school will be authorized automatic advancement to pay grade E-5 upon successful completion of "C" school.

c. E-5s graduating from one of the IDC "C" schools listed in subparagraphs 2a(1) through 2a(4) above and who meet the following criteria may be advanced to pay grade E-6:

(1) Have 3 years time in rate (TIR). TIR requirement is waived for L01A graduates.

(2) Have a current recommendation for advancement and are not pending any military or civilian disciplinary actions.

(3) Have passed the most recent physical fitness assessment (PFA), including body composition assessment (BCA), per reference (b).

(4) Have been determined to be "fit for full duty" and are "world-wide assignable."

d. E-4 candidates must meet all requirements of references (c) and (d) and must reenlist for a period of 5 years upon graduation. The following additional requirements also apply:

(1) Have 2 years TIR as an HM3.

(2) Have a current recommendation for advancement and are not pending any military or civilian disciplinary actions.

(3) Have passed the most recent PFA, including BCA, per reference (b).

(4) Have been determined to be "fit for full duty" and are "world-wide assignable."

e. The military advisor will notify the education services officer, 60 days prior to school graduation dates, of all students eligible for accelerated advancement.

f. Students who meet all criteria for accelerated advancement, except TIR, will have a temporary NAVPERS 1070/613 Administrative Remarks prepared and verified in their electronic service record (ESR) in the Navy Standard Integrated Personnel System (NSIPS), authorizing advancement when sufficient TIR is obtained.

g. Students who meet all the criteria for accelerated advancement, but are not physically qualified, must have a temporary NAVPERS 1070/613 entry made in NSIPS/ESR reflecting that advancement is authorized upon becoming "fit for full duty."

MILPERSMAN 1440-010

CONVERSION AUTHORIZATION

Responsible Office	BUPERS-32	Phone: DSN COM	882-2102 (901) 874-2102

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-mail:	1-866-U ASK NPC uasknpc@navy.mil

References	(a) OPNAVINST 6110.1J (b) BUPERSINST 1133.29K (c) JAGINST 1440.1E (d) OPNAVINST 1160.8A

1. **Background**

a. This article provides policy and execution guidance related to the lateral conversion request process. It further codifies existing policies and supersedes all prior policy guidance. The lateral conversion request process is aligned with the Career Navigator Program policy tenants and is supported by the Career Waypoints (C-WAY) System.

b. The objective of Bureau of Naval Personnel (BUPERS), Enlisted Community Management (BUPERS-32) in executing lateral conversion requests is to align members into a rating for which they have the greatest aptitude and interest, while striving to maintain balance within enlisted community health. A change in rating for Active Component (AC), Full Time Support (FTS), and Selected Reserve (SELRES) personnel may be approved following the guidelines presented in this article. Rating changes should not affect the overall distribution and advancement opportunities for career petty officers. In all cases, the needs of the Navy must take precedence. SELRES members desiring recall into the AC or FTS Program refer to MILPERSMAN 1306-1505.

2. **Policy**

a. Rated E-3 to E-6 AC and FTS Sailors with 14 years or less of service (excluding CPO Selectees) requesting lateral conversions will be processed in the Career Waypoints-Reenlistment (C-WAY-REEN) application module. All SELRES E-1

through E-6 (excluding CPO selectees) lateral conversion requests will be processed using the Career Waypoints-Conversion (C-WAY-CONV) module. All others will be required to contact BUPERS-32 for further directions. AC and FTS Sailors approved for lateral conversion will be required to reenlist. Nuclear trained personnel who possess a 335X, 336X, 338X, or 339X Navy enlisted classification (NEC) are not eligible for conversion.

b. C-WAY-CONV and C-WAY-REEN modules will be populated with convert-out and convert-in quotas, as set by the enlisted community manager (ECM).

(1) Lateral conversion quotas for FTS and AC are based on a rating and year group (YG) construct. Ratings with an undermanned YG will have convert-in quotas, and ratings with an overmanned YG will have convert-out quotas. Conversion opportunities out of an undermanned YG and into an overmanned YG will not be offered unless approved by Office of the Chief of Naval Operations (OPNAV), Military Personnel, Plans, and Policy (N13) via an exception to policy (ETP)).

(2) Lateral conversion quotas for SELRES are based on a rating and pay grade combination. Ratings with undermanned pay grades will have convert-in quotas, and ratings with overmanned pay grades will have convert-out quotas. Conversion opportunities out of an undermanned rating will not be offered, and conversion opportunities into an overmanned rating will not be offered, unless approved by OPNAV (N13) via an ETP).

c. Sailors will be able to apply for conversion if they are in an overmanned YG (AC and FTS) or pay grade (SELRES) in their current rating and wish to convert to a rating which is undermanned in their YG (AC and FTS) or pay grade (SELRES). Requests from members who possess skills or NECs that are considered critical, as identified in C-WAY, may not be considered.

d. Rating entry eligibility standards were developed for each rating based on training and job performance requirements to ensure optimum success within a rating. Sailors who receive approval to convert into a new rating must meet the minimum requirements for rating entry. These requirements are available in MILPERSMAN 1306-618 and within C-WAY under the career exploration module (CEM).

3. **Responsibilities**

a. OPNAV (N13) is responsible for approval of enlisted force management policy in support of Deputy Chief of Naval Operations (N1). As such, OPNAV (N13) is the approving authority for enlisted conversion policy, quota management plans, and business rules.

b. OPNAV, Enlisted Force Shaping Plans and Policy (N132) is responsible for developing enlisted force management policy in support of OPNAV (N1). As such, OPNAV (N132) is responsible for C-WAY and enlisted conversion policy development and execution oversight. Additionally, OPNAV (N132) coordinates with BUPERS-32 to establish quota management plans and business rules, as required.

c. BUPERS-32, in coordination with OPNAV (N132), must manage individual rating quota plans and adjudicate all conversion applications, as directed by OPNAV (N13), and delineated by BUPERS, Military Community Management (BUPERS-3). BUPERS-32 serves as the C-WAY Program Manager and is responsible for C-WAY execution.

d. OPNAV, Nuclear Propulsion Program Management Branch (N133) ECM, in coordination with OPNAV (N132) and BUPERS-32, serves as the C-WAY Program Manager for nuclear-trained personnel and nuclear field ratings. The OPNAV (N133) nuclear ECM must manage individual rating quota plans and adjudicate all lateral conversion applications related to nuclear personnel and nuclear ratings.

e. Immediate Superior in Command (ISIC). ISIC career counselors will monitor C-WAY via "ISIC level" access to ensure subordinate commands are complying with all related policies. Designated representatives can gain C-WAY System access by submitting a System Authorization Access Request Navy (SAAR-N) (OPNAV 5239/14) to career_waypoints@navy.mil.

f. Command Responsibility. Commanding officers and officers-in-charge, hereinafter referred to as commanders, are responsible for the completeness and accuracy of all C-WAY-REEN, C-WAY-CONV, and manual applications. Commanders must ensure that their command personnel understand and comply with all C-WAY related policies. Failure to submit, administrative

error(s), and or inaccurate applications, can result in denial of opportunities for Sailors. Additionally, commands must

(1) ensure their command career counselors (CCC) and or designated representatives obtain C-WAY System access;

(2) ensure all Sailors under their cognizance, to include those concurrently assigned elsewhere (e.g., individual augmentee (IA), temporary additional duty (TAD), etc.), are submitted in C-WAY-REEN or C-WAY-CONV module, as required;

(3) validate all Sailor application data, including Sailors' intentions and qualifications for chosen conversion ratings;

(4) review (including application notes) and update C-WAY-REEN and C-WAY-CONV active applications (as applicable). This action will change applications from the "Saved–Action Required" to the "Submitted" status. Commands are required to update applications to reflect changes to a Sailor's eligibility status or desired lateral rating conversion choices;

(5) certify that all applications are accurate by selecting the block that states, "I have validated all of the information in this section and certify the commander still recommends and the Sailor concurs with this application;"

(6) designate representatives to submit C-WAY-REEN and C-WAY-CONV applications for all subordinate unit identification codes (UICs), or designate a representative for each subordinate UIC;

(7) submit applications via the C-WAY System Web site or by following a manual process provided by BUPERS-32. Commands and ISICs may submit applications for each UIC under their authority. Commands unable to submit applications, as described above, are required to contact their ISIC prior to contacting the C-WAY help desk for assistance;

(8) Submit C-WAY-REEN applications by the application deadline. The deadline for submission of applications for eligible Sailors is 2359 central standard time (CST) on the last calendar day of each month;

(9) C-WAY-CONV applications which do not have a submission deadline. Applications are reviewed in the order they are received;

(10) Include in C-WAY-REEN applications the Sailor's five most current evaluations ("not observed" (NOB) evaluations are to be included, but are not used in the calculation of the evaluation average). In cases which the Sailor does not have five evaluations, include a brief description of the reason in the notes section of the application. Failure to include all applicable evaluations or corresponding notes may result in an invalid application as determined by the ECM. First-term Sailors who have not received a regular periodic evaluation require a special evaluation;

(11) Include in C-WAY-CONV applications the most current evaluation; and

(12) In all cases which application questions arise or additional clarification is required, call the C-WAY help desk for guidance at (901) 874-2102 (DSN 882) or e-mail the Career Waypoints help desk at: career_waypoints@navy.mil.

g. NAVPERSCOM, Shore Special Assignments Branch (PERS-4010) is responsible for processing approved conversions, adjusting PRDs, and writing PCS orders.

h. Sailor Responsibility. Sailors are ultimately responsible for their own careers. Not being aware of Navy policies or application status will not justify additional reviews.

(1) Sailors should use their most recent career development board (CDB) as a guide in making their career decisions. Additionally, Sailors are encouraged to engage other Sailors already serving in ratings in which they have interest to better understand duties, rating requirements, and skill sets unique to each rating. Additionally, Sailors are strongly encouraged to use Job Opportunities In the Navy (JOIN) Web site at: https://join.sscno.nmci.navy.mil/ to identify their interests and CEM within C-WAY System to identify eligibility requirements for additional ratings of interest.

(2) Sailors are encouraged to ensure, with the assistance of their CCC, that all required C-WAY-REEN and C-WAY-

CONV applications are submitted accurately, on time, and indicate their desires.

(3) Sailors should utilize their immediate chain of command and CCC to address any policy and or process questions.

Note: Sailors are encouraged to utilize CDBs and the CEM within the C-WAY System in order to determine correctable deficiencies that would otherwise render them ineligible for desired ratings (e.g., retake the Armed Forces Classification Test (AFCT) to improve their scores in order to expand their rating conversion opportunities).

4. **Request Procedures**

a. CCC must qualify applicable Sailors who desire conversion in C-WAY using the C-WAY qualification function.

b. C-WAY will provide the CCC a list of all ratings for which the Sailor qualifies.

c. Once a member is qualified, the CCC will submit a C-WAY-REEN (AC/FTS) application for conversion per MILPERSMAN 1160-140 or a C-WAY-CONV (SELRES) application. Lateral conversion requests for AC or FTS will be submitted during C-WAY-REEN System-generated application windows (i.e., PRD and soft expiration of obligated service (SEAOS) application windows). For those circumstances in which force structure changes have significantly impacted reenlistment in-rate opportunity, special circumstance-conversion applications may be submitted outside established SEAOS/PRD windows. Affected ratings will be authorized by an ETP and advertised via ECM Web pages and C-WAY business rules. All other eligibility requirements remain in force. SELRES may apply for lateral conversions in C-WAY-CONV when eligible. Conversion opportunities will be identified with convert-in quotas in C-WAY provided by the ECM. The following conditions must be met in order for the Sailor to submit a conversion application:

(1) The Sailor must be qualified in C-WAY for the desired ratings;

(2) The Sailor’s current rating must provide a convert-out quota by YG for AC and FTS, or pay grade for SELRES; and

(3) The rating that the Sailor desires to convert into must have a convert-in quota by YG for AC and FTS, or pay grade for SELRES.

5. **Service Requirements**

a. Applicants must

(1) be recommended by their commander;

(2) have served a minimum of 24 months in present rating;

(3) be a rated E-3 to E-6 Sailor of the AC or FTS with 14 years or less of active service as calculated from the active duty service date to expiration of obligated service EAOS/SEAOS, or E-1 to E-6 Sailors of the SELRES with 18 years of service or less as calculated from pay entry base date (PEBD);

(4) be a petty officer first class (PO1/E-6) or below (excluding CPO selectees); and

(5) have met the retainability requirements as outlined in MILPERSMAN 1306-106 (if AC or FTS), or have a satisfactory drill attendance (if SELRES).

b. Members on an enlistment or extension of enlistment for which a selective reenlistment bonus (SRB) was paid must be within 9 months of EAOS before submitting a conversion request.

c. Obligated service (OBLISERV) already incurred in return for any enlistment or reenlistment incentive, training, or other program must be served before conversion to another rating will be authorized.

d. Members must be in compliance with reference (a). In addition, per MILPERSMAN 1306-602, members must be within body composition assessment (BCA) standards to attend service schools. Commands will not transfer members with an approved school quota who do not meet BCA standards. Contact BUPERS-32 ECMs immediately for guidance.

6. **Special Cases**. Certain ratings rely on conversions from other ratings to achieve and maintain required manning levels.

Procedures for requesting conversion to these ratings are as follows:

a. **Navy counselor (NC) (less career recruiter force)** rating can be found in MILPERSMAN 1440-020.

b. **Navy counselor (career recruiter force)** rating can be found in reference (b).

c. **Legalman (LN)** rating can be found in reference (c).

d. **Special Programs:** Aircrew (AIRC), air rescue swimmer (AIRR), submarines, Navy diver (ND), explosive ordinance disposal (EOD), special warfare operator (SO), special warfare boat operator (SB) etc. ratings can be found in MILPERSMAN 1220 series.

e. **Nuclear training** information can be found in MILPERSMAN 1306-500, 1306-502, and 1306-504.

7. **Religious Program Specialist (RP) Eligibility Requirements**

a. **Background.** RPs will not serve independently of chaplains. They will be assigned to units only in direct support of a member of the chaplain corps, and will be limited to performing those tasks in support of the command religious programs which are under direct supervision of a chaplain. While formal clergy training, academic instruction in religion, or clerical status with a faith group does not qualify an individual for entry into the rating, they are not (within themselves) liabilities. Members of the RP rating are not to be counselors or clergy persons, but will be required to support ministry of chaplains and persons of all faith groups.

b. **Service Requirements.** Applicants must

(1) be a designated E-3 or petty officer with a high school diploma, or a general educational development (GED) equivalency and eligible for access to sensitive information;

(2) meet Armed Services Vocational Aptitude Battery (ASVAB) test scores as outlined in MILPERSMAN 1306-618;

(3) be recommended by their commander with particular emphasis on applicant's moral character and ability to function in harmony with other people;

(4) have no non-judicial punishment (NJP) or convictions in civilian or military courts in the 2 years preceding application. Any moral turpitude offense is disqualifying. Personnel with repeated military offenses or a conviction by civilian or military authorities for any offense reflecting unfavorably upon their integrity are ineligible for RP rating;

(5) be interviewed and recommended by a Navy chaplain RP screening committee, unless isolated duty or lengthy deployments make this impractical. In these rare cases, an interview by an individual Navy chaplain citing need for an exception to screening committee requirement will be accepted;

(6) have no speech impediments and have the ability to write effectively; and

(7) have derived no benefits from the Selective Training and Reenlistment (STAR) Program and have completed OBLISERV for other programs, see MILPERSMAN 1306-604.

c. **Application Procedures**

(1) When the aforementioned eligibility criteria are met, submit a C-WAY-REEN/C-WAY-CONV application for conversion to RP. If C-WAY-REEN/C-WAY-CONV application results in an "Approved-Pending" quota, then submit NAVPERS 1306/7 Enlisted Personnel Action Request via the commander to the RP ECM (BUPERS-326) for active duty, or the SELRES ECM (BUPERS-328) for SELRES utilizing encrypted e-mail or other authorized means that protect the member's personally identifiable information (PII). Use the commander's comments or attach documents to cite past experience and special qualifications. Request must contain a copy of results of an interview with a Navy chaplain and certified on NAVPERS 1070/613 Administrative Remarks.

(2) All electronic correspondence (e-mail) regarding Navy personnel containing names, social security numbers, or other identifying information must be digitally signed and PKI-encrypted, or submitted via other authorized means.

(3) Any hardcopy correspondence must be pre-coordinated before mailing to the ECM. If used, all hardcopy correspondence regarding Navy personnel containing names, social security numbers, or other identifying information must

(a) be double wrapped with the inner layer labeled "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties;"

(b) use DD 2923 Privacy Act Data Cover Sheet (as appropriate);

(c) be mailed to only those with an official need to know;

(d) be sent via a mailing service that can provide tracking information; and

(e) be handled and destroyed per DoD privacy directives.

(4) RPs are classified as combatants and are not protected under rules of the Geneva Convention for religious personnel. Female RPs will serve as authorized by law and current Secretary of the Navy directives. Certification must indicate the individual has signed the following NAVPERS 1070/613 entry:

"I hereby volunteer for the religious program specialist (RP) rating with the understanding that I will be required to be supportive of clergy and people of all faiths, and if eligible, may receive combat training and assignment to serve as a combatant in units of the Marine Corps, both in garrison and the fleet Marine force."

(5) Personnel selected will be converted to RP upon successful completion of formal schooling or Navy-wide advancement examination, as directed by BUPERS-32. Unless converted to RP with a waiver of school attendance, designation as an RP will only be effected upon completion of appropriate training. First-term personnel will then be required to reenlist.

d. **Application Timelines**

(1) Personnel must send application in a completed conversion package (as outlined in this article) to the RP or SELRES ECM within 60 days of notification of "Approved Pending" status in C-WAY. Failure to submit package within specified time negates the request, resulting in the Sailor's status being changed to "Denied" in C-WAY.

(2) Upon successful submission of the conversion package, the Sailor will be notified via C-WAY with a status update reflecting "Approved" or "Denied" (as appropriate).

8. **Conversion to the Master-at-Arms (MA) Rating**

a. **Background.** The MA rating provides commands with force protection and antiterrorism specialists who perform base defense, law enforcement, and physical security duties. MAs enforce appropriate orders and regulations, make apprehensions, conduct investigations, and prepare required records and reports. Due to the unique functions and trust inherent in the MA rating, the quality of personnel selected is of paramount importance and requires strict adherence to eligibility criteria. MAs are world-wide assignable to the continental U.S. (CONUS), outside continental the U.S. (OCONUS), sea, shore, and hostile-fire duty assignments.

b. **Service Requirements.** Applicants must

(1) meet ASVAB test requirements, as outlined in MILPERSMAN 1306-618;

(2) be a U.S. citizen (dual citizenship is not authorized) and possess a Secret security clearance (non-waiverable);

(3) have no NJP or convictions in a civilian or military court in the 3 years preceding application. Personnel with repeated military offenses or a conviction by civilian or military authorities for any offense reflecting unfavorably upon their integrity are ineligible for the MA rating. Personnel with any domestic violence convictions are ineligible (non-waiverable);

(4) hold a valid state driver's license (no suspended license);

(5) have an excellent command of the English language, demonstrate the ability to write effectively, and have no speech impediments;

(6) have tested negative in a drug-screening test within the last 30 days (from conversion request date of submission);

(7) have no history of mental impairment or disorder, emotional instability, alcoholism, drug abuse, or other physical condition that impairs the performance of law enforcement and security duties;

(8) have normal color perception, vision correction to 20/20, and normal hearing;

(9) be interviewed and recommended by one of the following: limited duty officer (649X), chief warrant officer (749X), or E-7 or above rated MA. If one of the aforementioned is not assigned to the command, a similar individual from another command can fulfill the requirement;

(10) be in good physical condition, capable of sustained exertion, meet body fat standards, have not been out of body fat standards within 1 year of the date of the application, have successfully passed the last two PFA cycles, and be fit for full duty;

(11) be able to OBLISERV a minimum of 36 months upon conversion to MA;

(12) meet world-wide assignability criterion; and

(13) include any waiver requests in NAVPERS 1306/7 remarks section.

c. **Application Procedures.** Each applicant's motivation, qualifications, background, experience, and potential to succeed as an MA will be considered, as well as needs of the Navy. Service needs take precedence. When eligibility criteria are met, submit a conversion application in C-WAY-REEN/C-WAY-CONV. If the application results in an "Approved-Pending" quota, send the following to the MA ECM (BUPERS-329 for active, or BUPERS-

328 for SELRES) utilizing encrypted e-mail or other authorized means that protect the member's PII:

(1) All electronic correspondence (e-mail) regarding Navy personnel containing names, social security numbers, or other identifying information must be digitally signed and PKI-encrypted or submitted via other authorized means.

(2) Any hardcopy correspondence must be pre-coordinated before mailing to the ECM. If used, all hardcopy correspondence regarding Navy personnel containing names, social security numbers, or other identifying information must

(a) be double wrapped with the inner layer labeled "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties."

(b) Use DD 2923 Privacy Act Data Cover Sheet (as appropriate).

(c) Be mailed to only those with an official need to know.

(d) Be sent via a mailing service that can provide tracking information.

(e) Be handled and destroyed per DoD privacy directives.

(3) NAVPERS 1306/7 signed by the commander (**no "by direction" signatures**);

(4) Copies of performance evaluations covering the last 3 years and copies of any evaluations covering performance as a law enforcement specialist (NEC 815A); and

(5) A letter of recommendation from security officer/senior MA (MAC or above) stating member meets all specific eligibility requirements listed in paragraph: 8b (1-13).

d. **Application Timelines**

(1) Personnel must send a completed conversion package

as outlined in this article to the MA or SELRES ECM within 60 days of notification of "Approved Pending" status in C-WAY. Failure to submit package within specified time negates the request, resulting in the Sailor's status being changed to "Denied" in C-WAY.

(2) Upon successful submission of the conversion package, the Sailor will be notified via C-WAY with a status update reflecting "Approved" or "Denied", as appropriate.

e. **Selectees**

(1) Personnel selected will be converted to MA upon successful completion of formal schooling.

(2) Personnel selected for conversion via MA "A" School must maintain eligibility as outlined in paragraph 8b "Service requirements." Failure to maintain eligibility requirements will automatically result in a review for continued conversion.

(3) PACT Sailors who have served 18 months or more on active duty that successfully complete MA "A" School will be advanced to E-4 upon successful completion of MA "A" School.

9. **Conversion to the Mass Communications Specialist (MC) Rating**

a. **Background.** Sailors in the mass communication specialist (MC) rating is for Sailors who are the public affairs and visual information experts. They write and produce print and broadcast journalism news and feature stories for military and civilian newspapers, magazines, television, and radio broadcast stations; record still and video photography of military operations, exercises, and other Navy events; and serve overseas, on ships, and at stateside commands as photographers, public affairs specialists, newspaper and magazine staff, and TV and radio station staff and talent. Additionally, MCs create graphic designs in support of the public affairs mission, create and manage official Web sites, and perform high-speed, high-volume graphic reproduction. Due to the distinct purpose and unique nature of duties involved in the MC rating, the quality of personnel selected is of paramount importance, requiring strict adherence to eligibility criteria, procedures, and policy for conversion to the MC rating.

b. **Service Requirements.** Applicants must

(1) be within 1 year of completing the minimum time on station (TOS) (excluding SELRES) or Department of Defense (DoD) tour, as appropriate. If approval for conversion is granted, the effective date of conversion will coincide with TOS, prescribed tour, or DoD tour completion date;

(2) be within 12 months of projected rotation date (PRD) (excluding SELRES);

(3) have or incur a minimum of 36 months OBLISERV from date of conversion to MC rating;

(4) have no marks below 3.0 in previous 3 years of performance evaluations;

(5) meet ASVAB test scores as outlined in MILPERSMAN 1306-618;

(6) have passed the last Navy-wide advancement exam (NWAE) prior to application;

(7) have no history of moral turpitude waivers within the previous 36 months (e.g., alcohol, drugs, indebtedness, or other circumstances that would result in non-screening for the granting of a Secret security clearance and world-wide assignability). Personnel with offenses that reflect unfavorably upon their creditability and integrity are ineligible for the MC rating;

(8) have an excellent command of the English language, demonstrate the ability to write effectively, and have no speech impediments;

(9) have a clear record, free from conviction by court-martial, civil court (except for minor non-repetitious traffic offenses), or NJP during the previous 36 months preceding application for conversion to MC;

(10) be interviewed and submit a written recommendation by the senior mass communications specialist within the geographical area;

(11) demonstrate additional proficiency by providing

published articles and or photos; and

(12) meet world-wide assignability criterion.

c. **Application Procedures.** Each applicant's motivation, qualifications, and potential to succeed as an MC will be considered, as well as the Navy's needs; Service needs take precedence. When eligibility criteria are met and the Sailor has an "Approved Pending" status in the C-WAY System, submit the following to the MC ECM (BUPERS-326 for active, or BUPERS-328 for SELRES) utilizing encrypted e-mail or other authorized means that protect the member's PII. Submit a formal letter of application via CO's administrative chain of command providing the following supporting documents:

(1) Copies of all performance evaluations during the last 36 months;

(2) Copy of most recent ASVAB scores. Most recent ASVAB scores must also reflect in the enlisted master file (EMF);

(3) Copy of profile sheet from last NWAE;

(4) NAVPERS 1306/7 signed by the commander (**no** "by direction" signatures);

(5) Copy of Physical Readiness Information Management System (PRIMS) report showing physical fitness assessment results for 4 years prior to application date;

(6) Copies of published articles and or photos; and

(7) A letter of recommendation from a senior mass communications specialist within the member's geographical area.

Note: All electronic correspondence (e-mail) regarding Navy personnel which containing names, social security numbers, or other identifying information must be digitally signed and PKI-encrypted or submitted via other authorized means.

Any hardcopy correspondence must be pre-coordinated before mailing to the ECM. If used, all hard-copy correspondence regarding Navy personnel containing names, social security numbers, or other identifying information must:

- be double wrapped with the inner layer labeled "FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties;"

- use DD 2923 Privacy Act Data Cover Sheet (as appropriate);

- mailed to only those with an official need to know;

- be sent via a mailing service that can provide tracking information; and

- be handled and destroyed per DoD privacy directives.

d. **Application Timelines**

(1) Personnel must send in a completed conversion package as outlined in this article to the MC or SELRES ECM within 60 days of notification of "Approved Pending" status in C-WAY. Failure to submit the package within a specified time negates the request, resulting in the Sailor's status being changed to "Denied" in C-WAY.

(2) Upon successful submission of the conversion package, the Sailor will be notified via C-WAY with a status update reflecting "Approved" or "Denied" (as appropriate).

e. **Selectees**. Personnel selected will be direct-converted into the MC rating.

10. **Change of Rating via Formal School Training**

a. Service school commands are authorized to assign rating designation or change in rating upon successful completion of designated training.

b. Prior to detachment for instruction, members must satisfy OBLISERV for training as prescribed in MILPERSMAN 1306-106 and or MILPERSMAN 1306-604. Members converting to SRB eligible ratings may fall under the Obligated Service to Train (OTT) Program contained in reference (d).

c. Members in pay grades E-1 through E-6 who are ordered to a school that incorporates an extended course of instruction

(e.g., FT, ET, AT, EW, and STG) must be converted to a rating at an equal pay grade after successful completion of basic or A-1 phase of that course of instruction. Exceptions to this policy apply to the following: Former "A" School graduates from a rating with fundamentals of basic or A-1 phase of training, similar to those of prospective rating, may be tested on material to be covered in that initial course. If a member proves to be thoroughly knowledgeable with A-1 phase by successfully passing a preliminary A-1 phase examination, attendance in A-1 phase will be optional as determined by service school command. Member may be directly converted to new rating and enrolled in advanced or A-2 phase portion of course.

11. **PACT**. Per MILPERSMAN 1306-611, PACT Sailors are required to utilize C-WAY-PACT designation module and must follow designation policies and processes outlined therein.

12. **Change of Rating through Direct Conversion**. Members may request direct conversion from one rating to another rating. Approval will be based on related skills, manning, experience, and training in present rating and desired rating (e.g., AT3 to ET3, DC3 to HT3, YN3 to PS3). Additionally, occasional manning circumstances require direct conversion of members from one rating to another upon creation of a new rating.

13. **Processing of Converted Sailors**. Processing of converted Sailors will depend on their conversion pathway.

a. Sailors who convert via school receive their next set of PCS orders from the appropriate rating assignment detailer based on needs of the Navy.

b. Direct conversion Sailors will either remain on board their present command or be transferred to another command where a vacancy exists. NAVPERSCOM, Enlisted Distribution Division (PERS-40) and the command will make this determination based on present command manning. Sailors who remain on board will have their PRDs adjusted to the appropriate prescribed tour for that rating, unless the initial assignment is regulated by a DoD area tour. For guidance on Sailors who PCS to another command, use MILPERSMAN 1306-104 Projected Rotation Date and MILPERSMAN 1306-126 First-Term Personnel Assignment Policy.

14. **Forced Conversion**. Forced conversions must be processed per MILPERSMAN 1440-011.

15. **Disposition of Members Who Fail to Complete Change of Rating process**. Personnel approved or directed to convert must complete conversion. Sailors who fail to successfully convert may be processed for separation within 2 months of the failure being identified. Separation must be processed per MILPERSMAN 1910-133 or the most appropriate article within the MILPERSMAN 1900 series.

MILPERSMAN 1440-011

FORCED CONVERSION

Responsible Office	BUPERS-32	Phone: DSN COM FAX	882-2082 (901) 874-2082 (901) 874-2063

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1220.1E (b) NAVPERS 18068F, Navy Enlisted Occupational Standards (c) 18 USC §922 Lautenberg Amendment to Gun Control of 1968 (d) BUPERSINST 1430.16G

1. **Policy**. Bureau of Naval Personnel (BUPERS) and Navy Personnel Command (NAVPERSCOM) may direct forced conversion - an involuntary change of rating based on loss of eligibility to further serve in present rating or specialty in an Active Component. All Reserve Component (RC) conversions, with the exception of full-time support, are processed using Career-Waypoints per MILPERSMAN 1440-010.

a. Director, The Office of the Chief of Naval Operations Military Personnel, Plans, and Policy (OPNAV N13) is responsible for approval of enlisted force management policy in support of Deputy Chief of Naval Operations, Manpower, Training, and Education (CNO N1). As such, OPNAV (N13) is the approving authority for conversion policy and exceptions to policy.

b. OPNAV Nuclear Enlisted Community Manager (OPNAV N133) is responsible for managing the overall nuclear enlisted community health at the echelon 1 level. As such, OPNAV N133 will be consulted on nuclear conversion policy execution issues to ensure only the Sailors having their nuclear Navy enlisted classification (NEC) removed, per reference (a), are in the forced conversion process.

c. NAVPERSCOM Enlisted Performance and Separations Branch (PERS-832) serves as the final approval and disapproval

authority for voluntary early separation requests, per this article.

2. **Primary Reasons for Forced Conversion (list is not all inclusive)**

a. Loss of, or failure to, maintain a rating-specific prerequisite or qualification per references (b), volumes 1 and 2, and MILPERSMAN 1306-618,

b. Disqualification, NEC loss, or commanding officer's (CO) loss of confidence for special warfare/operations personnel,

c. Disqualification from submarines for personnel in all submarine service ratings,

d. Disqualification from the nuclear field for personnel with related NEC, per reference (a),

e. Disqualification or drop on request from flying duties,

f. Disqualification from the Personnel Reliability Program, which precludes further performance of duty within current rating,

g. Permanent revocation or denial of security clearance by Department of Defense Central Adjudication Facility, when required by Service member's current rating or specialty,

h. When a Service member whose duties principally involve frequent access, carrying, or possession of firearms is prohibited to access firearms, per reference (c),

i. A medical condition which permanently renders member incapable of performance of duty within current rating, or

j. Loss of credibility that significantly diminishes or impairs ability to perform duties in current rating.

3. **Forced Conversion Change of Rating Requests**

a. Forced conversion must not be used in lieu of disciplinary or medical procedures or to relieve the command of a substandard performer. Only submit forced conversion requests for Sailors who are:

(1) Capable and qualified to serve in requested ratings, and

(2) Not subject to administrative separation (ADSEP) proceedings.

Note: Sailors that are not recommended for retention will have their packages returned to the command with instructions to separate them under MILPERSMAN 1910-133.

b. Request submission guidance:

(1) Commands must submit forced conversion packages within 10 working days after disqualifying factors from current rating have been identified.

(2) For the purpose of forced conversion, the Service member's signature and or concurrence is not required on NAVPERS 1306/7 Enlisted Personnel Action Request. If member refuses to sign, annotate the refusal to sign NAVPERS 1306/7 and submit without delay. NAVPERS 1306/7 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/ forms/NAVPERS/Pages/default.aspx.

(3) CO must ensure Sailors meet eligibility requirements and possess the potential to succeed, relevant to pay-grade.

(4) Members who do not stipulate requested rating choices if their forced conversion package will be processed by NAVPERSCOM and BUPERS into a rating based on "Needs of the Navy."

Note: "Needs of the Navy" refers to any open rating in which a Service member is accepted for conversion. The enlisted community managers determine the "Needs of the Navy."

(5) Command career counselors are encouraged to utilize the Career Navigator (C-NAV) System qualification functionality.

(6) Forced conversion is not authorized into the legalman **(LN)**, Navy counselor **(NC)**, religious program specialist **(RP)**, or master-at-arms **(MA)** ratings.

4. **Forced Conversion Request Procedures**

a. Personnel submitting forced conversion packages are encouraged to request ratings of choice in which they are qualified on NAVPERS 1306/7. Use of BUPERS-Online (BOL) electronic NAVPERS 1306/7 for submitting forced conversion requests is not authorized.

b. The reason for forced conversion must clearly be annotated on NAVPERS 1306/7 in the "Reason for Submission" block.

c. NAVPERS 1306/7 must be signed by the CO or delegated by direction of the CO. Requests must include the following enclosures:

(1) Applicable substantiating documents for forced conversion (i.e., evaluations, NAVPERS 1070/613 Administrative Remarks, medical doctor recommendations, results of nonjudicial punishment, etc.),

(2) Last three evaluations,

(3) Most recent Armed Services Vocational Aptitude Battery Test scores,

(4) Physical fitness assessment results for last 4 years from the Physical Readiness Information Management System (PRIMS),

(5) C-NAV-qualified job list printout identifying requested ratings,

(6) Additional rating-specific documentation (as required), and

(7) For medical disqualifications, NAVMED 1300/3 Medical Assignment Screening for world-wide assignability screening determination (complete with applicable ICD-10 code) must be submitted as part of the forced conversion request.

d. Packages must be forwarded as an attachment via encrypted e-mail to BUPERS Enlisted Community Management Support Branch (BUPERS-328) at e-mail address: askmncc.fct@navy.mil.

Note: All electronic correspondence (e-mail) that contains names, Social Security numbers, or personal health information (PHI) or personally identifiable information (PII) must be digitally-signed and public key infrastructure-encrypted. In the event that encryption is not possible, the only other authorized means of electronically transmitting PII/PHI is through use of Department of Defense (DoD) Secure Access File Exchange (SAFE).

5. **Advancement**. Per reference (d), Service members who are no longer qualified in their current rating are not authorized to compete for advancement or to be advanced. If frocked, frocking will be removed and the command is required to notify the Naval Education and Training Professional Development and Technology Center to have the Navy-wide advancement examination invalidated.

6. **Extensions and Reenlistment**. Members who are no longer qualified in rating must not be allowed to extend, reenlist, or have inoperative extensions made operative without BUPERS-328 authorization.

7. **Bonuses and Special Pays**. Immediately stop payment of any rating-related bonuses and special pays (e.g., selected reenlistment bonus, enlistment bonus, special duty assignment pay, submarine pay, etc.). Contact local personnel offices immediately to stop and or recoup unearned entitlement.

8. **Voluntary Early Separation in Lieu of Forced Conversion or ADSEP Processing**. Service members may request immediate voluntary early separation in lieu of forced conversion or ADSEP processing from NAVPERSCOM Personnel Performance and Transition Division (PERS-83). Requests must contain a statement of understanding that any unearned bonuses will be recouped and separation pay will not be authorized.

9. **Limited Duty**. Service members in a limited duty status must not be processed for forced conversion until these have been designated as fit for duty, in addition to having been found permanently disqualified or incapable to perform required duties in current rating. For special circumstances or when the member's case has been accepted by the physical evaluation board, contact BUPERS-328 to hold forced conversion in abeyance.

10. **Disposition of Members Directed to Force Convert**. One of the following actions must be directed by NAVPERSCOM or BUPERS:

a. Conversion to requested rating or an alternative rating, should "Needs of the Navy" preclude entry into the requested rating,

b. ADSEP processing, per appropriate MILPERSMAN article,

c. Submission of a Fleet Reserve or retirement request,

d. Retention in current rating with:

(1) Separation at expiration of active obligated service (EAOS), if within 12 months of EAOS, or

(2) Cancellation of forced conversion

e. Sailor is directed to complete additional screenings. If the additional screenings result in the Sailor being ineligible for the newly selected rating, the Sailor will be placed back into the "Needs of the Navy" status, or

f. Sailors found to be non-deployable or who have the potential to be found non-deployable will be referred to NAVPERSCOM Distribution Management Division (PERS-45) for additional screening.

11. **Additional Disposition Requirements for Members Force-Converted Out of Nuclear Ratings**. Within 30 days of receipt of conversion approval from BUPERS-328, force converted Sailors will be required to negotiate reassignment with their new rating detailer. Failure to follow this direction will result in a "Needs of the Navy" assignment, as directed by the respective rating assignment detailer, to the highest priority billet. Sailors who fail to complete this redistribution process will be considered as noncompliant and processed for ADSEP per MILPERSMAN 1910-133 or other appropriate MILPERSMAN article(s).

Note: "Needs of the Navy," with regard to distribution, refers to billets advertised on the MyNavy Assignment that are loaded via the cognizant manning control authority. The new rating assignment detailer will determine the "Needs of the Navy" assignment for personnel force converted out of nuclear ratings.

12. **Sailors not Selected for Conversion**. Sailors who are not selected for a new rating during the forced conversion process may be administratively separated per MILPERSMAN 1910-133.

13. **Failure to Complete Conversion**. Sailors who fail to complete the conversion process may be administratively separated.

Note: Sailors approved for forced conversion must maintain all eligibility requirements throughout the entire conversion process. Failure to maintain rating entry requirements may result in ADSEP per MILPERSMAN 1910-133.

MILPERSMAN 1440-020

CONVERSION TO THE NAVY COUNSELOR (NC) (COUNSELOR) RATING

Responsible Office	BUPERS-32	Phone: DSN COM FAX	882-2978 (901)874-2978 882-2041

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1040.11F (b) BUPERSINST 1430.16G (c) OPNAVINST 6110.1K (d) SECNAV M-5216.5, Department of the Navy Correspondence Manual

1. **Background**

a. Service members in the Navy Counselor (NC) (counselor) rating manage the Navy Enlisted Retention and Career Development Program for commands per reference (a). NCs are the commands' principal advisors on policies and regulations related to Navy career planning. The NC rating relies on conversion from other ratings to achieve and maintain required manning levels. Their duties include, but are not limited to:

(1) Evaluating enlisted career development programs at their parent command and subordinate activities;

(2) Coordinating interviews and counseling sessions;

(3) Providing primary technical assistance, guidance, and training to the command career development team;

(4) Maintaining awareness of revisions and initiatives in career development programs through access to Navy directives, reference materials, experience, and regional training;

(5) Counseling individuals and providing presentations to Service members and their family members on the associated benefits and initiatives regarding career development programs and retention;

(6) Establishing and maintaining an aggressive enlisted command career development and retention program; and

(7) Training command leaders and career development teams on all enlisted career development programs and policies.

b. The Command Career Counselor (CCC) Program provides for assignment of personnel in ratings other than NC (counselor) to perform full-time CCC duties. Requirements and qualifications are contained in MILPERSMAN 1306-905.

2. **Policy**. Due to the distinct purpose and unique nature of duties involved in the NC (counselor) rating, the quality of personnel selected is of paramount importance and requires strict adherence to eligibility criteria, procedures, and policy pertaining to conversion to the NC (counselor) rating.

a. Conversions are open to the following individuals:

(1) Petty officers first class (E-6) serving in the Active Component (AC), Training and Administration of the Reserve (TAR), or Selected Reserve (SELRES). Applicants must have completed 5 to 16 years of active naval service.

(2) Petty officers second class (E-5) serving in the AC, TAR, or SELRES. Applicant must be time-in-rate eligible for petty officer first class at time of application.

b. The following conditions (if applicable) must be met:

(1) Applicants must be within 18 months of completing the minimum time on station or Department of Defense (DoD) area tour (as appropriate);

(2) Applicants must be within 18 months of projected rotation date;

(3) Active duty (AD) applicants desiring to convert to TAR must be within 15 months of expiration of active obligated service;

(4) Service members on an enlistment or extension of enlistment for which a selective reenlistment bonus was paid must contact the MyNavy Career Center (MNCC) Human Resources Service Center (HRSC) for eligibility determination and or to determine if any recoupment of monetary allowance is required;

(5) Service members must have or be able to incur a minimum of 36 months obligated service from date of conversion to NC (counselor) rating without exceeding high year tenure gates as outlined in MILPERSMAN 1160-120; and

(6) Service members approved for conversion via attending the CCC Course (A-501-0011) are not eligible for the NC petty officer first class or NC chief petty officer navy-wide advancement exam until successful completion.

c. Per reference (b), applicants approved for conversion to NC (counselor) who are subsequently selected for chief petty officer (E-7) in their current rating prior to actual change of rating must submit a written request to the Bureau of Naval Personnel (BUPERS) Enlisted Community Management Administration Branch (BUPERS-326) or Reserve Community Management Enlisted Branch (BUPERS-352) to have the conversion reconsidered at the E-7 pay grade.

3. **Eligibility Requirements**

a. All applicants must:

(1) Have no marks below 3.0 in previous 2 years of performance evaluations;

(2) Have an Armed Services Vocation Aptitude Battery (ASVAB) test score of VE+ MK+ GS = 156 or higher. Line score waiver will be considered up to nine points. If ASVAB test scores are revised, most recent guidance will apply;

(3) **Have at least 12 cumulative months of experience as a CCC or departmental or divisional career counselor (CC) during the previous 3 years of application date for conversion to NC (counselor).** These positions must be clearly documented in the evaluations or experience will be determined by the immediate superior in command (ISIC) counselor;

(4) Have no history of moral turpitude waivers within the previous 24 months. Service members with offenses that

reflect unfavorably upon their credibility or integrity, and or offenses concerning moral turpitude are ineligible for the NC (counselor) rating;

(5) Be eligible for a Secret security clearance;

(6) Have no speech impediments;

(7) Have a clear record, free from conviction by court-martial, civil court (except for minor, non-repetitious traffic offenses), or non-judicial punishment (NJP) during the previous 24 months **preceding application for conversion to NC (counselor);**

(8) Be within Navy body composition assessment standards per reference (c) and have no documented failures within the last 2 years prior to application date;

(9) Be interviewed and recommended by the commanding officer (CO). Use NAVPERS 1306/92 Special Program Screening (complete all sections). **CO's endorsement must, at a minimum, include:**

(a) Willingness to have the Service member serve as his or her CCC;

(b) Whether Service member is world-wide assignable, and NAVMED 1300/3 Medical Assignment Screening or medical memorandum;

(c) Whether the Service member possesses the requisite initiative, temperament, and technical and professional acumen to work in an independent setting; and

(10) Have completed NAVEDTRA 43699-D Command Career Counselor Personnel Qualification Standards.

b. Personnel applying for conversion to the NC (counselor) rating must be interviewed and provided a written recommendation from the following individuals:

(1) CCC, who must verify all eligibility requirements of paragraphs 2 and 3, and state verification of all requirements in recommendation;

(2) Command master chief (CMC), chief of the boat (COB), or command senior enlisted leader (CSEL) who will attest to the applicant's potential to function as an independent duty CCC, and whether the applicant has demonstrated effective verbal and written communication across all levels of the chain of command and his or her willingness to have the Service member serve as their CCC;

(3) ISIC CC, who must state whether the applicant can function as an independent duty CCC and willingness to have the Service member serve as his or her subordinate CCC; and

(4) Type commander (TYCOM) fleet or force CC in applicant's administrative chain of command.

c. Service members not eligible for conversion to NC (Counselor) include those:

(1) In receipt or pending release of permanent change of station orders;

(2) In a limited duty status until found fit for full duty; or

(3) Not endorsed by their respective TYCOM CC.

4. **Application Procedures and Requirements**. The TYCOM CC in the applicant's administrative chain of command will review requests for conversion to the NC rating. Lateral conversion requests must be submitted to MNCC HRSC via the CO and TYCOM fleet NCs in the applicant's administrative chain of command. When eligibility criteria are met, use reference (d) to **submit the following supporting documents**:

Note: In the absence of a TYCOM NC (counselor), the appropriate fleet NC will review and endorse requests for conversion to the NC rating.

a. Copies of all performance evaluations covering the past 3 years;

b. Copy of NAVEDTRA 43699-D completion;

c. Copy of most recent ASVAB scores;

d. NAVPERS 1306/7 Electronic Personnel Action Request signed by the CO or officer in charge (OIC);

e. NAVPERS 1306/92 with all sections completed and signed by the CO or OIC (**cannot be "by direction"**);

f. Copy of operational duty screening utilizing exhibit 2 of MILPERSMAN 1300-800;

g. Copy of Physical Readiness Information Management System (PRIMS) report showing physical fitness assessment results for 2 years prior to application date;

h. Letters of recommendation from CCC (if applicant not currently assigned as CCC), CMC/COB/CSEL, ISIC CC, and fleet or force CC in applicant's administrative chain of command.

i. SELRES candidates must submit a complete application to the appropriate enlisted community manager (ECM) before receiving the Reserve Component to TAR or Reserve Component to AC career waypoints approval quota.

Note: All electronic correspondence (e-mail) must be encrypted to protect personally identifiable information. When sending an e-mail, a controlled unclassified information (CUI) banner marking must appear at the top portion of the e-mail. In addition to the banner marking, an indicator can be included in the subject line to indicate that the e-mail also contains CUI. When forwarding or responding to e-mail containing CUI, be sure to carry forward all applicable marking to the new e-mail. If unable to send an encrypted e-mail utilize the DoD Secure Access File Exchange (SAFE) to securely send and receive files.

5. **Selection Process**. BUPERS-326 or BUPERS-352 will receive and screen conversion applications for completion and proper documentation. Complete applications will be forwarded to both losing and gaining rating ECM for final determination.

6. **Selectees**

a. Service members will be converted to NC upon successful completion of the CCC Course (A-501-0011) or direct conversion, if they completed the CCC Course within the past 36 months at time of selection and currently hold Navy enlisted classification 806R.

b. Applicants selected for conversion:

(1) Are detailed to their first rated NC assignment with CCC Course en route, if needed. Initial assignment may be sea duty or shore duty based upon requisition priorities and sea duty completion; and

(2) Must successfully complete the CCC Course or may be reverted to former rating or separated per MILPERSMAN 1910-133.

c. SELRES converted to NC (TAR) will be recalled to AD if approved for conversion; and

Note: SELRES desiring conversion to NC rating (counselor) must be endorsed by the component for which they are applying. AD applications must be endorsed by an AD force or fleet counselor. TAR applications must be endorsed by the Navy Reserve Force CC.

d. Personnel selected for conversion must maintain all eligibility requirements outlined within this article.

7. **Forced Conversions**. For forced conversions out of the NC (counselor) rating, refer to MILPERSMAN 1440-011.

8. **No Fault Reversion**

a. No fault reversion is intended for NCs who are experiencing some limiting deficiencies that were not apparent at the time of request for conversion to NC (counselor). Reversion is not considered a derogatory action and should not be interpreted unfavorably in any subsequent detailing or board action.

b. Requests for rating reversion of personnel deemed unsuitable for continued service in the NC (Counselor) rating will be sent to BUPERS-326 or BUPERS-352, and TYCOM fleet or force CC or Reserve force CC via the CO in the applicant's administrative chain of command. Such requests must include a detailed description of the circumstances or reasons why the Service member is no longer eligible to perform the duties of an NC (counselor) and be adequately and factually supported by enclosures (e.g., evaluations, counseling sheets, witness statements, documentary evidence).

9. **Disciplinary Actions**

a. In the event that a CO loses confidence in a Service member's ability to perform NC duties due to incidents significantly impacting his or her credibility and integrity, force conversion should be considered per MILPERSMAN 1440-011.

b. Service members receiving formal disciplinary action for minor infractions (e.g., NJP or civilian court) will not normally be considered for forced conversion out of the NC (counselor) rating on the first offense. The command must enroll these members in a formal probationary period for up to a year and provide appropriate counseling and training in collaboration with the applicable fleet or force NC (counselor). Personnel placed on formal probation will receive a temporary NAVPERS 1070/613 Administrative Remarks that states "(Service member's name) is hereby enrolled in a probationary period for_____ months (Not to exceed 1 year) for the following infraction(s): (enter infraction(s)). Counseling and a training plan will be provided with the applicable fleet or force counselor. In the event that you receive additional formal disciplinary action during your probation period or don't complete your monthly training plan established by your force or fleet counselor you, may be subject to force conversion per MILPERSMAN 1440-011."

10. **Detachment for Cause (DFC)**. For administrative removal from an assignment for substandard behavior or substandard performance of duty, comply with MILPERSMAN 1616-010.

11. **Waivers**. Eligibility criteria set forth in this article are necessary to ensure manning and command stability, equitable treatment for those competing from various ratings, and equal consideration for all conversion requests.

a. Waivers will be considered by the NC rating ECM via the respective echelon 2 counselor on a case-by-case basis.

b. If required, the Service member and endorser must state the requirement for a waiver and cite justification.

MILPERSMAN 1440-040

NO-FAULT REVERSION TO FORMER RATING

Responsible Office	BUPERS-32	Phone: DSN COM	882-2678 (901) 874-2678

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**

a. No-fault reversion to former rating is intended only for those members who are experiencing some limiting deficiency that was not apparent at the time of their request for rating conversion. The provisions of this article shall not be used for cases in which substandard performance or motivation is a cause or contributing factor.

b. An example of a case for no-fault conversion might be a Navy counselor who lacks aptitude for "salesmanship or counseling" but who has exerted maximum effort to succeed, and retains the potential to succeed in his or her former rating.

2. **Commanding Officer's (CO) Procedures**

a. When the CO determines that a member has failed to succeed in a converted rating, and the failure is considered not to be the fault of the member, the CO shall provide personal counseling to the Sailor. Counseling should include the circumstances and details of the problem to ensure that the reason for failure is not due to lack of motivation.

b. When the inability to function is due to inadequacies, and rating reversion is in the best interest of the member and the Navy, the CO should encourage the convertee to request reversion to his or her former rating. The member should submit NAVPERS 1306/7 Enlisted Personnel Action Request, via his or her CO, to Bureau of Naval Personnel (BUPERS), Enlisted Military Community Management Division (BUPERS-32). The request should cite this article as a reference. NAVPERS 1306/7 may be accessed by using the following Web address: https://www.public.portal.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201306-7.pdf.

c. Should the member not desire to submit a request for rating reversion, the CO may originate and submit correspondence to BUPERS (BUPERS-32) requesting the member's rating reversion under this article. The request should indicate that the member has received counseling, and include a personal statement from the member concerned. If the member chooses not to submit a statement, the CO's correspondence should so indicate.

3. **Approval Authority**. BUPERS (BUPERS-32) is delegated authority to approve no-fault reversion requests. BUPERS 32 is also delegated authority to disapprove no-fault reversion requests lacking sufficient justification, or to disapprove requests based on other criteria considered by BUPERS (BUPERS-32). CO's may then request that the Office of the Chief of Naval Operations, Force Shaping Plans and Policy Branch (N132) review the decision.

4. **Effect of Reversion**. Reversion under this article is not derogatory and shall not be interpreted unfavorably in any subsequent detailing or board action.

MILPERSMAN 1450-010

REDUCTION IN RATE

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4439 (901) 874-4439 882-2624

References	(a) Uniform Code of Military Justice (UCMJ) (b) BUPERSINST 1430.16E, Manual of Advancement (c) NAVPERS 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards (d) OPNAVINST 1160.5C

1. **Purpose**

a. Reduction in rate by a commanding officer (CO) may be considered as coming within two general classes:

(1) Those made as a punishment under reference (a), article 15.

(2) Those made by reason of incompetency.

b. This article deals with administrative reduction in rate for incompetency, when members concerned have proven themselves not qualified to perform properly the duties of their rates.

NOTE: For reduction in rate under reference (a), see article 15.

2. **CO's Authority**

a. COs or officers in charge (OICs) may reduce an enlisted member within their command or in their charge to the next inferior grade under this article if the grade from which demoted is within the promotion authority of the CO, OIC, or lower command. Exceptions to this rule are enlisted members in the rank of

(1) master chief petty officer.

(2) senior chief petty officer.

(3) chief petty officer.

b. The CO is not considered to have the authority at nonjudicial punishment (NJP) to reduce a servicemember in paygrades E-7 or above to a lower paygrade since advancement to E-7 or higher requires selection by a board convened for that purpose by Navy Personnel Command (NAVPERSCOM) (reference (b), paragraph 803.2).

3. **Marking Periods**. For the purpose of this article, two consecutive marking periods are defined as two regular evaluation periods or one regular evaluation period and one special evaluation period covering a minimum of 3 months.

4. **First Class Petty Officer or Below**

a. Prior to execution of a reduction in rate of a first class petty officer or below, members concerned shall be apprised of their right to request mast before the CO and to present any evidence or witnesses in their own behalf and reminded of their right to appeal any adverse action to the next higher common superior having power to act in the matter.

b. Reduction, or a recommendation for reduction, of first class petty officers and below not qualified to perform the duties of their rate by reason of incompetency (not for disciplinary reasons) shall be supported by the following performance marks. For first class petty officers and below, such action must be supported by a mark of 1.0 in any one of the trait areas labeled

(1) “Professional Knowledge,”

(2) “Quality of Work,”

(3) “Personal Job Accomplishment/Initiative,” or

(4) “Leadership”

on NAVPERS 1616/26 (Rev. 03-02), Evaluation Report and Counseling Record (E1-E6), for at least two consecutive marking periods covering a minimum of 15 months performance.

NOTE: Waiver of these requirements may be granted only by NAVPERSCOM, Enlisted Performance and Separations Section (PERS-4832).

5. **NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks**. Subject to the conditions stated in this article, COs are authorized to effect reduction in rate of a petty officer first class or below by signing the following NAVPERS 1070/613 entry in the service record:

(date): "Proved not qualified for rate of (fill-in) by reason of (fill-in). Received and acknowledged evaluation marks of (fill-in relevant adverse marks) in (evaluation factors) on performance evaluation reports for periods (fill-in). Reduced in rate to (fill-in) this date."

_____
(Commanding Officer)

(date): "I understand that I have been administratively reduced in rate for the reason(s) stated above. I have been counseled and understand my rights of redress in this matter and it is my decision (to/not to) request review by higher authority."

_____
(Member)

6. **Master Chief, Senior Chief, or Chief Petty Officers**

a. For master chief, senior chief, or chief petty officers, the CO may recommend reduction in rate for reasons of incompetency to NAVPERSCOM. Such recommendation shall be supported by a mark of 1.0 in any one of the trait areas labeled

(1) "Leadership,"

(2) "Professional Expertise," or

(3) "Mission Accomplishment"

for two consecutive marking periods covering a minimum of 15 months performance. The recommendation shall contain a full report of the circumstances together with certified copies of all pages of the service record containing assigned marks or entries pertaining to the performance of the member concerned.

b. The member concerned shall be apprised of the right to request mast before the CO, to present any evidence or witnesses in the their behalf, and to submit a written statement for inclusion as an enclosure to the CO's recommendation. Should the member concerned not desire to make a written statement, indication thereof shall be included in the CO's recommendation.

NOTE: Waiver of these requirements may be granted only by NAVPERSCOM (PERS-4832).

7. **Paygrade Reduction**

a. Members reduced in rate or recommended for reduction in rate under the authority of this article may be reduced only one paygrade. Subsequent reductions for incompetency must be substantiated by further unsatisfactory marks and service record entries.

b. Reduction in rate shall be to a lower paygrade in the path of advancement as specified per reference (c). Where a petty officer is reduced to paygrade E-3, it shall be to a rate, which is in the appropriate apprenticeship. For example: MM3 reduced to FN or AE3 reduced to AN. If appropriate, a striker identification should be assigned.

8. **Reinstatement and Reenlistment**

a. Reinstatement of personnel reduced in rate per this article is not authorized. Personnel must requalify through normal advancement system.

b. Personnel reduced in rate per this article are ineligible for reenlistment, per reference (d).

MILPERSMAN 1500-010

SURVIVAL TRAINING REQUIREMENTS

Responsible Office	CNO (N889J)	Phone:	DSN COM FAX	664-7766 (703) 604-7766 664-6969

1. **Training Requirements**. Every member assigned to a naval vessel or aircraft must be given the proper survival instructions to ensure knowledge and ability in the following items:

	Item
a.	Should be a capable swimmer. Every member should receive instruction on how to swim through debris and burning oil.
b.	Should know the fundamental principles of first aid, particularly the information applicable to injuries that may be encountered after abandoning ship.
c.	Should be completely familiar with the life-saving equipment assigned for their personal use. Every member must know how to maintain their gear so that if the occasion arises, it is ready for immediate use.
d.	Should know how to leave a sinking ship or aircraft.
e.	Should know how to reach an open deck from assigned station by the proper route.
f.	Should be familiar with the survival gear, including all signaling devices provided on the lifecraft of their ship or aircraft. Every member should know where their gear is stowed, how to use it, how to secure it to the lifecraft, and how to keep it in a state of constant readiness.
g.	Should know how to care for themselves and shipmates if they become survivors either on a raft or in the water, supported either by a life preserver or by their own efforts.
h.	Should be thoroughly familiar with assigned tasks on ship’s watch, quarter, and station bill that are put into effect when the ship is in danger of sinking or when survivors from a stricken vessel are to be taken aboard.
i.	Should be familiar with the type of equipment that may be dropped to survivors by rescuing planes.

MILPERSMAN 1500-020

FIRST AID TRAINING REQUIREMENTS

Responsible Office	BUMED (N7)	Phone: DSN COM FAX	761-9282 (703) 681-9282 681-5406

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) NAVEDTRA 14295, Hospital Corpsman Manual

1. **Policy**

a. Every member of the Navy (officer and enlisted) must be given instruction to ensure knowledge and ability in the principles of first aid. When personnel of the medical department are available, they must give such instruction per reference (a).

b. When medical personnel are not available, instruction in the following principles must be given per reference (b), specifically, treatment of:

(1)	Puncture or penetrating wound
(2)	Sucking chest wound
(3)	Abdominal evisceration
(4)	Massive hemorrhage and or amputation
(5)	Laceration
(6)	Open and closed fractures
(7)	First, second, and third degree burns
(8)	Hypothermia
(9)	Heat cramps, heat exhaustion, and heat stroke
(10)	Electrical shock
(11)	Smoke inhalation

MILPERSMAN 1500-030

MEDICAL DEPARTMENT SCHOOLS

Responsible Office	NAVPERSCOM (PERS-4415)	Phone: DSN COM FAX	882-4053 (901) 874-4053 882-2682/80

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

References	(a) OPNAVINST 1120.4C (b) OPNAVINST 1500.77A

1. **Policy**

a. The education and training of Medical Department personnel, including officers of the Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps, and members of the Hospital Corps rating are the responsibility of Chief, Bureau of Medicine and Surgery (BUMED). Announcements of the various education and training programs are made by BUMED.

b. Policies regarding admissions and acceptance to the **Armed Forces Health Professions Scholarship Program (AFHPSP)** and the **Uniformed Services University of the Health Sciences (USUHS)** medical training programs are set forth in references (a) and (b).

2. **Application and Selection**. USUHS application guidance is provided at https://www.usuhs.edu/. Procedures for application and selection of members are published in BUMED instructions. Eligible active duty personnel are required to obtain approval to apply to the USUHS.

3. **Training Development**. Duration and types of education and training are based on the recommendations of training advisory boards approved by BUMED.

4. **Admission Policies**. Eligible Personnel:

a. U.S. Naval Academy midshipmen may be recruited into USUHS within a combined maximum limit of 15 graduates entering USUHS and AFHPSP annually.

b. Navy Reserve Officer Training Corps midshipmen may be recruited into the program within a maximum combined limit of 15 graduates entering USUHS and AFHPSP annually.

c. All Navy and Marine Corps officers on active duty who have completed their initial active service obligation before appointment in the program, except the following:

(1) Officers under obligations incurred through Department of Defense-funded education programs, naval flight officer training, or naval flight training must complete the minimum required obligation for those programs, plus any additional obligated service incurred in conjunction with an aviation cross training, transition, or replacement training.

(2) Nuclear-trained officers must have completed a tour as department head of a nuclear submarine or guided missile cruiser, or as principal assistant of an aircraft carrier, or be senior to officers assigned. If a nuclear-trained officer is serving under an agreement for nuclear continuation pay, member must be within 1 year of completion of the obligation as an unrestricted line officer. Submarine (non-nuclear) officers must have completed the department head tour required by the current pattern or be senior to those assigned. Availability will be determined based upon the community's ability to meet requirements.

MILPERSMAN 1510-030

ADVANCED ELECTRONICS FIELD, ADVANCED TECHNICAL FIELD, AND NUCLEAR FIELD PROGRAMS

Responsible Office	BUPERS-327	Phone: DSN COM	882-2917 (901) 874-2917
	OPNAV N133	Phone: DSN COM	664-5493 (703) 604-5493

MyNavy Career Center	Phone: Toll Free Email: MyNavy Portal	1-833-330-MNCC askmncc@navy.mil https://my.navy.mil

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References	(a) OPNAVINST 1160.6C (b) COMNAVCRUITCOMINST 1130.8K (c) NAVMED P-117, Manual of the Medical Department (MANMED) (d) NAVPERS 18068F, Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume 1, Navy Enlisted Occupational Standards (e) OPNAVINST 6110.1K (f) OPNAVINST 5350.4E (g) SECNAVINST 5510.35D (h) BUPERSINST 1430.16G (i) SECNAVINST 5510.30C

1. **Purpose**. The Advanced Electronics Field (AEF), Advanced Technical Field (ATF), and Nuclear Field (NF) Programs provide incentives for enlistment or reenlistment of enlisted personnel in the Navy and Navy Reserve. The programs are designed to provide technical or nuclear-trained personnel for naval service.

2. **Enrollment**

a. Personnel may only request enrollment into the AEF or ATF as an enlistment program or while at Navy Recruit Training Command or naval training activities. This requirement does not bar fleet Sailors from requesting and being enrolled in "A" school for any rating in the AEF or ATF Program. Fleet Sailors can request enrollment into the programs while stationed at the training activity. Sailors approved for conversion to a rating

which is only AEF or ATF will be automatically enrolled in the respective program and must incur sufficient obligated service (OBLISERV). For Sailors approved for conversion to a rating having both 4 year obligation (YO) and 6-YO options, training activities must request enrollment by NAVPERS 1306/7 Electronic Personnel Action Request to Bureau of Naval Personnel (BUPERS) Enlisted Community Management Division (BUPERS-32) for Active Component or Reserve Community Management Division (BUPERS-35) for Selected Reserve (SELRES) and Training and Administration of the Reserve (TAR). For personnel requesting enrollment into the NF Program refer to MILPERSMAN 1306-500, 1306-502, 1306-504, and reference (a).

b. Entrance into these programs provide initial "A" school training and accelerated advancement:

To pay grade...	for personnel enrolled in...
E-2	AEF or ATF upon graduation of recruit training.
E-3	NF upon date of entry on active duty.

3. **Program Ratings**

a. The ratings in the AEF and ATF Programs are determined by BUPERS-32. Ratings for the NF Program are determined by the Office of the Chief of Naval Operations Nuclear Propulsion Program Manager (OPNAV N133) and updated, per reference (b), as changes occur. Ratings in the programs include:

AEF
• Advanced Electronic Computer Field (AECF), Electronics Technician (ET), Fire Controlman (FC), and Fire Controlman Aegis (FCA))
• Cryptologic Technician (Maintenance) (CTM)
• Cryptologic Technician (Technical) (CTT)
• Missile Technician (MT)
• Sonar Technician (Surface) (STG)
ATF
• Naval Aircrewman (Mechanical) (AWF)
• Naval Aircrewman (Tactical Helicopter) (AWR)
• Naval Aircrewman (Helicopter) (AWS)
• Naval Aircrewman (Operator) (AWO)
• Naval Aircrewman (Avionics) (AWV)

• Cryptologic Technician (Interpretive) (CTI)
• Cryptologic Technician (Networks) (CTN)
• Explosive Ordnance Disposal (EOD)
• Interior Communications Electrician (IC)
• Intelligence Specialist (IS)
• Information Systems Technician (IT) and Information Systems Technician Submarine (ITS)
• Navy Diver (ND)
• Special Warfare Boat Operator (SB)
• Special Warfare Operator (SO)
• Search and Rescue Medical Technician (HM L00A)
• Fleet Marine Force Reconnaissance Independent Duty Corpsman (HM L02A)
• Medical Deep Sea Diving Technician (HM L27A)
NF
• Electricians Mate, Nuclear power (EMN)
• Electronics Technician, Nuclear Power (ETN)
• Machinist Mate, Nuclear Power (MMN)

b. An individual must volunteer and be qualified for duty in submarines for entry into the MT or ITS rating. The NF Program also provides opportunities for duty in submarines.

c. All individuals entering the CTM, CTI, and CTT ratings must be volunteers for both aircrew and submarine duty.

d. All naval aircrewman (AW) ratings must meet and comply with the requirements of MILPERSMAN 1220-010.

e. All special warfare operators must meet and comply with the requirements in MILPERSMAN 1220-300.

f. All special warfare boat operators must meet and comply with the requirements in MILPERSMAN 1220-400.

4. **Types of Training**. Training is generally categorized in two phases:

a. **"A" School - Initial Skill Training**

(1) Any appropriate preliminary or prerequisite training or the respective class "A" school.

(2) AEF and ATF personnel who volunteer and are selected for permanent duty in submarines will attend Naval Submarine School.

(3) "A" school curricula is basic to the rating and not considered specialized except for language training for CTI. All graduates of language training are awarded the Navy enlisted classification (NEC) for that particular language so they can be tracked in the Navy personnel system.

(4) Successful completion of Hospital Corpsman (HM) "A" School is a pre-requisite to attend HM L00A, L02A, and L27A.

b. **"C" School - Advanced Training**

(1) Consists of at least one "C" school or as annotated below:

(a) Advanced training for NF ratings consists of Nuclear Power School and training at a nuclear power training unit.

(b) Advanced training for CTI consists of the Apprentice Cryptologic Language Program before beginning initial tour. Graduates of this phase of training are awarded NEC C30A-C33A depending on language apprentice cryptologic linguist.

(c) CTN "A" School, Joint Cyber Analysis Course (JCAC), is an advanced technical 24-week NEC producing "A" school.

(d) Advanced training for AW consists of graduation from a fleet replacement squadron. AW personnel who do not require a fleet replacement squadron do not have an advanced training requirement.

(e) Advanced training for EOD, ND, SB, and SO is included in "A" school pipeline.

(f) Advanced training for MT consists of NEC T33A Trident II SWS MK 98 MOD 6.

(g) Advanced training for IS may be upon graduation of "A" school or after completion of first tour enroute to next command depending on defined career path or awarded NEC.

(h) Advanced training for HM L00A requires successful completion of HM "A" School. Upon completion of the L00A "C" School pipeline the member will be awarded the L00A NEC.

(i) Advanced training for HM L02A requires successful completion of HM "A" School and L03A (Field Medical Service Technician) "C" School. Upon successful completion of L03A "C" School, each member will be awarded the NEC before entering the L02A training pipeline. Upon completion of L02A "C" School training pipeline, the member will be awarded the L02A NEC.

(j) Advanced training for HM L27A requires successful completion of HM "A" School. Upon completion of L27A "C" School training the member will be awarded the L27A NEC.

(2) Temporary assignments to general duty for approximately 24 months (usually aboard ship) may be required to await assignment to advanced training.

(3) The specific path of advanced training is determined by needs of the Navy for CTT, ET, FC, FCA, IC, IS, IT, and STG ratings.

5. **Eligibility Criteria**

a. The following are minimum eligibility requirements:

(1) Must be a U.S. citizen,

(2) Must successfully complete "A" school training,

(3) Must meet minimum Armed Services Vocational Aptitude Battery Test scores as delineated per MILPERSMAN 1306-618, and

(4) Must be a high school graduate (General Education Development (GED)) acceptable.

b. Physical Requirements

(1) Must meet vision and hearing requirements as applicable to the rating per MILPERSMAN 1306-618, and references (c) and (d);

(2) Applicants for submarines and NF duty must meet physical requirements per reference (c);

(3) Must meet physical readiness test and body fat requirements per reference (e);

(4) Applicants for the Aircrew (AIRC), Aviation Rescue Swimmer (AIRR), and Search and Rescue Medical Technician (SRMT) Programs must meet the physical requirements per the Navy Aeromedical Reference and Waiver Guide; and

(5) Applicants for special warfare operator, special warfare boat operator, ND, and EOD operators must meet physical requirements per MILPERSMAN 1220-410.

c. Personnel with more than 10 years prior service in any branch of the Military Services are not eligible for these programs but may be eligible to submit conversion packages for these ratings per MILPERSMAN 1440-010.

d. Must be of sound moral character:

(1) Applicants who have a history of disciplinary infractions either in the military or civilian community are ineligible for entry. Navy Personnel Command (NAVPERSCOM) Lead Professional Apprenticeship Career Track (PACT) and "A" School Assignment Detailer (PERS-4010S) or NAVPERSCOM Submarine Nuclear Qualifications Coordinator (PERS-403F) for submarine duty may grant waivers for minor infractions. OPNAV Nuclear Enlisted Quality Control Manager (N133D2) may grant NF waivers for minor infractions.

(2) In an effort to protect the applicant from possible disenrollment as a result of subsequent screening, all questionable or borderline cases will be referred to BUPERS-32 for a determination of eligibility or PERS-403F for submarine duty and OPNAV N133D2 for NF eligibility.

(3) A waiver for pre-service drug use or abuse may be granted. The waiver request will be submitted to BUPERS-32. Waivers for submarine duty will be submitted to PERS-403F and waivers for NF duty will be submitted to OPNAV N133D2 only under the following circumstances:

(a) Evidence of honesty and complete rejection of further drug use and abuse;

(b) Request must include a signed drug rejection statement; and

(c) Policy and waiver procedures for drug abuse as contained, per reference (f), will be strictly adhered.

6. **Security Clearances**

a. The following ratings require eligibility for a security clearance:

AW	CTI	CTN	CTT
EOD	ET	STG	ND
FC	SO	IC	IS
IT and ITS	MT	NF (ETN, EMN, MMN)	SB
HM	CTM	FCA	

b. Personnel selected for training in occupational fields who are normally assigned to billets in the Personnel Reliability Program must meet requirements per reference (g).

7. **Obligated Service (OBLISERV)**

a. Assignment in AEF, ATF, or NF Program requires a 6-year active service obligation. This obligation is computed from the time of entry onto active duty on current enlistment. For Navy veterans or other service veterans, the 6 years will be counted from the date of reentry into the Navy and may be accomplished by extension or reenlistment.

b. Applicants must have an initial 4-year active service obligation and concurrently execute two 12-month agreements to extend on active duty. The extension of active OBLISERV is to ensure personnel will have sufficient OBLISERV remaining for payback for advanced training received.

c. Active duty Navy Reserve personnel who are in the TAR Program are not required to be discharged and reenlisted in the Regular Navy but must execute an agreement to extend their active service as TAR for a total 6-year active service obligation. Personnel requesting submarine and or NF duty must be in the Regular Navy.

d. In the case of personnel who apply for these programs while in recruit training, the extension for OBLISERV will be executed at the time of notification of acceptance.

e. Extension Reasons:

(1) Twelve-month extension of enlistment on NAVPERS 1070/621 Agreement to Extend Enlistment or NAVPERS 1070/622 Agreement to Recall or Extend Active Duty is executed with the following narrative reason:

"Training in the Advanced Electronics Field (AEF), Advanced Technical Field (ATF), or Nuclear Field (NF) Program. MILPERSMAN 1510-030, 1220-010, 1306-500, 1306-502, and 1306-504 are governing directives. I understand that this extension of active service becomes binding upon execution and thereafter may not be cancelled, except as set forth in MILPERSMAN 1160-040 and 1510-030."

(2) Twelve-month extension of enlistment on NAVPERS 1070/621 or NAVPERS 1070/622 is executed with the following narrative reason:

"Advancement to rate and grade per MILPERSMAN 1430-010. I understand this extension becomes binding upon advancement and may not be cancelled except as per MILPERSMAN 1160-040."

NAVPERS 1070/621 and NAVPERS 1070/622 may be accessed on the MyNavy HR Web site using the following Web address: https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/

8. **Unable to Complete Training**

a. If a member is unable to complete the training pipeline, refer to MILPERSMAN 1160-040 for extension policy cancellation or adjustment. The member will then be made available for reassignment to the rating detailer or NAVPERSCOM Shore Special Programs Branch (PERS-4010) (as appropriate).

b. If a member is unable to complete the required "A" or "C" school training, refer to MILPERSMAN 1236-020 for rating disposition and subparagraph 9a below for extension cancellation.

c. Members who have completed Naval Submarine School and are recommended to retain the "SU" designator may be reclassified to another submarine source rating (if a vacancy exists) and assigned to submarine duty after completion of the new training.

9. **Advancement or Reduction in Rate and Extension Cancellation**

a. For those personnel reduced in rate and or disenrolled from the program, the following applies:

	If advanced training...	**and the member...**	**then...**
(1)	**was** received,	**was** advanced to E-4	the extensions of enlistment are **not** cancelled.
(2)	**was** received,	**has not** yet advanced to E-4 (i.e., reduced from E-3 to E-2 prior to time-in-rate (TIR) eligibility for E-4),	eligibility for advancement to E-4 **is terminated** and the extensions of enlistment **are not** canceled.
(3)	**was not** received, (has successfully completed "A" school),	**was** advanced to E-4,	12-month extension of enlistment for advancement to E-4 **remains valid**, 12-month extension of enlistment advanced training (AEF/ATF/NF) **is cancelled**, and new extension is required for the amount of training received IAW MILPERSMAN 1160-040 subpara 9f.
(4)	**was not** received (has successfully completed "A" school),	**was not** advanced to E-4,	eligibility for advancement to E-4 **is terminated**, both

			extensions **are cancelled**, and new extension is required for the amount of training received IAW MILPERSMAN 1160-040 subpara 9f.

b. Personnel enrolled in these programs are authorized accelerated advancement to pay grade E-2 for AEF or ATF upon completion of recruit training or later acceptance into these programs, or to pay grade E-3 for NF upon date of entry to active duty. This is not to prevent enlistment at pay grade E-2 or E-3 for those individuals who qualify on the basis of other enlistment programs.

c. Personnel are authorized guaranteed advancement to E-4 after successfully completing "A" school or advanced training (when applicable) and serving 6 months time-in-grade as an E-3. The following must also be completed or obtained prior to advancement to E-4:

(1) All requirements completed for advancement in rate;

(2) Commanding officer's (CO) recommendation via NAVPERS 1336/3 Special Request/Authorization. For NF personnel graduating NF "A" School, the CO's recommendation will be provided via a listing of Sailors eligible for advancement vice individual NAVPERS 1336/3. NAVPERS 1336/3 may be accessed by using the following Web address: https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/.

Note: Sailors are advanced to E-4 after serving 6 months TIR and successful completion of the rating's required training. Participation in the Navy-wide examination is not required. Advancement to E-4 will be on the 16th of the month after 6 months of service as an E-3. TIR will be established per reference (h).

d. For personnel who fail to complete "A" school training, members will have their pay grades administratively reduced to the pay grades held when their active duty commenced:

(1) Depending on the member's TIR date on the date member was disenrolled, member may be eligible for normal advancement to pay grade E-2 or E-3.

(2) This is not to preclude enlistment at pay grade E-2 or E-3 for those individuals who qualified on the basis of other enlistment programs.

e. Benefits of these programs do not pertain if the member is dropped from training. Per MILPERSMAN 1133-090, new accession training (NAT) Sailors are eligible for accelerated advancement to E-4 in the same manner as their Active Component counterparts.

10. **Disenrollment**

a. Individuals who fail to remain qualified per paragraphs 5, 6, and 7 of this article will not be entitled to further training. In all cases the full narrative reason for disenrollment and the authorization will be recorded in the member's service record by an appropriate entry on NAVPERS 1070/613 Administrative Remarks and acknowledged by the member. Except as indicated below, all disenrollments must be approved by PERS-4010S or OPNAV N133D2 for the NF Program. NAVPERS 1070/613 may be accessed by using the following Web address: https://www.mynavyhr.navy.mil/Portals/55/Reference/ Forms/NAVPERS/.

b. To facilitate prompt efficient processing and classification of personnel in recruit training, authority is granted to the Officer in Charge, Transaction Service Center, Great Lakes to disenroll personnel under the following circumstances:

(1) Failure to meet qualifying test scores, OBLISERV requirements, or requisite physical and mental standards:

(a) Personnel with a history of suicidal attempts or suicidal gestures are not qualified and should be disenrolled.

(b) Personnel with any other potentially disqualifying physical or mental condition should continue in processing and classification pending a determination of their eligibility for a waiver by the Bureau of Medicine and Surgery (BUMED) (for submarine or NF duty, submit waivers to PERS-403F via BUMED (BUMED-21)).

(2) Inability to qualify for a security clearance without extended observation of the member's performance or behavior per reference (i).

(3) Identified as a drug abuser per reference (f).

c. To prevent loss of productive manpower, authority is granted to COs of training activities to disenroll personnel under the following circumstances:

(1) Inability to qualify for a security clearance without extended observation of the member's performance or behavior per reference (i),

(2) Identification as a drug abuser per reference (f),

(3) Disciplinary infractions, or

(4) Academic failure:

(a) Personnel who graduate from "A" school training are not considered academic failures for purposes of dropping AEF or ATF.

(b) Markedly inferior performance or obvious lack of effort constitutes grounds for disenrollment.

11. **Processing Disenrollees**

a. Accession Sailors who have not reached their first permanent duty station and fail to complete the training pipeline (including NF) may be reclassified if they meet the provisions of MILPERSMAN 1236-020.

b. Individuals not assigned another school or not eligible for reclassification will be made available for general assignment.

c. Personnel who fail to complete "A" school training, will have their pay grades administratively reduced per subparagraph 9d above.

d. Assignment to another class "A" school is not guaranteed and is subject to needs of the Navy.

e. If disenrollment is for ineligibility present and documented at the time of application, PERS-4010S or NAVPERSCOM Enlisted Performance and Separations Branch (PERS-832) may authorize discharge from the naval service as an option.

f. Those who do not meet the basic eligibility criteria prescribed in this article and in MILPERSMAN 1306-618 subsequent to enlistment or enrollment are subject to disenrollment even if they are not at fault.

g. In cases where adjudicated clearance investigation (completed upon entrance into the Navy) contains significant derogatory information which cannot be favorably resolved and it is apparent an affirmative determination of eligibility for a security clearance cannot be made without extended observation of performance or behavior, the member will be disenrolled. Disenrollment in this category will be limited to cases in which it is determined the member does not meet the security clearance requirements as indicated in reference (i). As a result PERS-832 may authorize discharge from the naval service based on needs of the Navy.

h. Extension of enlistment(s) is or are cancelled or adjusted as delineated per subparagraph 9a.

12. **Disenrollment Due to Not Meeting Physical Requirements for Submarines**. Submarine and NF volunteers who no longer meet the physical requirements for assignment to duty in connection with submarines or NF duty, per reference (c), articles 15-106 and 15-103, will be disenrolled from training. Those personnel found fit for duty, other than submarine or NF duty, will be reclassified and forced-converted by request to the Bureau of Naval Personnel, Active Enlisted Program Branch (BUPERS-328).

13. **Voluntary Disenrollment**. For ND, EOD, SO, SB, and AW ratings refer to the appropriate individual rating MILPERSMAN articles. All other personnel may not request voluntary disenrollment.

MILPERSMAN 1520-020

OFFICER EDUCATION REPORTS

Responsible Office	NAVPERSCOM (PERS-451)	Phone: DSN COM FAX	882-4946 (901) 874-4946/2054 882-2629

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications (b) BUPERSINST 1001.39F (c) OPNAVINST 1510.10E (d) OPNAVINST 1520.23C

1. **Requirement**. Officers are ultimately responsible for the accuracy of their official records. Officers on **active duty** will submit, for inclusion into their official military personnel file (OMPF), an official academic transcript when additional education, which raises their current educational level is acquired, or they acquire additional degrees. Officers must ensure their OMPF contains complete transcripts of all undergraduate and graduate credits and degrees.

2. **Reports of Additional Education**. Educational level is shown in blocks 54-61 of the officer data card (generated through BUPERS Online). An officer's report of additional education includes the following information:

a. Education completed during off-duty hours (including education obtained using tuition assistance or other voluntary education programs).

b. Education acquired while in an on-duty status or through part-time degree completion, resident or distance learning, scholarship, certificate, voucher, and any other postgraduate programs pursued after commissioning.

c. Additional education acquired as an inactive duty officer subsequent to original commissioning or release from last tour

of active duty. Information regarding submission of reports is contained in reference (a).

3. **Reserve Officers on Inactive Duty**

a. NAVPERS 1200/2 Naval Reserve Qualification Questionnaire for Inactive Duty Personnel is used for Reserve officers to report education, civilian experience, and language changes. Education, subspecialty changes, and transcripts must be submitted to Navy Personnel Command (NAVPERSCOM) Distribution Policy and Procedures Branch (PERS-451).

b. Reserve officers seeking an officer summary report, additional qualification designation, Navy officer billet classification, or language updates may submit a letter with supporting documentation and command endorsement, per reference (a), volume I, and reference (b), to NAVPERSCOM Reserve Officer Status Branch (PERS-911) via e-mail to PERS-911d.fct@navy.mil, or may contact PERS-911 through the and MyNavy Career Center (MNCC) Human Resources Service Center (HRSC) at 1-833-330-MNCC (6622).

4. **Commissioning Programs**. U.S. Naval Academy and Naval Service Training Command must submit academic transcripts to the Naval Postgraduate School (NPS) and MNCC HRSC for all officer commissioning programs. This includes U.S. Naval Academy, Naval Reserve Officer Training Corps scholarships, College Program graduates, Officer Candidate School graduates and Aviation Officer Candidate School graduates. Refer to reference (a), volume II, appendix D, for detailed information.

5. **Navy Postgraduate Program**. Education completed by an officer as the result of orders to duty under instruction in the Navy Postgraduate Program must be reported to PERS-451 by graduation report and academic transcripts through the NPS. The graduation report and transcripts must be submitted by the Superintendent, NPS.

a. Education completed as the result of orders to duty under instruction at NPS or Navy-funded education at a civilian institution must be reported to PERS-451 by the Superintendent, NPS. Report must include the academic transcript and graduation report.

b. Non-resident or distance learning education delivered by NPS must be reported to PERS-451 per subparagraph 5a.

c. Education completed through other Navy-sponsored programs, to include scholarships, fellowships, and the Graduate Education Voucher Program must be submitted by the organization administering the program. Academic transcripts will be sent to the Civilian Institutions (CIVINS) Program office. The CIVINS Program office will submit the academic transcript and graduation report to PERS-451 for inclusion into the officer's OMPF; however, the responsibility to ensure this occurs remains with the officer. Official academic transcripts can be e-mailed to CIVINS@nps.edu.

d. Official transcripts documenting completion of off-duty voluntary education programs must be submitted to MNCC by the officer. Official transcripts can be mailed to: Navy Personnel Command, MNCC, Building 768, Room E-103, 5720 Integrity Drive, Millington, TN 38055. Official electronic transcripts can be e-mailed to: askmncc@navy.mil.

6. **Graduates of Service Schools**. A commanding officer of any activity which graduates naval officer students in the Service school courses listed in reference (a), volume II, appendix C, will refer to reference (c) for reporting procedures. Reference (c) outlines reporting procedures for the Navy Integrated Training Resources and Administration System (NITRAS). Commanding officers must submit a letter to MNCC HRSC to report graduates of any Service school who cannot be reported through NITRAS.

7. **Naval War College**. Education completed by an officer either in residence or via distributed learning must be reported to PERS-451 by graduation report and academic transcript. The graduation report and academic transcript must be submitted to PERS-451 by the registrar of the Naval War College.

8. **Other War Colleges**. The registrar of other war colleges will report degree completion to PERS-451 by academic transcript and graduation report upon graduation of naval officers; however, the responsibility to ensure this occurs remains with the officer.

9. **Foreign Transcript Evaluations**. Transcripts from foreign institutions will not be accepted without an official evaluation from one of the National Association of Credential Evaluation Services (NACES) agencies. The NACES Web site can be found at www.naces.org. All costs associated with the evaluation will be the responsibility of the officer.

10. **Service Obligations**. Officers will incur service obligations for funded education as outlined in reference (d).

MILPERSMAN 1520-030

SUBMARINE OFFICER TRAINING

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3734 (703) 695-3734 224-8609

Governing Directives	NAVMED P-117, Manual of the Medical Department 5 U.S.C. 301

1. **Location and Duration**. Submarine training courses are convened for officers at the Submarine School, Groton, CT. The course duration is 13 weeks.

2. **Eligibility**

a. The following unrestricted line officers or prospective officers are eligible to apply:

(1) Any applicant for nuclear propulsion training in the grade of lieutenant, lieutenant junior grade, or ensign.

(2) Midshipmen first class.

(3) Officer candidates attending Officer Candidate School.

b. Supply Corps officers on active duty in the grade of lieutenant, lieutenant junior grade or ensign may apply for submarine training.

c. All applicants for submarine training shall be college graduates or prospective college graduates.

d. Qualified unrestricted line officers or prospective officers are required to apply for nuclear propulsion training if they desire to serve aboard a submarine.

e. Applicants shall satisfy the physical requirements of NAVMED P-117. Certain physical effects, such as defective vision, correctable to 20/20, may be waived.

3. **Applicant Counseling**

a. Prior to the submission of a request for submarine officer training, the officer shall be advised of the following Privacy Act statement relative to the information provided:

"The authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of the requested information is to provide a record of qualification in order to select officers and prospective officers for submarine training. The information requested is voluntary; however, failure to provide the information may result in non-selection for submarine training."

b. COs shall ensure prospective applicants for submarine training are counseled concerning the career opportunities afforded by this program and are encouraged to apply for such training.

4. **Contents of Letter Request**. Applications for submarine training shall contain the following information in proper letter format. An original SF88, Report of Medical Examination and SF93, Report of Medical History shall be submitted to Chief, Bureau of Medicine and Surgery (MED-3C2) and a copy enclosed with the letter of application.

From: (Individual Officer's name)
To: Commander, Navy Personnel Command
Via: Commanding Officer

Subj: APPLICATION FOR SUBMARINE TRAINING

Ref: (a) MILPERSMAN 1520-030
(b) NAVMED P-117, Manual of the Medical Department

Encl: (1) Copy of SF88, Report of Medical Examination
(2) Copy of SF93, Report of Medical History

1. I hereby apply for submarine training per reference (a). Enclosures (1) and (2) are submitted as evidence of satisfactory completion of the requirements of reference (b).

2. I understand the minimum service requirement of reference (a), and I agree [not to resign my commission/to remain on active duty] for the period of instruction.

3. I expect to be available to commence training after [fill-in date].

4. Additional remarks:

[Signature of applicant]

5. **Selection**. Selection of applicants shall be made on the basis of performance, demonstrated academic ability, and physical qualification for assignment to arduous duty.

6. **Service Obligation**

a. Supply Corps officers are required to serve for a period of 2 years upon completion of submarine training. An officer signifies acceptance of the minimum service requirements specified in this article upon execution of orders to Submarine School.

b. If an officer is disenrolled at their own request, the period of time served in submarine training shall be forfeited for purposes of fulfilling previously incurred minimum required service. Minimum service requirements for officers selected for nuclear propulsion training are contained in the article concerning such training.

MILPERSMAN 1520-040

SURFACE WARFARE OFFICER (SWO) DEPARTMENT HEAD SCREENING AND TRAINING

Responsible Office	NAVPERSCOM (PERS-41)	Phone:	DSN COM FAX	882-3913 (901) 874-3913 882-2687

References	(a) OPNAVINST 1412.2H (b) SECNAVINST 5510.30B

1. **Consideration, Screening Board Assembly, Petitions, and Descreening**

a. A Surface Warfare Department Head Screening Board convened by Commander, Navy Personnel Command (COMNAVPERSCOM) will select those officers considered best and fully qualified to assume Department Head responsibilities and attend the Department Head Course. To qualify for the screening process, officers must

(1) be designated Surface Warfare Officer (SWO) per reference (a) (to include Limited Duty Officers (LDOs) in certain designators as specified in the screening board precept),

(2) be selected for or serving in the grade of lieutenant,

(3) be recommended in writing for Department Head Afloat or a higher career milestone by an afloat commanding officer (CO) on their afloat fitness reports, and

(4) possess the prerequisite clearance to serve as an Unrestricted Line (URL) Officer, as defined in reference (b).

b. The screening board will convene annually in September. The board will be comprised of at least three current or post Afloat Major Command Surface Warfare Captains, the senior of whom serves as senior member and president, and at least six captains or commanders who have successfully completed or are serving in their Commander Sea Commands.

c. Officers eligible for Department Head screening will be considered over a 4-year period, beginning at 3 years of commissioned service. Officers not selected during this period, or those officers whose screening status was previously removed, may petition the board for additional looks. The decision to accept any such petitions will be left to the discretion of the President, Department Head Screening Board as defined in the board precept.

d. Department Head Screening Boards will review the records of those officers who have previously screened but have not yet executed orders to the Department Head Course to ensure no decline in performance subsequent to original screening. Officers descreened as a result of the screening board review will be notified by letter, signed by Navy Personnel Command (NAVPERSCOM), Director, SWO Assignments (PERS-41).

2. **Acceptance**

a. SWOs screened for Department Head Afloat will be placed in the Department Head bank and ordered to Department Head School under current distribution policies and availability.

b. LDOs screened for Department Head Afloat will be placed in the Department Head bank and will be assigned to Department Head Surface Ship billets under current distribution policies and availability.

c. Officers ordered to the SWO Department Head Course will not be issued permanent change of station (PCS) orders to duty under instruction. Upon successful completion of the course, officers will be assigned to Department Head Surface Ship billets under current distribution policies and availability.

d. Officers under orders to the SWO Department Head Course will not be considered eligible for transfer to another URL, Restricted Line (RL), or Staff community unless their lateral transfer package was submitted prior to receipt of orders. Execution of orders to Department Head School obligates officers to serve on active duty through completion of Department Head School training for a period of 2 years following graduation. This requirement will run concurrently with any other service obligations.

e. To ensure proper career progression, every effort will be made to afford SWOs the opportunity to complete a post division officer shore tour and return to sea as a Surface Warfare Department Head prior to being in the promotion zone for selection to lieutenant commander. Where this is not the case, Director, NAVPERSCOM (PERS-41) will determine eligibility of an officer to attend the SWO Department Head Course.

3. **Purpose and Course Restrictions**. The SWO Department Head Course conducted at SWO School Command, Newport, RI, provides training in all phases of surface warfare and prepares officers to assume department head responsibilities in surface ships. The course is approximately 6 months in duration and convenes 5 times per year. Class size is limited to 60 SWOs. Only SWOs (111X) who have demonstrated

a. exceptional ability,

b. adaptability,

c. substantial professional growth,

d. clear potential, and

have been screened for Surface Warfare Department Head Afloat are selected as students.

MILPERSMAN 1520-050

NUCLEAR PROPULSION TRAINING (SURFACE AND SUBMARINE)

Responsible Office	OPNAV (N133)	Phone: DSN COM FAX	664-5091 (703) 604-5091 (703) 604-6972

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVMED P-117, Manual of the Medical Department (b) NAVMED P-5055, Radiation Health Protection Manual (c) 5 U.S.C. §301 (d) BUPERSINST 1540.41E

1. **Eligibility**

a. Officers and prospective officers in the following categories are eligible to apply for nuclear propulsion training:

(1) unrestricted line officers on active duty in the grade of lieutenant, lieutenant junior grade, or ensign;

(2) Reserve officers in the above grades whose active duty has been delayed for pursuit of postgraduate studies;

(3) midshipmen first class;

(4) midshipmen second class with outstanding academic and military performance may apply if endorsed by their professor of naval science or the United States Naval Academy, Senior Community Representative for Nuclear Propulsion; and

(5) officer candidates attending officer candidate school.

b. Applicants must be college graduates or prospective college graduates with credits in at least 1 year of college

calculus-based physics and 1 year of college calculus through differential and integral calculus of one real variable. Credit is defined as completion of a course, including an extension course, offered by an accredited college or university.

c. Applicants must satisfy the physical requirements per reference (a), articles 15-13 through 16 - commissioning, 15-103 - nuclear field duty, and 15-106 - submarine duty. In addition, NAVMED 6470/13 Medical Record - Ionizing Radiation Medical Examination should be performed per reference (b).

2. **Applicant Counseling**

a. Prior to the submission of an application for nuclear propulsion training, the Service member must be advised of the Privacy Act statement relative to the information provided per reference (c).

b. Commanding officers must ensure prospective applicants for nuclear propulsion training are counseled concerning the career opportunities afforded by this program and encouraged to apply for such training. Prospective unrestricted line officer applicants must also be advised that upon completion of nuclear propulsion training, they will retain the unrestricted line designator for which they were selected (117X/116X), their sea duty requirement for promotion will be safeguarded, and their command opportunity will be enhanced. Navy's plans and policies pertaining to the personnel aspects of nuclear propulsion utilization are contained in reference (d).

3. **Contents of Letter Request**

a. Applications for nuclear propulsion training must contain the following information in proper standard naval letter format (see exhibit 1):

(1) an original DD 2807-1 Report of Medical History, DD 2808 Report of Medical Examination, and NAVMED 6470/13 must be submitted to Bureau of Medicine and Surgery (BUMED), Undersea Medicine and Radiation Health (M95) through the U.S. Navy WebWave II Integrated Case Management and Waivers Workflow process. A copy of all required medical exams must be included with the application,

(2) academic transcripts from all colleges and universities attended (including SAT and ACT scores), and

(3) a complete summary of military service, including prior enlisted service (if any) and any service schools attended.

4. **Review of Applications**

a. The records of applicants meeting basic eligibility requirements will be screened by a board of officers from Navy Personnel Command (NAVPERSCOM) and Office of the Chief of Naval Operations (OPNAV), Naval Nuclear Propulsion Program (N133). Those officers or prospective officers considered to have requisite qualifications will be ordered to Washington, DC to be interviewed by OPNAV (N133). Submarine selectees for nuclear propulsion training will then be ordered, at the earliest practical date, to Nuclear Power School, Charleston, SC for a 6-month course of academic instruction, followed by a 6-month operational course at one of the prototype sites located at West Milton, New York, or Charleston, South Carolina. Surface warfare officers (SWO) selected for nuclear propulsion training will be assigned a KD6 additional qualification designator (AQD) upon selection and will receive orders to commence nuclear propulsion training following completion of their conventional division officer tour. Successful completion of the 12 months of nuclear instruction will result in the assignment of the "SN0" AQD for submarine officers or "KD1" AQD for surface officers.

b. Applicants desiring nuclear submarine duty must qualify for officer submarine training per this article. Volunteers selected for nuclear submarine duty will be ordered to Naval Submarine School, Groton, CT for temporary duty under instruction, unless they have previously completed the course or have qualified in submarines as an officer. Assignment to Naval Submarine School, Groton, CT will not be made until satisfactory completion of nuclear power school. Assignment may be made either before or after nuclear propulsion prototype training depending on class schedule and capacity.

c. Unrestricted line officers accepted into the Navy Nuclear Propulsion Program will be redesignated 116X or 117X without board action.

5. **Service Obligation**

a. For officers selected from the fleet or shore establishment:

(1) Officers selected to nuclear propulsion training who have a prescribed minimum service requirement (MSR) of less than 5 years are required to serve 1 year in addition to the minimum required service previously incurred.

(2) Submarine officers are required to serve on active duty for a minimum of 24 months as a submarine division officer upon completion of nuclear propulsion training or 1 year in addition to any MSR previously incurred, whichever is longer.

(3) Surface nuclear officers already qualified as SWOs are required to serve on active duty for 28 months as a surface ship nuclear division officer upon completion of nuclear propulsion training. All others are required to serve on active duty for a minimum of 36 months as a surface ship nuclear division officer upon completion of nuclear propulsion training, unless their career timing permits completion of a normal conventional surface ship division officer tour before nuclear propulsion training. In that case, officers are required to serve for 28 months as a surface ship nuclear division officer upon completion of nuclear propulsion training.

b. For newly commissioned officers, service obligation is the longer of the following:

(1) MSR. Newly commissioned officers from any source whose prescribed MSR is less than 5 years are required to serve 1 year, in addition to the MSR previously incurred.

(2) Division Officer Tour. Submarine officers are required to serve a minimum of 24 months, and nuclear-trained SWOs as a division officer following nuclear propulsion training are required to serve 28 months.

c. Officers selected to nuclear propulsion training who are commissioned from any source, whose prescribed minimum required service is less than 5 years, are required to serve 1 year in addition to the minimum required service previously incurred.

d. Newly commissioned officers entering nuclear propulsion training following assignment to any postgraduate program must have their postgraduate performance reviewed by OPNAV (N133) prior to receiving final orders to training. They are required to serve for the longer of the following:

(1) 5 years from the date of completion of graduate education, and

(2) a minimum of 24 months for submarine officers or 28 months for nuclear-trained SWOs as a division officer following nuclear propulsion training.

e. Officers who do not successfully complete nuclear propulsion training, provided the assignment to such course of instruction was at the officer's own request, must be required to serve on active duty for a period equal to the officer's MSR, plus the time spent under instruction, unless released sooner to inactive duty or discharged by NAVPERSCOM.

Exhibit 1
(Page 1 of 1)

Nuclear Propulsion Training Application Letter

From: (Individual officer's name)
To: Commander, Navy Personnel Command (PERS-42)
Via: Commanding Officer, _____

Subj: APPLICATION FOR NAVAL NUCLEAR PROPULSION TRAINING

Ref: (a) MILPERSMAN 1520-050
(b) NAVMED P-117 Manual of the Medical Department
(c) 5 U.S.C. §301
(d) NAVMED P-5055, Radiation Health Protection Manual

Encl: (1) Copy of DD 2807-1 Report of Medical History
(2) Copy of DD 2808 Report of Medical Examination
(3) Academic Transcript
(4) Copy of NAVMED 6470/13 Ionizing Radiation Medical Examination
(5) Summary of Military Service

1. I hereby apply for nuclear propulsion training per reference (a). Enclosures (1) through (4) are submitted as evidence of satisfying the requirements of references (b) and (c).

2. I [do/do not] desire submarine training.

3. I understand the service requirements contained in reference (a), and I agree [not to resign my commission/to remain on active duty] for the period of instruction.

4. I expect to be available to commence training after [fill-in date].

5. I have read reference (a) and upon acceptance for nuclear power training, I agree to remain on active duty as required by reference (a) to include, at a minimum (either):

(a) 24 months as a submarine division officer, or

(b) 28 months as a surface ship nuclear division officer.

6. Additional remarks:

[Signature of applicant]

MILPERSMAN 1520-060

NURSE CANDIDATE PROGRAM

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	223-2326 (703) 693-2326 223-1189

Governing Directives	SECNAVINST 1120.6B SECNAVINST 1920.6B DODI 6000.13

1. **Purpose**. This program gives qualified individuals the opportunity to complete the requirements for a baccalaureate degree in nursing and earn a commission as a Nurse Corps officer.

2. **Eligibility**. Applicant must be

a. a civilian or an enlisted member of a Reserve component of one of the Armed Forces not on active duty.

b. 18-34 years of age on date of commission.

c. Enrolled in or accepted for transfer to a program accredited by a nationally recognized nursing accreditation agency that confers a baccalaureate degree in nursing. The program must be completed within 24 months of enlistment as an OCUI2.

3. **Nurse Candidate Program (NCP) Selectees**

a. Selectees will sign the NCP Agreement prior to enlistment and acceptance of orders as an NCP candidate. Commanding Officer, Naval School of Health Sciences (NSHS) Bethesda, MD, maintains administrative responsibility for NCP students.

b. While enrolled in school the NCP student will be in an inactive status as an Officer Candidate Under Instruction second class (OCUI2), U.S. Naval Reserve.

c. Interested individuals should contact a Medical Programs Recruiter at the closest Navy Recruiting District (NAVCRUITDIST) for complete details. Commander, Navy Recruiting Command maintains responsibility for the NCP applicants.

4. **Terms and Obligations Upon Graduation**

a. Upon conferral of baccalaureate degree, the NCP graduate will be appointed as Nurse Corps, United States Naval Reserve (Designator 2905) at a grade in accordance with DODI 6000.13 and concurrently discharged from enlisted status. There should be no break in service.

b. The total commissioned obligation is 8 years. Time not spent on active duty will be spent in the inactive Reserves. Service obligation does not commence until the candidate graduates, is commissioned and begins active duty.

c. Candidates who enter this program during the 4th year of their nursing program will agree to serve on active duty as a Nurse Corps Officer for 4 years. Candidates who enter the program during the 3rd year of their nursing program will agree to serve on active duty as a Nurse Corps Officer for 5 years.

d. Appointees will be retained under the administrative control of NSHS, Bethesda, MD, pending assignment to the next available Officer Indoctrination School class at Newport, RI, following appointment and passing the NCLEX-RN. The NCP and subsequent appointment as a Nurse Corps Officer are governed by SECNAVINST 1120.6B.

5. **License Requirements**

a. Nurse Corps officers must obtain and maintain a license to practice as a registered professional nurse from a state, territory, or the District of Columbia based on a licensing examination provided by the National Council of State Boards of Nursing and administered by one of its member boards of nursing. The exam must be taken at the first opportunity following graduation and prior to reporting for active duty.

b. Obtaining and maintaining a license to practice nursing is the responsibility of the officer. Officers who fail to become licensed may be reappointed in a different competitive category to complete any incurred active-duty obligation or separated under the guidance of SECNAVINST 1120.6B and 1920.6B.

MILPERSMAN 1530-020

UNITED STATES MILITARY ACADEMY AND AIR FORCE ACADEMY PREPARATORY SCHOOLS

Responsible Office	NAVPERSCOM (PERS-444)	Phone: DSN COM FAX	882-4058 (901) 874-4058 882-2676

1. **Policy**. An enlisted member in the Navy or Navy Reserve holding a letter of appointment as principal, alternate, or competitor to the United States Military Academy or Air Force Academy, issued by the Department of the Army or Department of the Air Force, if found qualified by the service concerned, may request transfer

TO...	OR...
Preparatory School Detachment Fort Belvoir, VA	7625 Student Squadron Air Force Academy Preparatory School Colorado Springs, CO

depending on their nomination, for a course of instruction.

2. **Medical Examinations Required**

a. Final-type medical examinations are authorized and directed to be conducted at the local level with complete reports thereof furnished direct

TO...	OR...
Adjutant General Department of the Army Attn: AGPB-M Washington, DC	Surgeon U.S. Air Force Academy Attn: Chief, Physical Standards Branch Colorado Springs, CO

The candidate will not be transferred until final medical clearance has been received from the Army or Air Force.

b. Navy or Navy Reserve members not medically qualified may, if they so desire, take the entrance examinations at the station nearest to their place of assignment.

3. **Physical Requirements**. Physical standards are generally the same as for admission to the Naval Academy with the exception of vision. Detailed information setting forth these physical requirements may be obtained

FROM...	OR...
Registrar United States Military Academy West Point, NY	Director of Admissions United States Air Force Academy Colorado Springs, CO

4. **Responsibility for Maintaining Records**

a. Records, including the pay accounts, of Navy or Navy Reserve personnel assigned to the **Military Academy Preparatory School** shall be maintained by:

Commanding Officer
Naval Station Anacostia Annex Washington
Washington, DC

b. The records of those assigned to the **Air Force Academy Preparatory School** shall be maintained by:

Officer in Charge
Naval Administrative Unit
Continental Air Defense Command
Ent Air Force Base
Colorado Springs, CO

5. **Beginning of Classes/Reporting Deadline**

a. The Military Academy and Air Force Academy Preparatory School classes convene the first week in September and candidates may not be ordered for the course of instruction at the Preparatory Schools after this deadline date.

b. Regular Navy or Navy Reserve members receiving a letter of appointment after this date will take the entrance examination at the examining station nearest to their place of assignment.

c. Military Academy candidates appointed after the March examination will undergo a special examination given in June at West Point, NY.

d. Authorization and specific instructions required to report for these examinations will be issued by Navy Personnel Command (NAVPERSCOM) to individual appointees who are not in attendance at the Military or Air Force Preparatory Schools.

6. **Disposition of Members Not Qualified or Disenrolled**

a. Enlisted members of the Navy or Navy Reserve found not qualified, or who are disenrolled for any reason from the **Military Academy Preparatory School**, shall be immediately transferred to:

Commanding Officer
Naval Station Anacostia Annex Washington
Washington, DC

b. Those disenrolled from the **Air Force Academy Preparatory School** shall be transferred to:

Officer in Charge
Naval Administrative Unit
Continental Air Defense Command
Ent Air Force Base
Colorado Springs, CO

c. Those disenrolled from either Preparatory School shall be reported to NAVPERSCOM for further assignment.

MILPERSMAN 1531-010

NAVAL ACADEMY PROGRAM

Responsible Office	CNO (N731C)	Phone:	DSN COM FAX	224-5438 (703) 614-5438 225-5698

Governing Directives	10 U.S.C. 12731 OPNAVINST 1531.4F Marine Corps Order 1530.11G

1. **Purpose**. The United States Naval Academy provides 4 years of college education training as midshipman, United States Navy, leading to a commission as an ensign in the Line (or, in certain cases, the Restricted Line or Staff Corps) of the Navy or second lieutenant, Marine Corps.

2. **Candidate Requirements**. Each candidate for the Naval Academy shall be

a. a United States citizen of good moral character.

b. unmarried with no dependents.

c. 17 years of age and shall not have reached their 23rd birthday on 1 July of the year in which admitted to the Naval Academy.

3. **Standard Nomination**

a. To be considered for an appointment to the Naval Academy, an applicant shall obtain a nomination from one of the authorized sponsors prescribed by law, and shall qualify scholastically, physically, and medically. Detailed procedures are prescribed in the Naval Academy catalog published annually.

b. The majority of nominations for appointment to the Naval Academy are made by U.S. Senators and Representatives. Other nomination sources are the President, Vice President, the Secretary of the Navy, and civil officials of Puerto Rico, the Virgin Islands, American Samoa, and Northern Marianas Islands.

4. **Presidential Nominations/ Appointments**

a. The President may appoint 100 midshipmen each year. These appointments are limited by law to children and adopted children of officers and enlisted personnel, Regular or Reserve, of the Army, Navy, Air Force, Marine Corps, or Coast Guard who either are on active duty (other than for training) and have served continuously on active duty for at least 8 years, or are retired, or who died while they were retired with pay or granted retired or retainer pay, other than those granted retired pay under 10 U.S.C. 12731. Stepsons and stepdaughters are not eligible.

b. The President may have a maximum of 65 midshipmen attending the Naval Academy at any one time who are children of deceased or disabled veterans, or children of servicemen or civilians in a prisoner of war or missing in action status. Eligibility for nomination under this quota is limited to children of the following:

(1) Members of the Armed Forces of the United States who were killed in action or died of, or have a service-connected disability rated at not less than 100 percent resulting from, wounds or injuries received or diseases contracted in, or preexisting injury of disease aggravated by active service. The determination of the Veterans' Administration as to service connection of the cause of death or percentage of disability is binding upon the Secretary of the Navy.

(2) Servicemembers who are currently prisoners of war or missing in action.

(3) Civilians who have been designated to be in a prisoner of war or missing in action status, and are currently in that status.

c. The President may appoint 20 midshipmen from among members of the Naval Reserve Officer Training Corps (NROTC/NJROTC/MCJROTC) or honor graduates of educational institutions designated by the Army, Navy, and Air Force as "honor school with distinction."

d. NROTC candidates may be nominated each year by the Professor of Naval Science of each educational institution in which an NROTC unit is established. Each candidate must be enrolled in the NROTC at the time of entrance to the Naval

Academy. Senior military instructors at NJROTC and MCJROTC units may each nominate three candidates to the Naval Academy for appointment under this quota.

e. Each honor school may nominate three honor graduates to compete for these appointments. Included in the three may be students who are expected to be honor graduates in June of the year of admission to the Naval Academy. These nominees are not eligible for appointment unless they subsequently fulfill the requirements enabling them to be honor graduates at the time of their graduation. Eligible students should apply to the head of their school for nomination.

5. **Secretary of the Navy (SECNAV) Appointments**. SECNAV may appoint 170 enlisted members of the Regular and Reserve Navy and Marine Corps to the Naval Academy each year. Reservists must be on active duty, or must be members of a drilling unit of the Reserve, be recommended by their commanding officers, and have maintained efficiency in drill attendance with their Reserve units. Midshipmen USNR of the Regular NROTC Program are not eligible for appointment under this quota. Application procedures are prescribed in OPNAVINST 1531.4F and Marine Corps Order 1530.11G.

6. **USNA Superintendent Nominations**. The Superintendent of the Naval Academy may nominate for appointment each year 50 persons from the country at large. Persons nominated under this paragraph may not displace any appointment authorized, and may not cause the total strength of midshipman at the Naval Academy to exceed the authorized number.

7. **Children of Medal of Honor Awardees**. The children of persons awarded the Medal of Honor may be appointed, provided they are qualified in all other respects.

8. **Enlisted Members**. Any enlisted man or woman in the Navy or Marine Corps, or the Naval or Marine Corps Reserve on active duty, may also apply to the Military Academy, Air Force Academy, or Coast Guard Academy. In addition, enlisted members who apply to any of the service academies and are not selected for direct entry are automatically considered for entrance into that service academy’s preparatory school.

9. **Application Address**. All applications should be addressed to:

Superintendent
U.S. Naval Academy
117 Decatur Road
Annapolis, MD 21402-5019

MILPERSMAN 1531-020

DISPOSITION OF MIDSHIPMEN DISENROLLED FROM THE NAVAL ACADEMY

Responsible Office	Naval Academy (Midshipmen Personnel Officer (3A))	Phone: DSN COM FAX	281-7000 (410) 293-7000 (410) 293-2310

References	(a) DODD 1332.23 of 19 Feb 88, and implementing directives of Secretary of the Navy (SECNAV) (b) 10 U.S.C. 651 (c) 10 U.S.C. 6959 (d) 10 U.S.C. 516 (e) 10 U.S.C. 6962 (f) 10 U.S.C. 6963 (g) SECNAVINST 1531.2B (h) BUPERSINST 1900.8B

1. **Policy**. Per reference (a), this article governs the disenrollment of all United States (U.S.) citizens appointed as midshipmen at the Naval Academy.

2. **Military Service Obligation (MSO)**. A midshipman who enters the Naval Academy directly from civilian status assumes a MSO for a minimum of 6 years under the provisions of reference (b). A midshipman who fails to fulfill the agreement to complete the course of instruction and accept a commission

- may be transferred to the active duty Navy in an appropriate enlisted status, and
- may be ordered to active duty for a period of time not to exceed 3 years as provided in reference (c), or
- may be required to remit monetary recoupment per reference (d).

3. **Resumption of Enlisted Status**

a. As provided in reference (e), enlisted and inducted members of the Armed Forces who accept an appointment as midshipman at the Naval Academy while serving a period of obligated service (OBLISERV) as an enlisted member, or while serving under an enlistment contract, shall not be discharged from that contract. Upon separation from the Naval Academy for reasons other than the acceptance of a commission in a regular or Reserve component of the Naval Service, a midshipman shall have the appointment terminated and, unless otherwise directed by Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN(M&RA)), shall resume enlisted status as discussed in this article.

b. Time served as a midshipman shall be counted in computing the unexpired portion of an enlistment contract or period of OBLISERV. In the case of disenrolled midshipmen who have been granted a deferment of active duty to complete undergraduate degree requirements, the period of deferment shall not be counted in computing the unexpired portion of an enlistment contract or period of OBLISERV outlined in an agreement whereby a midshipman accepts an Academy appointment. Completion or partial completion of a service obligation acquired by prior enlistment in no way exempts a disenrolled midshipman from being transferred to a Reserve component and ordered to active duty.

4. **Agreement upon Acceptance of Appointment as Midshipman, U.S. Navy**. Superintendent, Naval Academy shall ensure the **Agreement upon Acceptance of Appointment as Midshipman, U.S. Navy** at the Naval Academy is properly executed and witnessed prior to the admission of each midshipman.

5. **Reason for Resignation**. A midshipman who tenders a resignation shall state a specific reason for such action. Prior to final disposition, each case will be considered to determine if the circumstances fall within the guidelines of MILPERSMAN 1910-154 and 1910-156.

6. **Types of Disposition at Disenrollment**. Four types of disposition are possible upon disenrollment from the Naval Academy. Disenrollment is authorized by letter from Secretary of the Navy (SECNAV), or as prescribed by SECNAV, or designed in appropriated regulation, as follows:

a. **Discharge** from the Naval Service, provided the midshipman is determined to be in one of the following categories:

(1) Entered the Naval Academy from civilian status and is disenrolled prior to commencement of Second Class Academic Year.

(2) Is disenrolled from the Naval Academy because of physical disqualification for military service. A midshipman so disenrolled who is already in an enlisted status will be discharged from that status per this manual. In each case of this nature, the individual letter from SECNAV authorizing disenrollment from the Naval Academy will direct separation from the Naval Service as well.

(3) Has less than 12 months of active or reserve service remaining on an enlistment contract per reference (b); however, SECNAV may direct completion of a reserve obligation not exceeding 8 years per reference (b).

(4) Is recommended for discharge from the Naval Academy and from the Naval Service for unsatisfactory conduct or inaptitude under reference (f) and such recommendation is approved by SECNAV. Midshipmen for whom separation from Naval Service is not approved by SECNAV will be processed as directed.

(5) Is found deficient at any examination and recommended for discharge from the Naval Service for failure to meet academic requirements “despite determined efforts” as recommended by the Naval Academy Academic Board under references (g) and (h). Midshipmen not recommended for discharge and waiver obligation because they failed to meet academic requirements “despite determined efforts” will be processed as given elsewhere in this article.

b. **Reassignment in the Navy Reserve**, but not ordered to immediate active duty if the midshipman

(1) is a First or Second Classman whose assignment to the Navy Reserve is directed by SECNAV in the separation letter, but for whom the active duty requirement is waived;

(2) has been granted deferment of active duty by ASN(M&RA) for the purpose of completing undergraduate degree obligation.

c. **Ordered to immediate active duty** if the midshipman

(1) entered the Naval Academy from active duty or any Military Service and has 12 months or more of active duty obligation remaining;

(2) directed to report for active duty under reference (c).

d. **Ordered to remit monetary recoupment** for education benefits received while attending the Academy if not recommended for active duty service to meet those obligations or if the member fails to complete ordered active service.

7. **Assignment to Immediate Active Duty**. Assignment to immediate active duty in enlisted status, other than in fulfillment of a previous enlistment, shall be governed by the following:

a. A midshipman who is disenrolled after commencement of the Second Class Academic Year, except for physical disqualification, will normally be transferred to active duty Navy Service for not less than 2 years of active enlisted service under reference (c).

(1) As noted earlier, per reference (h), when disenrollment occurs as a result of academic deficiencies despite determined efforts by the midshipman, the Naval Academy Academic Board may waive the active duty in enlisted status provision.

(2) Disenrolled midshipmen shall be processed per this manual when, for reasons of hardship or dependency, or other unsuitability for military service, further service is considered inappropriate.

b. In the letter or endorsement concerning the disenrollment of a midshipman, Superintendent, Naval Academy shall recommend whether the midshipman should be ordered to active duty; and if so, for what period; or in the alternative, the amount of monetary recoument recommended for the member to remit to meet educational benefits received per Adademy attendance.

c. Unless the midshipman is determined ineligible for enlisted service by reason of physical disability, each case shall be carefully and individually reviewed by ASN(M&RA) in regard to such service. ASN(M&RA) will then order the period of active enlisted service, if any.

d. The period of active enlisted service will normally be as follows:

(1) Two years when disenrollment occurs prior to commencement of the First Class Academic Year.

(2) Three years when disenrollment occurs after commencement of the First Class Academic Year, but prior to completion of the course of instruction.

(3) Any First Classman who completes the course of instruction, and declines to accept an appointment as a commissioned officer, will be ordered to active enlisted service for 4 years.

(4) Other periods of active enlisted service in unusual situations as determined by ASN(M&RA). The periods recommended should not be for less than 2 years, nor more than 4 years.

e. A first- or second-class midshipman recommended for disenrollment from the Naval Academy for academic deficiency whose active duty is not waived by the Academic Board may request deferment of the start of the active duty to obtain a college degree. Requests for deferment will be granted when ASN(M&RA) determines that deferment is in the best interests of the Navy, based on consideration of the following factors:

(1) The demonstrated reliability or unreliability of the individual as it would affect the risk that the payback would never occur.

(2) An assessment of the benefit to the Navy of further education of the individual, including the possibility of commissioned service.

f. To request deferment, the individual must acknowledge the active duty obligation, be accepted at an accredited 4-year college or university, and provide a statement or other indication from the institution that they can fulfill the degree requirements within the time requested. Deferment will not

normally be granted beyond **July 1st of the year following the year** in which the ex-midshipman's Naval Academy class graduates. Requests should be submitted via the Superintendent to ASN(M&RA).

8. **Paygrade**. The paygrade of disenrolled midshipmen (ordered to active duty or inactive duty in enlisted status) shall be as follows:

a. Paygrade E-1, if appointment is terminated prior to completion of 4 months.

b. Paygrade E-2, if appointment is terminated after the completion of 4 months, but prior to completion of 1 year.

c. Paygrade E-3, if appointment is terminated after 1 year.

d. Paygrade and rating held at the time of admission to the Naval Academy if serving a concurrent enlistment in the Naval Service, except such members who are eligible shall be advanced to a higher paygrade per the above, citing this article as authority.

9. **Deferral of Active Duty**. Disenrolled midshipmen granted a deferral of active duty shall not have the period of deferral included in any seniority computations.

10. **Processing of Disenrolled Midshipmen Separated from Naval Service**. Disenrolled midshipmen separated from Naval Service shall be processed under the following procedures:

IF ...	**THEN** ...
the midshipman is being disenrolled from the Naval Academy,	prepare letter authorizing separation.
an enlisted member of the Naval Service with less than 12 months remaining on member's 8-year, reference (b), obligation,	• issue a DD 214 per reference (g) and • dispose of the service record as provided in this article; • execute any active service or reserve service ordered, or notify DFAS of any monetary recoupment ordered by ASN(M&RA).
an enlisted member of the Naval Service, who is physically disqualified for further enlisted service,	ASN(N&A) approval required.

11. **Providing Transportation**. For purposes of providing transportation, a disenrolled midshipman assigned to the Navy Reserve is considered as a midshipman whose appointment has been terminated rather than a Navy Reservist who has been released to inactive duty.

12. **Processing of Disenrolled Midshipmen to Immediate Active Duty**

a. Members will be transferred to Headquarters, Naval District, Washington, D.C., except in the case of midshipmen who are at their home of record in a "separation pending" status, who will be transferred to the naval facility closest to their home of record. A DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty, will be prepared per reference (g). The station concerned will make the member available to Enlisted Placement Management Center (EPMAC) for general detail.

b. Disenrolled midshipmen without prior enlisted service will have NAVPERS 1070/600, (Rev. 5-00), U.S. Navy Enlisted Service Record, prepared by Superintendent, U.S. Naval Academy, prior to transfer to Headquarters, Naval District, Washington, D.C., unless additional service is required to cover a period of active enlisted service assigned by SECNAV. The member's signature is not required on the DD 4 (Rev. 1-01), Enlistment/Reenlistment Document Armed Forces of the U.S. NAVPERS 1070/613 (10-81), Administrative Remarks, will contain an entry setting forth the circumstances pertaining to disenrollment. Forward the original DD 4 and a copy of NAVPERS 1070/613 to Navy Personnel Command (NAVPERSCOM), Executive Services Section (PERS-313C).

c. Midshipmen who entered the Naval Academy from inactive duty in the Navy Reserve who desire to remain on active duty will be required to sign a NAVPERS 1070/613 agreement to remain on active duty for a minimum of **24 months** including time spent at the Naval Academy.

MILPERSMAN 1540-010

REQUIRED SERVICE OF OFFICERS DISENROLLED FROM SPECIAL NAVY TRAINING PROGRAMS

Responsible Office	NAVPERSCOM (PERS-454)	Phone: DSN COM	664-5013 (703) 604-5013

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) ASN (M&RA) memo of 22 May 2017 (b) JAGINST 1212.2B (c) DoD Instruction 1322.10 of 29 April 2008 (d) DoD Instruction 1322.06 of 12 October 2016 (e) OPNAVINST 1420.1B (f) SECNAVINST 1920.6D

1. **Policy**

a. If applicable, minimum required service incurred as a result of disenrollment from a special Navy training program (with the exception of graduate/advanced education) is **in addition to** that incurred upon commissioning and any other minimum required service that may have been incurred. Minimum required service incurred as a result of failure to complete a fully funded or partially funded graduate/advanced education opportunity, as defined in paragraph 3 below, is to be served concurrently with other obligated service (OBLISERV) incurred before entering the graduate/advanced education program.

NOTE: The term "officer" in this policy guidance is applicable to commissioned officers and appointed warrant officers.

b. Chief of Naval Personnel (CHNAVPERS) issued guidance on the authority to discharge or release active duty probationary officers to meet budgetary and force size requirements in reference (a). Refer to this document for specific guidance using the following link https://www.mynavyhr.navy.mil/Portals/55/Career/OCM/CNP SIGNED POCR Business Rules 2020-12 Dec Rev1.pdf. This guidance applies to probationary officers who have failed to meet warfare

qualifications, professional standards, or community-specific requirements. The officers to be discharged under this authority are those who currently qualify for, or become qualified for, inclusion in one or more of the categories listed below:

(1) Officers who attrite for any reason from a course of instruction or training required to attain or maintain a designator.

(2) Officers who did not attain or who lost their warfare qualifications.

(3) Officers who did not obtain or maintain required security clearances.

(4) Officers who did not attain or maintain required professional licensure or certification.

(5) Officers who did not meet the following community-specific requirements:

(a) Submarine: Officers who did not qualify as engineer officer.

(b) Judge Advocate General (JAG): Officers who twice did not select for the JAG Corps career status board per reference (b).

(6) Other community-specific requirements approved by CHNAVPERS.

2. **Nuclear Power Training Programs**. Officers who do not successfully complete nuclear propulsion training, provided the assignment to such course of instruction was at the officer's own request, will be required to serve on active duty for a period equal to the officer's normal period of minimum required service plus the time spent under instruction unless released sooner to inactive duty or discharged by Commander, Navy Personnel Command (COMNAVPERSCOM).

3. **Graduate, Advanced, and Baccalaureate Education Programs**

a. Per reference (c), officers who receive a fully or partially funded graduate or advanced education and who fail to

earn a graduate degree of the level and discipline that they were selected by the Navy to obtain, or another graduate degree for which the Navy has a validated requirement and has permitted them to pursue, will have a service obligation equal to three times the number of months of graduate schooling received through the first year. This obligation is to be served concurrently with other OBLISERV incurred before entering the graduate and or advanced education program.

b. Per reference (d), officers who participate in a fellowship, training with industry (TWI), scholarship, or grant and who fail to complete the education or training, will have a service obligation equal to three times the number of months completed of the fellowship, scholarship, TWI, or grant. A service obligation is not required if the education or training away from regular military duty does not exceed 26 weeks or it involves work on a project of value to the United States rather than the fulfillment of requirements of an academic degree. This obligation is to be served concurrently with other OBLISERV incurred before entering the graduate or advanced education program.

c. Seaman-to-Admiral-21 Program disenrollees will be issued permanent change of station orders and are required to complete 5 years of enlisted service from the date of program disenrollment or the remainder of their current enlistment, whichever is longer, per reference (e).

4. **Language Training Course**

a. Officers disenrolled **voluntarily** from a language training course, provided they were assigned to such course of instruction at their own request, will be required to serve on active duty for a period equal to their normal period of minimum required service plus 1 year for each 6 months or fraction thereof of instruction received.

b. Officers disenrolled **involuntarily**, provided they were assigned to such course of instruction at their own request, will be required to serve on active duty for a period equal to their normal period of OBLISERV, plus the time spent under instruction.

5. **Aviation Training**

a. Officers disenrolled from aviation training for any reason will be required to serve on active duty for a period equal to the officer's normal period of minimum required service plus the time spent under instruction, except for officers that have laterally entered aviation training from another designator who will incur 3 years of OBLISERV to be served concurrently with existing required service.

NOTE: Under reference (f), an officer may be released from any portion of incurred minimum required service at the discretion of the Secretary of the Navy (SECNAV).

b. An officer who is disenrolled for a psychological reason will be required to serve incurred minimum required service if so recommended by medical authorities and approved by COMNAVPERSCOM.

c. An officer disenrolled because of physical disqualification will remain on active duty until completion of incurred minimum required service, unless released earlier by SECNAV.

MILPERSMAN 1542-010

LATERAL TRANSFER INTO NAVAL AVIATION

Responsible Office	BUPERS-313	Phone: DSN COM FAX	882-3353 (901) 874-3353 874-2063

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. This article issues policies, procedures, and responsibilities for lateral transfer into the Naval Aviation Community. A lateral transfer board will determine selectees for training leading to designation as naval aviators (pilot or naval flight officer).

b. The board will base selection on past performance, physical qualifications, age, year-group, desires of the applicant, and needs of the Navy.

2. **Applicability**. This article is applicable to Regular Navy and reserve officers desiring lateral transfer or change of designator.

3. **Service Criteria for Consideration**. The following service-related criteria must be met in order to be considered by the board:

a. Applicants must hold a commission as ensign or above in the Regular Navy or the Navy Reserve and not presently reside in the Aviation (13XX) Community.

b. Applicants for pilot training must not have been previously separated from any flight training program of the Army, Navy, or Air Force, except by reason of being temporarily physically disqualified. This provision may be waived by Navy Personnel Command (NAVPERSCOM) Aviation Officer Career Management Division (PERS-43) on a case-by-case basis, as needs of the Navy dictate. Individuals who have previously attrited from naval air training, for reasons other than temporary physical disqualification, must route their application to the

Naval Air Training Command (NATRACOM) Operations, Plans, and Requirements Department (N3) for endorsement prior to routing it to NAVPERSCOM:

CHIEF OF NAVAL AIR TRAINING (N3) **NAVAL AIR STATION** **CORPUS CHRISTI, TX 78419-5100**

c. Applicants for naval flight officer training must not have been disenrolled for any reason, other than physical or flight failure, from any military flight training program. This provision may be waived by PERS-43 on a case-by-case basis, as needs of the Navy dictate. Individuals who have previously attrited from naval air training, for reasons other than physical, must route their application to NATRACOM (N3) address cited above.

d. Officers serving in afloat billets are required to attain their warfare qualifications before receiving orders to naval aviation training. Exceptions to this provision may be granted only under extraordinary circumstances (e.g., when applicant's age warrants such considerations, ship is in extended overhaul, assigned to pre-commissioning unit, etc.).

e. Officers can expect assignment to Naval Aviation Schools Command (NAVAVSCOLSCOM), Pensacola, FL for flight training within 1 year after approval of lateral transfer, change of designator, or at projected rotation date (whichever occurs earliest).

f. While outstanding performance remains the key, timing is also critical. Commissioned officers applying for flight training must be junior enough to permit normal career progression upon completion of training. Generally, the applicant should not have completed more than 2-1/2 years of commissioned service upon application for flight training.

g. Applicants for pilot and naval flight officer must not have passed their 32nd birthday by the convening date of the lateral transfer board. Applicants that will not meet this requirement should submit a waiver request with their package.

4. **Academic Criteria for Consideration**. The following academic-related criteria must be met in order to be considered by the board:

a. Applicants must have successfully completed the requirements for a baccalaureate degree from an accredited institution.

b. Applicants must meet the following Aviation Selection Test Battery (ASTB) minimum scores:

(1) Applicants for pilot training must attain a minimum score of "4" on the academic qualifications rating (AQR) and "5" on the pilot flight aptitude rating.

(2) Applicants for naval flight officer training must attain a minimum score of "4" on the AQR and "5" on the flight officer aptitude rating.

c. Results are valid indefinitely and the minimum time between tests is 30 days. Testing is conducted via the Advanced Placement Examinations (APEX) (Web-based) System. United States applicants may take the ASTB at any recruiting district. Remote military facilities within the continental United States or deployed or overseas commands may request APEX access from the following e-mail address: (ASTB inquiries and APEX technical support) usn.pensacola.navmedop tractrpns.list.nmotc-astb@mail.mil and Web site: http:// www.med.navy.mil/sites/nmotc/nami/Pages/ ASTBOverview.aspx.

5. **Physical Criteria for Consideration**. Applicants must be physically qualified and aeronautically adapted for duty involving the actual control of aircraft or duty involving flying as a naval flight officer. Applicant flight physical documentation should be submitted to Naval Aerospace Medical Institute (NAMI-53HN) for review and endorsement. The flight physical must be completed and submitted to NAMI-53HN prior to the convening date of the lateral transfer board. Method of submission is through the Aeromedical Electronic Resource Office (AERO) Program (Web-based). Submissions may be marked "Please Expedite for Lateral Transfer Board convening [date]."

6. **Submission of Request**. Officers who meet the above eligibility requirements may request pilot and or naval flight officer training (see exhibit 1) by submitting a lateral transfer package, per MILPERSMAN 1212-010, with inclusion of the ASTB official score letter.

EXHIBIT 1
PILOT/NAVAL FLIGHT OFFICER TRAINING REQUEST

(Use proper letter format)

Date

From: [RANK, FIRST, MI, LAST, branch of Service, designator]
To: Commander, Naval Personnel Command (PERS-433E)
Via: Commanding Officer, _____

Subj: **REQUEST FOR [PILOT/NAVAL FLIGHT OFFICER TRAINING]**

Ref: (a) MILPERSMAN 1542-010

Encl: (1) Aviation Selection Test Battery (ASTB) Official Score Letter

1. I hereby apply for [pilot training/naval flight officer training] under reference (a).

2. [One of the following certifications must be included as paragraph 2:] [For pilot training:] "I certify that I have not been previously separated from any flight training program of the Army, Navy, or Air Force for reasons other than temporary physical disqualification." [Or for naval flight officer training:] "I certify that I [have/have not] been previously separated from a flight training program of the Army, Navy, or Air Force for reasons other than physical or flight failure." [If requesting a waiver for pilot/naval flight officer training, indicate reasons for previous disenrollment and add Chief of Naval Air Training (CNATRA) as a via addressee.]

3. I [will receive/received] a baccalaureate degree in [field of study] from [university or college] on [date].

4. I [will accept/accepted] a commission as [grade] in the line of the Regular Navy/Navy Reserve on [date]. My commissioning source was [indicate U.S. Naval Academy, Navy Reserve Officer Training Corps (NROTC), scholarship, NROTC College, Officer Candidate School, etc.]. At the time of this application, I have had [fill-in] years and [fill-in] months of commissioned service.

5. I took the ASTB examination on [date] at [location] and scored [fill-in]. Enclosure (1) is forwarded per reference (a).

6. [For 11XX:] I became qualified in my warfare specialty on [fill-in date] after [fill-in] months on board my command. [If not warfare qualified, a waiver must be requested. Commanding officer should address this issue in the command endorsement (if applicable).]

7. I received a flight candidate physical on [date] at [location/command] and was tentatively found [qualified/unqualified] for aviation training. On [date], this physical was submitted to Naval Aerospace Medical Institute (NAMI-53HN) for final approval.

Subj: **REQUEST FOR [PILOT/NAVAL FLIGHT OFFICER TRAINING]**

8. My home and work e-mail and phone numbers are: [fill-in]

9. This is my [first/second/etc.] request for flight training. [Provide details of previous applications including: programs applied for, command attached to, date submitted, and results.]

10. I agree:

a. [For pilot training:] To not resign from naval service during the course of instruction and to serve on active duty for a period of 8 years or until completion of previously incurred obligated service, whichever is longer, subsequent to completion of training within the Naval Air Training Command, unless released earlier by the Navy.

b. [For Navy flight officer training:] To not resign from naval service during the course of instruction and to serve on active duty for a period of 6 years or until completion of previously incurred obligated service, whichever is longer, subsequent to completion of training within the Naval Air Training Command, unless released earlier by the Navy.

c. That the period of minimum service specified in subparagraph 10a or 10b above will be served, whether or not I retain the designation of naval aviator or naval flight officer for the full period, unless released earlier by the Navy.

d. That if I am disenrolled for any reason, I will serve on active duty until completion of incurred minimum required service, unless released earlier by the Navy.

e. That if I am disenrolled because of physical disqualification, I will serve on active duty until completion of previously incurred minimum required service, unless released earlier by the Navy.

f. That I will serve on active duty for at least 2 years from the date of the designator change to aviation (13XX).

(Signature)

MILPERSMAN 1570-010

TRAINING AND PARTICIPATION OF NAVY RESERVE FLAG OFFICERS ON INACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-491)	Phone: DSN COM FAX	882-4482 (901) 874-4482 882-2753

1. **Policy**

a. All Navy Reserve flag officers on inactive duty, in an active status, must perform a minimum of 2 weeks Annual Training (AT), consistent with their mobilization billets.

b. Commander, Navy Reserve Force (COMNAVRESFOR) is authorized to issue inactive duty training (IDT) orders, with or without pay, to Navy Reserve flag officers (see Appropriate Training Sites).

2. **Appropriate Training Sites**. Places considered appropriate where flag officers may perform AT, Active Duty for Training (ADT), and IDT, other than their mobilization billets are listed in the table below:

IF performing	THEN appropriate assignments are
AT	• Headquarters of Commander, Navy Reserve Force • Director of Navy Reserve • Commander, Navy Reserve Readiness Commands • Seminars at the Naval War College or the National War College • Seat of Government activities
ADT	• Member of Selection Boards • President of Inactive Duty Selection Boards (provided officer has had prior selection board experience)
IDT	• Commander, Navy Reserve Readiness Commands • As other commanders when requested and as warranted • Support Duty: Speaking at public affairs or patriotic celebrations Acting as the personal representative of Chief of Navy Reserve, or others at changes of command, awards, inspections, and funeral ceremonies

3. **Security Requirement**. Eligibility for a Top Secret clearance is required for Navy Reserve flag officers, including flag officers selectees, on inactive duty in an active status. COMNAVRESFOR is responsible for requesting required investigations and issuing clearances in the case of such flag officers.

MILPERSMAN 1600-010

DESERTERS

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4451 (901) 874-4451 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference	(a) Uniform Code of Military Justice (UCMJ)

1. **Policy**

a. A member may be declared a deserter

(1) immediately, if the facts and circumstances of the member's absence, without regard to the length, indicate the member committed the offense of desertion as defined in reference (a), article 85;

(2) if the member has been absent without authority for 30 consecutive days; or

(3) immediately, if member is absent without authority, without regard to length of absence, and has gone to or shown intention of going to any foreign country, or remains in any foreign country and requests or accepts any type of asylum or residence from that country or its governmental agencies.

b. The member's parent command is responsible for all documentation throughout the deserter process. If a member has been transferred, the next gaining command is considered the parent command.

c. Members are considered to have returned to military control when they

(1) surrender to military authorities;

(2) are delivered to military authorities;

(3) are apprehended by military authorities; or

(4) have died. A member will continue to be listed as a deserter until Navy Personnel Command (NAVPERSCOM), Corrections and Programs (PERS-00D1) is notified of the member's death by

(a) certified death certificate based on confirmed death by state or local investigative officials;

(b) Naval Criminal Investigative Service report concluding member was lost at sea;

(c) coroner's report identifying the member's body after death;

(d) personnel casualty report from the CO of the member's command stating the details of the member's death; or

(e) court papers stating how member died (case-by-case basis).

Note: If the date of death precedes the date of declaration of desertion, the parent command is responsible for determining whether removal of the status of deserter (or unauthorized absence (UA)) is appropriate.

d. Termination of UA is a legal term for the purpose of criminal aspects, and will form the basis of a later charge and specification per reference (a). Termination of UA occurs when a member:

(1) surrenders to military authorities;

(2) is apprehended by military authorities;

(3) is apprehended by civil authorities on behalf of the military authorities solely on the basis of the member's absence or desertion from the military; or

(4) is made available by civil authorities after an arrest for a civil offense.

2. The following topics are covered in the MILPERSMAN articles listed in the table below:

Topic	**See MPM**
Apprehension of Absentees and Deserters	1600-020
Acceptance and Disposition of Returned Deserters	1600-030
Procedures for Commands to which Enlisted Absentees are Attached	1600-040
Procedures When an Enlisted Absentee Returns to Naval Jurisdiction	1600-050
Declaration of Desertion	1600-060
Declaration of Return from Desertion	1600-070
When a Deserter Surrenders/is Delivered to a Naval Hospital	1600-080
Removal of Marks of Desertion	1600-090
Lost Time	1600-100
Assignment to Navy Correctional Custody Units (CCU)	1600-110

MILPERSMAN 1600-020

APPREHENSION OF ABSENTEES AND DESERTERS

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4451 (901) 874-4451 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. Chapter 47, Uniform Code of Military Justice (UCMJ) (b) NAVSO P-6064, Manual for Courts-Martial (MCM)

1. **Policy**

a. Responsibility for coordinating apprehension and return of unauthorized absentees normally rests with the member's commanding officer (CO). Units may request assistance directly from:

Navy Absentee Collection and Information Center (NACIC)
5720 Integrity Drive Millington, TN 38054-5028
1-877-663-6772

b. Responsibility for accurate declaration of Navy deserters rests primarily with member's CO. NACIC is responsible for coordinating apprehension and return of Navy deserters from civil law enforcement authorities.

NOTE: Naval activities will not apprehend, collect, or transport Navy deserters, and will not facilitate release of Navy deserters from civil authorities, unless authorized by NACIC.

2. **NACIC**. Managed by Navy Personnel Command (NAVPERSCOM), Corrections and Programs Office (PERS-00D1), NACIC operates 24 hours a day. Responsibilities include control, accounting, and dissemination of information concerning members classified as deserters, providing timely and complete deserter information to civil law enforcement agencies, and initiating the return of deserters apprehended by civil authorities. NACIC is the only entry point of warrants for desertion into the Federal Bureau of

Investigation, National Crime Information Center's "wanted persons" file.

3. **Rules for Apprehension**

a. Naval personnel will not normally apprehend suspected absentees and deserters outside confines of military installations.

b. Members of the Armed Forces may only apprehend absentees and deserters under circumstances prescribed by article 7(b) of reference (a) and rules for court martial (RCM) 302(b) of reference (b).

c. Any civilian officer having authority to apprehend offenders under laws of the United States, or of a state, territory, commonwealth, possession, or the District of Columbia, is authorized to apprehend deserters from the Armed Forces and deliver them to custody of those forces. This authority is derived from article 8 of reference (a) and RCM 302(b) of reference (b).

d. United States authorities may apprehend absentees and deserters in foreign countries only when authorized by an international agreement with local authorities, or when such apprehension is within purview of an existing international agreement. In the latter case, possible international implications and adverse foreign reactions must be given careful consideration. Outside jurisdiction of the United States, major commands will take such initial actions as the local situation may warrant (within primacy of international agreements) to secure cooperation in apprehending absentees and deserters.

4. **Command Actions**. Commands are responsible for monitoring a member's status while confined by civil authorities or hospitalized. Absentees will not be declared deserters when circumstances surrounding absence are beyond their control, such as:

a. Civil arrest and confinement;

b. Hospitalization; or

c. Other unusual circumstances determined to be unintentional.

5. **Military Attachés or Mission Chiefs**. Military attachés or mission chiefs in foreign countries will not accept the surrender of a deserter or absentee and return them to military control, unless the United States is directly responsible for the presence of that member in the country where assistance is requested. Normally, such deserters and absentees will be advised to report (at their own expense) to a proper United States military installation within United States or overseas. Unless they are citizens of the country in which assistance is requested, absentees and deserters will be reported to authorities of such foreign countries with a view towards deportation. If a Service member is known to have departed a foreign country or is deported, the military attaché or mission chief will make arrangements to have the member taken into custody upon arrival within a territory where United States military officers have the authority to apprehend.

MILPERSMAN 1600-030

ACCEPTANCE AND DISPOSITION OF RETURNED DESERTERS

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4451 (901)874-4451 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Any military installation or command manned by active duty members may receive absentees and deserters. Absentees and deserters should be subsequently transferred to the nearest installation of their branch of service which has the facilities to process absentees and deserters. Navy Absentee Collection and Information Center (NACIC) will direct the movement of apprehended Navy absentee deserters.

2. **Procedures**

a. **Officers** will be returned to the command from which they deserted, regardless of length of absence, unless otherwise directed by NACIC.

b. **Enlisted** personnel absent for 119 days or less will normally be returned to their original duty station from which they deserted; however,

(1) deserters absent from an overseas shore activity, unit homeported overseas, or a deployed unit absent from homeport for more than 90 days consecutively, who return to military control within the 48 contiguous United States, Puerto Rico, Alaska, or Hawaii; will be transferred to the Navy processing unit closest to the point of apprehension or surrender.

(2) for deserters absent from an overseas shore activity, unit homeported overseas, or a deployed unit, who return to military control in an overseas area, other than where the parent command is located, contact NACIC for guidance.

(3) deserters absent from an overseas shore activity or unit homeported overseas for 119 days or less who return to

military control in the overseas area where the parent command is located, will normally be returned to their parent command for disciplinary processing.

(4) deserters absent 119 days or less who are assigned to an at-sea ship or unit not deployed will be returned to transient personnel unit (TPU) at homeport of unit for further transfer to the unit upon return to port.

(5) deserters absent 119 days or less who are assigned to an at-sea submarine (not deployed), will be returned to the submarine's parent group and then TPU at the submarine's homeport.

(6) deserters absent for 120 days or more will be returned to the Navy processing unit closest to the point of apprehension or surrender. Navy processing activities for the purpose of this article are listed below:

(a) TPU, Puget Sound, Silverdale, WA

(b) TPU, Jacksonville, FL

(c) TPU, Norfolk, VA

(d) TPU, San Diego, CA

(e) TPU, Pearl Harbor, HI

(7) deserters absent 119 days or less who commit suicide or are otherwise deceased will remain the parent responsibility for all reporting requirements (PCR, CACO, etc.). Reporting requirements for deserters absent 120 days or more will be the responsibility of NACIC.

c. When a member fails to return to a command after being issued technical arrest orders (TAO) by NACIC,

(1) the **receiving command** will

(a) notify NACIC via naval message or E-mail at nacic-ops@navy.mil of the member's status within 48 hours after a member's failure to return via TAO.

(b) forward member's personnel documents retained by the command and health records to NACIC via registered mail, if they have them.

(2) **NACIC** will

(a) roll the member's unit identification to NACIC's deserter UIC (Bureau of Naval Personnel (BUPERS) deserter account) following receipt of the naval message or E-mail.

(b) complete DD 553 Deserter/Absentee Wanted by the Armed Forces, signed by the officer-in-charge or assistant officer-in-charge, and enter a new arrest warrant into the National Crime Information Center (NCIC) System. DD 553 may be accessed by using the following link: http://www.dtic.mil/whs/directives/forms/dd/ddforms0500-0999.htm.

(c) coordinate, via brig escorts, the movement of members assigned to the deserter UIC who are subsequently apprehended to the nearest TPU, regardless of absence or desertion length.

Note: In the event a member successfully returns via TAO, the respective command shall notify NACIC of such within 48 hours via naval message. NACIC must be in receipt of this message before transmitting a return to military control message.

d. Waivers of the above policy may be authorized if substantial extenuating circumstances exist. If a deserter cannot be returned to the parent command within 30 days from date of return (excluding hospitalization), notify NACIC and inform Navy Personnel Command (NAVPERSCOM), Corrections and Program Office (PERS-00D) requesting a waiver of this policy. Waiver request shall be by message and inform the parent command and immediate superior in command.

MILPERSMAN 1600-040

PROCEDURES FOR COMMANDS TO WHICH ENLISTED AND OFFICER ABSENTEES ARE ATTACHED

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM	882-4451 (901) 874-4451

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) U.S. Navy Regulations, 1990 (b) DJMS Procedures Training Guide (DJMS PTG)

1. **Procedures upon Initial Absence**

a. Take the following actions within the first 24 hours of a Service member's absence:

(1) List the member on the daily absentee report as prescribed in reference (a), chapter 8, section 4, article 0808. Ensure full personal identification data and date of start of absence is recorded.

(2) Provide a copy of the daily absentee report to the servicing personnel support detachment (PSD) or local personnel office (PERSOFF).

(3) Visit and inspect the local living quarters for clues to member's whereabouts.

(4) Inquire with co-workers, peers, and witnesses about possible whereabouts, and member's established patterns of behavior and any deviation that cannot be readily explained.

(5) Inquire at local hospitals (military and civilian) about member's in-patient status or recent out-patient status.

(6) Inquire at local military and civilian law enforcement agencies (LEA) and consider filing a missing person's report based upon LEA recommendations.

(7) Inquire into social media account(s) for clues on member's whereabouts. Inquire about possible whereabouts from member's primary and secondary next of kin or local friends.

(8) Inquire with local religious and counseling services entities about recent visits and the member's possible over-powering concerns that might have caused or contributed to his or her absence.

b. If the member's whereabouts remain unknown and there is credible evidence that his or her absence is involuntary, request the assistance of the applicable military criminal investigative organization (MCIO). Naval Criminal Investigative Service (NCIS) is positioned to conduct liaison with the appropriate LEAs. The command shall promptly provide available information to NCIS or applicable MCIO for investigation regarding the disappearance of a command member which may suggest foul play. This is especially critical at overseas locations.

c. If circumstances indicate the person does not intend to return, declare the member a deserter (manifest intent) per Naval Military Personnel Command Manual (MILPERSMAN), MILPERSMAN 1600-060.

d. In foreign ports where the aid of civil authorities is required, the commanding officer will furnish a copy of the DD 553 Deserter/Absentee Wanted by the Armed Forces to the nearest United States consulate.

e. If unauthorized absence (UA) is less than 24 hours, make a permanent NAVPERS 1070/613 Administrative Remarks entry in the electronic service record (ESR) with the exact hours and date, both beginning and ending, and circumstances of UA. Immediately provide a copy of the NAVPERS 1070/613 to the servicing PSD or local PERSOFF for verification and submission to the official military personnel file (OMPF).

f. If absent over 24 hours, provide the information to the servicing PSD or local PERSOFF for preparation and distribution of the NAVPERS 1070/606 Record of Unauthorized Absence per reference (b), part 1, chapter 2, section F.

2. **Procedures on the Fifth Day of Absence**. The disbursing office will stop all allotments on the fifth day of absence. The command will notify the member's next-of-kin via the following letter with a copy to the regional chaplain of the

appropriate Navy region within the geographical location of the member's next of kin address. Use the proper naval correspondence and format and include the following narrative:

> I regret the necessity to inform you that your (son, daughter, or husband/etc.), (insert rate/rank and full name), who (enlisted/or was commissioned in the Navy on (date) and was attached to (parent command), has been on unauthorized absence since (date). Should you know of the member's whereabouts, please urge (him or her) to surrender to the nearest naval or other military activity immediately. The gravity of this offense increases with each day of absence. At this time, all pay and allowances, including allotments, have been suspended pending the member's return to Navy jurisdiction. Should member remain absent for 30 days, we will be required to declare (him or her) a deserter and information will be provided to the Federal Bureau of Investigation National Crime Information Center Wanted Persons File, which is available to all Federal, State, and local law enforcement agencies. A Navy regional chaplain living near you is available for counsel in resolving this serious matter. Any communication with a chaplain in this situation is considered confidential. If you desire to confer with a regional chaplain regarding this unauthorized absence, you may contact the chaplain of the appropriate Navy region, (address, and telephone).

3. **Procedures When a Member Fails to Report on Transfer Orders**. In the event a Sailor fails to report, refer to MILPERSMAN 1600-120 and follow the procedures to verify and report the member's status.

4. **Additional Procedures When Member Misses Movement**. Make the following permanent NAVPERS 1070/613 entry in the ESR:

> (date): Missed sailing of this vessel from (place of sailing) on (date), en route to (destination). Member (had/did not have) knowledge of the scheduled time for movement and (had/did not have) knowledge of the ship's destination. Movement of this vessel (was/was not considered substantial - i.e., not merely a shift of berths in homeport, etc.).

Immediately provide a copy of the NAVPERS 1070/613 to the servicing PSD or PERSOFF for verification and submission to the OMPF.

NOTE: If member misses movement from a foreign port, furnish the nearest U.S. consulate a report containing information regarding the disposition to be made of any absentee should the member be apprehended or seek consular aid after the unit's departure.

MILPERSMAN 1600-050

PROCEDURES WHEN AN ENLISTED ABSENTEE RETURNS TO NAVAL JURISDICTION

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4451 (901) 874-4451 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Uniform Code of Military Justice (UCMJ)

1. **Procedures when a Member Returns to Parent Command**. Take the following actions:

a. If the absence was less than 24 hours, the servicing personnel support detachment (PERSUPP DET) or personnel office (PERSOFF) will prepare NAVPERS 1070/613 Administrative Remarks entry per MILPERSMAN 1600-040. NAVPERS 1070/613 can be accessed by using the following link: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

b. If the absence was greater than 24 hours, the servicing PERSUPP DET or PERSOFF will prepare and distribute NAVPERS 1070/606 Record of Unauthorized Absences per MILPERSMAN 1600-040. NAVPERS 1070/606 can be accessed through the Navy Standard Integrated Personnel System (NSIPS).

c. If the member returned after 10 days, notify the next of kin (NOK) of the member’s return and forward a copy of the NOK notification letter to the regional chaplain of the appropriate Navy region originally notified per MILPERSMAN 1600-040.

d. If member was declared a deserter, follow the procedures per MILPERSMAN 1600-070.

e. Initiate appropriate disciplinary and administrative separation action as desired.

2. **Procedures when Member Returns to a Command other than Parent Command**. Take the following actions:

a. Communicate immediately with the member's parent command and obtain confirmation of member's status.

b. Read the member his or her rights before questioning and verify the date and hour that the absence began per article 31(b) of reference (a),

c. Contact Navy Absentee Collection and Information Center (NACIC) at 1-877-663-6772 to determine if the member has been declared a deserter. If the member is verified as a deserter, follow the procedures outlined in MILPERSMAN 1600-070.

d. Coordinate transportation for the Service member to return to his or her parent command. Since there are no means to temporarily house members in this status (except in military facilities), it is essential that the most direct and immediate transportation be secured. If used, passenger reservation requests (PRRs) must state that the member is traveling under technical arrest orders (TAOs) in a disciplinary status, or failed to report in compliance with funded official change of station or temporary additional duty (TEMADD) orders.

e. For a surrenderee traveling in connection with funded permanent change of station (PCS), temporary duty (TEMDU), or TEMADD orders, endorse the orders with the following remarks:

"I understand that all expenses and travel costs in connection with this transfer, which are in excess of the original costs of my (PCS/TEMDU/TEMADD) orders, will be charged against my pay record."

f. If member is not in possession of an original copy of his or her funded orders, then a TAO must be issued and a NAVPERS 1070/613 entry made indicating member is not in possession of funding (PCS/TEMDU/TEMADD) orders.

g. If the surrenderee is not traveling under funded orders, the servicing PERSUPP DET or PERSOFF will issue TAOs using a NAVCOMPT 536 Standard Transfer Orders. Clearly indicate on the orders "TRANSFERRED IN A DISCIPLINARY STATUS" and include the following statement:

"(DATE) I acknowledge receipt of these orders. I have read and understand that failure to comply with these orders render me liable to charges of further unauthorized absence, disobedience of orders, and or manifest desertion as the circumstances warrant. I also understand that all expenses and travel costs in connection with this transfer will be charged against my pay record." (Signed by authorized official (rate/rank/name)).

h. In addition to the endorsement on the NAVCOMPT 536 for personnel traveling on unfunded orders, the servicing PERSUPP DET or PERSOFF will prepare a NAVPERS 1070/613 entry as follows:

"I understand that all expenses and travel costs in connection with this transfer which are in excess of the original costs of my (PCS/TEMDU/TEMADD) orders will be charged against my pay record. Written technical arrest orders were issued and delivered this date transferring (rate/rank/name) to (name of parent command) in a disciplinary status in his or her own custody to report no later than (hour and date). I acknowledge receipt of such orders and acknowledge this statement being entered in my service record."

_____
(Signature of member and date)

Witnessed:

i. Provide the original TAO, DD 139 Pay Adjustment Authorization, and NAVPERS 1070/613 to the member and forward a signed copy of each to the gaining command.

j. Ensure the absentee's appearance does not reflect discredit to the naval service. Utilization of DD 139 for haircut and clothes may be required.

MILPERSMAN 1600-060

DECLARATION OF DESERTION

Responsible Office	NAVPERSCOM (PERS-00D2)	Phone: COMM DSN COMM	(901) 874-4444 874-4444 (901)874-2522
	NACIC Deserter Information Point (DIP)	Phone: Toll Free Fax: E-mail:	1-877-663-6772 (901) 874-2061 NACIC-OPS@NAVY.MIL

MyNavy Career Center	Phone: Toll Free Email: My Navy Portal:	1-833-330 MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1325.02 of 26 October 2021 (b) 10 U.S.C. (c) BUPERSINST 1610.10F (d) NAVSUP 485, Naval Supply Procedures, Volume 1

1. **Policy**. Commands are responsible for prompt inquiry, action and declaration (if applicable) of personnel under their responsibility per references (a); (b), sections §877-§934; (c); and (d); and MILPERSMAN articles cited.

2. **Procedures**. When conditions per MILPERSMAN 1600-010 are met and actions per MILPERSMAN 1600-040 are satisfied, declare a Service member a deserter by using the following procedures:

a. **Declare.** Per reference (a), declare the member a deserter by preparing and transmitting DD 553 Deserter/Absentee Wanted by the Armed Forces. The DD 553 may be accessed by using the following link: http://www.esd.whs.mil/Directives/forms/. DD 553 includes information and additional personnel documentation as indicated below:

(1) Blocks 1 through 21 (except as specified) are required. Write "unknown" in fields for which information is not available. Leave the following blocks blank: 4, k, l, and n.

(2) Provide amplifying information per DD 553 directions in block 21 and annotate the following:

(a) If the deserter case is under aggravated circumstances per reference (a).

(b) If the Service member is suspected of other offenses per reference (b), sections §877-§934, and list article(s) that are applicable.

(c) Any information that would assist investigators in locating the Service member per MILPERSMAN 1600-040.

(d) For overseas shore activities, units homeported overseas, and for Service members who had a previous period of desertion submit a memorandum requesting transfer of member to deserter unit identification code (UIC) 44104.

b. **Evaluation and Fitness Report**. Upon reaching the 120th day of absence and having been transferred to deserter UIC 44104, complete close-out evaluation and or fitness report per reference (c).

c. **Forward Documentation**. Forward the following documents via encrypted e-mail or Department of Defense (DoD) Secure Access File Exchange (SAFE) to nacic-ops@navy.mil or registered mail to:

Navy Personnel Command (PERS-00D2)
Navy Absentee Collection and Information Center
5720 Integrity Drive Millington, TN 38054-5028

(1) DD 553;

(2) Civil or military law enforcement police report, command investigation notes, preliminary inquiry officer's report, etc;

(3) Photograph of the Service member; and

(4) Verification of pay stoppage Master Military Pay Account (MMPA) reflecting "0.00" entitlements.

d. **Declaration**. Submission of DD 553 is mandatory for the creation of a Federal arrest warrant, which serves as the official declaration notification. DD 553 must be received by

Navy Absentee Collection and Information Center (NACIC) to initiate investigation and apprehension efforts for member indicated. Timely deserter status declaration must be accomplished by transmitting the DD 553 via encrypted e-mail to nacic-ops@navy.mil or Department of Defense (DoD) Secure Access File Exchange (SAFE). Coordination and assistance requests from NACIC via telephone at (901) 874-2522 and or distribution e-mail are highly encouraged.

e. **Deserted From Foreign Port**. If the Service member deserted from a foreign port, forward a copy of DD 553 and a photograph to the nearest United States consulate.

3. **Critical Precaution**

b. Each deserter case is unique and requires careful consideration for action. Often deserters return to activities that do not have immediate access to the deserter's official military personnel file (OMPF) or electronic service record (ESR). Information contained in these records is always required to adjust pay accounts and for evidence to sustain desertion and unauthorized absence charges. Incorrect ESR processing and documentation may result in unnecessary delay or difficulty in processing any disciplinary or legal action. Ensure all documentation is correctly submitted.

c. Commands are responsible for the accurate completion and submission of DD 553, timely deserter status declaration, pay stoppage, next-of-kin notification, and completion of ESR and or OMPF entries. Commands must ensure the DD 553 is uploaded into a deserter's OMPF using the e-Submission application in BUPERS Online (BOL). Deserter packages and forms received by NACIC that are incomplete or inaccurate will be returned to the command prior to final submission into law enforcement databases. Coordination and assistance requests from NACIC via telephone at (901) 874-2522 and or distribution e-mail are highly encouraged.

4. **Disposition of Personal Effects**. Commands are responsible for control and accountability of personal effects per reference (d).

5. **Action by (NACIC) (PERS-00D2).** Upon receipt of DD 553, NACIC will validate and change the Service member's personnel accounting status to deserter accounting code (ACC) 109. Upon return to military control and receipt of required documents per MILPERSMAN 1600-070, NACIC will change the Service member's ACC to the appropriate status. All Service members assigned to deserter UIC 41104 will have disposition determined per MILPERSMAN 1600-030 or as directed by NACIC.

MILPERSMAN 1600-070

DECLARATION OF RETURN FROM DESERTION

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4451 (901) 874-4451 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1325.02 (b) 18 U.S.C. §922

1. **Procedures**

a. MILPERSMAN 1600-050 provides actions to be taken upon the return of a deserter to military control per reference (a). The activity to which a member returns will submit a DD 616 Report of Return of Absentee (**via encrypted e-mail**) and a return of deserter message (exhibit 1) to report the member's return to military control per MILPERSMAN 1600-060. Exhibit 1 must be submitted even if the deserter has been, or will be, discharged.

Note: Exhibit 1 must be sent via secure means as it contains personally identifiable information (PII). Ensure proper safeguards are taken to protect the contents of exhibit 1 and any other documents forwarded concerning the deserter. Encrypt and digitally sign all e-mails that contain PII. If the e-mail fails to send because of encryption issues, do not send unencrypted, as that action constitutes a PII breach and must be reported. Instead, contact your information assurance manager for assistance. PII is defined as information about an individual that, if lost, stolen, or compromised would cause undue harm and unwarranted invasion of personal privacy.

b. The deserter's parent command to which the member is assigned for disciplinary action or disposition is responsible for completing NAVPERS 1070/606 Record of Unauthorized Absence.

c. **Surrenderees.** Members who surrender will not be placed in civilian jails. Navy Personnel Command (NAVPERSCOM), Corrections and Program Office (PERS-00D1) or the Officer in Charge, Navy Absentee Collection and Information Center (NACIC) may grant an exception in unusual circumstances.

d. **Apprehendees.** Commands will not pick up or escort deserters unless authorized by NACIC. NACIC will determine the disposition and transport, or coordinate the transport if an escorted local move is required. **Do not accept deserters from civilian authorities until approval is obtained from NACIC.** NACIC must be advised if the member is being held by civil authorities for civil charges. NACIC will issue a military detainer and arrange escorts for the deserter's return to military control. If the deserter is convicted and sentenced to confinement, NACIC will assign responsibility of the member's case to an area coordinator for review and appropriate action.

e. Per reference (b), the Navy is required to notify the FBI of the final disposition of all military deserters. All Navy activities will provide the deserter's final disposition to NACIC (via message) within 60 days of the deserter's return. Include a description of the venue (non-judicial punishment or type of court-martial), conviction status, list of offenses, list of punishment awarded, charges dismissed, discharge, and characterization. Requests for extensions to exceed the 60 days may be made (via message) to COMNAVPERSCOM DET NAVABSCOLLINFOCEN MILLINGTON TN//001//.

2. **Information**

a. If a member was declared a deserter erroneously, notify NACIC and Defense Finance and Accounting Service (DFAS), Cleveland by message **immediately** to prevent undue financial hardship, and to prevent the member from being entered in, or to remove the member from, the FBI Center's wanted persons file.

b. A declared deserter discharged in absentia, as authorized by COMNAVPERSCOM, is considered returned to military control for administrative purposes the day of discharge. The discharging activity must transmit the notification message (exhibit 1) to clear member from the deserter files. Indicate in the remarks section the authority used for the discharge in absentia.

c. Once a declared deserter is discharged from the Navy, is placed on the temporary disability retired list, or starts appellate leave after physically returning to a command, it is imperative that exhibit 1, DD 214 Certificate of Release or Discharge from Active Duty, and other appropriate documentation reflecting the member's separation from service be transmitted to NACIC. Documentation is required in order to reflect the member accurately in the enlisted master file, remove the status of desertion, and clear the warrant for arrest from the National Crime Information Center.

Exhibit 1
Return of Deserter
(Use proper message format.)

FM: (Originating activity)
TO: COMNAVPERSCOM DET NAVABSCOLLINFOCEN
MILLINGTON TN//001//(Member's parent command)
INFO: COMNAVPERSCOM MILLINGTON TN//PERS-00D1//
DFAS CENTER CLEVELAND OH//JJJ//
FISC CHEATHAM ANNEX WILLIAMSBURG VA//JJJ//
BT
UNCLAS//N01626//
SUBJ: REPORT CONTROL SYMBOL BUPERS 1600-2, RETURN OF DESERTER
NAVPERSCOM (PERS-00D1)//
MSGID/GENADMIN/(Originator)// POC/Name/Rate or Rank/Telephone//
RMKS/1. (Member's rate, full name, branch, SSN (XXX-XX-XXXX).
2. DESERTER FROM (command) SINCE (time and date).
3. (Apprehended/Surrender) BY/TO (military/civilian
authorities) AT (time and date) AT (location).
4. RETURNED MIL CONTROL (time and date) AT (location).
5. RETAINED ON BOARD FOR (disciplinary action/disposition/
pending return to parent command/or transfer to (activity)).
6. NOK/READINESS COMMAND STAFF CHAPLAIN HAS BEEN NOTIFIED OF
MEMBER'S RETURN TO MILITARY CONTROL. (If not, expected date of
notification or intentions, e.g., parent command to notify.)
7. REMARKS: (as appropriate)//
BT

MILPERSMAN 1600-090

REMOVAL OF MARKS OF DESERTION

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone:	DSN COM FAX	882-4451 (901) 874-4451 882-2626

1. **Procedures**

a. A mark of desertion entry will be removed as an erroneous entry when member's records are closed for desertion, but member

(1) was subsequently tried and convicted or acquitted of Unauthorized Absence (UA), or

(2) subsequently was charged with UA and a request for discharge for the good of the service under Other Than Honorable (OTH) conditions has been approved.

b. A mark of desertion will not be removed when a member has been charged with desertion, and when member's request for discharge for the good of the service under OTH condition has been approved by the separation authority.

c. All other cases, including the following, will be sent to Navy Absentee Collection and Information Center (NACIC) for final disposition:

(1) When there is a determination by a board of medical survey that the member was mentally incompetent at the time of absences; or

(2) when the records show that the member was under military control at the time the desertion entry was made.

d. The mark will be removed by submission of NAVPERS 1070/607 (Rev. 12-75), Court Memorandum. The mark must be removed as soon as practical after trial and promulgation of sentence. Action taken will be reported to NACIC via letter or message, with a copy to the command's disbursing office that holds member's pay records.

MILPERSMAN 1600-100

LOST TIME

Responsible Office	NAVPERSCOM (PERS-00J)	Phone: DSN COM FAX	882-3164 (901) 874-3164 882-2615

References	(a) 10 U.S.C. 972 (b) DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay

1. **What is Lost Time**? The table below defines the different types of lost time per reference (a).

LOST TIME due to...	IS DEFINED as periods of...
unauthorized absence (UA)	UA in excess of 24 hours that is not excused as unavoidable by the member's commanding officer (CO) per reference (b).
confinement by civil authorities or confinement by military authorities for civil authorities	confinement by civil authorities (foreign or domestic), or confinement by military authorities for civil authorities in excess of 24 consecutive hours that are not excused as unavoidable by the member's CO. confinement by civil authorities (foreign or domestic) in excess of 24 consecutive hours for an offense which results in court-martial conviction that has been approved and upheld.
confinement by military authorities	military confinement in excess of 24 consecutive hours while awaiting action of higher authority or during trial by court-martial conviction and while serving sentence of a court-martial that has been approved and upheld.
sickness due to misconduct (SKMC)	hospitalization or incapacitation in excess of 24 consecutive hours due to injury, disease, or the intemperate use of drugs or alcohol which are found to be due to the member's own misconduct.

2. **Rules About Lost Time**. Follow the below rules when determining lost time:

a. There must be an absence of more than 24 consecutive hours before any period can be considered as lost time.

b. The calendar day during which absence first occurs, regardless of the hour, is counted as a day of absence from duty. The calendar day of return, regardless of the hour, is counted as a day of duty. **A calendar day begins at 0001 and ends at 2400**.

c. When time is lost, normal expiration of enlisted dates must be extended by the number of days lost on a day-for-day basis. This applies to expiration of

(1) enlistment.

(2) extension of enlistment.

(3) active service.

(4) obligated service.

(5) current contract.

d. The requirement to make up lost time does not apply to Fleet Reservists, retired personnel, or members placed on appellate leave. While lost time will be added to the current enlistment to calculate the correct expiration of active obligated service (EAOS), such lost time does not preclude administrative separation or punitive discharge.

NOTE: Time a member spends on appellate leave is counted as active duty time for computing longevity; however, this time is not counted for pay purposes unless the member’s Bad Conduct Discharge (BCD)/Dishonorable Discharge (DD) is subsequently dismissed or set-aside and the member is recalled to active duty, or recalled for the purpose of administrative separation processing by reason of Review Action (MILPERSMAN 1910-126).

e. Members transferring to the Fleet Reserve or Retired List will merely have their lost time deducted from their final active service computation.

f. **Examples**:

```
95 09 30 (Fleet Reserve transfer date)
75 01 28 (commenced active duty)
-----------
20 08 02 (total active duty)
      01 (plus 1 day when adding inclusive dates)
-----------
20 08 03
   01 02 (minus lost time during career)
-----------
20 07 01 (adjusted total active service)
```

g. When there is lost time, the member's Pay Entry Base Date (PEBD) and Active Duty Service Date (ADSD) must be adjusted. Refer to reference (b) to determine how an absence effects pay and allowances.

h. If member is apprehended by civil authorities while in an authorized absence status (leave or liberty), and is subsequently confined by civil authorities pending trial, and member's EAOS is imminent, the command may

(1) retain member in the Navy by reason of "In Hands of Civil Authorities (IHCA)" pending outcome of the civil matter and a final determination on lost time (if any), or

(2) process for administrative separation based on commission of a serious offense (provided the Government has sufficient evidence to show by a preponderance of evidence that misconduct did occur).

i. Incarceration by civilian or military authorities suspends the running of the member's active service obligations (unless member is granted regular leave that has already been earned). While incarcerated, such time may be considered lost time; however, a final determination cannot be made until criminal charges are resolved. If convicted, the CO may declare the time lost to not be excused; if acquitted, the CO may declare the time lost to be excused (entitled to back pay if applicable).

3. **Computing Lost Time**. Below are some examples of how to compute lost time.

IF...	THEN there is...
UA commenced 0800, 9 March, and ended 0800, 10 March (24 hrs)	no lost time since UA did not exceed 24 hours
UA commenced 0800, 9 March, and ended 0830, 10 March (24 hrs, 30 min)	1 day lost time - 9 March
UA commenced 2345, 9 March, and ended 0015, 11 March (24 hrs, 30 min)	2 days lost time, 9 and 10 March **NOTE**: First day of absence is a day of absence and the day of return is a day of duty.
confined by civil authorities while on liberty at 1700, 9 March, and was convicted by the civil authorities on 5 April and was released to military control on the same day	27 days lost time - 9 March to 4 April
confined by civil authorities while on liberty 1700, 9 March and was acquitted of all charges on 5 April and released to military control the same day	no lost time (member was acquitted) **NOTE**: Time is not charged as lost time because it is excused.
confined by civil authorities while in UA status (UA commenced 1 Mar), at 1400, 9 March and was acquitted of all charges on 15 March and released to military control the same day.	14 days lost time - 1-14 March **NOTE**: Member was UA when confined, all time is considered lost time even though the member was acquitted of the civil charge.

MILPERSMAN 1600-120

PROCEDURES FOR REPORTING MEMBERS AS FAILED TO REPORT UNDER PERMANENT CHANGE OF STATION (PCS)/ TEMPORARY DUTY (TEMDU) ORDERS

Responsible Office	CNIC (N141)	Phone:	DSN COM FAX	288-4319 (202) 433-4319 (202) 433-2389

References	(a) Enlisted Distribution and Verification Report User's Manual (EDVRMAN) (b) BUPERSINST 1306.77A (Manual for the Administration of Transient Personnel Units (TPUS))

1. **Policy**. Personnel (officer and enlisted) under permanent change of station (PCS)/temporary duty (TEMDU) orders who fail to report must be researched and action taken per the MILPERSMAN and reference (a). Per MILPERSMAN 1600-040, if a member has been transferred from the parent command and is determined to be on **unauthorized absence (UA)** or a **deserter**, documentation throughout the UA/deserter process becomes the responsibility of the gaining command to which the member was directed to report.

2. **Personnel Support Activity Detachment (PERSUPP DET)/ Personnel Office Responsibilities**

a. Verify **Prospective Gain (PG) Report** to determine if there are expired prospective gains.

b. Research status of expired prospective gains to ensure absence is not a result of modification or cancellation of orders.

c. Verify the **Enlisted Master File (EMF)** to determine status of orders, actual detach date if available, authorized delay in reporting, etc.

d. Contact transferring command to verify status of member and obtain substantiating documentation as appropriate.

e. Access the **Navy Standard Integrated Personnel System (NSIPS) Gain Panel** to create a "**Failed to Report" Gain**. (It is

imperative that the steps outlined in paragraphs 2b through 2d be completed prior to the execution of the steps outlined in this and subsequent paragraphs. This will ensure that **adverse pay actions** are not erroneously submitted.)

f. Prepare NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks per MILPERSMAN.

"(date) Issued orders by (name of transferring command) to report to (prospective command) not later than (hour and date). Failed to report per such orders and is on unauthorized absences from that time and date."

g. Ensure all pay and allowances are stopped on the 10th day after **Failed to Report** date.

(1) Disbursing office will stop all allotments.

(2) Notify the member's next-of-kin (NOK) via the following letter, with a copy to the staff chaplain at the appropriate Navy Reserve Readiness Command (NAVRESREDCOM) within the geographical location of the member's NOK addressee: (Use proper letter format.)

"I regret the necessity to inform you that your (son/daughter/ husband/etc.), (insert rate and full name), who joined the Navy on (date) and was attached to (parent command), has been on unauthorized absence since (date). Should you know of the member's whereabouts, please urge the member to surrender to the nearest naval or other military activity immediately. The gravity of this offense increases with each day of absence. At this time all pay and allowances, including allotments, have been suspended pending their return to Navy jurisdiction. Should member remain absent for 30 days, we will be required to declare member a deserter and information will be provided to the Federal Bureau of Investigation (FBI), National Crime Information Center Wanted Persons File, which is available to all Federal, state, and local law enforcement agencies. A Navy Reserve chaplain living near you is available for counsel in resolving this serious problem. Communication with a chaplain in this situation is considered confidential. If you desire to confer with a Navy chaplain regarding this unauthorized absence, you may contact: Staff Chaplain, Navy Reserve Readiness Command, (address and telephone)."

h. Open a **skeleton service record** and request **duplicate service record** from Navy Personnel Command (NPC), Records Management/Policy Section (PERS-312E).

i. Access the **NSIPS Legal Panel** and create a record of **Unauthorized Absence Report**.

j. Access the **NSIPS Transient Tracking Panels** to set prospective loss date (PLD) and update status information as changes occur.

k. PERSUPP DET/parent commands will follow procedures outlined in the MILPERSMAN and refer back to **Declaration of Desertion** part of reference (b) for personnel who fail to report after 30 days.

3. **Status Request Message Exception**. When the current activity, indicated by the **unit identification code (UIC) in Column 3 of the Enlisted Distribution and Verification Report (EDVR)**, is a student account at a Navy Recruit Training Command (NAVCRUITRACOM) or Service School Command, do not request status of the member by message until the ultimate reporting date in the Standard Transfer Order (STO) or Standard Transfer Document (STD) (if held), or the EDA in the EDVR, is expired by at least 30 days. This exception is required in recognition of training setbacks and delays that may occur in self-paced courses of instruction.

MILPERSMAN 1610-010

NAVY PERFORMANCE EVALUATION AND COUNSELING SYSTEM

Responsible Office	NAVPERSCOM (PERS-32)	Phone	DSN COM FAX	882-3313/4881/4882 (901) 874-3313/4881/4882 882-2761

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone:	Toll Free	1-866-U ASK NPC

References	(a) U.S. Navy Regulations 1990, Chapter 11, article 1129 (b) BUPERSINST 1610.10C

1. **Policy**. Reference (a) require records be maintained on naval personnel which reflect their fitness for service and performance of duties. Fitness reports on officers and chief petty officers, and evaluation reports on other enlisted personnel are used for many career actions including selection for promotion, advanced training, specialization or subspecialization, and responsible duty assignments. Timely, realistic, and accurate reports are essential for these tasks.

2. **Guidance**. Use procedures in reference (b) when preparing and submitting fitness reports on officers and chief petty officers, and evaluation reports on other enlisted personnel.

MILPERSMAN 1610-015

DOCUMENTATION ON FITNESS REPORTS AND PERFORMANCE EVALUATIONS FOR FAILURE TO MAINTAIN DEPLOYABILITY OR INDIVIDUAL MEDICAL READINESS

Responsible Office	NAVPERSCOM (PERS-454) Non-Deployability Policy	Phone: DSN COM FAX	882-3201 (901) 874-3201 (901) 874-2681
Point of Contact	NAVPERSCOM (PERS-32) FITREP/EVAL	Phone: DSN COM FAX	882- 3313 (901) 874-3313 (901) 874-2761

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1332.45 (b) OPNAVINST 1300.20 (c) BUPERSINST 1610.10D

1. **Background**. Per reference (a) and (b), Sailors who are considered non-deployable for more than 12 consecutive months will be evaluated for a retention determination and, as appropriate, referral into the Disability Evaluation System (DES) or administrative separation. All Sailors are expected to be deployable, regardless of current duty type (operational or non-operational). Pregnant and post-partum Sailors are the only group exempted. The objective of references (a) and (b) is to maximize the lethality and readiness of the Navy and joint force. To determine overall personnel readiness and effectively man the fleet, accurate and real-time identification of Sailors with deployment-limiting conditions is essential. This MILPERSMAN amplifies the guidance in reference (c) to provide the basis for documenting a Sailor's failure to maintain individual medical readiness (IMR) or report issues that may impact deployability. Specifically, failure to comply with individual readiness responsibilities will result in formal counseling and, if continued, documentation in fitness

reports/evaluations. Additionally, failure of a Sailor to comply could ultimately result in administrative separation.

2. **Responsibilities**. It is the personal responsibility of every Sailor to maintain individual readiness, including medical, dental, physical, and administrative (e.g., maintaining a family care plan) readiness. Deployability will be considered during all healthcare encounters, including but not limited to, annually during the periodic health assessment (PHA), when a medical assessment is required for completion of the NAVPERS 6110/3 Performance Assessment Risk Factor Questionnaire (PARFQ), and during sea duty and overseas duty screenings, which will be completed during each PHA and then updated upon receipt of orders. Additionally, IMR deficiencies will be identified and updated at the time of the PHA. Failure to maintain readiness by design or neglect, report deployment-limiting issues, or comply with medical recommendations and limitations is a substantial departure from the expected standards for military bearing/character. Accordingly, commands must be diligent in ensuring Sailors meet obligations and document the failure of those who do not comply.

3. **Actions**

a. Initial counseling. Upon reporting to a new command, all Sailors must sign a NAVPERS 1070/613 using the following language:

> "I understand that I am personally responsible for my deployability and individual readiness, including medical, dental, physical and administrative (e.g., maintaining a family care plan) readiness. I will immediately report any issues affecting my deployability or individual readiness and be proactive in maintaining such by completing necessary administrative measures and setting and attending medical and or dental appointments. I understand that failure to maintain readiness, report deployment-limiting issues, or comply with medical recommendations and limitations may result in formal counseling, documentation in fitness reports/evaluations, or administrative separation due to unsatisfactory or substandard performance of duty. I also understand that if I am non-deployable for 12 consecutive months for any reason, I will be evaluated for a retention determination and, as appropriate, referral into the Disability Evaluation System (DES) or administrative separation."

b. Formal counseling. A Sailor will be issued formal written counseling when failing to comply with the responsibilities listed in paragraph 2. Written counseling per MILPERSMAN 1910-202 must identify the deficiency and provide specific guidance for a member to return to deployability or individual readiness standards within a reasonable time to correct the deficiency prior to issuance of an adverse performance evaluation. An example of language appropriate for formal counseling follows:

> "Failure to take appropriate actions required to achieve and maintain deployability or individual readiness standards after the time period stated will result in an adverse fitness report/performance evaluation. This counseling/warning is based upon known deficiencies or misconduct and is made to afford you an opportunity to undertake the directed corrective action. You must immediately begin taking action to correct your known deficiencies. Failure to follow direction by your command to correct these deficiencies is misconduct and may subject you to disciplinary and/or administrative action. Further, if any other misconduct, unknown to the Navy, is discovered after this counseling/warning is executed, disciplinary or administrative action up to and including administrative separation processing may be initiated."

Specific examples of failure to comply include but are not limited to a Sailor:

(1) Allowing medical or dental readiness to lapse despite reasonable access to medical or dental facilities. Sailors deployed or serving in Individual Augmentee assignments may not have access to medical or dental facilities and therefore may not be reasonably expected to maintain their medical or dental readiness

(2) Failing to follow a prescribed medical and/or dental treatment plan as reported by a Medical Treatment Facility or provider

(3) Failing to meet requirements to deploy as determined by the unit CO or reporting senior. Examples include but are not limited to a Sailor:

(a) Failing to maintain administrative requirements (e.g., member is avoiding maintaining required security clearance)

(b) Once notified, failing to develop and submit a family care plan

(c) Repeatedly failing to complete required PHA actions

(d) Missing dental appointments required to maintain dental readiness

(e) Failing to disclose a medical, dental, physical, or administrative readiness issue that could impact deployability

c. Adverse fitness reports/performance evaluations. A Sailor who fails to immediately comply with previously issued formal counseling will be issued an adverse fitness report/performance evaluation with the following guidelines:

(1) For E-1 to E-6. No greater than a 2.0 in block 36 (Military Bearing/Character) on NAVPERS 1616/26 Evaluation Report and Counseling Record and the following comment in block 43: "Member failed to maintain deployability or individual readiness standards."

(2) For E-7 to E-9. No greater than 2.0 in block 37 (Character) on NAVPERS 1616/27 Evaluation Report and Counseling Record and the following comment in Block 41: "Member failed to maintain deployability or individual readiness standards."

(3) For Officers. No greater than 2.0 in block 35 (Military Bearing/Character) on NAVPERS 1610/2 FITNESS Report and Counseling Record and the following comment in Block 41: "Member failed to maintain deployability or individual readiness standards."

MILPERSMAN 1610-020

DISQUALIFICATION OF OFFICERS FOR DUTY INVOLVING FLYING

Responsible Office	NAVPERSCOM (PERS-4320)	Phone: DSN COM FAX	882-3947 (901) 874-3947 882-2721

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil/ https://my.navy.mil/

References	(a) CNAFINST M-3710.7 (b) OPNAVINST 7220.18A (c) OPNAVINST 5350.4D (d) SECNAVINST 1920.6D (e) CNAFINST 5420.1H (f) DoD 7000.14-R, DoD Financial Management Regulation

1. **Definition**. In this article, the term "naval aviator" refers to both pilots and naval flight officers (NFO). When it is necessary to distinguish between pilot and NFO, the sentence must specify which kind of aviator is affected.

2. **Termination of Orders to Duty Involving Flying**. Termination of orders to duty involving flying is an administrative action designed to ensure only those officers who can safely and competently perform assigned flying duties are so assigned. Although, in many instances, the permanent revocation of flight status may appear to have an adverse impact on the individual concerned, such action is intended to be neither punitive nor disciplinary. Qualification for aviation service is conditional and dependent upon an officer maintaining current physical and professional qualifications and continually displaying the potential for utilization in operational flying billets. Pilots or NFOs disqualified from aviation service will be redesignated to 130X unless specified otherwise in this article.

3. **Medical Disqualification**

a. Per references (a) and (b), aviation officers who are temporarily medically incapacitated are considered qualified for

aviation service unless such incapacitation continues for a period of more than 365 days.

(1) Disqualification for aviation service will be effected on the first day following a period of 365 days that commences on the date of incapacitation.

(2) In the case of pregnancy, disqualification from aviation service will be effected on the first day following a period of 365 days that commences on the first day of the third trimester of pregnancy.

(3) Officers disqualified for medical reasons will not be requalified for aviation service until so certified by appropriate medical authority.

(4) Aviation incentive pay (AvIP) and months of operational flying credit will not be authorized for any period during which an officer is considered disqualified.

(5) Commanding officers (COs) or immediate reporting seniors are responsible for ensuring the termination of AvIP under current directives.

b. Aviation officers whose medical incapacity has been determined to be permanent are disqualified for aviation service on the date specified by Commander, Navy Personnel Command (COMNAVPERSCOM).

(1) Pilots or NFOs in this category will be redesignated to 130X and may apply for a lateral transfer to a new community.

(2) Officers with over 15 years of active aviation service may retain the 131X or 132X designator at the discretion of COMNAVPERSCOM. Regardless of designator, all provisions of reference (b) are required to be met for continued receipt of AvIP.

4. **Drug Abuse**. Any naval aviator who is identified as a drug abuser under reference (c) (one who has illicitly used or possessed any narcotic substance, marijuana or other drug, or possessed drug paraphernalia) must have his or her flight status and authority to wear the naval aviator insignia permanently revoked and must be processed under reference (d).

5. **Voluntary Termination of Flight Status**

a. Naval aviators who voluntarily request termination of flight status must be immediately suspended from flying duties by their COs and directed to submit, within 5 days, an official request for such termination to COMNAVPERSCOM, General Aviation Assignment Division (PERS-43Z). A report on the case by a flight surgeon must accompany the request. Officers who voluntarily terminate their flight status can expect to receive a 130X designator and be immediately reassigned, per MILPERSMAN 1212-010, to a non-flying billet where they are encouraged to request redesignation into another community. The date of suspension of flight status must be included in the CO's forwarding endorsement and will be used as the effective date for termination of AvIP. Copies of the request must be forwarded through the chain of command for information or comment.

b. COs should counsel officers concerned that a voluntary termination of flight status is considered permanent by COMNAVPERSCOM and requests for reinstatement will not be approved.

6. **Field Naval Aviator Evaluation Board (FNAEB) Recommendations**

a. The field board and subsequent endorsers should recommend one of the following classifications for aviators under consideration:

(1) Type A: Continuation in a flight status

(2) Type B: Termination of flight status

b. Variations under each of the above types may be recommended when circumstances warrant. Appropriate sub-recommendations may be as described in the following paragraphs.

7. **Recommendations - Type A**. Type A - Continuation in a flight status, appropriate sub-recommendations:

a. Type A (1) - Retain in present duty assignment

b. Type A (2) - Transfer to another activity operating different aircraft. This classification cannot be recommended below the type commander (TYCOM) level.

c. Type A (3) - Probationary flight status for a specified period of time. An applicable Type B recommendation will be included in order to cover those cases which fail to successfully complete the probationary period. Under these circumstances, the CO must forward appropriate documentation of the individual's failure to satisfy the terms of probation along with the original board report. Further training may be recommended in any of the above instances.

8. **Recommendations - Type B**. Type B - Termination of flight status, appropriate sub-recommendations:

a. Type B (1) - Retention of right to wear the insignia.

b. Type B (2) - Revocation of right to wear the insignia. Revocation of this right is considered appropriate when board action is the result of dishonoring Naval Aviation or willful and flagrant violation of established rules, regulations, and directives.

c. Type B (3) – Retention of the right to wear the insignia with eligibility for orders to duty involving the operation of Unmanned Aircraft Systems. This classification cannot be recommended below the TYCOM level.

9. **Aviation Incentive Pay (AvIP)**. Per reference (f), an officer's AvIP may be suspended when the status of future aviation service is uncertain. The CO will suspend the member's AvIP effective on the date of the first type B recommendation by contacting COMNAVPERSCOM Aviation Career Incentive Pay Action Officer (PERS-435A). If the member is subsequently returned to aviation service, AvIP eligibility will commence effective on the date of suspension. If the final action of COMNAVPERSCOM is assignment of a type B classification, the member will be disqualified for aviation service effective on the date of suspension per reference (b).

10. **Final FNAEB Approval Authority**. The TYCOM must be the final approving authority for all classifications. A copy of TYCOM approved B(1), B(2), and B(3) packages will be forwarded to COMNAVPERSCOM Aviation Officer Assignments (PERS-43) to facilitate further detailing and or reassignment of the officer.

11. **Special Cases**. Because of the nature of their assignment, certain special cases may be governed by special instructions:

a. Naval aviators undergoing refresher training may be given special consideration if additional flight time and instruction are considered necessary for qualification.

b. Naval aviators on temporary additional duty who fail to successfully complete all phases of a formal course of aviation instruction will be returned to their parent commands for normal processing as described in the preceding paragraphs. When an aviator fails to successfully complete a prescribed course of aviation instruction while en route between permanent duty stations, the circumstances will be immediately reported to PERS-43.

c. Medical officers undergoing training leading to designation as flight surgeon or aerospace medical examiner and Medical Service Corps officers undergoing training leading to designation as aerospace physiologists or aerospace experimental psychologists who fail to make satisfactory progress will be made the subject of a report containing full information regarding deficiencies shown, together with a recommendation for disposition, via Chief of Naval Air Training to Chief, Bureau of Medicine and Surgery, with a copy to COMNAVPERSCOM.

12. **Reinstatement of Flight Status**

a. A former naval aviator will not be reinstated in a flight status when:

(1) authority to pilot naval aircraft or the NFO's detail to duty involving flying was terminated because of a voluntary request;

(2) authority to pilot naval aircraft or the NFO's detail to duty involving flying was terminated as a result of FNAEB action; or

(3) age, grade, specialty, or previous flight experience of the pilot or NFO indicates that the member may not be expected to satisfactorily fill operational flying billets if reinstated.

b. A former naval aviator who was physically disqualified but has been returned to a qualified status and does not meet any criteria in subparagraph 12a may apply to have his or her designator returned to 131X or 132X. Each request for

restoration of authority to pilot naval aircraft or restoration as an NFO will be addressed to PERS-4350, endorsed by his or her CO, and will be accompanied by a completed DD Form 2992, Medical Recommendation for Flying or Special Operational Duty "up chit" and any associated waivers issued by the Naval Aerospace Medical Institute. Those officers whose requests are approved will be reassigned to an activity where their return in effective flight status can be best accomplished. Restoration of an aeronautical designation is a prerequisite for entitlement to AvIP.

MILPERSMAN 1610-030

PROCEDURES FOR COMMANDS TO WHICH INACTIVE RESERVE PERSONNEL (OFFICER OR ENLISTED) FAIL TO REPORT FOR INVOLUNTARY ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-461)	Phone: DSN COM FAX	882-4553 (901) 874-4553 882-4683

1. **Policy**. Commands will follow these procedures when an inactive duty member (officer or enlisted) fails to report as directed for involuntary active duty (Mobilization).

2. **Procedures**

a. The command to which the member fails to report shall prepare NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks using information contained on the copy of the member's orders showing the date and hour the member failed to report. The entry should read:

"(Date): Issued involuntary (active duty/active duty for training) orders by (authorizing command) to report to (reporting command) not later than (hour and date). Failed to report in compliance with such orders."

b. When the member has failed to report, the command to which the member failed to report shall:

(1) Notify the command, which ordered the member to involuntary active duty, and provide that command a copy of NAVPERS 1070/613.

(2) Put the member in an Unauthorized Absence (UA) status. Ensure RUA is entered as the member's Inactive Manpower Status (IMS) code in Navy Standard Integrated Personnel System (NSIPS). If the member has declared intention not to report prior to the report date, immediately upon the member's failure to report, list the member as a deserter (manifest intent) per MILPERSMAN 1600-040.

(3) If the member fails to report within 30 days of the required report date, declare the member a deserter per MILPERSMAN 1600-060.

(4) If the member is returned to military control after being UA 180 days or less, continue to execute the involuntary orders. The commanding officer (CO) may take appropriate disciplinary action and may initiate administrative separation processing per the MILPERSMAN. Members returned to military control after 180 days UA will be processed by Navy Absentee Collection and Information Center (NACIC) per MILPERSMAN 1600-060.

MILPERSMAN 1610-040

NAVPERS 5354/2 (REV. 2-02), NAVY EQUAL OPPORTUNITY (EO)/SEXUAL HARASSMENT (SH) FORMAL COMPLAINT FORM

Responsible Office	CNO (N134E) Navy Equal Opportunity	Phone: DSN COM TOLL FREE WITHIN U.S. FAX	882-4561 (901) 874-4561 (800) 253-0931 882-2617

References	(a) U.S. Navy Regulations, 1990 Chapter 11, Section 5, Article 1150 (b) Uniform Code of Military Justice (UCMJ), Subchapter 11, Section 938, Article 138 (c) OPNAVINST 5354.1E

1. **Purpose**. NAVPERS 5354/2 (Rev. 2-02), Navy Equal Opportunity (EO)/Sexual Harassment (SH) Formal Complaint Form, is designed to simplify the process of filing formal complaints. It is self-contained and carries the complaint process from beginning to end.

2. **Alternate Formal Procedures**

a. Alternate avenues for filing complaints currently available to military personnel are contained in references (a) and (b).

b. NAVPERS 5354/2 does not replace or precede these alternate avenues except in cases involving allegations of sexual harassment and discrimination.

3. **Informal Resolution System**

a. The Informal Resolution System, as outlined in reference (c), should be used to resolve the conflict unless the behavior involved is clearly criminal (e.g., rape, assault). Before employing NAVPERS 5354/2, individuals may first attempt to informally resolve complaints with the person or persons involved.

(1) A third person may be called upon to assist in the resolution.

(2) Assistance of the immediate supervisor in resolving the complaint may be requested as the circumstances require.

(3) If the object of the complaint is the complainant's immediate supervisor, present the complaint to the next senior in the chain of command.

b. If the complaint cannot be resolved between the complainant and the persons involved, or with the help of immediate supervisors, submit a request either in writing or orally in a timely manner for Commander's Request Mast.

c. When informal resolution of the complaint is considered unsatisfactory, formal procedures for redress (relief) may be used.

4. **When NAVPERS 5354/2 Cannot Be Used**. NAVPERS 5354/2 may not be used to challenge

a. nonjudicial punishment (NJP);

b. courts-martial;

c. administrative board or selection board procedures and results;

d. general policies of Department of Defense (DoD) and Department of the Navy (DoN), including the instructions and other documents promulgating such policies;

e. complaints that may be redressed under other DoN procedures (i.e., Board for Correction of Military Records (BCNR); and

f. relief-for-cause proceedings and decisions.

5. **Completion and Guidance**. Detailed completion and guidance and a sample of NAVPERS 5354/2 is in reference (c). NAVPERS 5354/2 may be obtained through normal supply channels (stock number 0106-LF-982-4900).

6. **Equal Opportunity Advice Line**. Additional questions about discrimination or sexual harassment may be referred to the Equal Opportunity Advice Line:

1 (800) 253-0931; or
(901) 874-2507 (Overseas call collect)

7. **Commander's Responsibility**. In all cases, it is the commander's responsibility to inform complainants of their right to submit a formal complaint and the method for making the submission. Commanders who become aware of a complaint that the parties involved have elected to resolve informally, should investigate the complaint, as appropriate, and document resolution for the record. This will permit the commander to verify resolution of the complaint in the event of future inquiries.

MILPERSMAN 1611-010

OFFICER PERFORMANCE AND SEPARATIONS FOR CAUSE

Responsible Office	NAVPERSCOM (PERS-834)	Phone: DSN COM FAX E-mail	882-2090 (901) 874-2090 882-2625 PERS-834@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) SECNAVINST 1920.6D (b) 10 U.S.C. (c) Navy Regulations, 1990 (d) BUPERSINST 1610.10D (e) CNO Washington DC 211859Z Dec 17 (NAVADMIN 304/17) (f) OPNAVINST 6110.1J (g) CNO Washington DC 311958Z Oct 18 (NAVADMIN 267/18) (h) JAGINST 5800.7F, Manual of the Judge Advocate General (JAGMAN) (i) SECNAV M-5210.1, Department of the Navy Records Management Program, of September 2019

1. **Applicability**. This article applies to all officers in grades O-6 and below in cases involving performance or conduct that may lead to administrative separation (ADSEP) for cause per reference (a). When commanders anticipate disciplinary or adverse administrative action may be taken against an officer (e.g., nonjudicial punishment (NJP), court-martial, civil arrest, ADSEP, detachment for cause (DFC), etc.):

Do the following:	**Do NOT do the following:**
Notify	Execute Orders
Report	Promote
Document	

2. **Definitions**

a. **Show-Cause**

(1) **Show-cause** is the first decision in an officer ADSEP case determining whether an officer must present a case for retention in the Navy. This decision will determine whether further processing will occur (show-cause) or the officer is retained right away (no show cause). If further processing is required, the officer may show cause for retention either using a letter (notification procedures) or a board of inquiry (BOI).

(2) The **Show-cause authority** (SCA) is first to make a decision for officer ADSEPs. The determination of the SCA is required in order to route future reports of misconduct and substandard performance appropriately. The Chief of Naval Personnel (CHNAVPERS) delegated SCA to the first flag with general court-martial convening authority and a staff judge advocate on staff in the concerned officer's chain of command. Additionally, Deputy Chief of Naval Personnel (DEP CHNAVPERS) is assigned as the alternate SCA. The SCA may approve an officer for show-cause, but may only recommend no show-cause. Any recommendation for no show-cause will be forwarded to the DEP CHNAVPERS for final determination. The SCA may make show-cause decisions in all cases under his or her purview, except those in which the SCA or higher initiated the report, or in any case where the SCA wishes to defer the decision to higher authority due to conflicts of interest, potential media interest, congressional involvement, or other non-routine cases. In these cases, the SCA must make a recommendation and forward to the DEP CHNAVPERS for the show-cause decision.

b. **Separation**

(1) **Separation** is the final decision in an officer misconduct or substandard performance case determining whether an officer must be involuntarily discharged or retained. This decision will be made after an officer shows cause for retention and is further recommended for separation.

(2) The **separation authority** (SA) for officers is delineated by statute as the Secretary of the Navy (SECNAV) and is further delegated by Navy policy to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)). Once an officer shows cause for retention and is still recommended for

separation, the SA will make the final decision. The SA may approve or disapprove separation and retention recommendations. If separating an officer, the SA may designate a characterization of service. In the case of a retirement eligible officer, the SA may also make a retirement grade determination (RGD).

3. **Overview**

a. Upon notification of potential processing, Navy Personnel Command (NAVPERSCOM) Officer Performance and Separations Branch (PERS-834) will create a case, cancel any pending orders, and wait for the endorsed report. The SCA will first determine whether the officer should show cause for retention in the Navy and forward the report to PERS-834. If a DFC is requested, PERS-834 will forward the report to DEP CHNAVPERS for the DFC decision.

b. If the officer is directed to show cause, PERS-834 will notify the officer of his or her rights and options. If not being made to show cause, with DEP CHNAVPERS concurrence, PERS-834 will close the case. In some show-cause cases, a BOI may be offered and accepted.

c. If the officer accepts a BOI, the convening authority, usually the local region commander, will convene the BOI and deliver the results to PERS-834. If recommended for retention by a BOI, PERS-834 will close the case.

d. If recommended for separation by a BOI, or by DEP CHNAVPERS without a BOI, and once all rights and options have been exercised, PERS-834 will forward a separation package to the SA for a final separation decision.

e. When the separation decision is complete, PERS-834 will notify the officer and produce separation orders or collaborate with NAVPERSCOM Officer Retirements Branch (PERS-835) or NAVPERSCOM Reserve Personnel Services Branch (PERS-912) for retirement orders. A discharge will typically be ordered within 30-60 days of the separation decision, unless specified by the SA.

f. If, at any point in the process, the officer is retained for naval service, PERS-834 will notify the officer with a "Status in the Navy" letter, file any appropriate documents in the officer's official military personnel file (OMPF), and close

the case. Officers in pay grades O-5 and O-6 will have an internal "flag" up to 2 years, due to a potential retirement grade determination if the Service member decides to submit a voluntary retirement (VOLRET) per reference (a). Once the case is closed, if an officer still has a promotion withhold or delay, NAVPERSCOM Personnel Performance and Security Branch (PERS-833) will start the promotion vetting, per reference (b). Previously cancelled orders may be requested again upon case closure and approved on a case-by-case basis. If recoupment of educational benefits or bonuses is required, PERS-834 will initiate it upon discharge.

4. **Command Responsibilities**

a. **Notify**

(1) Commanders must notify PERS-834 and their delegated SCA immediately upon **all** incidents relating to adverse or reportable officer misconduct or substandard performance. If there is uncertainty as to whether an incident is reportable, contact PERS-834 for guidance. Notifications must include the following information:

(a)	Offending officer's name, rank, and designator
(b)	Point of contact (POC) information for the command
(c)	A brief description of the incident
(d)	Any other important administrative details (e.g., released orders, on a promotion list, nuclear qualification, etc.)

(2) Events requiring notification to PERS-834 include the following examples:

(a)	Any security incident reports, in parallel with a report in the Joint Personnel Adjudication System (JPAS) or Defense Information System for Security (DISS)
(b)	Security clearance revocations or denials
(c)	Positive urinalysis
(d)	Loss of required professional licensures
(e)	Loss of required ecclesiastical endorsements (for chaplains)
(f)	Family Advocacy Program (FAP) substantiated child sexual assault incidents
(g)	Drug or alcohol rehabilitation failures
(h)	Conditions not constituting a physical disability

(i)	Unavailability for deployment due to parenthood
(j)	NJP
(k)	Courts-martial or resignations in lieu of trial
(l)	Any arrests (civil or military)
(m)	Substandard performance leading to DFC or ADSEP requests
(n)	Other non-adjudicated misconduct (e.g., refused NJP, lack of NJP authority, statute of limitations, etc.)

(3) The preferred method of notification is encrypted E-mail. Commands may expect an e-mail in response to correspondence with PERS-834; however, if no response is received, establish unencrypted communications first and resend it once e-mail certificates are established.

(4) Contact NAVPERSCOM Career Management Department (PERS-4) applicable detailer division (e.g., PERS-41, 42, 43, 44, 46 or 47) if the officer has released orders or a DFC is requested.

(5) Contact PERS-833 if the officer has been recently selected, but not yet promoted, or is approaching an administrative screening or statutory selection board.

(6) Contact the Office of the Chief of Naval Operations (OPNAV) Nuclear Propulsion Program Management Branch (N133) and NAVPERSCOM Nuclear Submarine Officer Distribution Division (PERS-42) if the officer is a selectee, trainee, or graduate of the Naval Nuclear Propulsion Program or the officer has a current nuclear additional qualification designator.

b. **Report**

(1) Upon adjudication of the misconduct and imposition of punishment (i.e., written reprimand or greater) or the commander's decision to pursue administrative processing (e.g., ADSEP, DFC, etc.), the commander will report the offense(s) to the SCA via the NAVPERSCOM Personnel Performance and Transition Division (PERS-83) Reporting Letter template.

(2) All reports must include recommendations for adverse actions against the officer. The issuing authority must make recommendations for the following:

(a)	Show-Cause	Whether the officer should be required to show cause for retention in the Navy
(b)	Promotion	Whether the conduct warrants promotion delay or removal (if on a promotion list)
(c)	DFC	If a DFC is requested (as applicable)

(3) Recommendations are not mutually exclusive to **mandatory** ADSEP processing (e.g., drug abuse, rehab failure, etc.). Mandatory ADSEP processing only requires that the process is initiated at PERS-834. A commander may recommend no show-cause for an officer that is facing mandatory processing by providing the rationale to support the request.

(4) When practical to do so with clarity and without prejudice to the officer concerned, facts or details requiring reports to be classified should be omitted. Information should not be classified solely because it is embarrassing or derogatory to the Service member. Should classified material be absolutely necessary, contact PERS-834 for direction.

(5) Unless security reasons dictate otherwise, reports should be designated "For Official Use Only." Transmit reports via encrypted e-mail through an approved file exchange server (i.e., Department of Defense Secure Access File Exchange (DOD SAFE) or via mail). If sending reports via mail, use double envelopes with the inner envelope marked "Officer Performance, For Official Use Only" (as appropriate) and the outer envelope addressed to the following:

Navy Personnel Command
PERS-834
5720 Integrity Drive
Millington, TN 38055-8340

(6) Forward the report to the offending officer for the first endorsement. Except as provided in MILPERSMAN 1070-020, an officer must be given notice of and an opportunity to respond to all adverse matters being forwarded to PERS-834 for inclusion in the officer's OMPF. The officer's intention not to make a statement must be indicated in writing or by the expiration of a

stated period of time within which the Service member, after having been so advised, was afforded such an opportunity and failed to submit a statement. Any doubt as to whether a particular matter is adverse will be resolved in favor of the officer by referring it to the officer. Direct the officer's attention to reference (c), article 1122, for guidelines regarding such statements.

(7) Return the report to the issuing commander for a second endorsement and forward through the chain of command to the SCA (as required). Additional endorsers are not required, as this may unnecessarily delay the report processing. However, this does not preclude fleet, type, or group commanders from requiring the reports to be forwarded via operational or administrative channels. The endorsing chain of command must also provide individual recommendations, as well as explanations, if not concurring. The flag officer executing SCA will sign the final endorsement, to include a show-cause decision, prior to routing to PERS-834. If there is no SCA within the chain of command, ensure the first flag endorses the report and forwards it to PERS-834. PERS-834 will perform all follow-on administrative processing.

c. **Document.** Substantiated, adjudicated officer misconduct or substandard performance should be documented in a fitness report (FITREP) per reference (d). When deficiencies are discovered after a recent FITREP submission, a supplemental FITREP should be submitted (as appropriate). Commanders may always comment on the facts leading to a report; however, the FITREP should not contain comments that specifically label a departure as a DFC, unless the DFC is specifically approved by DEP CHNAVPERS. See reference (d) for further details on documenting adverse material in FITREPs.

d. **Do Not Execute Orders.** Commanders must not allow the officer to execute orders (e.g., permanent change of station (PCS), retirement, resignation, etc.) until administrative separation processing has been resolved. If the officer has released orders, PERS-834 will normally cancel them. The officer will only execute orders in extreme cases and only with explicit approval from PERS-834. This does not normally include temporary duty or PCS intermediate stops.

e. **Do Not Promote.** Commanders must not allow the officer to promote without explicit approval from PERS-833. PERS-834 shares all information with PERS-833 for promotion withholds and delays. PERS-833 will notify commanders of the status of the officer's promotion by formal letter.

4. **Types of Reports**

a. **Report of Court-Martial (RCM)/Resignation in Lieu of Trial (RILT).** Preferred charges against an officer proceeding to a pre-trial hearing for court-martial are governed by reference (b), chapter 47, article 32. The commander must keep PERS-834 informed of the status and disposition of any court-martial proceedings. At the conclusion of trial, if a "dismissal" from naval service was awarded (not the same as charges dismissed), forward the final sentencing document to PERS-834 for record keeping. If a guilty finding was determined on any of the charges and a "dismissal" from naval service was not awarded, the commander must immediately submit an RCM to PERS-834 via the PERS-83 Reporting Letter template. If the officer agreed to a RILT (otherwise known as a resignation to escape court-martial), include a resignation letter, per MILPERSMAN 1920-190, as an enclosure to the RCM. As an adjudicated adverse action, the RCM will be included in the officer's OMPF. The RCM should include the following:

(1)	Statement of the charges preferred and trial dates
(2)	Details of the trial or any explanatory information
(3)	Disposition of each specification and final sentencing
(4)	Statement of any plea agreements made (if applicable)
(5)	Status of appeals (if applicable)
(6)	Statement of notification that the officer has 10 working days to review and acknowledge the report, and that the report will become part of the officer's OMPF. The officer's dated acknowledgment or statement may be included as the first endorsement. If the officer does not comply, the command may forward at the end of the 10-day review period, describing the lack of compliance.
(7)	Copy of DD 2707-1 Department of Defense Report of Result of Trial
(8)	Copy of any other supporting documentation (if applicable)

b. **Report of Nonjudicial Punishment (RNP).** NJP is governed by reference (b), chapter 47, article 15. The NJP authority must keep PERS-834 informed of the status and disposition of any charges being considered. At the conclusion of all NJP processes (i.e., punishment awarded and appeals concluded), assuming guilt was found and punishment greater than oral admonition was awarded, the NJP authority must immediately report the NJP results using PERS-83 Reporting Letter template. As an adjudicated adverse action, the RNP will be included in the officer's OMPF. If on appeal, all charges were dismissed (a full set-aside was granted), notify PERS-834 with a Report of No Misconduct to close the case. The RNP should include the following:

(1)	Statement of the offense(s) imposed
(2)	Brief description of the circumstances surrounding the offense(s)
(3)	Statement of the punishment awarded
(4)	Statement of notification stating that the officer has 10 working days to review and acknowledge the report and that the report will become part of the officer's OMPF. (The officer's dated acknowledgment or statement may be included as the first endorsement. If the officer does not comply, the command may forward the notification describing the lack of compliance at the end of the 10-day review period)
(5)	Copy of the NAVPERS 1626/7 Report and Disposition of Offense(s)
(6)	Copy of any procedural documents to include testimony given at NJP and or NJP summary
(7)	Copy of the investigation and other documents that were considered at NJP (including rights statements)
(8)	Copy of any punitive letters awarded (if applicable)
(9)	Copy of any appeal and response or the officer's written declination to appeal (if applicable)

c. **Final Civil Action Report (FCAR).** The commander must keep PERS-834 informed of the status and disposition of all misconduct cases where an officer has been arrested in connection with or charged with a civil offense. Regardless of any diversionary, mitigating, or downgrading actions by the court, the case must be administratively processed if the original commission of the civilian offense could have been punished by confinement of 6 months or more. When a sentencing has been adjudged, the commander must submit an FCAR via the PERS-83

Reporting Letter template. As an adjudicated adverse action, a FCAR that meets the criteria above will be included in the officer's OMPF. The FCAR should include the following information:

(1)	Statement of the charges (as filed)
(2)	Statement of the pleading or findings
(3)	Brief description of the incident for which the officer was investigated, arrested, and or tried
(4)	Statement of the sentence imposed
(5)	Statement listing any diversionary or mitigating actions (e.g., First-time Offender Program, Military Diversionary Program, etc.) allowed by the court and resulting in dismissed or reduced charges (if applicable)
(6)	Statement of any command action being taken (if applicable)
(7)	Statement of notification that the officer has 10 working days to review and acknowledge the report, and that the report will become part of the officer's OMPF. (The officer's dated acknowledgment or statement may be included as the first endorsement. If the officer does not comply, the command may forward the notification, describing the lack of compliance at the end of the 10-day review period.)
(8)	Copy of any law enforcement documents given
(9)	Copy of any civil court documents reflecting final disposition of the matter
(10)	Copy of any other supporting documentation (if applicable)

d. **Report of (other) Misconduct (ROM)/Report of Substandard Performance (RSP).** There may be cases where an officer has allegedly committed misconduct or performed poorly, but there is no NJP, court-martial, or civilian conviction to adjudicate the allegations. Additionally, no punitive action has been made against the officer. In such circumstances, if the commander believes that the allegations warrant administrative processing, the commander may submit an ROM or an RSP requesting ADSEP, DFC, or both, using PERS-83 Reporting Letter template. The same report format may be used for the ROM and RSP. Submit a ROM when the commander intends to take punitive action, but is unable (e.g., Service member waives NJP in favor of court-martial and charges are not preferred, the commander does not have NJP authority, etc.). Submit an RSP when the commander determines the officer's poor performance is unrecoverable and should result in detachment or separation. If requesting show-cause, the RSP must be supported by evidence of one or more of the reasons listed in reference (a), enclosure (6). As non-adjudicated

adverse actions, the ROM or the RSP will only be included in the officer's OMPF if a follow-on administrative action is approved (e.g., DFC approval, probationary show-cause approval, retirement or resignation in lieu of a BOI, a BOI which finds basis for separation, etc.). The ROM or RSP should include the following information:

(1)	Brief description of the alleged misconduct or poor performance and related failures
(2)	Statement explaining why disciplinary action was not taken
(3)	Statement of notification explaining the officer has 10 working days to review and acknowledge the report, and that the report will become part of the officer's OMPF. (The officer's dated acknowledgment or statement may be included as the first endorsement. If the officer does not comply, the command may forward the notification describing the lack of compliance at the end of the 10-day review period).
(4)	Copy of the NAVPERS 1626/7 Report and Disposition of Offense(s) and any other procedural documents (if the officer refused NJP)
(5)	Copy of any relevant investigations
(6)	Copy of any relevant supporting documents (e.g., written counselings, command logs, FITREPs, non-punitive letters of instruction (LOI), physical fitness assessment (PFA) failure notices, warfare non-attain notices, security incident reports or clearance revocation notices, loss of professional licensure notices, loss of ecclesiastical endorsement notices, FAP determinations, urinalysis results, drug or alcohol rehabilitation failure notices, medical evaluation board reports, etc.)
(7)	Any other reportable evidence

e. **Report of NO Misconduct (NOM).** A NOM must be generated, using PERS-83 Reporting Letter template, by the command for any matter for which all of the following is satisfied: PERS-834 was notified, the commander eventually considered the allegations as unsubstantiated or non-punitive, and further administrative processing is neither required nor desired. This situation could occur due to charges being dismissed at NJP, court-martial, civil court, or court of appeals (not a "dismissal" from the Service, nor a diversionary program downgrading the charges); an NJP full set-aside; allegations being unsubstantiated; charges not meeting criteria for processing (per PERS-834); etc. The NOM gives the commander

discretion to withdraw from the initiation of administrative processing, but without permanently affecting the officer's record. The NOM also provides a record of case closure in order to accelerate follow-on administrative functions (e.g., promotions, orders, retirements, etc.). The NOM must include the following:

(1)	Explanation of why disciplinary action was not pursued
(2)	Request to close the case
(3)	Statement that any applicable investigations or inquiries may be used in future proceedings
(4)	POC information for the command
(5)	Copy of any relevant investigation, court documents, or other supporting information

f. **Matter of Interest Filing (MIF).** Formal or informal investigations, courts of inquiry, or other matters of interest (favorable or unfavorable) that commanders believe should be filed in the OMPF of any former officer may be submitted as an MIF request. This request is normally used to ensure that the entire report of a matter concerning former officers, rather than excerpts which might appear in either FITREPs, letters of commendation, letters of censure, or other means is available for future reviewing, examining, or board consideration. MIFs are administrative actions and must not be used in lieu of, or a substitute for, commendatory or disciplinary action, or appropriate markings and comments in a FITREP. In cases where additional information regarding an officer's performance becomes available subsequent to detachment and transfer to another command or after a FITREP for the period in question has already been submitted, a supplementary FITREP is normally considered more appropriate than a MIF request. In those cases in which a MIF might be construed as adverse matter, the officer must be afforded the opportunity to review the report and submit a signed statement, or declination to make a statement. Final determination regarding the MIF will be made by Commander, Navy Personnel Command after receipt of the officer's statement. The MIF may be written and processed similarly to the ROM, using PERS-83 Reporting Letter template , but without any recommendations for administrative processing. The MIF must include the following:

(1)	Brief description of the conduct/performance
(2)	Explanation of why action (commendatory or disciplinary) was not pursued

(3)	Request for a MIF as an inclusion into the Service member's OMPF
(4)	Statement of notification that the officer has 10 working days to review and acknowledge the report and that the report will become part of the officer's OMPF. The officer's dated acknowledgment or statement may be included as the first endorsement. If the officer does not comply, the command may forward at the end of the 10-day review period, describing the lack of compliance.
(5)	Copy of the investigation or other documents explaining the conduct

5. **Additional Processing Details**

a. **Orders.** Officers being processed for ADSEP or DFC will normally remain attached to the command until the processing is complete. It is generally recommended that the command send the officer on temporary additional duty (TAD) until processing is complete. If TAD, the command must notify PERS-834 of the officer's current working location and a unit POC at that location. A PCS is generally not permitted since the future status of the officer is in question. If under extraordinary circumstances, commands may discuss with PERS-4 and PERS-834 to determine the feasibility of a PCS.

b. **Probationary and Non-probationary Officers.** Per references (a) and (b), a **probationary officer** is a regular commissioned officer in the grade O-1 and above with less than 6 years of active commissioned service, a regular warrant officer (WO) in any WO grade within 3 years of appointment, or a reserve commissioned officer in any grade with less than 5 years of service as a commissioned officer. A **non-probationary officer** is an experienced officer beyond the probationary period.

c. **DFC.** A DFC is a strong censure of an officer's performance, relieving the officer of his or her duties, and requiring the officer to detach from the current command prior to his or her projected rotation date. A DFC may be requested via any submitted report mentioned above (i.e., RCM, RNP, FCAR, ROM, or RSP). If requesting DFC, the report must also have an associated show-cause recommendation. Conversely, if requesting ADSEP, the report does not necessarily require a DFC recommendation. A DFC will only be decided by DEP CHNAVPERS, if specifically requested by the initiating command or an endorser in the chain of command. DFC requests must be acknowledged by

the officer prior to the DFC decision; if an endorser in the chain of command requests DFC, but the initiator did not, the report must be sent back to the officer for acknowledgment and potential response. If requesting a DFC, a back-fill may be delayed due to timing, billet prioritization, and other factors. If a DFC is requested, the report must be supported by evidence of one or more of the reasons listed in MILPERSMAN 1611-020. DEP CHNAVPERS must approve or disapprove DFC requests, unless delegated otherwise. For joint commands, a return to Service may be more appropriate. The Director, Joint Staff may return an officer to the control of the parent Service at any time for any activity incompatible with continued service on staff. For Selective Reserve members, DFC is not normally appropriate. Guidelines on DFC are described in greater detail in MILPERSMAN 1611-020.

d. **Show-Cause Determinations**

(1) **No Show Cause.** The officer is retained. Only the alternate SCA can determine that an officer with substantiated adverse or reportable information should not be required to show cause for retention. In all cases where the SCA does not recommend an officer to show cause for retention, the case must be forwarded to DEP CHNAVPERS via PERS-834 for final review and decision.

(2) **Show-Cause (Notification Procedures).** The officer may present a case for retention by letter. Alternatively, the officer may have the option to submit a qualified resignation for final decision by the SA. The officer will not be offered a BOI and will not be granted a personal appearance to make a case for retention. This applies only to probationary officers or cases of parenthood when the SCA deems the circumstances are sufficient for immediate separation. Probationary officers are **not** entitled to a BOI, but one may be offered if determined appropriate by the SCA. In most cases, probationary officers are processed via notification procedures per reference (a), enclosure (10). Upon approval, PERS-834 will send a notification of intent (NOI) to the officer, via the officer's commanding officer, to initiate ADSEP proceedings. Enclosed in the NOI is an acknowledgment of rights and any alternative options for the officer to accept. From the date of NOI delivery, the officer has 10 working days to complete the acknowledgment of rights and submit it to PERS-834. An officer's failure to acknowledge the notification and elect his or her rights to which entitled in the

time allowed, constitutes a waiver of those rights.

(3) **Show-Cause (BOI).** The officer may present a case for retention at a BOI. Alternatively, the officer may have the option to submit a resignation or a retirement request in lieu of a BOI for final decision by the SA. This applies to all non-probationary officer cases, all cases where an other than honorable (OTH) discharge is desired, or probationary officer cases in which a BOI is considered more appropriate. Upon approval, PERS-834 will send a NOI for a BOI (NOI/BOI) to the officer via the regional commander, who will act as the CA for the BOI. Enclosed in the NOI/BOI is an acknowledgment of rights and any alternative options for the officer to accept. The CA will provide a copy of the NOI/BOI to the commanding officer and chain of command (as appropriate). From the date of NOI/BOI delivery, the officer has 10 working days to make a decision and return the completed acknowledgment of rights to the CA. An officer's failure to acknowledge the notification and elect his or her rights, he or she is entitled to, in the time allowed constitutes a waiver of those rights. In the absence of selection of the officer's rights, the CA will initiate BOI proceedings. In those cases where an officer accepts a BOI, PERS-834 will provide a copy of the misconduct report to the CA. Additionally, the CA may request a copy of the officer's OMPF per MILPERSMAN 1070-150. The CA is required to hold a BOI between 30 and 60 days of the officer's notification to appear before the BOI. A continuance may be requested (if necessary) from PERS-834 via the CA. Extensions beyond 60 days will only be granted in the most unusual of circumstances. Consultation with, or retention of, civilian counsel must not delay orderly processing, and retained counsel will be expected to comply with any established board schedule. BOI procedures are described in greater detail in reference (a), enclosure (11).

e. **Characterization of Service.** All officers have a characterization of service upon separation. The options are honorable (HON), general (under honorable conditions) (GEN), and OTH. Officers **not** administratively separated for cause will be discharged with an honorable characterization of service. If an officer is administratively separated for cause, the SA will determine the appropriate characterization of service to permanently classify the officer's record of performance and conduct. The officer's DD 214 Certificate of Release or Discharge from Active Duty will include the characterization, which in turn, affects the officer's eligibility for Veterans

Affairs benefits. The NOI or NOI/BOI must list the least favorable characterization that an officer may face. The SA may upgrade any recommended characterization; however, the SA cannot downgrade any BOI's recommended characterization. Guidelines on characterization of service are described in greater detail in reference (a), enclosure (8).

f. **Retirement Grade Determination (RGD)**

(1) All officers have a grade determination upon retirement. The final decision of RGD in all cases rests exclusively with the SA. Officers who were not processed for ADSEP, held their current rank for at least 6 months, and had the proper time-in-grade will normally be retired in their current pay grade. In most other cases, an officer may be retired in a lower grade.

(2) All VOLRETs and statutory/mandatory retirements in which an officer is facing court-martial will normally be held in abeyance until the completion of administrative processing. Furthermore, a VOLRET will not be considered during administrative processing unless specifically submitted as a retirement in lieu of a BOI in response to an NOI/BOI. In any other case, a conditional retirement may be given, subjecting the Service member to a post-retirement RGD (if necessary).

(3) If a BOI is convened and the officer is already eligible for retirement, the BOI must provide a recommendation for RGD. If a BOI is convened and the officer is forecasted to be eligible for retirement in the near future, the BOI may provide a recommendation for RGD. An RGD recommendation, in this case, will be considered as a recommendation of separation, as well as a recommendation to allow the officer to retire.

(4) An officer's chain of command is not authorized to enter into agreements in which an officer is to be retired at a particular grade level.

(5) In some ADSEP cases (if eligible), an officer may be recommended, but not guaranteed, for the Reserve retired list (either as a selective reservist or a former member). In other cases, an officer may be recommended for reversion and re-enlistment in order to immediately transfer to the Fleet Reserve.

(6) In most ADSEP cases of previously processed and retained O-5s or O-6s who submit for VOLRET within 2 years of any substantiated adverse finding, the VOLRET may be forwarded to the SA for an RGD.

(7) Guidelines on RGD are described in greater detail in reference (a), enclosure (9).

g. **Drop From the Rolls (DFR).** An officer may be administratively dropped from the rolls in some extreme cases of misconduct. DFR has a similar administrative outcome as a court-martial "dismissal" from the Service. An officer who is approved for DFR will not be eligible for retirement pay. An officer being processed for DFR must be notified and required to respond within 30 calendar days. A DFR will only be decided by SECNAV. Conditions for initiating DFR and further guidelines are described in greater detail in reference (a), enclosure (7).

h. **Case Conclusions.** The ADSEP process will conclude with an associated official letter presented in one of three ways:

(1) The officer is retained for naval service (i.e., no show-cause, a BOI retains, or the SA disapproves separation). PERS-834 will generate a "Status in the Navy" (SIN) letter and deliver to the officer via the commanding officer.

(2) The officer is discharged. The SA will sign a separation approval letter that will be included in the officer's OMPF.

(3) The case is dropped due to not meeting criteria for processing. If directed, commanders must generate a NOM and forward to PERS-834 without endorsements.

i. **Pay and Recoupment.** Commanders must report the results of all cases of unauthorized absences (UA) and any punishment from an NJP hearing or court-martial which involves a forfeiture or fine to the Defense Finance and Accounting Service via their servicing MyNavy Career Center Transition Support Center, personnel support detachment (PSD) or disbursing officer. This report will be in addition to the aforementioned misconduct report. The report must include the inclusive dates of the UA and or the details concerning the forfeiture or fine. If an officer is administratively separated, community managed bonuses will be recouped by PSD. For those officers that have not completed obligated service for educational benefits (typically 5 years of commissioned service for Reserve Officer Training Corps scholarships, Service academies, Health Professional Scholarship Program, etc.), PERS-834 will initiate recoupment of the pro-rated unearned portion upon discharge. Additionally, the vast majority of officer misconduct or substandard performance cases are not eligible for involuntary separation pay.

j. **OMPF.** PERS-834 will file documents in an officer's OMPF for a majority of the cases. For those initially non-adjudicated cases (i.e., ROM, RSP), the filings will depend on follow-on findings of misconduct or substandard performance (e.g., DFC approval, probationary show-cause, BOI that finds basis for separation, etc.). The following documents will be considered, if applicable:

(1)	The initial report (redacted)
(2)	A DFC approval/disapproval letter
(3)	The BOI findings worksheet
(4)	A separation approval/disapproval letter
(5)	A SIN letter

6. **Other Matters**

a. **Security Incidents.** Commanders must notify PERS-834 of **all** officer security incidents reported in JPAS or future authoritative security clearance systems. Not all security incidents require further administrative processing, but all must be reported. If the incident is a result of misconduct or substandard performance, administrative processing may be elected if a reportable offense is satisfied. If a security incident is a minor infraction and the officer is favorably recommended by his initiating command, submit a NOM as detailed previously. The command must fully adjudicate the incident

report per applicable policies, but the NOM will favor the Service member by supplementing any internal NAVPERSCOM review and possibly eliminating the requirement to withhold or delay a promotion. If an officer's security clearance eligibility is revoked or denied, administrative action must be taken per MILPERSMAN 1301-227. In this case, submit an RSP requesting ADSEP for cause. The basis for separation, per reference (a), enclosure (6), should be "retention is not clearly consistent with the interests of national security."

b. **PFA Failures.** Commanders must forward a request for ADSEP for substandard performance if an officer fails two or more consecutive PFAs per reference (e). The package must contain a PFA failure notification received by the Service member prior to the second failure, per reference (f). Submit an RSP requesting ADSEP for cause. The basis for separation, per reference (a), enclosure (6), should be "failure to conform to prescribed standards of dress, weight, personal appearance, or military deportment."

c. **Conditions not Constituting a Physical Disability (CnD).** Commanders may submit a request for ADSEP for an officer with a CnD (e.g., non-disabling medical conditions, personality disorders, adjustment disorders, etc.) that impact the officer's performance to such an extent that separation for cause is warranted. A medical evaluation board must review the officer's case and recommend separation to the command. In some cases, a flag medical department officer review is required. ADSEP for CnD is not appropriate and should not be pursued when ADSEP is warranted for the basis of other substandard performance or misconduct. See reference (g) and MILPERSMAN 1900-120 for additional details. If desired, submit an RSP requesting ADSEP for cause. The basis for separation, per reference (a), enclosure (6), should be "a condition not constituting a physical disability that interferes with the assignment to or performance of duty and that is not specifically listed as compensable under the Veteran Affairs Schedule for Rating Disabilities (VASRD)."

d. **Non-punitive Measures.** Punishment administered orally or by a non-punitive letter of caution (NPLOC) is not considered reportable within the purview of reference (a) and is considered a non-punitive measure per reference (h), section 0105(b). Neither is intended for inclusion in an officer's OMPF. Notation thereof must not be made in a FITREP, nor must it be used alone

as a basis for a reportable offense. The performance of duty or underlying facts upon which the action was based may properly be mentioned; however, the NPLOC itself must not be forwarded to PERS-834. The only exception is if continued substandard performance or misconduct occurs leading to administrative processing and the officer claims a lack of command counseling. Alternatively, an LOI may be referenced in a FITREP or used as evidence in administrative processing if written correctly. The LOI, however, will be redacted from the report before it is submitted for inclusion in an OMPF.

e. **Adverse FITREPs.** FITREPs may be included as evidence in administrative processing. However, an adverse FITREP, per reference (d), must not be placed in an officer's OMPF without the officer having an opportunity to respond to the adverse matter. An adverse FITREP must be referred to the officer so that he or she may choose to make a statement. If the officer does not desire to make a statement at that time, the officer must state this officially by annotating the appropriate box on the FITREP and the reporting senior must forward the report directly to NAVPERSCOM Performance Evaluations Division (PERS-32). If a report is not returned to the reporting senior within a reasonable length of time after being referred to an officer for signature, the reporting senior must enter an authorized explanatory phrase in the signature block and forward the report to PERS-32. CHNAVPERS must resolve all adverse FITREP disputes. Refer to reference (d) for other courses of action concerning officer adverse FITREPs.

f. **Special Assignment Nominative Billets.** Officers serving in special assignment nominative billets may require reassignment pending disciplinary or adverse action per MILPERSMAN 1301-202. In these special circumstances, staffs must carefully balance the procedural rights of the officer pending disciplinary or adverse action with the prejudice to good order and discipline created by officer misconduct in special assignments. When disciplinary or adverse administrative action is considered against an officer serving in a special assignment nominative billet, staffs should consider the following additional guidance:

(1)	Initiate an appropriate level of investigation following any allegation(s) of misconduct by such officer
(2)	Depending on the specific allegations, determine if immediate administrative actions are required (e.g., remove access to classified information, military

	protective order, etc.)
(3)	For officers serving on flag officer, general officer, or senior civilian personnel staffs: if, after preliminary inquiry, it is determined that there is sufficient evidence of misconduct to warrant a complete command investigation, referral to Naval Criminal Investigative Service (NCIS), or investigation by other professional law enforcement, the officer should be temporarily reassigned outside the personnel staff pending completion of the investigation. Absent unusual circumstances, reassignment should normally occur within 72 hours following receipt of the preliminary inquiry. Reference (h) provides specific guidance on the conduct of a preliminary inquiry. This temporary reassignment does not presume guilt, but is necessary to ensure the investigation is completed free from actual or perceived influence from the flag officer, general officer, or senior civilian. Similarly, commanders should consider delegating or transferring decision on the investigation and any resulting disciplinary or administrative action outside the staff.
(4)	Initiate notifications (as required)
(5)	If the allegation(s) is unsubstantiated, complete the final endorsement of the investigation and maintain a record per reference (i)
(6)	If the allegation(s) is substantiated, complete appropriate disciplinary and administrative action. The officer must remain temporarily reassigned and not returned to the special assignment until all appropriate disciplinary and administrative action has been completed. If the commander determines permanent reassignment is appropriate, coordinate reassignment with PERS-834 and PERS-4 applicable detailer division.

g. **Debt, Spousal Support, or Paternity Claims**

(1) Commanders must make careful consideration of cases involving officers under their command with allegations of indebtedness, nonsupport of an officer's legal dependents, or paternity of a child born out of wedlock. The mere involvement of an officer in any of these situations should not be the sole factor for considering action; however, when an officer's conduct, in such cases, does in fact, bring discredit upon the Navy, commanders should take appropriate action to address the matter.

(2) Commanders should ensure that an officer in this situation has done at least one of the following:

(a)	Flagrantly mishandled personal financial affairs
(b)	Repeatedly disregarded a valid court order, current mutual support agreement, or MILPERSMAN 1754-030 and directives requiring the officer to contribute to the support of his or her legal dependents
(c)	Admitted paternity or was formally adjudicated to be the father of an illegitimate child and willfully neglected to meet the obligations that may attach thereto in such a manner as to bring discredit upon the Navy

(3) Should a commander reach one of these conclusions, action should be considered, guided by the merits of each case, as indicated by one or more of the following:

(a)	An appropriate notation in the officer's next regular FITREP
(b)	NJP
(c)	Charges preferred to court-martial
(d)	ADSEP request

h. **Unauthorized Absence (UA).** UA is a reportable violation of the Uniform Code of Military Justice (UCMJ) and may be used as a basis for administrative processing. Upon return of the absentee, initiate disciplinary action and forward the offense report to PERS-834 via the SCA. See MILPERSMAN 1920-260 for additional details.

i. **Lost Time.** Officers who are unable to perform duties for more than 1 day, due to reasons listed in MILPERSMAN 1600-100, are not authorized to count the time lost toward their length of service, other than basic pay. Time lost must be reconciled by advancing an officer's active duty service date. Due to this function, an officer being processed for ADSEP with significant UA or confinement may not be eligible for career milestones (e.g., retirement, time-in-grade, etc.) as originally scheduled. See MILPERSMAN 1600-100 for additional details. Contact PERS-834 to clarify any conflicts due to lost time.

j. **Dual Processing for Medical Issues.** Officers being separated for cause, but also having a ratable condition as determined by the VASRD, must continue to be administratively processed, despite being referred to the Disability Evaluation System (DES). The SA may direct separation, regardless of the

DES process, if the SA determines the Service member should be separated for the misconduct, despite the medical condition. Route the medical opinion of the officer's condition to PERS-834 when available.

k. **Discharge Date.** Once the SA approves separation, PERS-834 will typically provide orders for the officer's discharge within 30-60 days of the date of the separation letter, unless a date is specifically ordered by the SA. Requests for delays of separation will not normally be considered, unless allowed by reference (b).

l. **Appeals and Review of Decisions.** There is no official policy for appeal and review of show-cause or DFC approvals. Letters may be submitted to PERS-834 stating a Service member's case; however, the appropriate decision-makers are not required to respond. On a very limited basis, the Naval Discharge Review Board (NDRB) may review a Service member's discharge for fairness and equitable treatment, but cannot upgrade a characterization. For OMPF resolution, the Board for Correction of Naval Records, as the highest level of administrative review within the Navy, may correct errors or injustices to Service members' records. Contact either board if further petition is desired; otherwise, contact PERS-834 with any questions concerning final decisions.

MILPERSMAN 1611-020

OFFICER DETACHMENT FOR CAUSE

Responsible Office	NAVPERSCOM (PERS-483)	Phone:	DSN COM FAX	882-2090 (901) 874-2090 882-2625

References	(a) BUPERSINST 1001.39E (b) JCS Pub 2, Chapter 3, Section IV (c) Uniform Code of Military Justice (UCMJ) (d) JAGINST 5800.7D (Manual of the Judge Advocate General (JAGMAN)) (e) U.S. Navy Regulations, 1990 (f) BUPERSINST 1610.10A

1. **What Is DFC**?

a. Detachment for Cause (DFC) is the administrative removal of an officer, whether on active duty or in the Selected Reserve, from the officer's current duty assignment before their normal transfer or planned rotation date. An approved DFC waives minimum time on station (MTS) and prescribed tour length (PTL) requirements for releasing permanent change of station (PCS) funds.

b. The need for a DFC arises when an officer's performance or conduct detracts from accomplishing the command mission, and the officer's continuance in the billet can only negatively impact the command. DFC is one of the strongest administrative measures used in the case of officers. An approved DFC, together with endorsements, is filed in the officer's official record. As such, a DFC has a serious effect on the officer's future naval career, particularly with regard to promotion, duty assignment, selection for schools, and special assignment. The initiation of a DFC, therefore, should be undertaken with full appreciation of its gravity.

2. **When DFCs are not Appropriate**. DFCs generally are not appropriate as follows:

a. **For**, **or instead of**, **disciplinary action**. Appropriate disciplinary action should be taken when warranted. When misconduct is adjudicated at court-martial or mast, the

commander or commanding officer (CO) initiating the disciplinary action should incorporate a request for the officer's detachment in the command's report of misconduct as required by MILPERSMAN 1611-010. In such cases, formal written notification of the DFC request to the officer must be made and subsequently documented in the report of misconduct.

b. **Except as noted below, for characterizing an officer's performance of duty in a billet**. Performance appraisal is more appropriately dealt with in a report of fitness. If substandard performance or misconduct comes to light after the officer has transferred, that information may and should be reported in a supplemental fitness report and/or serve as a basis for a disciplinary proceeding.

c. **In a case of a Selected Reserve officer, review reference (a) for administrative removal procedures**. The DFC process may be used to characterize the administrative removal from a billet as "**for cause**," and may run concurrently or follow the administrative removal action outlined in Reserve personnel instructions. The DFC process may be appropriate in cases of misconduct or extensive documentation of unsatisfactory performance.

3. **Reasons for Requesting the DFC**. Reasons for requesting a DFC include the following:

a. **Misconduct**. Any act of misconduct, civil or military, may form the basis for a DFC request. Only in unusual instances will a DFC request by reason of misconduct be approved without disciplinary action having been taken by the command. If no disciplinary action is taken by the command, the rationale for not taking action must be included in the request for the DFC.

b. **Substandard performance involving one or more significant events resulting from gross negligence or complete disregard of duty**. Gross negligence or complete disregard of duty are required for a DFC request on this basis.

(1) For example, consider the case of an Engineering Officer who prepares for an Engineering Assessment and fails. Unless the Engineering Officer was grossly negligent or completely disregarded the officer's duties in preparing for, or during the assessment, a DFC would not be appropriate under these circumstances. If, however, the command has noted deficiencies in performance and provided meaningful counseling

and guidance before the event, a DFC may be appropriate by reason of substandard performance over an extended period of time as discussed below.

(2) When an officer requests to be relieved, this action by itself will be considered a significant event for purposes of this article.

c. **Substandard performance of duty over an extended period of time**. There is no fixed time period for this basis; it is dictated by the facts and circumstances of the particular case and the efforts expended by the command to assist the officer in overcoming perceived performance deficiencies. This basis applies to specific performance deficiencies that continue to exist after corrective action has been taken.

d. **Loss of confidence in an officer in command**. The unique position of trust and responsibility an officer in command comprises: the officer's role in shaping morale, good order, and discipline within the command and the officer's influence on mission requirements and command readiness. It is thus imperative that immediate superiors have full confidence in the officer's judgment and ability to command. An articulated, fact-supported loss of such confidence by the immediate superior, with the concurrence of a flag officer in the chain of command, is a sufficient basis to detach an officer in command.

4. **Procedural Requirements before Initiating a DFC Request**. Procedural or leadership requirements before initiating a DFC request include the following:

a. **Command counseling, guidance, training, and appropriate use of fitness reports are required**. Letters of instruction are encouraged as they serve to clearly communicate the actions necessary to improve and provide evidence of the timing and focus of the counseling. COs must guide and motivate members of their commands and should demonstrate attempts to take action to correct the problem since a DFC may serve no useful purpose other than to relocate the problem. Generally, the motivated officer will respond to appropriate counseling and guidance, whereas the unmotivated officer may not.

b. **Reassignment within the command has been considered and is not a reasonable alternative**.

c. **All bases for DFC must be adequately supported by an appropriate investigation (as applicable), or documentation and written counseling**. When the DFC request is based on one or more significant events, ensure that the details of the events are adequately documented.

d. **Report of Misconduct**. When nonjudicial punishment (NJP) or trial by a court-martial is indicated and misconduct is the sole reason for the request, a request to detach the officer should be included in the command's letter report of the misconduct as required by MILPERSMAN 1611-010. In such cases, documentation of the officer's notification of the DFC recommendation and the officer's response thereto shall be included in the report of misconduct.

e. **Advisement**. An officer requesting to be relieved will be advised by the officer's CO of the seriousness of such a request and its impact on the officer's career before the request is accepted.

f. **Documentation**. When substandard performance of duty over an extended period of time is involved, ensure the developing situation has been properly documented by the use of fitness reports, command counseling, training, and guidance. The fact that a letter of instruction (LOI) has been issued may be duly noted in a fitness report and, if properly drafted, may serve to document that the requisite command guidance and counseling has been given.

(1) **Guidance and Counseling**. Strong, frank, and meaningful command guidance and counseling must be given and documented in this type of DFC request. These are management-assist tools targeted to advise the officer of the need for improvement and to help in that improvement process. The degree to which guidance and counseling is provided will vary depending on the seniority and experience of the subject officer. In many cases frank and meaningful discussion will achieve the desired improvement but, in such cases, a memorandum for the record should be considered.

(2) **LOI**. An LOI, if used, must describe specific weaknesses, recommend suitable and reasonable measures for improvement, clearly establish the desired performance standard, and, if appropriate, establish a period of time for correction of the performance deficiency. The LOI must be delivered to the officer at the time of counseling and the officer should

acknowledge receipt in writing. Per reference (d), 0105(a), an LOI is separate and distinct from nonpunitive censure, see step 6 below. (Note that counseling and guidance, including issuance of an LOI, may not be appropriate for misconduct, unsatisfactory performance involving a significant event, or loss of confidence.)

(3) **Time**. The officer must be given a reasonable period of time to improve and achieve a satisfactory level of performance. The period given will vary with the requirements imposed on the officer by the command counseling or LOI and must be reasonable under the circumstances.

5. **Requirements for Requesting a DFC**. The following steps are required in requesting a DFC:

Step	Action
1	State the specific reason or reasons for the request.
2	Indicate the time the officer has been on board and the length of time in the position to which the DFC applies.
3	Provide a detailed statement describing the facts and circumstances, which support the basis for the request. For requests based on a significant event, describe the event involved, the officer's duties, and the disregard or gross negligence associated with the performance of those duties.
4	If the request is made on the basis of substandard performance of duty over an extended period of time, indicate what corrective actions were taken to improve or correct the officer's performance and the results of those actions. A special report of fitness is not required to support a DFC request; however, the request should document a chronology of precipitating events and evidence of command counseling and guidance.
5	Indicate whether or not the command has taken disciplinary action, explaining the rationale. If misconduct is not the sole basis for the DFC, do not forward the request until all disciplinary action is completed, including any appeals.
6	Include a statement that the request, if approved, will be filed in the officer's official record. **NOTE**: Nonpunitive censure may neither be mentioned in the request nor included as enclosures unless as surrebuttal to the officer's claim that adequate counseling was not provided. (The facts and circumstances that invoke nonpunitive censure, however, may be mentioned in the request.) By contrast, there is no restriction on the inclusion of LOIs in a DFC request to document command counseling and guidance.
7	Provide formal written notification to the officer, advising of the initiation of the DFC request and soliciting the officer's response thereto (usually within 15 days). State in the DFC request that the officer has been given written notification and an opportunity to respond.

6. **If the Officer Refuses to Acknowledge the DFC**. If the officer refuses to acknowledge the DFC, explain the DFC process to the officer (i.e., the DFC will be included in the officer's official record and the officer has a right to submit a written statement), indicate on the acknowledgment form that the officer was advised of the process and refused to acknowledge, and sign and date the acknowledgment.

7. **Officer's Statement**. Any statement made by the officer must be couched in temperate language, be confined to the pertinent facts, and neither impugn the motives of others nor make countercharges. It should be thoughtful and to the point.

8. **Exceptions to the Requirement for Referral of the DFC Request to the Officer**. Exceptions to the requirement for referral of the DFC request to the officer concerned may be made only under the following conditions with the reasons for nonreferral set forth in detail in the DFC request or in an endorsement to the request:

a. When the officer is under medical care and the attending physician or clinical psychologist considers that referral of this matter to the officer would adversely affect the officer's condition.

b. When such referral would constitute a disclosure of classified material to which the member is not authorized access, but only where the matter cannot be sufficiently declassified in part to allow the officer concerned to be informed of the possible action against the officer.

9. **Submission Process**. When the determination has been made to request the DFC of an officer, notify Navy Personnel Command (NAVPERSCOM), Conduct and Separations Branch/Career Management Department (PERS-483/PERS-4) by telephone, E-Mail, or other correspondence. Briefly state the basis for the DFC. Indicate "For Official Use Only." Preliminary action will commence, but in all cases the command must subsequently submit a DFC request in the form of a detailed letter as outlined below. Final action will be taken by NAVPERSCOM only on the basis of this letter, which, with the officer's statement, may be made a part of the officer's official record.

a. The request will not be made as an enclosure to a fitness report or other correspondence, but may include such items as enclosures to the DFC request.

b. NAVPERSCOM does not desire and strongly discourages the inclusion of classified information in a DFC request unless it is impossible to submit the request without the classified document. Proper classified material handling procedures must be used if such material must be submitted. The DFC request should be unclassified. To ensure privacy in handling, mark the DFC request "For Official Use Only" and mail it in double envelopes. Address the outer envelope to NAVPERSCOM (PERS-483), and mark the inner envelope, "Officer Performance, For Official Use Only."

10. **DFC for Misconduct when Punishment is not awarded at NJP or Court-Martial**. DFC for misconduct when punishment is not awarded at NJP or court-martial will continue to be processed per this article.

a. The command's DFC request should include the following:

(1) Whether the officer's misconduct warrants promotion delays or removal (if on a promotion list).

(2) Whether the officer should be required to show cause for retention in the Naval Service.

b. In court-martial cases when dismissal is not awarded but the command desires the officer's DFC, provide a cover letter to the court-martial order that addresses the aforementioned issues.

c. If a recommendation is adverse to the officer, forward the request to NAVPERSCOM (PERS-483) via the officer.

(1) The officer's statement may only address the issues of detachment, promotion delay or removal, and/or show cause processing.

(2) After the officer has submitted comments, return to the command for second endorsement and then forward the report for endorsement by the first flag officer in the administrative chain of command. Avoid inclusion of new information when possible in the second endorsement to prevent additional notice requirements to the officer concerned.

11. **All Other DFC Requests**. All other DFC requests must be sent to NAVPERSCOM (PERS-483) via the officer concerned and the

administrative chain of command (to include at least a flag officer). This does not prohibit fleet commanders or type commanders (TYCOMs)from requiring DFC requests to be forwarded through their chain of command.

a. The officer being processed for DFC should normally be the first via addressee on the DFC request; the requesting command will be the second.

b. If the officer is no longer assigned within the geographic area of the requesting command, the first via addressee will be the officer's current temporary command. A copy of the officer's written statement will be provided to the requesting command and a notation to that effect will be made on the endorsement forwarding the DFC.

c. The requesting command may comment on the officer's statement; however, if this comment includes adverse factual matter not previously addressed or included in the DFC request, the officer concerned must be provided a copy and be given an opportunity to respond. The same is true if any subsequent endorsement includes adverse factual matter not previously addressed or included in the DFC request.

d. Flag-officer-initiated requests may be forwarded to NAVPERSCOM (PERS-483), via the officer concerned, with copies to the administrative chain of command and the operational commander.

e. Requests originated by commanders or commanders of joint staffs may be addressed directly to NAVPERSCOM (PERS-483) via the officer concerned and will be given special handling. Compliance with the other provisions here relating to DFC requests is required.

f. Requests on officers serving with Marine Corps units will be in compliance with this article. The detachment request will be forwarded to NAVPERSCOM (PERS-483) via the officer concerned and the applicable Marine Corps chain of command.

g. Requests on officers serving with Army, Air Force, or Coast Guard units are contained in MILPERSMAN 1300-060 and reference (b).

h. Expeditious processing and forwarding of a DFC request is mandatory, as the officer concerned is normally in a

nonproductive status awaiting final determination of the request. In the absence of unusual circumstances, the DFC request should be forwarded within 5 working days of receipt by each command in the routing chain.

12. **Additional Requirements Governing the DFC of an Officer in Command**. Additional requirements governing the DFC of an officer in command include:

a. A request for the DFC of an officer in command generally evolves from the same type of circumstances delineated above. An evaluation by a superior in the chain of command of failure on the part of an officer in command to exercise sound judgment in one or more areas and loss of confidence will constitute a sufficient basis to request the DFC of that officer. If the responsible superior is not a flag officer, it is desirable that the concurrence of a flag officer in the chain of command be obtained, when practicable, prior to acting.

(1) For the purposes of this paragraph, an officer in command is any officer who holds authority to punish subordinates under reference (c), article 15. Department head equivalent billets will not be considered as officer in command; therefore, the loss-of-confidence basis would not be appropriate. Executive officers (XOs) detailed to automatically fleet up to the CO billet may be detached under this paragraph.

(2) When a determination has been made to request the DFC of an officer in command, Commander, Navy Personnel Command (COMNAVPERSCOM) will be notified by telephone, E-Mail, or other correspondence. Provide

(a) a brief description of the underlying basis for the DFC,

(b) information pertaining to whether the officer has been relieved (if appropriate),

(c) the name of the ISIC requesting the DFC, and

(d) the name of the officer designated as acting CO or officer in charge (OIC).

b. Appropriate action will be taken in response to the notification, which will normally be to issue the officer temporary duty orders to the staff of a superior in the administrative chain of command pending final resolution of the

DFC. Liaison with the appropriate superior will determine the timing for providing a relief.

c. The initial notification will be followed by a letter request. This DFC request will be forwarded via the officer concerned for the officer's statement as described above and will then be forwarded via the TYCOM and the administrative chain of command to NAVPERSCOM (PERS-483). The TYCOM will send the request to NAVPERSCOM with copies to the fleet commander. This does not prevent the fleet commander from requiring such requests to be forwarded via the fleet commander.

d. Although an officer may have been relieved of command, NAVPERSCOM will not characterize a detachment as "for cause" and record that fact in an officer's record until the DFC request, statement of the officer concerned, and endorsements have been reviewed.

e. In addition to the DFC request, the circumstances may warrant an investigation under reference (d) or other type of inquiry. If such an investigation is commenced, send an advance copy of the appointing order, the report, and each endorsement to NAVPERSCOM (PERS-483).

f. Nothing in the foregoing detracts the inherent authority of a superior in command to relieve an officer in command of a subordinate unit in order to assure accomplishment of the assigned mission. In such case, the summary relief should be followed by a DFC request.

13. **Requirements Governing Prospective Officers in Command under Investigation**

a. Prospective commanding officers (PCOs) (including, in some cases, prospective OICs) under investigation for conduct or performance that may lead to disciplinary action or adverse administrative action will not be permitted to assume command. After the respective investigation has been completed, the PCO will be reevaluated for command suitability.

b. The PCO's reporting senior will follow these three steps:

Step	Action
1	Except in those instances when the investigation would be jeopardized, the reporting senior will notify the PCO personally and in writing of allegations against the PCO and that the PCO will not assume command until the investigation is completed and a determination of fitness for command has been made.
2	Provide the PCO with an opportunity to make a written statement (generally in no less than 15 calendar days of receipt of written notification.)
3	Forward copies of the notification, any details of circumstances surrounding the allegations, and the officer's statement (if any) to NAVPERSCOM (PERS-483) via the administrative chain of command.

c. The investigation will be conducted on a priority basis, to be completed within 30 days.

d. A PCO will continue to progress through the appropriate training pipeline during the investigation, unless the individual specifically requests a transfer.

e. Results of the completed investigation will be forwarded by the responsible command to NAVPERSCOM (PERS-483), via TYCOM, for resolution and final determination of the PCO's fitness for command.

f. In those unusual cases wherein a completed investigation and determination of fitness for command cannot be obtained in time to provide an orderly assumption of command, the TYCOM will forward a request for reassignment of PCO and assignment of a qualified officer to command. This request will be forwarded to NAVPERSCOM (PERS-483).

(1) The PCO concerned will be notified in writing of an approved reassignment request and the circumstances that invoked the action.

(2) If the DFC is not approved, priority action will be taken to return to the officer's normal career path and place the officer in command as soon as practical.

14. **Action required after the Request**. The next superior in command who is a via addressee to the DFC request should, whenever possible, conduct an interview with the officer concerned and make appropriate comments concerning the interview in the endorsement to the request.

a. Material relating to a DFC request will not be attached to or referred to in fitness reports until a final decision on it has been made. The CO may, however, comment on the performance or conduct that led to the DFC request. Reference (e), article 1122 applies. See reference (f) for policies concerning detachment fitness reports in case of DFC.

b. When a DFC request has been initiated or, in special circumstances, contemplated, the officer concerned may be assigned in a temporary additional duty (TEMADD) status to a nearby command provided the cognizant TYCOM agrees. For officers in command, see paragraph 12, above.

c. In requests involving officers in command, unless another officer is detailed by NAVPERSCOM to assume command awaiting the outcome of the request, command devolves per the succession-to-command provisions of reference (e).

15. **Command's Letter for DFC** (Use proper letter format.)

From: (requesting command)
To: Commander, Navy Personnel Command (PERS-483)
Via: (1) (officer concerned)
(2) (requesting command if officer concerned still present, otherwise succeeding via addressees will be as required by this article and local regulations)
(3) (at least the first flag officer in administrative chain of command)

Subj: DETACHMENT FOR CAUSE ICO (OFFICER CONCERNED)

Ref: (a) MILPERSMAN 1611-020
(b) (other as necessary)

Encl: (1) (as necessary, e.g., fitness reports (required for performance over extended period of time); LOIs; documented counseling and guidance; supervisor's statements, logs, records, or other relevant documents; NJP reports; court-martial orders; civil conviction documents; etc.)
(n) Acknowledgment form of (date)

1. Per reference (a), I request that (officer concerned) be detached for cause from (command) by reason of (misconduct, unsatisfactory performance of duty involving a significant event, unsatisfactory performance of duty over an extended period of time, or my loss of confidence in (officer concerned) ability to command, as warranted).

2. (Officer concerned) has been assigned to this command since (date) and has been performing duties as (billet to which assigned or duty involved) since (date).

3. (Include the factual support for the reason(s) specified in paragraph 1 and justification for the request citing appropriate enclosures.)

4. (Use the next paragraphs to discuss any matter considered relevant and appropriate, e.g., reassignment feasibility/ non-feasibility; status of disciplinary action, if any, and its results; etc.)

5. (Make specific recommendations as to whether or not the officer should be a) made to show cause for retention in the naval service, and b) removed from any promotion list.)

6. I have given a copy of this request to (officer concerned) this date and, by enclosure (n), have informed (him/her) that the request may be filed in (his/her) official record. (He/she) was also informed by enclosure (n) that (he/she) has a right to submit a written statement and has 15 days, until (date) to do so.

(SIGNED BY CO)

Copy to: (with or without enclosures, as appropriate)
(as necessary or required by regulation)

16. **Officer's Response to DFC**

(DATE)

I have received the letter requesting my detachment for cause and I understand the request may be filed in my official record.

I am aware of the contents of MILPERSMAN 1070-020 and I (do/do not) desire to make a written statement.

I further understand that I have 15 calendar days from this date (until [specific date]) to submit my statement. If I make such election and then fail to submit a statement in that period of time, it will be treated as a waiver of that right.
I understand that any statement I make must be couched in temperate language, be confined to the pertinent facts, and not impugn the motives of others or make countercharges.

(SIGNATURE)

MILPERSMAN 1616-010

DETACHMENT FOR CAUSE (DFC) OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	882-4433 (901) 874-4433 882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

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1. **Policy**

a. Detachment for Cause (DFC) is the administrative removal of a member from a current duty for unsatisfactory performance of duty or misconduct before member's normal transfer or planned rotation date. Chief petty officers (E-7 through E-9) may be detached for cause under this article. Selected petty officers who are serving in a billet in which the member is the only one of the member's rating specialty (disbursing clerk, independent duty corpsman etc.) and those serving in a billet normally assigned to a chief petty officer may also be considered for DFC. As a matter of policy, the Chief of Naval Personnel considers that shore commands (particularly those in the continental United States) should be capable of dealing with problem petty officers without resorting to DFC.

b. DFC is one of the strongest administrative measures used and should only be requested when all other efforts (i.e., training, counseling, guidance, treatment, reassignment within the command, etc.) are exhausted. DFC will not be used in lieu of disciplinary action or administrative discharge, nor is it a bar to such action or an excuse to transfer a problem Sailor to another command. **Commander, Navy Personnel Command may direct administrative separation processing per MILPERSMAN 1910-233. However, DFC is not necessarily a bar to retention or reenlistment eligibility.**

c. Unsatisfactory performance can be limited to a single significant event where negligence, incompetence, or disregard of duty is involved, or it can involve substandard performance over an extended period of time (normally 3 to 6 months).

d. In cases of unsatisfactory performance over an extended period of time, appropriate documentation of guidance and counseling is critical. Issuance of a Letter of Instruction (LOI) (although not required) should be used in most cases. The member must be given a reasonable period of time to correct deficiencies. Unsatisfactory performance of duty should also be documented by evaluation reports.

e. Misconduct. Any act of misconduct (civil or military) may form the basis for a DFC request. If no disciplinary action is taken by the command, the rationale for not taking action should be included in the request for DFC.

2. **DFC Request**. All DFC requests must be sent to Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separation Branch (PERS-832) via the member who is being considered for DFC and the chain of command (to include at least the first flag officer).

a. The member being processed for the DFC should normally be the first via addressee on the DFC request; the requesting command will be the second.

b. If the member is no longer within the geographic area of the requesting command, the first via addressee will be the member’s current temporary command. A copy of the member’s written statement will be provided to the requesting command and a notation to that effect will be made on the endorsement forwarding the DFC request.

c. The requesting command may comment on the member’s statement in the second endorsement; however, if this comment includes adverse factual matter not previously addressed or included in the DFC request, the member concerned must be provided a copy and be given an opportunity to respond. The same is true if any subsequent endorsement includes adverse factual matter not previously addressed or included in the DFC request.

d. Flag-officer-initiated requests may be forwarded to PERS-832 (via the member concerned) with copies to the administrative chain of command and the operational commander.

e. Requests originated by commanders or commanders of joint staffs may be addressed directly to PERS-832 via the member

concerned and will be given special handling. Compliance with the other provisions herein relating to DFC requests is required.

f. Requests on members serving with other branches of service will be in compliance with this article. The DFC request will be forwarded to NAVPERSCOM (PERS-832) via the member concerned and the applicable chain of command.

g. Expeditious processing and forwarding of a DFC request is mandatory (as the member concerned is normally in a nonproductive status awaiting final determination of the request). In the absence of unusual circumstances, the DFC request should be forwarded within 5 working days of receipt by each command in the routing chain.

3. **DFC Request Contents**. DFC requests will contain the following:

a. The basis for the request.

b. A detailed statement of the circumstances leading to the DFC request, including a specific description of incident(s) and a chronology of events.

c. (In the case of unsatisfactory behavior or performance over a period of time) a copy of the member’s administrative counseling/warning (see MILPERSMAN 1910-204) and or LOI.

d. Enlisted performance evaluation or fitness reports documenting the member’s unsatisfactory behavior or performance (if applicable).

e. A statement of disciplinary action taken or contemplated (if any).

f. Whether administrative separation processing has/will be commenced or not; if not, Commanding Officer’s rationale for retention in the naval service.

g. Location of member pending DFC request (if not at parent command).

h. Any other supporting documentation relevant to the case.

4. **Command's Letter for DFC** (use proper letter format.)

From: Commanding Officer, (requesting command)
To: Commander, Navy Personnel Command (PERS-832)
Via: (1) (member concerned)
(2) (requesting command if member still assigned, otherwise succeeding via addressees will be as required by this article and local regulations)
(3) (First flag officer in chain of command)

Subj: DETACHMENT FOR CAUSE ICO (MEMBER CONCERNED)

Ref: (a) MILPERSMAN 1616-010
(b) (other as applicable)

Encl: (1) supporting documentation (as necessary, e.g., evaluation/fitness reports, (required for unsatisfactory performance over extended period of time) LOI's, documented counseling and guidance, supervisor's statements, logs, records, other relevant documents, NJP reports, courts-martial orders, civil conviction documents etc).
(2) Member's acknowledgement of DFC request

Note: Do not submit nor make reference to non-punitive letters of caution.

1. Per reference (a), I request (member concerned) be detached for cause from (command) by reason of (misconduct, unsatisfactory performance of duty involving a significant event, unsatisfactory performance of duty over an extended period of time).

2. (Member concerned) has been assigned to this command since (date) and has been performing duties as (billet to which assigned or duty involved) since (date)

3. (Include the factual support for the reason(s) specified in paragraph 1 and justification for the request citing appropriate enclosures.)

4. (Use the next paragraph(s) to discuss any matter considered relevant and appropriate (e.g., reassignment feasibility/

nonfeasibility, status of disciplinary action (if any) and its results, status of administrative separation processing (if any) and its results, commanding officer's rationale for retention etc.))

5. I have given a copy of this request to (member concerned) this date and by enclosure (n), have informed (member) that the request may be filed in (member's) official record. (Member) was also informed by enclosure (n) that (member) has a right to submit a written statement and has 10 days, until (date) to do so.

(SIGNED BY CO)

Copy to: (with or without enclosures, as appropriate)
(as necessary or required by regulation)

5. **Member's Acknowledgement**. Member shall have the opportunity (normally within 10 days) to make an endorsement on the DFC request. The member's endorsement must include a statement indicating understanding that if the DFC request is approved, it will become a permanent part of the member's official record.

(DATE)

FIRST ENDORSEMENT

From: Member concerned
To: Commander, Navy Personnel Command (PERS-832)
Via: (1) (requesting command if member still assigned, otherwise succeeding via addressees will be as required by this article and local regulations)
(2) First flag officer in administrative chain of Command

Subj: DETACHMENT FOR CAUSE

1. I have received the letter requesting my detachment for cause and I understand the request may be filed in my official record.

2. I am aware of the contents of MILPERSMAN 1070-080 and I (do/do not) desire to make a written statement (attached).

3. I further understand that I have 10 calendar days from this date (until [specific date]) to submit my statement. If I make such election and then fail to submit a statement in that period of time, it will be treated as a waiver of that right. I understand that any statement I make must be couched in temperate language, be confined to the pertinent facts, and not impugn the motives of others or make countercharges.

(SIGNATURE)

MILPERSMAN 1616-030

DENIAL OF REENLISTMENT FOR CAREER PETTY OFFICERS

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4432 (901) 874-4432 882-2624

References	(a) OPNAVINST 1160.5C

1. **Policy/Procedure**. The Petty Officer Quality Control Program was established in 1980 and disestablished by ALNAV 253/96. The focus of the Petty Officer Quality Control Program was to provide centralized Naval Personnel Command (NAVPERSCOM) oversight of career petty officers with identified performance or behavior deficiencies, provide guidance to improve those deficiencies, and to monitor their performance for improvement. NAVPERSCOM will no longer screen service records to identify individuals who should not be reenlisted for performance or behavior deficiencies. This oversight function will now be delegated to unit commanding officers (COs). If a servicemember objects to a decision to deny reenlistment, the CO will forward a denial of reenlistment recommendation to NAVPERSCOM, Enlisted Performance and Separations Section (PERS-4832). The recommendation will include the rationale for denial and the supporting documentation. The affected servicemember shall be provided the opportunity to make a statement. NAVPERSCOM (PERS-4832) will make final determination of reenlistment eligibility. COs shall evaluate each individual on quality standards including performance of duty, military/personal conduct, leadership, financial responsibility, sobriety, willful racism, sexism and acting to deny equal opportunity, and management ability (E-7/8/9). Reference (a) refers.

MILPERSMAN 1616-040

ENLISTED PERFORMANCE (E-6/7/8/9)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) BUPERSINST 1610.10F (b) U.S. Navy Regulations, 1990 (c) SECNAVINST 5510.36B (d) Uniform Code of Military Justice (UCMJ)

1. **General Provisions**. General provisions applicable to all enlisted Service members, E-6 through E-9, cases involving performance or conduct:

a. Commanding officers (CO) must notify Navy Personnel Command (NAVPERSCOM) Enlisted Performance and Separation Branch (PERS-832), preferably via encrypted e-mail: PERS832ADSEPS.fct@navy.mil, immediately regarding incidents involving enlisted Service members in pay grades E-6 through E-9 that could possibly result in disciplinary or adverse action. Reportable items include, but are not limited to, nonjudicial punishments (NJP), courts-martial, civil arrests, administrative separations, detachment for cause requests, or any incident report made to the Department of Defense Consolidated Adjudications Facility (DoD CAF). Unless indicated otherwise, these initial notifications will be kept internal to NAVPERSCOM for information and appropriate action, but not released to boards or permanent records. Include the member's name, rating, the command's point of contact information, and a brief description of charges and or specifications.

b. If it is expected that disciplinary action (military or civilian) may be taken against an enlisted Service member in pay grade E-6, E-7, E-8, or E-9, the member should not be transferred or advanced until such action has been resolved. When a modification of orders is necessary, the following offices should be notified of the circumstances, provided recommendations, and furnished a request to issue orders (as appropriate):

(1) PERS-832,

(2) NAVPERSCOM Career Management Department (PERS-4) (applicable detailer branch (e.g., PERS-401, 402, 403, etc.)), and

(3) Navy Reserve Forces Command (NAVRESFORCOM) Reserve Assignments Division (NAVRESFORCOM N12).

c. Additionally, if it is expected that disciplinary action (military or civilian) may be taken against an enlisted Sailor selected for, or currently in, any Naval Nuclear Propulsion Program training pipeline or if the Sailor possesses a current nuclear Navy enlisted classification (NEC) code, the below listed offices will also be notified of the circumstances:

(1) Office of the Chief of Naval Operations (OPNAV) Nuclear Propulsion Program Manager Branch (OPNAV N133) and

(2) NAVPERSCOM Nuclear Power/Submarine Distribution Branch (PERS-403).

d. There is no authority to retain personnel beyond their normal release from active duty (AD) service date, unless court-martial charges have been preferred. A request to retain a Service member beyond the normal release from AD in order to impose NJP will not be granted. If it is not practicable to impose NJP prior to the release from AD, the reporting senior should make appropriate comments in the detaching evaluation report.

e. When misconduct or deficiencies in performance are discovered after the submission of the evaluation report, a supplemental evaluation, per reference (a), should be submitted (as appropriate).

f. Except as provided in MILPERSMAN 1070-080, personnel must be given notice of, and an opportunity to respond to, all adverse matters, which are being forwarded to NAVPERSCOM for inclusion into their official service record. The Service member's intention not to make a statement must be indicated in writing or by the expiration of a stated period of time within which the member, after having been so advised, was afforded such an opportunity and failed to submit a statement. Any doubt as to whether a particular matter is adverse will be resolved in favor of the Service member by referring it to the member. Direct the member's attention to reference (b), article 1122, for guidelines regarding submission of a statement.

g. PERS-832 must be informed and kept apprised by appropriate means of communication of incidents involving performance or conduct that may be of widespread public interest, or those which will require action by NAVPERSCOM concerning the member's status.

h. When practical to do so, with clarity and without prejudice to the Service member concerned, facts or details requiring reports to be classified should be omitted. Information should not be classified solely because it is embarrassing or derogatory to the member.

i. Unless required for security reasons, reportable items should be designated "Controlled Unclassified Information." The preferred method of transmission is by electronic submission. Send unclassified reports to PERS-832 via encrypted e-mail and label appropriately. If mailed, the outer envelope should be addressed to NAVPERSCOM (PERS-832) and the inner envelope marked "Enlisted Performance, "Controlled Unclassified Information" (as appropriate).

j. If the CO determines that no misconduct occurred after notification of possible disciplinary or adverse action has been made to either PERS-832 or PERS-832 and DoD CAF, the command is required to forward a Report of No Misconduct, via PERS-83 Reporting Letter Templates, to PERS-832.

2. **Misconduct - Courts-Martial**

a. When court-martial charges have been preferred against a Service member, the CO will immediately send a copy of the charges and specifications with explanatory information to PERS-832. The CO will keep PERS-832 informed of the status and disposition of the charges.

b. At the conclusion of trial, the CO will forward the Report of Results of Trial via PERS-83 Reporting Letter Templates. The report must include a copy of the charges preferred and the disposition of each and the final sentence adjudged (as an enclosure).

c. If a discharge was not awarded, but a guilty finding was determined on any of the charges, the CO must provide a recommendation for or against administrative separation processing. The Report of Results of Court-Martial (use PERS-83 Reporting Letter Templates) must be acknowledged by the Service member if a recommendation for separation is included in the report.

3. **Misconduct – NJP**

a. When NJP is complete, the authority imposing punishment must forward the Report of Nonjudicial Punishment, using PERS-83 Reporting Letter Templates, to PERS-832 as soon as the results are final (i.e., when the member declines to appeal, does not appeal within the required time, or after the appeal has been adjudicated). Forwarding the Report of Nonjudicial Punishment via the first flag in the chain of command **is neither required nor desired**, in cases involving enlisted personnel.

b. If NJP is imposed upon an enlisted Sailor in the Naval Nuclear Propulsion Program training pipeline or one who possesses a current nuclear NEC code, **OPNAV N133 and PERS-403** will also be notified of the circumstances.

c. The following documents must be forwarded with the Report of Nonjudicial Punishment as enclosures:

(1)	A copy of the NAVPERS 1626/7 Report and Disposition of Offense(s), which should include: - Election of rights - List of offenses - Circumstances surrounding the offenses - Punishment awarded
(2)	A copy of the punitive letter (if given)
(3)	A copy of the investigation and other documents that were considered at NJP
(4)	A copy of the NAVPERS 1070/607 Court Memorandum (Navy Standard Integrated Personnel System (NSIPS) form), if applicable
(5)	A summary of any statement made by the Service member at NJP
(6)	A copy of the NJP appeal and appeal decision, or the member's written declination to appeal
(7)	A dated acknowledgment that confirms the Service member has reviewed the report of NJP, was advised of any adverse actions recommended, and that the report will become part of the member's official Service record
(8)	If an appeal is granted on only a portion of the NJP imposed, the report should be submitted with a copy of the appeal letter, which will be included in the official service record

d. Upon receipt, PERS-832 will review the Report of Nonjudicial Punishment to ensure required documents are included, and **all third party information is redacted.** Once the review is complete, the applicable forms will be submitted to NAVPERSCOM Personnel

Information Management Department (PERS-3) to file into the member's official service record.

4. **Misconduct - Civil Offenses**. In civil cases where a Service member has been arrested in connection with, or charged with, a civil offense that would constitute an offense if charged under reference (d), the CO must report initial pertinent information to PERS-832. Subsequent status reports must be submitted (as appropriate). When the results of the civil action become final, the CO must submit a Final Civil Action Report, via PERS-83 Reporting Letter Templates, to PERS-832. Since the Final Civil Action Report may become a part of the member's official service record, it must include the following documents:

a.	A brief description of the incident for which the Service member was investigated, arrested, or tried
b.	A copy of any available police reports (if applicable)
c.	A statement of the charges as filed (if applicable)
d.	A statement of the pleading or findings (if applicable)
e.	A statement of the sentence imposed (if applicable)
f.	A statement listing any diversionary actions (e.g., community service, attend Mothers Against Drunk Driving (MADD) meetings, attend at a specified class, etc.) allowed by the court, and resulting in a dismissal of the civil charges
g.	A copy of the civil court document reflecting final disposition of the matter
h.	The command action being taken or recommended
i.	A dated acknowledgment by the Service member that member may, within 5 days of the acknowledgement, make a statement concerning the matter

Note: A Service member's failure to submit a statement within the required time-period must not be cause for a delay in forwarding the report to PERS-832. If the member submits a statement after the report is forwarded, send the statement separately.

5. **Security Incident Reports**. Per reference (c), commanders are required to report any adverse (derogatory) information to DoD CAF expeditiously. In addition to this requirement, commanders must notify PERS-832, via encrypted e-mail, when an incident report has been made with DoD CAF. The following information must be contained in the e-mail notification:

a.	A detailed description of the incident for which the report was made
b.	The command action being taken or recommended
c.	Modifications or updates as they occur

Note: Commander, Navy Personnel Command (COMNAVPERSCOM) retains authority to direct administrative separation processing under any bases, for reports of misconduct deemed detrimental to good order and discipline or mission readiness. Administrative separation processing directed by COMNAVPERSCOM is mandatory. MILPERSMAN 1910-233 outlines mandatory processing.

6. **Nonpunitive Actions (Oral and Letter of Caution)**. Nonpunitive actions administered orally or by letter of caution that are not considered punishment within the purview of reference (d), must not be forwarded to COMNAVPERSCOM for inclusion in the member's official Service record.

7. **Matter of Interest Holdings**

a. COMNAVPERSCOM determines whether records or reports of formal or informal investigations, courts of inquiry, or other matters should be held to contain matters of interest in the official service record of any present or former member. A matter of interest holding ensures the entire report of a matter, rather than excerpts, which might appear in either performance evaluations, letters of censure, or other means is available to future reviewing, examining, or selection authorities. Matters of interest are administrative actions by COMNAVPERSCOM and should not be recommended by commands in lieu of, or as a substitute for, commendatory or disciplinary action, or appropriate markings and comments in a performance evaluation.

b. In cases where additional information regarding a Service member's performance becomes available subsequent to his or her detachment and transfer to another command, or after a performance evaluation for the period in question has already been submitted, a supplementary evaluation is normally considered more appropriate than a request for a matter of interest holding. In those cases in which a matter of interest holding has been recommended and the information might be construed to reflect derogatively on a member involved, the member must be afforded the opportunity to review the matter and must submit a signed statement or declination to make a statement to NAVPERSCOM. Final determination regarding the matter

of interest holding must be made by COMNAVPERSCOM after receipt of the entire case, including the member's statement.

8. **Indebtedness, Non-Support, and Paternity**

a. When a CO receives information which alleges a claim of indebtedness, nonsupport of the Service member's legal dependents or paternity of a child born out of wedlock, or if it becomes apparent to a CO that members under the command have:

(1) Flagrantly mishandled personal financial affairs;

(2) Repeatedly disregarded a valid court order, current mutual support agreement, or MILPERSMAN 1754-030 and controlling directives requiring them to contribute to the support of their legal dependents; or

(3) After having admitted paternity or formally adjudicated to be the father of an illegitimate child, willfully neglected to meet the obligations that may attach thereto in such a manner as to bring discredit upon the naval service, the CO must take such action as indicated below.

b. Being guided by the merits of each case, a CO should consider:

(1) Appropriate notation in the Service member's next regular report of fitness or evaluation,

(2) CO's NJP, or

(3) Referral to court-martial

c. The mere involvement of a Service member in any dependency, paternity, or indebtedness situation should not, of itself, be the sole factor for considering action outlined above. When a member's conduct, in such cases, does in fact bring discredit upon the naval service, a CO's action, per this paragraph, is considered to be appropriate since a member must be morally, as well as professionally, qualified for the present rating and for advancement to the next higher grade.

MILPERSMAN 1616-050

ENLISTED PERFORMANCE (E-5 AND BELOW)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) BUPERSINST 1610.10F (b) U.S. Navy Regulations, 1990 (c) Uniform Code of Military Justice (UCMJ)

1. **General Provisions**. General provisions applicable to all enlisted (E-5 and below) personnel cases involving performance or misconduct:

a. Commanding officers (CO) must report all final adverse actions to Navy Personnel Command (NAVPERSCOM) Records Management Policy Branch (PERS-313), using the e-Submission application in BUPERS Online (BOL). For documents that cannot be submitted via the e-Submission application or if the e-Submission application is not available for an extended period, documents may be mailed. Reportable items include, but are not limited to, nonjudicial punishment (NJP), courts-martial, and civil convictions. Unless required by the document's governing directive or otherwise considered essential, third-party personal information (most often Social Security numbers, home addresses, phone numbers, dates, and places of birth) **must be redacted (blacked-out)** from documents when forwarding to NAVPERSCOM.

b. If it is expected that disciplinary action (military or civilian) may be taken against an enlisted Service member in pay grade E-5 and below, the Service member should not be transferred, reenlisted, or advanced until such action has been resolved. When a modification of orders is necessary, the following offices should be notified of the circumstances, provided recommendations, and a request to issue orders (as appropriate):

(1) NAVPERSCOM Career Management Department (PERS-4) applicable detailer branch (e.g., PERS-401, 402, 403, etc.) and

(2) Navy Reserve Forces Command (NAVRESFORCOM) Reserve Assignments Division (NAVRESFORCOM N12) should be contacted for Selected Reserve personnel.

c. Additionally, if it is expected that disciplinary action (military or civilian) may be taken against an enlisted Sailor selected for, or currently in, any naval nuclear propulsion program training pipeline, or if the Sailor possesses a current nuclear Navy enlisted classification (NEC) code, the below listed offices will also be notified of the circumstances:

(1) Office of Chief of Naval Operations (OPNAV) Nuclear Propulsion Program Manager (OPNAV N133) and

(2) NAVPERSCOM Nuclear Power/Submarine Distribution Branch (PERS-403).

d. With the exception of involuntary extensions as a result of apprehension, arrest, confinement, investigation, or filing of charges that may result in a trial by court-martial, there is no authority to retain personnel beyond their normal release from active duty (AD) service date. Requests to retain Service members beyond the normal release from AD date in order to impose NJP will not be granted. If it is not practicable to impose NJP prior to the release from AD, the reporting senior should make appropriate comments in the detaching evaluation report.

e. When misconduct or deficiencies in performance are discovered after the submission of the evaluation report, a supplemental evaluation, per reference (a), should be submitted (as appropriate).

f. Except as provided in MILPERSMAN 1070-080, personnel must be given notice of, and an opportunity to respond to, all adverse matters, which are being forwarded to NAVPERSCOM for inclusion in their official service record. The Service member's intention not to make a statement must be indicated in writing or by the expiration of a stated period of time within which the Service member, after having been so advised, was afforded an opportunity and failed to submit a statement. If there is doubt as to whether a particular matter is adverse, it will be referred to the Service member for comment. Direct the Service member's attention to reference (b), article 1122, for guidelines regarding submission of a statement.

g. Unless required for security reasons, reportable items should be designated "Controlled Unclassified Information." The preferred method of transmission is the e-Submission application in BOL. If mailed, the outer envelope should be addressed to PERS-313, and the inner envelope marked "Records Management Policy Branch, For Official Use Only" (as appropriate).

2. **Misconduct - Courts-Martial**. At the conclusion of trial, and after convening authority action, the CO will forward a Report of Results of Trial using PERS-83 Reporting Letter Templates to PERS-313. The report must include a copy of the charges preferred and the disposition of each (as an enclosure), as well as the final sentence adjudged.

3. **Misconduct - NJP**

a. When NJP is complete, the authority imposing punishment must forward the Report of Nonjudicial Punishment, using PERS-83 Reporting Letter Templates, to PERS-313 as soon as the results are final (i.e., when the Service member declines to appeal, does not appeal within the required time, or after the appeal has been adjudicated). Forwarding the Report of Nonjudicial Punishment via the first flag in the chain of command **is not required, nor desired**, in cases involving enlisted personnel.

b. If NJP is imposed upon an enlisted Sailor in the Naval Nuclear Propulsion Program training pipeline, or one who possesses a current nuclear NEC code, **OPNAV N133 and PERS-403** will also be notified of the circumstances:

c. The following documents must be forwarded with the Report of Nonjudicial Punishment as enclosures thereto:

(1)	A copy of NAVPERS 1626/7 Report and Disposition of Offense(s), which include: - Election of rights - List of offenses - Circumstances surrounding the offenses - Punishment awarded
(2)	A copy of the punitive letter (if one given)
(3)	A copy of the acknowledgment of rights
(4)	A copy of the NAVPERS 1070/607 (if applicable)
(5)	A copy of the NJP appeal and appeal decision, or the Service member's written declination to appeal

(6)	A dated acknowledgment that confirms the Service member has reviewed the report of NJP, was advised of any adverse actions recommended, and that the report will become part of the member's official service record
(7)	If an appeal is granted on only a portion of the NJP imposed, the report should be submitted with a copy of the appeal letter, which will be included in the official service record

d. Upon receipt, PERS-313 will review the Report of Nonjudicial Punishment to ensure required documents are included, and **all third party information is redacted** for filing in the Service member's official service record.

4. **Misconduct - Civil Offenses**. When the results of a civil action become final with a finding of guilt, deferred prosecution, entry in adult or juvenile pretrial intervention programs, or any similar disposition of charges (e.g., imposition of fines, probation, community service etc.), the CO must submit a Final Civil Action Report via PERS-83 Reporting Letter Templates to PERS-313 for inclusion into the member's official record. The report must include the following:

a.	A brief description of the incident for which the member was investigated, arrested, or tried
b.	A statement of the charges as filed (if applicable)
c.	A statement of the pleading or findings (if applicable)
d.	A statement of the sentence imposed (if applicable)
e.	A statement listing any diversionary actions (i.e., community service, attend Mothers Against Drunk Driving meetings, attendance at a specified class, etc.) allowed by the court, resulting in a dismissal of the civil charges (if applicable).
f.	A copy of the civil court document reflecting final disposition of the matter
g.	The command action being taken
h.	A dated acknowledgment by the member that member may, within 5 days of the acknowledgment, make a statement concerning the matter

Note: A Service member's failure to submit a statement within the required time must not be cause for a delay in forwarding the report to PERS-313. If the Service member submits a statement after the report is forwarded, send the statement separately.

5. **Nonpunitive Actions (Oral and Letter of Caution)**. Nonpunitive actions administered orally or by letter of caution that are not considered punishment within the purview of reference (c), must not be forwarded to NAVPERSCOM for inclusion in the Service member's official service record.

6. **Matter of Interest Filing in Official Record**

a. NAVPERSCOM determines whether records or reports of formal or informal investigations, courts of inquiry, or other matters, should be held to contain matters of interest in the official service record of any present or former Service member. A matter of interest filing ensures that the entire report of a matter, rather than excerpts, which might appear in either performance evaluations, letters of censure, or other means is available to future reviewing, examining, or selection authorities. Matters of interest are administrative actions by NAVPERSCOM and should not be recommended by commands in lieu of, or as a substitute for, commendatory or disciplinary action, or appropriate markings and comments in a performance evaluation.

b. In cases where additional information regarding a Service member's performance becomes available subsequent to his or her detachment and transfer to another command, or after a performance evaluation for the period in question has already been submitted, a supplementary evaluation is normally considered more appropriate than a request for a matter of interest filing. In those cases in which a matter of interest filing has been recommended and the information might be construed to reflect derogatively on a Service member involved, the Service member must be afforded the opportunity to review the matter and must submit a signed statement or declination to make a statement to NAVPERSCOM. Final determination regarding the matter of interest filing must be made by NAVPERSCOM after receipt of the entire case, including the Service member's statement.

7. **Indebtedness, Non-Support, and Paternity**

a. When a CO is in receipt of information, which alleges a claim of indebtedness, nonsupport of the Service member's legal dependents or paternity of a child born out of wedlock, or if it becomes apparent to a CO that a Service member has:

(1) Flagrantly mishandled personal financial affairs;

(2) Repeatedly disregarded a valid court order, current mutual support agreement or MILPERSMAN 1754-030, and controlling directives requiring him or her to contribute to the support of their legal dependents; or

(3) After having admitted paternity or formally adjudicated to be the father of an illegitimate child, willfully neglected to meet the obligations that may attach thereto in such a manner as to bring discredit upon the naval service, the CO must take such action as indicated below:

b. Being guided by the merits of each case, a CO should consider:

(1) An appropriate notation in the Service member's next regular evaluation,

(2) CO's NJP, or

(3) Referral to court-martial

c. The mere involvement of a Service member in any dependency, paternity, or indebtedness situation should not, of itself, be the sole factor for considering action outlined above. When a Service member's conduct, in such cases, does in fact bring discredit upon the naval Service, a CO's action, per this paragraph, is considered to be appropriate since a Service member must be morally, as well as professionally, qualified for the present rate and for promotion to the next higher grade.

MILPERSMAN 1620-010

INTERROGATION AND SEARCH OF SERVICEMEMBERS

Responsible Office	NAVPERSCOM (PERS-00J)	Phone: DSN COM FAX	882-3166 (901) 874-3166 882-2615

1. **Policy**. The interrogation or search of servicemembers in connection with any offense shall be, whenever possible, conducted by or in the presence of a servicemember of the same sex. Searches should be conducted by a member of the same sex while members of the opposite sex remain outside the search area but in close proximity.

NOTE: This does not apply to special agents of Naval Criminal Investigative Service (NCIS) who are governed by internal regulations of that organization.

2. **Exceptions**. Exceptions to the policy may be

a. under urgent circumstances wherein an imminent danger to life or property exists; or

b. when the facts and circumstances of the investigation necessitate an immediate interrogation and a servicemember of the same sex is not available.

MILPERSMAN 1620-020

RESERVISTS SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ)

Responsible Office	NAVPERSCOM (BUPERS-00J)	Phone: DSN COM FAX	882-3166 (901) 874-3166 882-2615

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Uniform Code of Military Justice (UCMJ) (b) JAGINST 5800.7E Manual of the Judge Advocate General (JAGMAN) (c) Manual for Courts-Martial (MCM), 2012

1. **Jurisdiction - General Rule**

a. Members of a Reserve Component in Federal service on active duty (ACDU), as well as those in Federal service on inactive duty training (IDT) are subject to reference (a). Termination of a period of ACDU or IDT does not relieve them of amenability to reference (a) jurisdiction for an offense committed during such period, and they may later be involuntarily ordered to ACDU for the purpose of

(1) investigation under reference (a), article 32;

(2) trial by court-martial; or

(3) nonjudicial punishment (NJP).

b. Reference (a); articles 2(a)(3), 2(d), 3(d) and reference (b) section 0123 provide further guidance. See, generally, **Willenbring v. Neurater, 48 M.J. 152 (Court of Appeals for the Armed Forces 1998)**, which may be accessed by using the following Web address: www.armfor.uscourts.gov/newcaaf/opinions/1998Term.htm.

c. Authority to refer charges against retired personnel shall be approved by the Secretary of the Navy (SECNAV) per reference (c).

2. **Command Responsibilities**

a. COs of commissioned Reserve units have the same authority under reference (a) as that of ACDU commands.

b. COs of Reserve augmentation units do not have authority under reference (a). That authority lies with the ACDU supported command CO, the ACDU command to which the member was assigned when the offenses occurred, or the ACDU command or ACDU supported command to which the member has since been transferred.

3. **Discipline**. Discipline shall be administered in the same manner as for ACDU personnel, with modifications required by the conditions under which inactive duty reservists serve. The following limitations apply to inactive duty reservists:

a. Restraint-type punishment (e.g., confinement, restriction, extra duties) adjudged against reservists ordered to ACDU for disciplinary proceedings will not cause the specified period of ACDU to be extended for the purpose of serving the punishment absent Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA) approval. However, restraints on liberty may be carried over to later periods of IDT or ACDU.

b. If pretrial confinement is involved, see paragraph 15 below "Pretrial Confinement of IDT Reservists."

4. **Breach of Discipline**. A reservist under investigation with a view toward court-martial may be placed on legal hold and retained in present duty status until completion of the action. This is especially true in instances where a complete termination of military status is pending, or because of the gravity of the offense.

a. Legal hold considerations may include

(1) the nature of possible charges (e.g., capital offense);

(2) potential damage to national security;

(3) potential harm to others and or self; and

(4) risk of flight by the reservist under investigation to avoid jurisdiction.

b. Procedures for Placing a Reservist on Legal Hold. A reservist on ACDU orders will be placed on legal hold by extending current orders. Assistance may be provided by Commander, Naval Reserve Forces Command (COMNAVRESFOR), specifically COMNAVRESFOR's Judge Advocate Office (N00J), Navy Personnel Command (NAVPERSCOM) Career Management Department (PERS-4), or Reserve Personnel Management Department (PERS-9) (as appropriate), see paragraph 11 below.

c. Reservists may not be placed on legal hold to accomplish administrative measures or NJP punishment.

5. **Procedures for Involuntary Recall to ACDU – Introduction**. Paragraphs 6 through 10 below detail procedures to be used for the involuntary recall of an inactive duty Reserve member to ACDU. The following topics are covered:

a. Who may request an order to involuntary ACDU of an inactive duty reservist;

b. Who the request should be submitted to;

c. How the request should be submitted;

d. Who has the authority to order to ACDU; and

e. How the request may be submitted under exigent circumstances.

6. **Procedures for Involuntary Recall to ACDU - Who May Request**

a. Only officers who exercise court-martial convening authority may submit a request for an order to involuntary recall to ACDU an inactive duty reservist for disciplinary action.

b. The submitting command may be the accused's Reserve command if that command is exercising court-martial convening

authority, the accused's ACDU supported command, or the ACDU command or activity to which the accused was assigned at the time of the commission of the offense. Consultation with the cognizant staff judge advocate (if reasonably available) prior to submitting a request is required. In addition, consultation with COMNAVRESFOR (N00J) or cognizant region Reserve Component command staff judge advocate is strongly encouraged. Since situations will arise on weekends, the following duty office telephone numbers are provided:

DUTY OFFICE	TELEPHONE NUMBERS
COMNAVRESFORCOM	DSN: 322-8500 COMM: (757) 445-8500
NAVPERSCOM	DSN: 882-3163 COMM: (901) 874-3163
NAVY JAG OFFICE HOURS PAGER (24 HRS)	DSN: 325-5190 COMM: (202) 685-5190
Expeditionary Combat Readiness Center (ECRC), Joint Expeditionary Base Little Creek-Fort Story, 1213 5th Street, Virginia Beach, VA 23459-2316	DSN: 253-8640 COMM: (757) 763-8640

7. **Procedures for Involuntary Recall to ACDU - To Whom Submitted**

a. Pursuant to reference (b), section 0123 e(4), the request should be addressed to a general court-martial convening authority (GCMCA) in the chain of command of the accused at the time of its submission, as designated in section 0120 of reference (b), and who is superior in grade to the submitting officer or to SECNAV if confinement authority is requested.

b. The GCMCA above will approve or disapprove the request and forward approved requests to NAVPERSCOM (PERS-9), see paragraph 9 below as the order issuing authority.

c. The GCMCA will copy COMNAVRESFOR (N00J), Office of the Judge Advocate General (OJAG) (Code 20) and other interested commands (as appropriate).

8. **Procedures to Submit Involuntary Recall To ACDU – Substantive Contents of the Recall**. Depending upon the circumstances and any necessity to expedite the recall request, the submitting command may present the request via letter, message, electronic mail, or telephone, and the request shall include the following information:

Step	Action
1	Contain the complete identity of the accused (grade and full name to ensure positive identification and accused's designator (as applicable).
2	Include a detailed summary of the contemplated charges and specifications or a copy of the charge sheet (if available). Care should be exercised to avoid triggering the speedy trial provisions of reference (c), R.C.M. 707.
3	Provide a summary of evidence in the case.
4	State facts showing amenability to trial by court-martial or imposition of NJP.
5	Indicate the military status, unit to which assigned at the time of submission and at the time of commission of the alleged offenses, and location and home address of the accused.
6	Indicate where the accused should be ordered to ACDU and why the order to ACDU at the desired location is advisable.
7	State whether or not the accused is in pretrial confinement, whether or not the accused will be placed in pretrial confinement upon being ordered to ACDU, and (if appropriate) whether or not confinement as a punishment should be authorized and ASN (M&RA) approval obtained.
8	Indicate the appropriation used on the original set of orders during which the event necessitating recall occurred.

Note: If submission of the recall request is made telephonically, the submitting command shall inform, via telephone, all the commands which would otherwise receive copies of the request as indicated in paragraph 7 above "Procedures for Involuntary Recall to ACDU – To Whom Submitted."

9. **Procedures for Involuntary Recall to ACDU - Authority to Order to ACDU**

a. The GCMCA to which a request is submitted is authorized to approve the request to order the reservist to ACDU for disciplinary action. For administrative and centralized accounting purposes, and pursuant to the statutory requirement for a GCMCA in the Regular Component to issue orders, NAVPERSCOM will issue orders. Reservists must be ordered to ACDU for disciplinary purposes using the same type of funding as was used when the alleged misconduct occurred. NAVPERSCOM (PERS-9) will

be the order issuing authority and will coordinate with the appropriate staff organization to secure funding for the orders.

b. If ASN (M&RA) approval for the orders is requested, the GCMCA shall coordinate with COMNAVRESFOR and NAVPERSCOM to affect the submission process to ASN (M&RA).

c. NAVPERSCOM shall coordinate delivery of the orders with the requesting command and COMNAVRESFOR (N00J) (as appropriate).

10. **Procedures for Involuntary Recall to ACDU - Exigent Circumstances**. In exigent circumstances (e.g., national security matters and risk of grave bodily harm to another), the request may be submitted to any ACDU GCMCA for action. That GCMCA may act on the request after consultation with a judge advocate if reasonably available, and verbally order the reservist to ACDU and pretrial confinement if warranted. Notification to all concerned (i.e., ASN (M&RA), OJAG (Code 20), NAVPERSCOM (PERS-46), NAVPERSCOM (PERS 9), BUPERS (BUPERS-00J), and COMNAVRESFOR (N00J)), follow-up written orders, ASN (M&RA) approval (if required), and the time requirements of this article must be adhered to.

11. **Holdover in Current Status – an Inactive Duty Reservist Who is on ACDU**. Reservists who are on ACDU orders who are suspected of violating reference (a) should **not** normally be released from ACDU prior to the end date of current orders absent final disciplinary action by the ACDU command. Reservists mobilized in support of overseas contingency operations who are suspected of violating reference (a) may be transferred to an (ECRC) for administrative or disciplinary action in coordination with Navy Expeditionary Combat Command. An inactive duty reservist who is on ACDU, including annual training or active duty training (ADT), may be retained in that status provided:

a. The reservist committed an offense while in that status; and

b. The command has taken action with a view to trial by court-martial, see reference (c), R.C.M. 202(c). A reservist may not be held over for NJP.

Note: Prior approval for such retention is not required; however, the command effecting a holdover shall notify ASN (M&RA), OJAG (Code 20), COMNAVRESFOR (N00J), NAVPERSCOM (PERS-46 or PERS-9, and BUPERS-00J) of such action by the most expeditious means available, see "**Notice**" (paragraph 17) below.

12. **Holdover in Current Status - an Inactive Duty Reservist who is Performing IDT**. An inactive duty reservist who is performing IDT may be retained in that status provided:

a. There is probable cause to believe the reservist committed an offense punishable by death or more than 10 years confinement, as set forth and permitted in references (a) and (c) while in that status;

b. Approval is obtained to keep the member in that status prior to expiration of IDT, or as soon thereafter as is reasonably practicable under the circumstances, from the appropriate COMNAVRESFOR commander, or in exigent circumstances, any ACDU GCMCA;

c. Immediate action is taken to order the accused to ACDU; and

d. A judge advocate is consulted prior to effecting the holdover, or as soon as thereafter as is reasonably practicable.

Note 1: The requirement for holdover past IDT is similar to ordering the reservist to involuntary ACDU (i.e., judge advocate consultation (if reasonably available)) and ACDU GCMCA order. Consequently, the reservist may be ordered to ACDU rather than held over past IDT. The holdover provision allows the commander additional time to investigate the offense with a view toward court-martial. In most cases, the gravity of the offense is evident and the commander may directly order the reservist to ACDU.

Note 2: References to "expiration of IDT" and "past IDT" are not to the exact hour and minute a drill period ends, but include the entire day in which a drill period is performed.

Note 3: Under no circumstances may a reservist be held over to administer and process NJP.

13. **Holdover in Current Status - Release from ACDU of IDT Reservists Held Under this Article**

a. Except as provided in paragraph 14 of this article, inactive duty reservists held over on ACDU may be retained in that status until completion of the court-martial, execution by the convening authority of any adjudged sentence, consistent with references (a) and (c), and service of any sentence thereof. They must be released from ACDU no later than the close of business **1 full workday** after the completion of disciplinary proceedings, including service of punishment.

b. Except as provided in paragraph 14 of this article, inactive duty reservists held over on IDT and ordered to ACDU for disciplinary action

(1) must be released from ACDU no later than the close of business **1 full workday** after completion of disciplinary proceedings (i.e., announcement of the sentence by a court-martial) if the order to ACDU for disciplinary action was effected without ASN (M&RA) approval per reference (b), section 0123 e(5).

(2) may be retained on ACDU to serve a punishment to confinement or other restraint on liberty, the execution of which is not precluded by the terms of a pretrial agreement, if there is ASN (M&RA) approval. In such cases the reservist must be released from ACDU no later than the close of business **1 full workday** after the completion of disciplinary action, including service of punishment.

14. **Exception**. If retention on ACDU of inactive duty reservists is authorized because of the commission of additional offenses, such reservists may be retained on ACDU for further disciplinary action as warranted by the circumstances, see reference (c), R.C.M. 202(c).

15. **Pretrial Confinement of IDT Reservists**

a. Reservists on IDT may be placed in pretrial confinement if the circumstances of the offense warrant and an order to ACDU, which includes pretrial confinement and which has ASN (M&RA) approval, is sought and obtained not later than **2 full working days** past the end of the IDT period. Before placing a reservist performing IDT in pretrial confinement, consultation

with the cognizant staff judge advocate (if reasonably available) is required and coordinated with COMNAVRESFOR (code N00J) is highly encouraged. See the following:

(1) Reference (c), R.C.M. 304 and 305;

(2) Table below in this paragraph;

(3) Paragraph 6-9 of this article in regards to "Procedures for Involuntary Recall to ACDU;" and

(4) Paragraph 10 of this article "Procedures for Involuntary Recall to ACDU - Exigent Circumstances."

	IF...	**THEN...**
a	pretrial confinement is involved, confinement as a punishment or pretrial confinement is sought,	ASN (M&RA) must approve the order to ACDU, see paragraphs 5 through 10 of this article pertaining to the procedures for the involuntary recall of reservists to ACDU. The approving GCMCA shall coordinate with NAVPERSCOM (PERS-46 or PERS-9) and BUPERS-00J for such approval.
b	the case involves national security matters as defined in reference (b), section 0126a,	notice requirements and disposition limitations of reference (b), section 0126e apply. This does not, however, limit the authority to order the member to ACDU.

b. An inactive duty reservist ordered to ACDU for disciplinary action shall not be placed in pretrial confinement unless

(1) the order to ACDU and imposition of pretrial confinement have been previously approved by ASN (M&RA);

(2) ASN (M&RA) approves pretrial confinement for the offense(s) to which the order to ACDU related, where it did not initially include pretrial confinement, within **2 full workdays** of its imposition; or

(3) the member, while on ACDU, commits an offense which warrants pretrial confinement. See reference (c), R.C.M. 304 and 305.

16. **Release from ACDU**

a. Inactive duty reservists ordered to ACDU without ASN(M&RA) approval must be released from ACDU no later than the close of business **1 full workday** after completion of disciplinary proceedings (i.e., announcement of the sentence by a court-martial or the award of punishment), unless retention on ACDU is authorized by other authority (commission of additional offenses). See reference (c), R.C.M. 202(c) and MILPERSMAN 1160-050.

b. Inactive duty reservists ordered to ACDU with ASN (M&RA) approval may be retained on ACDU to serve a punishment of confinement or other restraint on liberty, the execution of which is not precluded by the terms of a pretrial agreement. Unless retention on ACDU is authorized by other authority (commission of additional offenses), such persons must be released from ACDU no later than the close of business **1 full workday** after completion of disciplinary proceedings or service of the sentence of confinement or other restraint on liberty (as appropriate). See reference (a) article 2(d)(5), reference (c), R.C.M. 202(c), and MILPERSMAN 1160-050.

c. Release from ACDU orders must be coordinated with NAVPERSCOM (PERS-46) or (PERS-9), and ECRC (as appropriate).

17. **Notice**

a. Notify ASN (M&RA), OJAG (Code 20), COMNAVRESFOR (Code N00J), NAVPERSCOM (PERS-46 and BUPERS-00J), and others as may be required by local regulations; all instances where an inactive duty reservist has been held over past IDT, annual training, ADT, or has been placed in pretrial confinement without prior ASN (M&RA) approval. The notice shall include, at a minimum:

(1) Name and grade of the reservist to ensure adequate identification;

(2) Date, time, and place of holdover or pretrial confinement; and

(3) Reason for holdover or pretrial confinement.

b. Notify the activities listed above as significant events occur (e.g., commission of an additional offense, court-martial results, dismissal or withdrawal of **all** charges, and release from ACDU, etc.).

18. **Delivery of Orders**

a. Involuntary recall orders shall be delivered in person, by telephone followed by certified mailing of the orders, or by certified mailing without prior telephone notice (this third form of notice is limited to instances where it is impracticable to personally serve the member, to telephonically contact the member, or where the member cannot be contacted or located). The orders shall be in writing and contain information as to the date, time, and place of reporting for duty and the proper uniform in which to report. If initial notice is by telephone, this information shall be relayed to the member.

b. The person making the personal delivery or telephone notification shall prepare and sign a memo indicating the date and time such delivery or notice was made, and fully identify themselves on the memo by name, grade, command, and contact telephone number.

c. The member generally shall be given at least a **30 calendar days-notice** before the reporting date, regardless of the delivery means used. The day of notification is not counted in computing the 30-day period. The notification day is

(1) the day the member is personally given the orders;

(2) the day the member is notified by telephone of the orders; or

(3) the day the orders are deposited in the U.S. mail as first class certified mail to the member's last known address of record provided by the member, or held by the command to which the member is attached, whichever is earlier.

If the last day of the 30-day period falls on a Saturday, Sunday, or Federal holiday the next day is considered the last day of the 30-day period.

d. These procedures, including the 30-day notice period, are general guidelines and are not intended to confer a legal right or benefit upon the member to whom the orders are directed. The notice period should be reasonable in relation to the duration of the ACDU period covered by the orders and the disruption the duty period will cause the member. Exigent circumstances (e.g., national security issues, danger to others, etc.) however, may warrant immediate recall.

MILPERSMAN 1626-010

DEFERMENT OF DISCIPLINARY ACTION WHEN SERVICE RECORDS ARE NOT AVAILABLE

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) JAGINST 5800.7C, Manual of the Judge Advocate General (JAGMAN) (b) Manual for Courts-Martial

1. **Policy**. Per references (a) and (b):

a. **General Courts-Martial (GCM) action**. Members will not be tried by GCM when their original or duplicate service records are not available.

b. **Special Court-Martial (SPCM) action**. Members will not be tried by SPCM without their original or duplicate service records, **except** where the delay is likely to defer the initiation of disciplinary action for a period of more than 20 days.

c. **Nonjudicial Punishment (NJP) action**. For returning unauthorized absentees, defer mast until the record is available, if practical. Only in the most unusual cases will unauthorized absences be excused or the accused merely warned. Where such action is taken, file a signed statement of the pertinent facts in the member's service record and forward a copy to Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832). Nothing precludes taking NJP action without the availability of the service record.

MILPERSMAN 1626-020

ENLISTED SERVICE RECORD ENTRIES AFTER NONJUDICIAL PUNISHMENT (NJP)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) JAGINST 5800.7F, Manual of the Judge Advocate General (JAGMAN) (b) Manual for Courts-Martial United States of 2019 (c) Defense Joint Military Pay System (DJMS) Procedures Training Guide (d) BUPERSINST 1430.16G (e) SECNAVINST 1650.1J

1. **Procedures**. If punishment is imposed, NAVPERS 1626/7 Report and Disposition of Offense(s) is used to record all nonjudicial punishment (NJP) actions and is submitted along with the Accused's Notification and Election of Rights for inclusion into a member's official military personnel file (OMPF). Additionally, per reference (a), upon completion of disciplinary action, record as follows:

Punishment Awarded	Actions Required
Dismissed or dismissed with warning	No service record entries required or authorized
Oral reprimand Written admonishment/reprimand Restriction Forfeiture of pay (suspended) Reduction of rate (suspended) Extra duty Conviction by civil authorities	Make NAVPERS 1626/7 entry and submit for inclusion in the OMPF
Forfeiture of pay Vacation of suspended sentence (affecting pay*)	Make NAVPERS 1626/7 and NAVPERS 1070/607 Court Memorandum (Navy Standard Integrated Personnel System (NSIPS) form) entries. *** Separate NAVPERS 1070/607 is required (see note 1)**

Reduction in rate Reinstatement of rate (time-in-rate (TIR) date same as original TIR date) Reinstatement of rate (TIR date effective after original TIR date)	Make NAVPERS 1626/7 and NAVPERS 1070/607 entry

Note 1: When vacation of a suspended sentence and an NJP occur on the same day, a separate NAVPERS 1070/607 is required for each event and must be transmitted separately. If applicable, vacate suspension action first, then complete a new NAVPERS 1626/7 and NAVPERS 1070/607 for the NJP (as applicable).

2. **Policy**. The following policy applies to the file entries:

a. Combination of Punishment. Punishments may be combined as long as they do not exceed maximums cited in reference (b), part V, subparagraph 5(d).

b. Forfeiture of Pay. Per reference (b), when punishment includes both reduction in rate (including suspended reduction) and forfeiture of pay, forfeiture is based on the reduced pay grade.

c. Unauthorized Absence (UA). Even if excused or dismissed at NJP, record disposition on NAVPERS 1070/607. See MILPERSMAN 1600-100 for guidance on accounting of UA time. Prepare NAVPERS 1070/606 Record of Unauthorized Absence (NSIPS form) in cases of UA exceeding 24 hours. UA over 24 hours may affect:

(1) Pay (reference (c))

(2) Lost time (see MILPERSMAN 1600-100)

(3) TIR for advancement purpose (reference (d))

(4) Good Conduct Medal eligibility (reference (e))

d. The legal or personnel office will indicate completion of NJP by dating and initialing the appropriate section on NAVPERS 1626/7, and forward to Navy Personnel Command (NAVPERSCOM), Records Management Policy Branch (PERS-313), along with applicable NAVPERS 1070/606 or NAVPERS 1070/607 for Service members E-5 and below. For Service members E-6 and

above, forward to NAVPERSCOM, Enlisted Performance and Separations Branch (PERS-832) per MILPERSMAN 1616-040.

Note 2: Per MILPERSMAN 1070-080, documents submitted for inclusion in a Service member's OMPF should only contain personal information pertaining to the Service member of record. Unless required by the document's governing directive or otherwise considered essential by the NAVPERSCOM office of primary responsibility, third-party personal information must be redacted (blacked-out) from documents before forwarding to NAVPERSCOM.

Note 3: In the event a civil conviction is overturned or NJP appeal is granted, a request for correction to the Service member's OMPF and electronic service record must be made by official naval letter, with copies of supporting documentation, to PERS-313 and a copy to PERS-832. If the initial NJP required the submission of a NAVPERS 1070/607, a NAVPERS 1070/607 is also required to modify or correct the NJP.

MILPERSMAN 1626-030

DISPOSITION OF ENLISTED PERSONNEL UPON COMPLETION OF DISCIPLINARY ACTION

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) JAGINST 5800.7C, Manual of the Judge Advocate General (JAGMAN)

1. **Policy**. Normally members are returned to their original duty station upon completion of disciplinary action. Per reference (a), the following rules apply in unusual cases:

IF the member is a ...	**THEN ...**
recruit who has not completed recruit training,	transfer member to Recruit Training Command (RTC), Great Lakes, IL.
FTS,	make member available per MILPERSMAN 1306-1700; or process for separation as applicable.
person not qualified for duty to which previously assigned under existing screening criteria as a result of disciplinary action,	make member available for transfer; or process for separation as applicable.
person apprehended, convicted, and confined in excess of 30 days while enroute to a new duty station,	make member available, Navy Personnel Command (NAVPERSCOM) will reassign to comparable duty; or process for separation as applicable.

2. **Procedures**

a. Availability reports will be submitted at least 3 weeks prior to completion of confinement.

b. Navy brigs provide maximum opportunity for prisoners to return to duty as productive Sailors. Individuals who have successfully completed a brig restoration program, received a

positive recommendation from the brig commanding officer (CO), and have not been awarded a discharge/dismissal at court-martial may be given an opportunity to continue their naval career, unless administrative separation processing is mandatory or the command decides otherwise.

MILPERSMAN 1640

CONFINEMENT

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **In This Section**. This section covers these topics:

Topic	See MILPERSMAN
Confinement Policy	1640-010
When Confinement is not Appropriate	1640-020
Types of Correctional Facilities and Confinement Parameters	1640-030
Designation of Places for Confinement	1640-040
When to Transfer Post-Trial Enlisted Members Temporary Additional Duty (TEMADD) to a Confinement Facility	1640-060
When to Transfer Post-Trial Enlisted Members Temporary Duty (TEMDU) to a Confinement Facility	1640-070
Officer Transfer for Confinement	1640-080
Who Pays for the Transfer	1640-090
What the Member Needs upon Initial Transfer to Confinement	1640-100
Transferring Prisoners between Confinement Facilities	1640-105
Transporting Personnel to Confinement Facilities	1640-110
Escaped Prisoners	1640-140
Navy Parolees/Supervised Releasees	1640-150

MILPERSMAN 1640-010

CONFINEMENT POLICY

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Manual for Courts-Martial United States (b) JAGINST 5800.7F (c) United States Navy Regulations (d) DoD 1325.7-M, DoD Sentence Computation Manual of 9 Mar 2007 (e) DoD Directive 1325.04 of 17 Aug 2001 (f) DoD Instruction 1325.07 of 1 Mar 2013 (g) OPNAVINST 1640.8A (h) OPNAVINST 1640.9A (i) OPNAVINST 5800.7A (j) SECNAVINST 1640.9C (k) SECNAVINST 5800.14A (l) BUPERSINST 1640.18G (m) BUPERSINST 5800.3A

1. **Policy**. Navy Personnel Command is responsible for administration and oversight of the Navy Corrections Program. Navy confinement facilities must be administered per governing directives and supplemental instructions issued by higher authority (references (a) through (m)). Correction's policies and procedures must be executed uniformly throughout the Navy.

2. **Command Responsibility**

a. The number of members confined or otherwise under restraint should be kept to a minimum. It is vital that members in a disciplinary status be required to perform normal duties insofar as practicable. Arbitrary confinement or arrest results are a profound waste of manpower and resources.

b. Commanding officers are responsible for careful observance of reference (a), chapter II, Rules for Courts-Martial and appendix II articles related to apprehension, (restraint and confinement) and must ensure that careful and individual consideration is given to each member in a disciplinary status with a view toward uniform treatment, removal of possible injustice, and limiting brig populations.

MILPERSMAN 1640-020

WHEN CONFINEMENT IS NOT APPROPRIATE

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone:	DSN COM FAX	882-4444 (901) 874-4444 882-2626

References	(a) Uniform Code of Military Justice (UCMJ) (b) Manual for Courts-Martial United States (MCM) (c) Manual of the Judge Advocate General (JAGMAN) (d) United States Navy Regulations (NAVREGS) (e) DODD 1325.04 of 17 Aug 2001

1. **Policy**. Per references (a) through (e), a member shall not be confined:

a. for safekeeping or protective custody;

b. while awaiting trial by court-martial when the only charge preferred is violation of reference (a), article 86, unless the number of offenses or the circumstances surrounding the member's return to military control clearly indicate that confinement is necessary to ensure the member's presence at trial;

c. while awaiting completion of appellate review after that portion of the sentence relating to confinement has been served;

d. while awaiting administrative discharge solely because of the impending discharge;

e. solely because of emotional instability; or

f. for offenses that are to be referred to a summary court-martial (SCM) or disposed of at nonjudicial punishment (NJP).

MILPERSMAN 1640-030

TYPES OF CORRECTIONAL FACILITIES AND CONFINEMENT PARAMETERS

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1640.9C (b) BUPERSINST 1640.22 (c) DoD Instruction 1325.07 of 11 Mar 2013 (d) OUSD memo for Service Correction Chiefs of 31 Jan 2013

1. **Types of Correctional Facilities and Confinement Parameters**

a. **Afloat Brig** - Authorized for confinement of personnel attached to or embarked in a ship and may be used for periods of pretrial and post-trial confinement of up to 30 days (see reference (a), article 2101.2).

b. **Detention Facility (DETFAC)** - Authorized for short-term detention (see reference (a), article 2101.3).

c. **Pretrial Confinement Facility (PCF)** – A “Level I” confinement facility authorized for pretrial and post-trial confinement for members serving an “adjusted sentence” (court-ordered sentence minus projected administrative credits (e.g., judicial credit, earned time, international date line, and or good conduct time, etc.) of 30 days or less. See reference (b).

d. **Navy Level I Confinement Facility** - Authorized for pretrial and post-trial confinement of members serving up to, but not exceeding 1 year “adjusted sentence” (see reference (c)). Deviations must be authorized by Navy Personnel Command (NAVPERSCOM), Corrections and Program Office (PERS-00D).

e. **Navy Level II Confinement Facility** - Authorized for pretrial and post-trial confinement of members serving adjusted

sentences not to exceed 10 years (see reference (d)). Any deviations must be authorized by NAVPERSCOM (PERS-00D).

f. **Level III Confinement Facility** - Authorized for pretrial and post-trial confinement of members serving "adjusted sentences" of greater than 10 years (see reference (d)).

2. **Locations**. Below are the locations of Navy detention facilities, afloat and shore correctional facilities, depicting type, Department of Defense designation (where applicable), and gender capabilities:

a. **DETFAC (see note 1).**

Naval Air Station (NAS) Pensacola, FL
Naval Station (NAVSTA) Newport, RI
NAVSTA Rota, Spain
NAVSTA Guantanamo Bay, Cuba
Fleet Activities (FLEACT) Yokosuka, Japan
FLEACT Sasebo, Japan
Naval Support Activity, Naples, Italy

b. **Afloat Brigs (nuclear aircraft carriers (CVNs), amphibious assault ships (landing helicopter assault ships (LHAs)), and landing helicopter dock ships (LHDs)) (see note 1).**

PACIFIC	ATLANTIC
USS NIMITZ (CVN 68)	USS DWIGHT D EISENHOWER (CVN 69)
USS CARL VINSON (CVN 70)	USS ABRAHAM LINCOLN (CVN 72)
USS THEODORE ROOSEVELT (CVN 71)	USS GEORGE WASHINGTON (CVN 73)
USS JOHN C STENNIS (CVN 74)	USS HARRY S TRUMAN (CVN 75)
USS RONALD REAGAN (CVN 76)	USS GEORGE H W BUSH (CVN 77)
USS AMERICA (LHA 6)	USS GERALD R FORD (CVN 78)
USS ESSEX (LHD 2)	USS KEARSARGE (LHD 3)
USS BOXER (LHD 4)	USS BATAAN (LHD 5)
USS BONHOMME RICHARD (LHD 6)	USS IWO JIMA (LHD 7)
USS MAKIN ISLAND (LHD 8)	
USS WASP (LHD 1)	

c. **Shore Correctional Facilities.**

(1) **PCFs.**

PCF	NAS Jacksonville, FL **(see note 2)**
PCF	FLEACT Yokosuka, Japan

(2) **Naval Consolidated Brig (NAVCONBRIG) Detachment (DET) (Level I).**

Brig	NAVCONBRIG Miramar DET Pearl Harbor, HI **(see Note 2)**

(3) **NAVCONBRIGs (Level II).**

NAVCONBRIG	Charleston, SC
NAVCONBRIG	Miramar, CA **(see note 2)**
NAVCONBRIG	Chesapeake, VA **(see note 2)**

(4) **NAVCONBRIG (Level III).**

NAVCONBRIG	Miramar, CA **(female only)**

d. **Other Confinement Facilities.**

U.S. Army Confinement Facility	Sembach, Germany **(see note 2)**
U.S. Disciplinary Barracks	Fort Leavenworth, KS (Level III)
Mid-West Joint Regional Correctional Facility	Fort Leavenworth, KS (Level II)
Northwest Joint Regional Correctional Facility	Joint Base Lewis-McChord, WA (Level II)**(see note 3)**
U.S. Regional Corrections Facility-Korea	Camp Humphreys, South Korea (Level I)

e. **Civilian Facilities (see reference (a), article 7104.4).**

Federal Bureau of Prisons (Level III)

Notes
1. Some afloat brigs and detention facilities are authorized and designated to support confinement and or detention of females. Contact the command for current status.
2. Female pretrial and post-trial confinement capable.
3. Female confinement capable for pretrial only.

MILPERSMAN 1640-040

DESIGNATION OF PLACES FOR CONFINEMENT

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1640.9C (b) Uniform Code of Military Justice (UCMJ)

1. **Facilities for Officer and Enlisted**. The below table is provided as a guide when determining what type of confinement facility to use:

WHEN member is confined	**THEN use**	**UNLESS**
for pretrial confinement	the nearest applicable Department of Defense (DoD) pretrial, level I, level II confinement facility (See MILPERSMAN 1640-030) **NOTE**: Females will only be confined in facilities authorized to confine females. **NOTE**: For Service members assigned to ships, the afloat brig may be used until Service member can be transferred to an ashore confinement facility.	not available, then use of a civilian confinement facility may be authorized (see reference (a), article 7104.4 and MILPERSMAN 1640-030). **NOTE**: Prisoners in a civilian facility will receive initial review, health and comfort issue, and other necessities as required by the governing directive.

WHEN member is confined	**THEN use**	**UNLESS**
serving an adjusted sentence (court-ordered sentence minus projected credits for administra-tive and or judicial credit, good conduct time, etc.) of 30 days or less, on bread and water, or diminished rations	the ship's brig, for Service members assigned to ships, or the nearest applicable DoD ashore confinement facility per MILPERSMAN 1640-030 **NOTE**: Females will only be confined in facilities authorized to confine females. **NOTE**: In case of **officer** confinements, the officer's command and the initial confinement facility will notify Navy Personnel Command, (NAVPERSCOM), Office of Corrections and Programs (PERS-00D) for designation of place of confinement. **NOTE**: Though convening authorities (CA) may initially designate place of confinement, NAVPERSCOM (PERS-00D) may subsequently designate place of confinement, where necessary, to manage the overall Navy Corrections Program.	not available, then use of a civilian confinement facility may be authorized (see reference (a), article 7104.4). **NOTE**: Prisoners in a civilian facility will receive initial review, health and comfort issue, and other necessities as required by the governing directive.

WHEN member is confined	THEN use	UNLESS
serving an adjusted sentence of 31 days or more	initially use the ship's brig, for Service members assigned to ships, or nearest applicable DoD pretrial confinement facility, Level I, Level II confinement facility **NOTE:** The initial confinement facility will arrange further transfer to an ultimate facility, if required. **NOTE**: Though convening authorities may initially designate place of confinement, NAVPERSCOM (PERS-00D) may subsequently designate place of confinement, where necessary, to manage the overall Navy corrections program.	not available, then use of a civilian confinement facility may be authorized (see reference (a), article 7104.4 and MILPERSMAN 1640-030). **NOTE**: Prisoners in a civilian facility will receive initial review, health and comfort issue, and other necessities as required by the governing directive.
to serve 5 or more years	the post-trial confinement facility designated by NAVPERSCOM (PERS-00D). Movement to a level III facility will be coordinated by PERS-00D.	

2. **Request for Designation or Redesignation of Place for Confinement**. Use the proper letter format containing the following for requesting designation of a place for confinement.

From: (Commanding Officer)
To: Navy Personnel Command (PERS-00D)

Subj: REQUEST FOR DESIGNATION/REDESIGNATION OF PLACE OF CONFINEMENT ICO (FULL NAME, RANK OR RATE, COMPONENT, DESIGNATOR)

Ref: (a) MILPERSMAN 1640-040

1. Per reference (a), request designation and or redesignation of a place for confinement.

2. The following information is provided:

a. Type court and or date of court:

b. UCMJ article(s) of which found guilty:

c. Sentence:

(1) Confinement length: (Years/Months/Days)

(2) Forfeiture of Pay:

(3) Discharge and or dismissal: (YES/NO)

(4) Type of discharge:

(5) Pretrial agreement: (YES/NO)
(If yes, provide details.)

3. If confined, current place of confinement:

_____
Signature of Commanding Officer
or By direction

MILSPERSMAN 1640-060

When To Transfer Post-Trial Prisoners Using Permanent Change Of Station (PCS) Or Temporary Duty (TDY) Status To A Shore Military Correctional Facility

Responsible Office	PERS-00D	Phone: DSN	882-4444
		COM	(901) 874-4444
		FAX	882-2626

MyNavy Career Center	Phone:	1-833-330-MNCC(6622)
	E-mail:	askmncc@navy.mil
	MyNavyHR:	https://www.mynavyhr.navy.mil/

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1. **Permanent Change of Station (PCS) Orders**

a. PCS orders are required for enlisted members and officers adjudged by a court-martial including a sentence of confinement after the sentence is adjusted by application of reduction credits to include administrative, judicial, or good conduct time in excess of 30 days. Service members will be issued PCS orders to the Navy post-trial prisoner account unit identification code (UIC) 4110E and placed in accounting category code 391.

b. The Service member's command will contact Navy Personnel Command (NAVPERSCOM) Corrections and Programs Office (PERS-00D) Designation and Transfer Manager at (901) 874-4529 or DSN 882-4529 to obtain the designated military correctional facility (MCF) and provide the report of results of trial or statement of trial results (SOTR).

(1) PERS-00D will review the statement of trial results and forward a memorandum designating the MCF to NAVPERSCOM Enlisted Distribution Division (PERS-40BB) for enlisted members.

(2) For officers, the memorandum will be forwarded to the applicable detailer through NAVPERSCOM Distribution Policy and Procedures Branch (PERS-451). The respective detailer for the confined officer is responsible for writing and issuing PCS orders.

2. **Temporary Duty (TDY) Orders**. TDY orders are required for enlisted members or officers adjudged by a court-martial including a sentence of confinement after the sentence is adjusted by application of reduction credits to include administrative, judicial, or good conduct time for 30 days or less. The Service member's command will issue TDY orders to the Navy post-trial prisoner account UIC 4110E.

a. The Service member's command will contact the PERS-00D Designation and Transfer Manager at (901) 874-4529 or DSN 882-4529 to obtain the designated MCF and provide the SOTR.

b. In instances when a Service member's ship or mobile unit departs the vicinity of the MCF for an extended period prior to completion of confinement, the commanding officer of the Navy MCF, transient personnel unit (TPU), naval station, or naval air station may request disposition of the Service member prior to release from confinement. A Service member will not be retained and, by law, must be released at the end of his or her sentence of confinement. The prisoner's parent command must determine his or her disposition (e.g., retain aboard the installation (TPU or transient personnel detachment)) pending the ship's or mobile unit's return to homeport by assigning member to command's shore detachment or returning the member to the parent command as soon as possible.

MILPERSMAN 1640-090

WHO PAYS FOR THE TRANSFER

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 7040.6B

1. **Prisoner's Expenses**. Use the below table to determine who pays for the transfer to a confinement facility.

WHEN a member is transferring ...	**THEN the cost is chargeable ...**
Temporary Additional Duty (TEMADD)	to the member's command temporary additional duty targeted budget (TADTAR).
Temporary Duty (TEMDU)	per reference (a).

2. **Escort's Expenses**. The cost of prisoner escorts is normally chargeable to the member's activity, except when members are transferring to a naval consolidated brig (NAVCONBRIG) or to U.S. Disciplinary Barracks, Fort Leavenworth, KS. In these cases, the NAVCONBRIGs will normally provide funding and the responsible office, Navy Personnel Command, Corrections and Programs (PERS-00D), should be contacted for coordination.

MILPERSMAN 1640-100

WHAT THE MEMBER NEEDS UPON INITIAL TRANSFER TO CONFINEMENT

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Manual for Courts-Martial (MCM) (b) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members

1. **Items upon Transfer**. Ensure the following items accompany the member upon transfer to a confinement facility:

a. Temporary additional duty (TEMADD) or temporary duty (TEMDU) orders (as appropriate).

b. Completed DD 2707 Confinement Order, signed by an officer, a chief petty officer (E-7 – E-9), or a petty officer (E-6) when authorized in writing by their commanding officer (CO); and medical certification of fitness for confinement.

NOTES:

(1) Copy of confinement delegation letter for orders (signed by E-6 – E-9) shall be provided to the confinement facility.

(2) COs shall ensure personnel delegated authority to sign confinement orders are familiar and comply with the requirements for pretrial confinement per reference (a), Rules for Courts-Martial, 305(h)(2)(B).

c. Copy of NAVPERS 1626/7, Report and Disposition of Offense(s), for awardees serving correctional custody.

d. Copy of court-martial order (when available and if applicable).

e. Report of Result of Trial (if applicable).

f. Copy of Report of Investigation of Offense (if applicable).

g. Victim/witness information and documentation, DD 2704 Victim/Witness Certification and Election Concerning Inmate Status (if applicable).

h. Copy of Pretrial Agreement (if applicable).

i. Copy of Letter of Deferment (if applicable).

j. Service, pay, medical, and dental records.

k. Uniforms:

(1) TEMADD - as specified by confinement facility.

(2) TEMDU - all military uniforms/as a minimum member must have serviceable items specified by confinement facility.

(3) Officers - contact confinement facility for requirements.

NOTE: In those cases in which a member in a pay status does not have required items, the member should be required to purchase the missing items using DD 504 Request and Receipt for Health and Comfort Supplies, which will be charged to the member's pay account.

2. **Personal Effects**. When a member is being transferred for confinement, the member's personal effects shall be handled as indicated below:

a. **TEMADD** - retain at command.

b. **TEMDU** - for shipment of household goods and dependent's transportation refer to reference (b), U5317, U5370-D1, and U5370-D8 (see also paras. U5240-D2, item h; para. and U5370-J).

MILPERSMAN 1640-105

TRANSFERRING PRISONERS BETWEEN CONFINEMENT FACILITIES

Responsible Office	NAVPERSCOM (PERS-00D)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1640.9C (b) BUPERSINST 7040.6B

1. **Policy (see reference (a))**

a. Transfers shall not normally be made when disciplinary or legal action is pending against a prisoner.

b. The transferring command shall make every effort to determine if a prisoner's presence will be required at the command for any reason (e.g., witness at an ensuing court-martial, ongoing medical treatment, etc.) prior to the transfer being effected. If a prisoner is transferred and is subsequently required to return to the transferring station, the cost of the move, to include escorts, shall be borne by the command requesting the prisoner's return.

c. All records and personal belongings shall accompany each prisoner upon transfer, with the exception of items such as automobiles, stereos, and TVs. Arrangements shall be made by the confining command or the prisoner's parent command to store or dispose of inappropriate items prior to transfer. The transfer is effected through use of **DD 2708, Receipt for Inmate or Detained Person**. A new **DD 2707 Confinement Order** is not required, unless there has been a change in the prisoner's sentence status prior to transfer. The original confinement order shall be included in the records. New confinement physical examinations are required only for cause. When a receiving brig requires a new physical examination, the receiving brig will receipt for the prisoner and make the necessary arrangements for the physical examination. If the

prisoner is found physically unfit for confinement, prisoner should be admitted to a medical facility for treatment. When found physically fit for confinement, prisoner should be placed into confinement for completion of sentence.

d. When the convening authority (CA) requires information from records of prisoners being transferred that are essential to the review process, copies of the appropriate records shall be prepared and retained for the review prior to transfer.

e. If a transfer occurs before CA action, the brig initiating the transfer shall notify the CA of the transfer. When the CA takes action, two copies of the action shall be forwarded to the commanding officer (CO) of the brig where the prisoner is confined.

f. Copies of prisoners' files shall be retained at the original brig.

2. **Procedures (see reference (a))**

a. The transferring brig shall notify the receiving brig at least 24 hours in advance of transfer arrangements, including transportation, identification of escorts, and estimated time of arrival. When possible, transferees should arrive during normal working hours. Receiving brigs shall be made aware of special prisoner needs/problems in advance.

b. The senior escort will accompany all prisoner shipments to the receiving brig to complete transfer details prior to the senior escort’s departure. Turnover of prisoners at other than the receiving brig will be made only with the concurrence of the receiving brig.

3. **Travel Authorization**. Designation of a facility as a place of confinement constitutes authority to transfer a prisoner and to issue temporary additional duty (TEMADD) orders for escorts.

4. **Accounting Data for Escorts**. When transfers occur from a brig/pre-trial confinement facility to a naval consolidated brig (NAVCONBRIG), NAVCONBRIGs will normally provide accounting data and funding for prisoner escorts.

5. **Accounting Data for Prisoners**. Accounting data for prisoners in a temporary duty status (31 days or more confinement) is contained in reference (b). Accounting data and funding for prisoners in a TEMADD status (30 days or less) is chargeable to the activity where the prisoner is assigned.

MILPERSMAN 1640-110

TRANSPORTING PERSONNEL TO CONFINEMENT FACILITIES

Responsible Office	NAVPERSOM (PERS-00D)	Phone: COM	(901) 874-4444

MyNavy Career Center	Phone: E-mail: MyNavyHR:	1-833-330-MNCC(6622) askmncc@navy.mil https://www.mynavyhr.navy.mil/

References	(a) SECNAV M-1640.1 of May 2019 (b) BUPERSINST 1640.30A (c) NAVPERS 15665J, U.S. Navy Uniform Regulations

1. **Security**. The commanding officer of the Service member will determine the degree of security measures employed to ensure the safe delivery of a Service member to a confinement facility. The confining command is responsible for all aspects of transporting the Service member to the receiving confinement facility which includes providing for and funding of the escorts. The transport of the Service member is not the receiving confinement facility's responsibility. Additional information is available within reference (a).

2. **Prisoner Escorts**

a. COs are responsible for ensuring only personnel who have received specialized training and experience are assigned as escorts to transport Service members to a confinement facility. Law enforcement or master-at-arms personnel within a command may be assigned as escorts. For more information see references (a) and (b).

b. Advanced coordination and communication with the confinement facility is required for all movements made by the escort team. This will help eliminate problems and issues during movement and arrival at the confinement facility.

3. **Proper Clothing**

a. To avoid embarrassment to the Navy when transporting Service members in custody who may be exposed to public view via commercial means, both escorts and Service members under custody must be properly clothed, in appropriate attire and footwear, prior to commencing the escort mission.

(1) For commercial travel, appropriate civilian attire must present a socially acceptable appearance for the transport and conform to required standards set forth in reference (c). Jeans or slacks, shirts or blouses, undergarments, and covered-toe shoes are examples of appropriate civilian attire for commercial travel. Escorts must ensure the Service member's civilian clothing is warm enough for in-flight operations and destination climate.

(2) Shorts, skirts, dresses, unit and organizational physical training gear, or clothing with Service logos or emblems are not considered appropriate attire for escort team members or Service members being transported under custody via commercial means.

b. If commercial travel means are utilized, commanding officers are authorized to provide escorts with not more than $75 for each Service member to be transported. These monies, if provided, will be included in the escort's travel advance to be used to purchase suitable, inexpensive attire for the escorted Service member in the event they are subject to view by the public (e.g., vehicle, public transportation terminal).

c. DD 139 Pay Adjustment Authorization must be processed for the value of clothing purchased indicating a charge to the appropriate account, which bears the regular pay and allowances of the Service member being transported.

MILPERSMAN 1640-140

ESCAPED PRISONERS

Responsible Office	PERS-00D	Phone: DSN COM FAX	882-4451 (901) 874-4451 882-2626

MyNavy Career Center	Phone: E-mail: MyNavyHR Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://www.mynavyhr.navy.mil/

References	(a) SECNAVINST 5800.11B (b) Manual for Courts-Martial, United States, 2023 (c) DoD Manual 1325.07 of 27 July 2004 (d) SECNAV M-1640.1 of July 2004 (e) BUPERSINST 1640.30A

1. Policy. An escape by a prisoner is the deliberate absence from the place of confinement or custody, or from the supervision of the assigned escort.

2. Escape from Confinement. As soon as it is known that a prisoner has escaped from confinement, the commanding officer (CO) will take the following actions:

Step	Action
1	Immediately secure the area and institute a search. Furnish the command or installation authorities with all information available at the time which might assist in the apprehension.
2	Immediately notify the nearest military and civilian law enforcement agencies and provide the following information: • A complete physical description of the escapee; • All significant facts regarding the time, place, and circumstances of the escape; • Names and addresses of relatives, friends, and or persons protected under the victim or witness program; and • Places to which the escapee might go.

Step	Action
3	Within 1 hour from the time of escape, declare the escapee a deserter per MILPERSMAN 1600-060, and notify the following: Navy Absentee Collection and Information Center (NACIC) (DSN): 882-2522 or toll free: 1-877-663-6772
4	Notify victim or witness as required by references (a) and (b).

3. Escape While in Transit or Temporary Custody

a. The CO of a transferring activity remains the prisoner's CO until the prisoner in transit has been delivered to the prisoner's destination and receipted.

b. Victim or witness notification procedures will be followed as required by references (a) and (b).

c. When a prisoner escapes while in transit or from temporary custody not under the immediate jurisdiction of the CO, the escort will take the following actions:

Step	Action
1	Immediately notify: • NACIC, • Release activity and or place of confinement, • Prisoner's CO, • Scheduled receiving activity, and • Local civilian and military authorities.
2	The prisoner's CO will immediately declare the prisoner a deserter.

4. Escapee Surrender

a. When an escapee surrenders or is delivered to the place of confinement from which the prisoner escaped, notify all persons who had previously been notified of the escape and hold the escapee in maximum custody for disciplinary action.

b. When an escapee surrenders or is delivered to a Navy or Marine Corps activity in the vicinity of the place of confinement from which the prisoner escaped, the individual will

be held in the maximum custody possible under the circumstances and returned under guard furnished by the place of confinement.

c. When an escapee surrenders at a naval activity not in the vicinity of the place of confinement from which the prisoner escaped, immediately notify NACIC by telephone and follow with a message per MILPERSMAN 1600-070. An information copy of this notification will be sent to the place of confinement from which the prisoner escaped. The responsible CO will notify all military and civil authorities and persons previously notified of the escape. The escapee should be in maximum custody pending instructions for the escapee's disposition.

NOTE: Navy Personnel Command (NAVPERSCOM) Corrections and Programs Office (PERS-00D) and the activity major claimant must be information addressees on all notifications and messages.

5. New Place of Confinement. If another place is designated for the confinement of the escapee, an information copy of the designation will be sent to the CO of the original place of confinement who will forward the prisoner's record and effects (including a statement of the maximum number of days of "good time" and "extra good time" earned, and the date of escape) to the designated place of confinement. The prisoner's new CO will initiate appropriate disciplinary action.

6. Preliminary Courts-Martial Proceedings

a. As soon as practical, after the return of the escapee to a naval activity, preliminary proceedings under reference (b), chapter 3, should be considered.

b. Forfeiture of all "good time" and "extra good" time earned by the prisoner is considered appropriate.

c. If any part of the prisoner's sentence has been suspended, the CO may initiate steps to vacate the suspension or take disciplinary action.

d. The time in an escape status is not counted as time served toward completion of the sentence per reference (c), paragraph C2.5.4.

7. Specific Procedures. The following procedures will be carried out in cases of escapes by personnel who have been:

a. Convicted by general court-martial,

b. Confined as a result of the alleged commission of an offense punishable by confinement in excess of 1 year,

c. Considered dangerous due to mental condition or nature of the offense(s) alleged, or

d. Whose escape was accomplished by force or threat of force.

Step	Action
1	After the escapee is declared a deserter, immediately notify (by telephone) the nearest field office of the Naval Criminal Investigative Service (NCIS), giving all significant information regarding the escapee. **NOTE:** Such notification will not be made by the guard, unless so instructed by the CO.
2	Special agents of NCIS will be given access to all records and effects of the escapee (including addresses of relatives, friends, or places to which the escapee might go).
3	Furnish the NCIS field office with a signed copy of DD 553 Deserter/Absentee Wanted by the Armed Forces as soon as possible.

8. Prisoner Transfer Between Correctional Facilities

a. The transfer of prisoners between correctional facilities must be in compliance with references (d) and (e) with the following procedures for escorts:

(1) When necessary, full restraints (*i.e.*, handcuffs, leg irons, and leather waist belt or body cuff) may be used if ordered by the CO or if an incident occurs en route.

(2) Maximum custody prisoners must be under full restraints and the escort will be armed only as specifically authorized by the CO.

b. Deadly force (*i.e.*, force in which a member uses with the purpose of causing or of which the member knows, or should know, would create a substantial risk of causing death or serious bodily harm) must not be used except:

(1) When it reasonably appears to be necessary to protect law enforcement or security personnel who reasonably believe themselves to be in imminent danger of death or serious bodily harm;

(2) When it reasonably appears to be necessary to prevent the commission of a serious offense involving violence, threatening death, or serious bodily harm such as arson, armed robbery, aggravated assault, or rape;

(3) When it reasonably appears necessary to apprehend or prevent the escape of a person reasonably believed to have committed an offense of the serious nature specified above; or

(4) When it has been specifically authorized by competent authority and reasonably appears to be necessary to prevent the escape of a prisoner.

MILPERSMAN 1640-150

NAVY PAROLE AND SUPERVISED RELEASE

Responsible Office	PERS-00D	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

MyNavy Career Center	Phone: Toll Free E-mail: MyNavyHR:	1-833-330-MNCC(6622) askmncc@navy.mil https://www.mynavyhr.navy.mil/

References	(a) DoD Instruction 1325.07 of 11 March 2013 (b) SECNAVINST 5815.3K (c) SECNAV M-1640.1 of May 2019

1. **Procedures (Member Not Discharged)**. When a prisoner is granted parole or mandatory supervised release (MSR), hereafter referred to as supervised release, by the Naval Clemency and Parole Board (NC&PB) and the prisoner has not been discharged the following responsibilities and procedures will apply:

a. **Brig Officer Responsibilities**. Per references (a) through (c), the brig officer will release the prisoner on the effective date of parole or supervised release when all pre-release conditions have been completed (e.g., explanation of conditions of parole or supervised release to the offender, criminal history background check completed, etc.); appropriate photographs taken; deoxyribonucleic acid (DNA) taken, if applicable; sex offender registration, if applicable; victim and or witness notification, if applicable, etc.; and DD 2716-1 Department of Defense Certificate of Supervised Release has been received.

b. **Transaction and Regional Service Center Responsibilities**

(1) Original service and health records of parolee or supervised releasee will be forwarded to and maintained by the Navy and Marine Corps Appellate Leave Activity (NAMALA).

(2) Change accounting category code (ACC), as appropriate.

(3) Transfer Service member on temporary duty (TEMDU) orders to NAMALA unit identification code (UIC) 47315.

c. **NAMALA Responsibilities**. NAMALA will maintain original service and health records of Service members who are on parole or supervised release.

d. **Procedures When Parole or Supervised Release Is Suspended**. In cases where parole or supervised release is suspended by the NC&PB, the following procedures will be accomplished:

(1) NC&PB. The NC&PB sends NAMALA a letter directing the return of the parole or supervised release violator.

(2) Navy Personnel Command (NAVPERSCOM) Corrections and Programs Office (PERS-00D)

(a) PERS-00D will direct Navy Absentee Collection and Information Center (NACIC) to declare the individual a deserter.

(b) Upon completion of the revocation proceedings and where confinement is determined to be continued, PERS-00D will direct the prisoner to a designated military correctional facility (MCF).

(3) NACIC. NACIC will take the following actions:

(a) Declare the individual a deserter by completing a DD 553-1 Parole/Mandatory Supervised Release (MSR) Violator Wanted by the Armed Forces and forwarding it to the Director, PERS-00D for signature per MILPERSMAN 1600-060.

(b) Change the parole or supervised release violator's ACC to 109. The Service member **must not be joined** to the deserter UIC 41104, as the individual is to remain assigned to NAMALA's UIC 47315.

(c) Enter the individual as a parole violator within the Federal Bureau of Investigation's (FBI) National Crime Information Center Wanted Person's File. The letter signed by NC&PB directing return of the Service member will serve as the legal authority to enter the Service member as a wanted person.

(d) Upon apprehension, escort the individual to the designated place of confinement, as directed by PERS-00D, and change the member's ACC to 391 per MILPERSMAN 1320-300.

(4) NAMALA. Per references (a) through (c), original personnel documents (service and health records) and any allied documents of parolee or supervised releasee reconfined in the Navy MCF following revocation of parole or supervised release will be transferred from NAMALA to the designated MCF.

(5) MCF

(a) The MCF will maintain original personnel documents (service and health records) and any allied documents of parolees or supervised releasee reconfined (e.g., additional revised victim and witness notification documents).

(b) The MCF will make appropriate victim and witness notifications regarding revocation of parole and return to confinement.

2. Procedures (Service Member Discharged). When a prisoner is granted parole or supervised release by the NC&PB and the individual has been discharged (or discharged while on parole or supervised release), the following responsibilities apply:

a. Brig Officer Responsibilities

(1) Per references (a) through (c), the brig officer will release the offender on the effective date of parole or supervised release when all prerelease conditions have been completed (*e.g.*, explanation of conditions of parole or supervised release to the offender; criminal history background check completed; appropriate photographs taken; an approved sample taken for DNA analysis, if the offender was convicted of at least one qualifying military offense; sex offender registration, if applicable; victim and witness notification, if applicable, etc.), and upon receipt of DD 2716-1.

(2) Prisoner records and copies of service and health records of parolees or supervised releases will be maintained by the MCF. Original service and health records of the parole or supervised release violator will be forwarded to and maintained by NAMALA.

b. NAMALA Responsibilities. NAMALA will maintain original service and health records of the parole or supervised release violator.

c. Procedures When Parole is Revoked or Suspended. In cases where parole or supervised release is suspended by the NC&PB, the following procedures will be accomplished:

(1) NC&PB. The NC&PB will send PERS-00D a letter directing return of the parole or supervised release violator.

(2) PERS-00D

(a) PERS-00D will direct NACIC to declare the individual a deserter.

(b) Upon completion of the revocation proceedings and where confinement is determined to be continued, the prisoner will be assigned to an MCF by NAMALA.

(3) NACIC

(a) NACIC will enter the individual as a parole violator into the FBI's National Crime Information Center Wanted Person's File. The letter signed by NC&PB directing return of the parole violator will serve as the legal authority to enter the individual as a wanted person.

(b) Upon apprehension, NACIC will escort the individual to the designated place of confinement, as directed by PERS-00D, and change the member's ACC to 391 per MILPERSMAN 1320-300.

(4) NAMALA. Per references (a) through (c), original personnel records (service and health records) and any allied documents of the parolee or supervised releasee reconfined following revocation of the parole or supervised release violator will be transferred from NAMALA to the assigned MCF.

(5) MCF

(a) The MCF will maintain the original personnel records (service and health records) and any allied documents of the parole or supervised release violator's return to confinement (e.g., additional revised victim and or witness notification documents).

(b) The MCF will make appropriate victim and witness notifications regarding revocation of parole and return to confinement.

MILPERSMAN 1700-010

POLITICAL ACTIVITY OF MEMBERS ON ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-00J)	Phone:	DSN COM FAX	882-3166 (901) 874-3166 882-2615

References	(a) 10 U.S.C. 973(b) (b) DODD 5500.7-R of Aug 93 (c) DODD 1344.10 of 2 Aug 04

1. **Guidance**. The political activities of active duty members are restricted by statute, as well as Department of Defense (DOD) and Navy regulation (see references (a) through (c)). These restrictions cover such areas as political campaigning and the holding of public office, both elective and appointed.

MILPERSMAN 1700-020

PARTICIPATION IN CIVIL RIGHTS DEMONSTRATIONS

Responsible Office	NAVPERSCOM (PERS-00J)	Phone: DSN COM FAX	882-3166 (901) 874-3166 882-2615

References	(a) DODI 1334.01 of 26 Oct 05 (b) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Guidance**. Navy servicemembers have an obligation to maintain maximum readiness for military operations and, therefore, participation in non-military activities is limited. Because of their obligation, members shall not participate in civil rights demonstrations or any other political or public demonstrations while in uniform, under the following circumstances:

a. Any meeting or demonstration which is a function of, or sponsored by an organization, association, movement, group, or combination of persons which the Attorney General of the United States has designated, pursuant to Executive Order 10450 as amended, as totalitarian, fascist, communist, or subversive, or as having adopted a policy of advocating or approving the commission of acts of force of violence to deny others their rights under the Constitution of the United States by unconstitutional means.

b. During or in connection with furthering political activities, private employment, or commercial interests, when an inference of official sponsorship for the activity or interest may be drawn.

c. Except when authorized by the approval authority listed in reference (a), when participating in activities such as public speeches, interviews, picket lines, marches, rallies, or any public demonstration which may imply Service sanction of the cause for which the demonstration or activity is conducted.

d. When their activities constitute a breach of law and order.

e. When violence is reasonably likely to result.

f. When wearing the uniform would discredit the Armed Forces.

g. When specifically prohibited by other regulations of the Department concerned.

2. **Restrictions in Uniform**. Reference (b) prescribes other restrictions on wearing the uniform in a demonstration.

MILPERSMAN 1710-010

OPERATION OF NAVY MORALE, WELFARE, AND RECREATION (MWR) PROGRAM POLICIES

Responsible Office	CNI (N25)	Phone:	DSN COM FAX	882-6615 (901) 874-6615 882-6803

References	(a) BUPERSINST 1710.11C

1. **Policy**. Reference (a) sets forth

a. policies;

b. describes administrative procedures pertinent to Navy recreation activities and facilities;

c. achieves uniformity, consistency, and efficiency in management of recreation programs; and

d. administration of funds available to support these programs.

2. **Applicable Operations**. This article applies to administration and operation of all Navy MWR programs including the following major programs:

a. Fitness

b. Single Sailor

c. Afloat recreation

d. Movies

e. Libraries

f. Information, tickets, and tours (ITT)

g. Auto skills

h. Outdoor recreation

i. Recreational vehicle (RV) parks and recreational lodging

j. Food and beverage

k. Bingo

l. Gaming operations

m. Golf

n. Bowling

o. Marinas

MILPERSMAN 1730-010

USE OF LAY LEADERS IN RELIGIOUS SERVICES

Responsible Office	OPNAV (N097)	Phone: DSN COM FAX	224-5411 (703) 693-5411 693-8523

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) CoCI 5380.1 (b) SECNAVINST 1730.7D (c) OPNAVINST 1730.1E (d) SECNAVINST 7010.6

1. **Policy**

a. This article applies to lay leaders only. Reference (a) applies to civilian volunteers who provide religious services. Per reference (b), commanders will provide a command religious program (CRP) in support of religious requirements and preferences of authorized personnel. Pursuant to reference (c), commanders may appoint lay leaders to accommodate religious diversity inherent in the members of the command. Appointments will be made in writing for a specified period of time, normally 1 year, and may be renewable at the commanding officer's (CO) discretion. Only authorized personnel representing their own religious organization (RO) may be appointed.

b. Lay-led religious services are integral to the CRP and subject to command supervision. In most cases, lay-led services constitute a temporary accommodation of specific religious requirements in operational, isolated, or unique settings which include, but are not limited to, deployments, recruit training commands, isolated duty stations, and military sealift ships when assigned chaplains are unable to provide or otherwise facilitate.

2. **Qualifications and Training**

a. COs will appoint authorized personnel as lay leaders on the basis of volunteerism, high moral character, motivation, religious interest, and a letter of certification by the appointee's RO. COs will require lay leaders to be trained and supervised by a military chaplain.

b. Religious program specialists will not be appointed as lay leaders, nor will religious program specialists lead religious services within the CRP.

3. **Terms of Appointment**

a. Appointment of a lay leader responds to an identified requirement and conveys no ecclesiastical status or civilian credentials to the authorized member appointed.

b. The appointment ends when the particular requirement precipitating the appointment has ceased (e.g., at the end of deployment or underway period), when the requirement can be met by a chaplain or contract civilian religious ministry professional (CRMP), when the lay leader is transferred, or at the CO's discretion. The CO may terminate the appointment when the conduct of the individual hinders the CRP and or in the interest of good order and discipline.

4. **Responsibilities**

a. While supporting the religious requirements for which they were appointed (in a deployed setting) lay leaders should first seek the services of a local military chaplain or contract CRMP. If this is not possible or practical, lay leaders should seek to arrange transportation to an appropriate religious service in the vicinity of the command. Lacking these opportunities, lay leaders may provide a religious service for members of their RO, consistent with their lay status, and as authorized by their RO.

b. Lay leaders may be appointed at shore commands when circumstances warrant. Such appointments might be made at recruit training commands or in isolated locations where chaplain or contract CRMP presence is impractical.

5. **Rites, Sacraments, and Ordinances**

a. Military chaplains and contract CRMPs are ordinarily the only persons to provide rites, sacraments, and ordinances within the Department of the Navy.

b. COs may permit lay leaders to provide specified religious rites, sacraments, or ordinances to their co-religionists if their RO permits them to do so. A statement of certification or approval by the RO to conduct the religious rite, sacrament, or ordinance must be provided by the lay leader. A military chaplain should be consulted.

6. **Offerings**

a. Religious offerings will not be taken at lay-led services, except as authorized by the CO.

b. Any monies collected will be part of the command religious offering fund and must be collected, accounted for, and disbursed per reference (d).

MILPERSMAN 1730-020

IMMUNIZATION EXEMPTIONS FOR RELIGIOUS BELIEFS

Responsible Office	OPNAV (N131)	Phone: DSN COM	664-5015 (703) 604-5015

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1300.17 of 10 February 2009 (b) BUPERSINST 1730.11A (c) BUMEDINST 6230.15B (d) SECNAVINST 1730.9A (e) SECNAVINST 1920.6D

1. **Policy**. The Navy requires immunizations for all Sailors, based on its compelling interest in the health and safety of the military workforce. Pursuant to references (a) and (b), religious exemptions of immunization requirements will include the justification and endorsements in paragraphs 4 and 5 of this article prior to routing to the Chief of Naval Personnel (CHNAVPERS) for decision. Non-religious medical waivers of immunization requirements will be adjudicated by the health care provider as addressed in reference (c).

2. **Authority**. Authority to grant medical waivers of immunization requirements is vested at the Bureau of Medicine and Surgery (BUMED). Authority to grant religious exemptions of immunization requirements is vested with CHNAVPERS.

3. **Application Procedure**. Service members requesting religious exemption of immunization requirements will forward their requests to CHNAVPERS via their commanding officers (CO) or immediate superiors in command. Submission guidance for commands is provided in reference (b).

4. **Contents of Service Member's Request**. The request will include the following information:

    a. Full name and grade,

b. Immunization(s) exemption requested and the reason why the exemption is needed, and

c. The following signed NAVPERS 1070/613 Administrative Remarks, using the following format:

"I request a waiver of the (state the type) immunization. I hereby state that my request is based upon (religious objection to immunization or other reasons specifically described). I acknowledge having received the following counseling:

1. Failure to obtain immunization poses additional risk to my health upon exposure to disease.

2. In the event of foreign travel, I may be detained during travel across foreign borders due to international health regulations.

3. If granted, a waiver may be revoked by my commanding officer if I am at imminent risk of disease or due to international health regulations.

4. If my job duties change, I may need to route a new request.

5. If I am at my permanent change of station while my waiver is in effect, I may need to route a new request if my job duties change, my geographic region exposes me to the aforementioned disease, or other factors exist that could put me at imminent risk of disease.

Service Member's Signature

Witnessed:

5. **Content of Commander's Endorsement**. In line with reference (b), COs must endorse every request for religious accommodation through waiver of immunization requirements. The content of the endorsement must include:

a. An endorsement from a military chaplain in line with reference (d),

b. A recommendation to approve or disapprove the request,

c. Relevant information concerning the applicable operational or regional policies,

d. Negative effect (if any) on mission accomplishment (i.e., military readiness, unit cohesion, good order, discipline, health, and safety),

e. The number of Service members in the command that have been granted a similar exemption for non-religious purposes, and

f. When recommending denial of the request, a determination that the denial furthers a compelling governmental interest (such as those identified in subparagraph 5d above), and that there is no less restrictive means of accommodating the request, such as an available alternative vaccination that meets both the religious need and the Navy's immunization requirements as determined by BUMED.

6. **Applicant Counseling**. COs will ensure applicants are counseled concerning the following, in line with subparagraph 4c above:

a. The additional risk to health on exposure to disease against which the applicant will not be protected by a military physician who informs Service member of diseases concerned, and benefits and risks of vaccine;

b. The possibility that the applicant may be detained during travel across international borders due to international health regulations; and

c. The possibility that individuals granted such exemptions may have their waivers revoked if they are at imminent risk of disease (e.g., exposure to anthrax, measles, cholera, etc.) or due to international health regulations.

7. **Revocation of Waiver by CO**. COs may, without prior approval, revoke a Service member's authorized immunization waiver in the event of imminent risk of disease due to exposure or as a result of international health regulations incident to foreign travel. If a Service member's immunization waiver is revoked, such action must be reported to CHNAVPERS and BUMED Public Health and Safety Division (M44) by message as soon as possible.

8. **Administrative and Disciplinary Actions**

a. In line with reference (a), Service members submitting requests for religious accommodations will comply with the

policy, practice, or duty from which they are requesting accommodation, unless or until the request is approved.

b. Service members whose waivers have been disapproved, or those who refuse to take immunizations without approved waivers, may be subject to administrative and or disciplinary actions, as deemed appropriate by COs, for violation of a lawful order.

c. Actions include:

(1) Formal counseling and warning recorded on NAVPERS 1070/613,

(2) Nonjudicial punishment,

(3) Court-martial, or

(4) Processing for administrative separation.

d. See MILPERSMAN 1910-120, 1910-142, 1910-164, and 1910-402 for guidance on enlisted separations. See reference (d) for officer separations.

MILPERSMAN 1731-010

RELIGIOUS OBSERVANCES

Responsible Office	CNO (N097)	Phone: DSN COM FAX	224-4720 (703) 614-4720 224-4725

References	(a) SECNAVINST 1730.7C (b) U.S. Navy Regulations, 1990

1. **Background**. Reference (a) establishes the policy of accommodating the doctrinal or traditional observances of the religious faiths practiced by military members and other authorized personnel. Article 0817 of reference (b) specifies that daily routine on Sunday shall be modified as practicable to recognize, respect, encourage, and minister to the religious preferences and the varying religious requirements of individuals.

2. **Policy**

a. **Day of Observance**. By tradition, 1 day in 7 is recognized as a day for religious services and holiday routine (referred to by some as the Sabbath). Commands normally specify Sunday as this day of observance. Members of the Naval Service whose religious convictions require them to observe some day other than that specified by the command as their day of worship are entitled to respect for their religious convictions and practices. Except by reason of compelling military necessity, personnel who celebrate their religious day on a day other than that specified by the command will be afforded the opportunity to observe the requirements of their religious faith. Where excused from duty on other than the command observed day, the workweek of such individuals should not be less than that of any other individual and may include work on the command observed day.

b. **Religious Holy Days**. Consistent with the exigencies of the service, commanding officers (COs) are encouraged to give favorable consideration of application for leave or special liberty from those who may desire to observe significant holy days of their faith. This is particularly important where

appropriate religious services are unavailable in the local area.

3. **Examples of Holy Days**

a. Examples of days of religious obligation are

- Christmas and Easter for individuals of the **Christian** faith;
- Passover, Rosh Hashanah, and Yom Kippur for individuals of the **Jewish** faith; and
- Eid al-Fitr and Eid al-Adha for individuals of the **Moslem** faith.

b. Chaplains can advise on the application of this policy.

MILPERSMAN 1740-020

INFORMATION CONCERNING PREGNANT MEMBERS

Responsible Office	OPNAV (N1D)	Phone: DSN COM	664-5481 (703) 604-5481
	OPNAV (N170)	Phone: DSN COM	882-6949 (901) 874-6949

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 6000.1D (b) OPNAVINST 1740.4E

1. **Policy**

a. Reference (a) establishes administrative procedures for managing pregnant Service members and limitations of continued naval service of pregnant Service members.

b. After delivery, the Service member returns to full duty and is considered a Service member with a dependent child.

c. If the Service member is unmarried or married to another military member, reference (b) provides policy for family care planning requirements.

2. **Requesting Separation**

a. When the Service member requests separation due to pregnancy, procedures and criteria for separation are provided in MILPERSMAN 1910-112 for enlisted personnel and MILPERSMAN 1920-180 for officers.

b. When the Service member is non-compliant with having a Family Care Plan on file, procedures and criteria for separation are provided in MILPERSMAN 1910-124.

c. Refer to MILPERSMAN 1910-400 for notification procedures to be used for both officers and enlisted personnel.

MILPERSMAN 1740-030

MATERNITY CARE AVAILABLE BEFORE AND AFTER SEPARATION

Responsible Office	OPNAV (N17)	Phone: DSN COM	664-1023 (703) 604-1023

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 6000.1D (b) BUMEDINST 6320.103 (c) BUMEDINST 6320.1E

1. **Eligibility Statement**

a. Service members of the Regular Navy or Navy Reserve on active duty or separated under honorable conditions from active duty or from the Service for pregnancy, are qualified to receive prenatal care, hospitalization, and postnatal care at Uniformed Services medical treatment facilities (USMTF).

b. Service members **are not eligible** if certification from medical authorities document the pregnancy occurred prior to entry into the Service or after separation from the Service.

c. All care is subject to the availability of space, facilities, and capabilities of the professional staff. Care from civilian sources is not authorized, regardless of the circumstances necessitating civilian treatment.

Note: Neither the Navy nor TRICARE will pay for civilian maternity care expenses for former Service members who separated from active duty while they were pregnant, unless qualified for the **Transitional Assistance Management Program (TAMP)**. The Uniformed Services voluntary 90-day medical insurance policy is the Continued Health Care Benefit Program (CHCBP) and is also available to separating Service members and will cover pre-existing conditions such as pregnancy.

2. **Counseling of Service Member Prior to Separation**

a. Service members separated by reason of pregnancy must be advised of the following prior to separation:

(1) Care for the pregnancy can only be rendered at USMTF.

(2) The Navy cannot pay or provide reimbursement for any care rendered at civilian facilities to the Service member or the newborn child, regardless of the circumstances necessitating the use of a civilian source of care.

(3) The Uniformed Services may provide care for the child in USMTF, both inpatient and outpatient, only during the first 6 weeks (42 days) following delivery.

(4) Ensure contact is made with the USMTF expected to provide maternity benefits as soon as possible following release from active duty to verify that care will be available to the separated Service member and newborn child. If care is not available at the intended USMTF, **the Service member is responsible** for locating a USMTF that can provide maternity benefits or utilize a civilian facility at the Service member's own expense.

b. The Service member will be provided counseling and will sign NAVPERS 1070/613 Administrative Remarks attesting that counseling was provided. Remarks will made by the individual who provided the counseling.

3. **Application**

a. In making application for care in connection with pregnancy, Service members should present their DD 214 Certification of Release or Discharge from Active Duty or DD 256 Honorable Discharge Certificate as proof of eligibility for requested care.

b. In large military areas, where more than one military facility is available to provide inpatient maternity care, personnel separated from the Regular Navy or Navy Reserve must apply to a "naval" medical facility, if one is available. Referral to other Uniformed Service facilities may be made only when bed space is not available in a naval medical facility.

c. If the Service member contemplates release of the child for adoption, all arrangements in this connection, including adoption procedures, must be made by the Service, directly, with local civil authorities **in advance** of hospitalization. Local Red Cross and public welfare agencies are available to assist. Additionally, reference (b) provides further amplification.

4. **Stationed Overseas**

a. Service members on duty overseas who become pregnant and who are separated will be returned to one of the 48 contiguous United States or District of Columbia for separation from the Service by the first suitable means of transportation. If in the opinion of the naval medical officer, the health of the Service member would be endangered by such transportation, the member will be retained on active duty overseas until delivery. In such case, the following procedures will be followed:

(1) The commanding officer must provide for the Service member's hospitalization at a naval medical facility, if available within the command.

(2) If not available, the service of any other Federal hospital, which may be available, should be utilized.

(3) If naval hospital facilities are not available, care at other sources may be arranged per reference (c).

(4) The Service members must be returned to one of the 48 contiguous United States or District of Columbia, as their physical condition permits and as soon after delivery as possible. However, the members may remain as a patient in proximity to their infants, if the infants are certified by a naval medical officer as unfit to travel.

(5) If circumstances warrant, both must be classified as "patients" and ordered to a naval hospital in the continental United States that can be reached by the first suitable means of transportation. The Service member's separation from the Navy will be affected as soon as possible thereafter.

b. The arrangement for civilian hospitalization in all cases should provide that the hospital charges for the Service member include the charges for the infant. The expense of civilian hospitalization or treatment may be defrayed by the **Tricare Overseas Program Office (TOPO) and the contractor**

international SoS (ISOS) only while the member is **still** on active duty.

c. Until the Service member is separated from the Service, the infant must be treated as a dependent of military personnel. Return of the infant with the member is authorized. Orders and passenger lists must indicate the name of the infant.

MILPERSMAN 1741-020

GOVERNMENT LIFE INSURANCE

Responsible Office	NAVPERSCOM (PERS-00C)	Phone: DSN COM Toll Free	882-2501 (901) 874-2501 (800) 368-3202

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 38 U.S.C. (b) BUPERSINST 1001.39F (c) 38 CFR (d) 10 U.S.C.

1. **Servicemembers' Group Life Insurance (SGLI)**. SGLI is a life insurance policy purchased by the U.S. Department of Veterans' Affairs (VA) from a commercial life insurance company that is available to eligible Service members of the U.S. Navy up to a maximum of $500,000. The Office of Servicemembers' Group Life Insurance (OSGLI) administers the SGLI Program and is governed by reference (a), sections 1965 through 1980. The Servicemembers' and Veterans' Group Life Insurance Handbook also discusses the program in detail at: https://www.benefits.va.gov/insurance/docs/SGLI-VGLI-handbook.pdf.

2. **SGLI Coverage**. Eligible Service members, as outlined in subparagraphs 2a through 2g, are automatically insured for $500,000, unless otherwise reduced or declined by the Service members. Additional details about Government life insurance for Reserve members may be found in reference (b). Eligible Service members include:

a. Service members on active duty in the Active Component.

b. Navy Reserve members performing active duty, active duty for training (ADT), or inactive duty training (IDT).

c. Naval Reserve Officer Training Corps (NROTC) midshipmen - fully covered while on training cruises only.

d. Naval Academy midshipmen - covered on a full-time basis.

e. Any Service member deployed to a combat theater of operations.

f. Navy Reserve members (in a pay or non-pay status) who are assigned to a unit in which they may be required to perform active duty or ADT and will be scheduled to perform at least 12 drills annually who are covered on a full-time basis. Entitlement to coverage is affected if a Reserve member becomes medically disabled or is transferred to a unit that is not scheduled to perform at least 12 drills per year.

g. Other members of the Individual Ready Reserve (IRR) - covered only during the period of their ADT.

Note: Per reference (a), reservists who execute active duty orders are automatically covered for the maximum amount. Regardless of previous elections, reservists who wish to reduce or decline coverage must make such elections in the SGLI Online Enrollment System (SOES) after entering onto active duty.

3. **SGLI Online Enrollment System (SOES)**. Service members will make beneficiary designations and coverage amounts using SOES. Service members will conduct actions described in subsequent paragraphs of this article using SOES accessible via the milConnect Web site: https://milconnect.dmdc.osd.mil/milconnect/. Use of the SGLV 8286 Servicemembers' Group Life Insurance Election and Certificate may occur outside SOES under the following circumstances:

a. Service members are unable to access the system due to computer accessibility, limited bandwidth, or system maintenance;

b. Other circumstances in which entry into SOES is not possible. Service members not using SOES should ensure SGLV 8286 is signed, witnessed, and submitted into their official military personnel file (OMPF). If needed, SGLV 8286 may be accessed from Web address: https://www.benefits.va.gov/insurance/forms/8286.htm. Additionally, Service members who use this option should update their election in SOES as soon as possible.

Note: Inclusion in the OMPF is only required if SGLV 8286 is signed outside the SOES. Coverage and elections made in SOES are retained within SOES and should not be submitted to the OMPF.

4. **Command Responsibility**. SOES provides a unique opportunity to empower Service members; however, commands still play a crucial role in the education of our Service members. SGLI, Family Servicemembers' Group Life Insurance (FSGLI), and, upon retirement, Veterans' Group Life Insurance (VGLI) provide excellent opportunities for low-cost insurance coverage. Commands must:

a. Ensure Service members are provided necessary information to make the best determinations for coverage and advise them to monitor SGLI premium payments indicated on their leave and earnings statements (LES).

b. Require Service members to review their election in SOES at the following instances:

(1) Annually,

(2) Prior to deployment,

(3) Upon transfer, and

(4) Upon reporting to a new command.

c. Document any Service member's decision for non-coverage or reduced coverage on NAVPERS 1070/613 Administrative Remarks.

d. Send a letter to the spouse of any Service member per paragraphs 5 and 6, should he or she make an election using SGLV 8286, per paragraph 3. SOES automatically generates the required letter when elections are made in SOES.

e. Establish a command SOES administrator by requesting access through e-mail at soes admin.fct@navy.mil.

f. Retain all completed SGLV 8286 per paragraph 3, until the Service member is able to make an election in SOES.

g. Ensure reservists accepting active duty orders review their SGLI elections and premiums.

h. Advise non-pay status Service members enrolled in SGLI to review their quarterly electronic bills sent by the Defense Finance Accounting Service and make payments through https://www.pay.gov.

5. **Reducing or Declining Coverage**. Service members may decline coverage or request reduced coverage in any increment of $10,000 by accessing SOES and making such elections. Service members are encouraged to check future LESs to verify the subsequent changes in premiums. If a Service member is married, his or her spouse will be automatically notified, in writing, if he or she elects other than the maximum amount of coverage.

Note: Service members should always check their LES to verify that premiums properly reflect coverage level. In the event of a discrepancy, contact the command pay and personnel administrator (CPPA) or My Navy Career Center Human Resources Service Center.

6. **Designation of Beneficiaries**. Service members may designate any person(s) as his or her beneficiary(ies). If the member is married and designates any individual other than his or her spouse or child, the spouse will be automatically notified in writing (to be done by the command, if the Service member uses SGLV 8286 per paragraph 3). Should multiple beneficiaries be named, SOES will require the member to clearly specify the amount designated for each.

7. **Accelerated Benefit Option (ABO)**. If the insured Service member has been certified by a physician as "terminally ill," he or she may elect the ABO under SGLI or VGLI. **The Service member may receive a lump sum payment of up to 50 percent of his or her SGLI or VGLI coverage.** "Terminally ill" is defined as having a medical prognosis of a life expectancy of 9 months or less. Only the insured can apply for payment under the ABO. Accepting this benefit reduces the subsequent amount awarded at death. Details for Service members considering this option are available in reference (a), section 1980, or the VA's SGLI Handbook.

8. **Termination of SGLI**

a. Per reference (a), termination of SGLI occurs on:

(1) The 120th day after separation from active duty or ADT under calls or orders that specify a period of 31 days or

more, unless the Service member returns to an active status in the Navy Reserve, and on the 120th day after separation from a drilling status for members of the Selected Reserve, or non-pay status Service members assigned to a Reserve unit which performs at least 12 drills annually as outlined in subparagraph 2e;

(2) The end of the 31st day of a continuous period of time when the Service member is:

(a) Absent without leave,

(b) Confined by civil authorities under a sentence adjudged by a civilian court,

(c) Confined by military authorities under a sentence by court-martial involving total forfeiture of pay and allowances, or

(3) The last day of the month in which written notice to discontinue coverage is filed.

b. SGLI is forfeited when an insured Service member is found guilty of mutiny, treason, spying, desertion, or refuses (because of conscientious objections) to perform service in the U.S. Military Services, or to wear the uniform of such Services.

c. No insurance will be payable for death inflicted as a lawful punishment for crime or for military or naval offense, except when inflicted by an enemy of the U.S.

9. **Restoration of SGLI Coverage**

a. Service members who decline or elect to reduce coverage or seek to become insured or increase their coverage must request restoration through SOES. Service members are advised this request may require review and approval at the OSGLI level.

b. Coverage terms are automatically restored if benefit was terminated due to:

(1) Unauthorized absence in excess of 31 days,

(2) Confinement by civilian authorities under a sentence adjudged by a civilian court, or

(3) Military confinement involving total forfeiture of pay.

10. **Extension of SGLI Coverage for Disability**. A Service member with current full-time SGLI coverage and who is considered totally disabled (as defined in reference (c), section 9.1) at the time of separation or release from active duty is eligible for coverage extension. Coverage will be provided for 2 years from the date of separation or release, or to the date the insured ceases to be totally disabled (whichever is earlier), but in no event prior to 120 days after separation or release.

11. **SGLI Part-Time Coverage**. Part-time coverage is provided for reservists who:

a. Are not eligible for full-time coverage and execute a set of active duty orders for less than 31 days. The Service member is fully covered during the active duty timeframe;

b. Perform IDT scheduled in advance. The Service member is covered during the execution of IDT orders;

c. Are en route directly to or from the location of a period of active or inactive duty; or

d. Are NROTC midshipmen while on training cruises.

12. **SGLI-to-VGLI Conversion**. Per reference (a), the conversion privilege is as follows:

a. Service members with full-time SGLI coverage at the time of separation or release are eligible for VGLI in the same or lesser amount held at the time of separation or release, or conversion to an individual policy with a participating commercial company. A Service member electing to convert to VGLI must apply for coverage within 1 year and 120 days of leaving the military. If the member applies within 240 days after separation or release, VGLI is issued, regardless of the Service member’s state of health, with coverage made effective on the 241st day. If an application is not submitted within the 240-day period, medical evidence of insurability is required. In this case, VGLI will be effective the date an acceptable application and premium is received by the OSGLI. Service members who are totally disabled at the time of separation may purchase VGLI while remaining totally disabled up to 1 year

following separation. The effective date of VGLI will be at the end of the 1-year period following separation or the date the disability ends, whichever is earlier. See paragraph 16 for additional information regarding VGLI.

b. While insured under part-time coverage, Service members who incur a disability or aggravate a preexisting disability during a Reserve active or inactive period may convert their SGLI coverage to VGLI coverage within the 120-day period following the period during which the disability incurred. Proof of disability must be submitted together with an application and initial premium.

c. Conversion to VGLI cannot be accomplished in SOES. Service members must apply directly to the VA for conversion to VGLI online at: https://www.benefits.va.gov/insurance/apply-for-vgli.asp or by mail using SGLV 8714 Application for Veterans' Group Life Insurance. SGLV may be accessed by using the following Web address: https://www.benefits.va.gov/INSURANCE/resources-forms.asp.

13. **Financial Counseling**. The VA offers free professional financial counseling through Financial Point. Additional information is available through the VA Web site at: https://www.benefits.va.gov/insurance/ bfcs.asp.

14. **SGLI Coverage for Retired Reservists**

a. A Service member assigned to the Retired Reserve or eligible for assignment to the Retired Reserve qualifies for coverage under the VGLI Program in increments of $10,000 up to the maximum coverage of $500,000, provided that he or she:

(1) Has not received his or her first increment of retired pay;

(2) Has not reached his or her 61st birthday;

(3) Has completed at least 20 years of satisfactory service creditable for Reserve retired pay under reference (d), section 12731, subchapter III; and

(4) Submits a completed SGLV 8714 and the required premium to the following address:

Office of Servicemembers' Group Life Insurance
290 W. Mt. Pleasant Avenue
Livingston, NJ 07039-2747

b. Application for this coverage must be made within 120 days from transfer to the Retired Reserve or release from the Selected Reserve.

c. Termination of insurance occurs upon receipt of the first increment of retired pay or 61st birthday, whichever occurs first.

15. **FSGLI**. Family coverage under the SGLI Program became effective 1 November 2001. Program details, including the procedures for filing a claim, are contained in MILPERSMAN 1741-030.

16. **VGLI**. VGLI is a 5-year renewable term policy which has no cash, loan, paid-up, or extended values. Application, designation of beneficiaries, and settlement options should be made on SGLV 8714. Refer to paragraph 11 for timing requirements regarding application for conversion from SGLI to VGLI.

a. Eligibility. VGLI is available to Service members:

(1) Released from active duty or ADT under calls or orders that do not specify a period of 31 days or less;

(2) Of the Ready Reserve insured under SGLI who are separated, retired, or released from assignment;

(3) Assigned to the IRR (must provide orders); and

(4) With part-time SGLI who suffer an injury or disability while in the performance of their duty (to include travel to and from duty location) which renders them uninsurable at standard premium rates.

b. Conversion. Service members may convert VGLI coverage to a participating commercial company at any time, provided VGLI premiums are paid-up to the date of conversion.

c. Additional Information. For claim submittal and payment information, effective dates of coverage, and any additional information, refer to the VA Web site at: https://www.insurance.va.gov/sgliSite/vgli/vgliFaq.htm.

17. **Combined SGLI and VGLI**. Service members insured under VGLI who again become eligible for coverage under SGLI (i.e., separated individuals who reenlist for military service) may not exceed the maximum amount of $500,000 of combined coverage. These Service members may elect to be completely covered under SGLI or (within 60 days after becoming so insured) may convert any or all of the VGLI coverage to an individual private policy. However, Service members die within the 60-day period before converting, VGLI will be payable only in an amount which (when added to the amount of SGLI payable) must not exceed $500,000.

18. **Service-Disabled Veterans Insurance**

a. The Service-Disabled Veterans Insurance Program was established in 1951 to meet the insurance needs of certain veterans with service-connected disabilities.

b. To be eligible, Service members must meet the following conditions:

(1) Been released under other than dishonorable conditions on or after 25 April 1951;

(2) Received a rating for service-connected disability;

(3) Be in good health, except for any service-connected conditions; and

(4) Apply within 2 years of being granted a service connection for a disability.

c. Complete program details and applications can be found on the VA Web site at: https://www.insurance.va.gov/gli/buying/SDVI.htm.

19. **Spouse Notification**. Spousal notification letters are automatically generated through SOES, based on data available in the Defense Enrollment Eligibility Reporting System (DEERS). Should a Service member require emergent actions outlined in subparagraph 3a or 3b, the command must issue the spousal notification letter if the hard copy election form meets the

criteria outlined in paragraphs 5 or 6. Exhibit 1 is a sample letter for use in these infrequent instances.

EXHIBIT 1
SAMPLE SPOUSE NOTIFICATION LETTER
(Use proper letter format)

DEPARTMENT OF THE NAVY
Navy Recruiting District Columbia
1835 Assembly Street
Strom Thurmond Federal Building
Columbia, SC 29201-2480

1770
Ser xx/xxx
July 3, 2021

Mr. Oliver O'Toole
938 Tankerhurst Drive
Waco, TX 55555

Dear Mr. O'Toole:

Our records indicate that you are the spouse of Petty Officer Pauline Williams O'Toole. Per 38 U.S.C., chapter 19, we are notifying you that on July 1, 2011, Petty Officer O'Toole (declined Servicemembers' Group Life Insurance (SGLI)/elected an amount of coverage less than the maximum amount offered under the Servicemembers' Group Life Insurance (SGLI) Program/has designated another/additional beneficiary(ies) under the Servicemembers' Group Life Insurance (SGLI) Program).

By law, your spouse is entitled to make the above election. We are required by the same law to inform you of the decision, but we may not disclose any other particulars, other than those stated above. Your spouse has been made aware that this letter was generated and sent. If you have any questions regarding this letter, please call 1-800-368-3202 or write to the office below:

Navy Casualty Assistance Office (PERS-00C)
5720 Integrity Drive
Millington, TN 38055-6200

C. A. CAPTAIN
Captain, U.S. Navy
Commanding officer

Copy to:
PERS-313

MILPERSMAN 1741-030

FAMILY SERVICEMEMBERS' GROUP LIFE INSURANCE (FSGLI)

Responsible Office	NAVPERSCOM (PERS-13)	Phone: DSN COM TOLL FREE WITHIN U.S. FAX	882-2501 (901) 874-2501 (800) 368-3202 882-2265

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 38 U.S.C. §1967 (b) Family SGLI Procedural Guide of 12 May 2014 (c) 38 CFR §9.1 (d) BUPERSINST 1001.39F

1. **Family Servicemembers' Group Life Insurance (FSGLI)**. Reference (a) established family coverage under the Servicemembers' Group Life Insurance (SGLI) Program, effective 1 November 2001. As described in reference (a), FSGLI coverage is automatic for spouses, qualifying biological and adopted children, and stepchildren of Service members participating in SGLI (other than a dependent who is also a member of a uniformed Service). General program information is available in reference (b), available at the following Web address: http://www.benefits.va.gov/INSURANCE/fsgli_guide_toc.asp

a. Dependent children of all active duty, Ready Reserve, and National Guard members who have full time SGLI coverage are automatically covered for a maximum of $10,000 (coverage is free), and may not be declined or reduced. Per reference (a), if a dependent child is eligible for coverage under more than one Service member, that child must be insured by the coverage of the member who qualified for SGLI coverage first; unless that member does not have the legal physical custody of the child. In this case, the member who has the legal physical custody of the child must have the coverage of the child.

b. Spouses are covered for $100,000, or the member's SGLI coverage level, if it is less than $100,000, and may be reduced

or declined entirely by the member. Members may elect spousal coverage in increments of $10,000 but must not exceed the Service member's SGLI coverage level. An attempt to increase the spouse's coverage after a declination or reduction will require completion of the health questionnaire, and, depending on the responses, may also require supporting health documentation.

c. Premiums for spousal coverage are deducted from the member's pay unless coverage is declined. Premium deductions are based on the member's information in the Defense Enrollment Eligibility Reporting System (DEERS). Use SGLV 8286A Spouse Coverage Election and Certificate to decrease, decline, or to increase or re-establish previously decreased or declined coverage.

d. Per reference (a), military members married to other military members, on or after 2 January 2013, will not be automatically enrolled in FSGLI. Service members wishing to enroll their military spouse in FSGLI must ensure that both of their DEERS information reflected married to military member status first, and must complete and submit an SGLV 8286A to their personnel support detachment (PSD) or personnel office for processing.

e. Stillborn children are covered under FSGLI.

(1) Per reference (c), a member's stillborn child means a member's natural child whose death occurs before expulsion, extraction, or delivery, and;

(a) whose fetal weight is 350 grams or more; or

(b) if fetal weight is unknown, duration in utero is at least 20 completed weeks of gestation calculated from the date of last normal menstrual period to the date of expulsion, extraction, or delivery.

(2) The term does not include any fetus or child extracted for purposes of an abortion.

(3) In cases where a stillborn child is eligible for coverage under more than one member, the child would be insured by the coverage of the child's SGLI-covered biological mother.

2. **Members Covered**. FSGLI coverage provides life insurance for the spouse and dependent child(ren) of all active duty and Ready Reserve members who have SGLI coverage. FSGLI coverage cannot exceed the amount of SGLI coverage on the sponsor.

3. **Automatic Coverage**

a. FSGLI coverage is automatic for Service members with SGLI coverage who

(1) were married or had dependent child(ren) when the program began on 1 November 2001.

(2) enter onto active duty or Ready Reserve, and are married to a non-military spouse or have dependent child(ren).

(3) marry a non-military spouse, or gain dependent child(ren) during service.

(4) married a military spouse before or during the period of automatic spousal enrollment, 1 November 2001 to 1 January 2013.

b. Entry onto active duty or Ready Reserve is defined as a

(1) civilian who enters regular active duty.

(2) civilian who enters Ready Reserve.

(3) Ready Reserve member who is mobilized to active duty status.

(4) Ready Reserve member who is demobilized and returns to Ready Reserve status.

(5) member who completes active duty and is assigned to Ready Reserve status.

Note: The automatic coverage feature of FSGLI applies to any of the above duty statuses – no matter if they have declined or reduced coverage previously. SGLV 8286A does not need to be completed for coverage; however, a personnel or payroll action may be necessary in some of these situations to initiate premium collection. FSGLI premium collection discrepancies for **active duty** personnel should be addressed at the Service member's local PSD or personnel office.

FSGLI premium discrepancies for **reserve personnel** may be addressed through the Service member's Navy Reserve activity/Navy operational support center command PASS coordinator, who will coordinate with the responsible servicing PSD.

If no coverage or less than maximum coverage is desired, the member must complete an SGLV 8286A every time of entry into a new duty status. For example, a drilling reservist who originally declined coverage and wishes to maintain that status must decline coverage upon mobilization, and then again upon demobilization (using SGLV 8286A).

4. **Miltary-Married-to-Military Couples**. Military-married-to-military couples are required to register their active duty or Ready Reserve spouse in DEERS. DEERS will update each member's record to reflect the marriage. Members seeking to enroll their military spouse in FSGLI must complete SGLV 8286A. Per reference (a), FSGLI coverage is not automatic for military-married-to-military couples.

5. **FSGLI Premiums**. The Service member pays premiums for the spousal coverage. Dependent child coverage is free.

a. **Due Date**. Premiums for spousal coverage are due the month of the event that causes coverage to occur (e.g., date of a marriage or date of application for increased coverage). Premiums due for individuals listed in paragraph 3 must be collected retroactively, if a delay occurs in entering a spouse into DEERS.

b. **Spouse Date of Birth (DOB) in DEERS**. FSGLI premium amount is based upon the spouse's DOB in DEERS. Entry of an accurate spouse's DOB must ensure proper premium amounts. If DEERS data on the spouse does not include a DOB, premiums will be collected at the maximum rate.

c. **Age Brackets**. Spousal premiums are based on age brackets. When a spouse moves to a new age bracket, the new higher premium will begin on the 1st day of the month following the birth month. Premium rates are published on the Veteran's Affairs (VA) FSGLI Web site.

d. **Change in Status**. The member must report changes to DEERS (such as divorce or death of a spouse) in order to stop premium collection as provided in paragraph 7.

6. **Volunteer Training Unit**. Members transferring to a volunteer training unit (VTU) status may continue SGLI and FSGLI coverage if premiums are paid. Premiums must be paid quarterly to Defense Finance and Accounting Service (DFAS). Further information on SGLI and FSGLI coverage while in a VTU status can be found in reference (d).

7. **Termination of FSGLI**. The termination of spousal or dependent child coverage will occur as outlined below:

a. **Declination of SGLI By Service Member.** When a Service member declines SGLI coverage, a premium is due for the month the declination was made. No further premiums are due. The spouse and children will have 120 days of free coverage beginning on the date the declination was made. During this period, the spouse has the opportunity to convert the FSGLI spousal coverage into a commercial life insurance policy. Dependent child coverage cannot be converted to a commercial policy.

b. **Declination of FSGLI by Service Member.** When a Service member declines FSGLI spousal coverage, a premium is due for the month the declination was made. No further premiums are due. The spouse has 120 days of free coverage beginning on the date the declination was made. During this period, the spouse has the opportunity to convert the FSGLI spousal coverage into a commercial life insurance policy. Dependent child coverage is not affected by this declination.

c. **Death of Service Member.** When a Service member dies, the final premium is due for the month of the death. Covered spouses and children will have 120 days of free coverage beginning on the date of the Service member's death. During this period, the spouse has the opportunity to convert the FSGLI spousal coverage into a commercial life insurance policy. Dependent child coverage cannot be converted to a commercial policy.

d. **Discharge or Separation of Member.** When a Service member is discharged from active duty or separated from a Ready Reserve obligation, a final premium is due for the month the discharge or separation occurs. The spouse and child will have 120 days of free coverage beginning on the date of discharge or separation. During this period, the spouse has the opportunity to convert the FSGLI spousal coverage into a commercial life

insurance policy. Dependent child coverage cannot be converted to a commercial policy.

e. **Divorce.** When a Service member's marriage ends due to divorce, a final premium is due for the month of the divorce. The spouse has 120 days of free coverage beginning on the date of divorce. During this period, the spouse has the opportunity to convert the FSGLI spousal coverage into a commercial life insurance policy. Dependent child coverage is not affected by this declination.

f. **End of Dependent Child Qualification.** FSGLI dependent child coverage ends 120 days after the date the child no longer qualifies as an insurable dependent child of the Service member (i.e., the child's 18th birthday). Dependent child coverage cannot be converted to a commercial policy.

Note: Use of the Defense Manpower Data Center (DMDC) FSGLI Web application, as discussed in paragraphs 8-11, does not negate the requirement to submit completed documents to the official military personnel file (OMPF)(see paragraph 12).

8. **Declining Coverage**

a. **Effective Date.** SGLV 8286A must be completed in order to decline FSGLI coverage. An election made on SGLV 8286A takes effect on the date the election is entered into the FSGLI Web application by the Service member's PSD or personnel office for commands not supported by Pay/Personnel Administrative Support System (PASS). Navy Personnel Command (NAVPERSCOM), Personnel Service Operations/Navy Pay and Personnel Center (NPPSC) (PERS-23) and RPAT are points of contact (POCs) for resolution of declination discrepancies.

b. **Documenting Declination.** If a Service member elects to decline **SGLI** coverage, the Service member should also decline **FSGLI** spousal coverage by completing SGLV 8286A. Although FSGLI spousal coverage cannot continue after a Service member elects to decline SGLI coverage, completion of SGLV 8286A facilitates the administrative actions necessary to stop the deduction of FSGLI premiums, and documents the Service member's FSGLI termination.

c. **Divorce or Death Cases.** Do not make FSGLI coverage declinations via the DMDC FSGLI Web application for cases of divorce or death. Declinations in the case of divorce or death

erroneously made via the FSGLI Web application will require NAVPERSCOM (PERS-23) or RPAT intervention to correct. FSGLI coverage will be terminated after the sponsor's service and DEERS records are updated documenting the divorce or death.

9. **Restoration of FSGLI Coverage**. Terminated FSGLI coverage can be restored under the following circumstances:

a. Service member's change in duty status begins automatic maximum coverage. (If spouse is military, Service member must complete SGLV 8286A.)

b. Service member elects to restore SGLI coverage. (SGLV 8286A is required.)

c. Service member elects to restore FSGLI coverage, if SGLI is still in effect. (SGLV 8286A is required.)

(1) An SGLV 8286A must be completed in order to restore FSGLI coverage. The health of the spouse is a decisive factor in the restoration of FSGLI coverage and all health questions on the SGLV 8286A must be answered.

(2) An election to restore coverage made on SGLV 8286A takes effect on the date the election is entered into the DMDC FSGLI Web application by the Service member's PSD or personnel office (for commands not supported by PASS) – if "good health" is not an issue. If a determination of "good health" is necessary by the Office of Servicemembers' Group Life Insurance (OSGLI), the coverage will not go into effect until an affirmative decision is made and the election is entered. A premium is due for the month the election is entered.

10. **Reducing FSGLI Coverage Level**. A Service member may reduce coverage on his or her spouse in increments of $10,000. Spousal coverage cannot exceed the level of the member's SGLI coverage. The dependent child coverage level is fixed at $10,000 and cannot be reduced. An election made on SGLV 8286A takes effect on the date the election is entered into the DMDC FSGLI Web application by the Service member's PSD or personnel office (for commands not supported by PASS). A premium is due for the higher amount of coverage the month the election is made. NAVPERSCOM (PERS-23) and RPAT are POCs for resolution of discrepancies associated with reducing coverage.

11. **Increasing FSGLI Coverage Level**. FSGLI coverage can be increased, after it has been decreased, under the following circumstances:

a. **Service Member's Change in Duty Status Begins Automatic Maximum Coverage.** (SGLV 8286A is not required for non-military spouses. If spouse is military, Service member must complete SGLV 8286A)

b. **Service Member Elects to Increase SGLI Coverage.** (SGLV 8286A is required.)

c. **Service Member Elects to Increase FSGLI Coverage (if SGLI is still in effect).** (SGLV 8286A is required.)

(1) SGLV 8286A must be completed in order to increase FSGLI coverage. The health of the spouse is a decisive factor in increasing FSGLI coverage and all health questions on the SGLV 8286A must be answered.

(2) An election to increase coverage made on SGLV 8286A takes effect on the date the election is entered into the DMDC FSGLI Web application by the Service member's PSD or personnel office (for commands not supported by PASS) – if "good health" is not an issue. If a determination of "good health" is necessary by OSGLI, the increased coverage does not go into effect until an affirmative decision is made and the election is entered. A premium is due for the higher coverage level for the month the election is made.

12. **Retention and Distribution**. Upon receipt of a completed SGLV 8286A signed by the Service member, the personnel clerk must complete the section labeled "For Branch of Service Use Only", and process as follows:

a. Forward the original to the supporting PSD or personnel office for submission to the OMPF via e-submission. The PSD or personnel office must maintain the copy until e-submission receipt/acceptance by NAVPERSCOM is verified.

b. Provide one copy to the Service member for personal use.

c. Provide one copy to the Service member's command. The supported command may maintain the copy with NAVPERS 1070/602 Dependency Application/Record of Emergency Data in the command correspondence file.

13. **FSGLI Conversion**. Under certain circumstances, when FSGLI coverage ends, there are 120 days of free coverage and the spouse can convert the spousal FSGLI coverage to a commercial life insurance policy. If the insurance is converted within the 120-day period, proof of good health is not needed. Dependent child coverage cannot be converted. The spouse can get information about conversion by contacting OSGLI via the following means:

Telephone number:	1-800-419-1473
Address:	OSGLI 3RD Floor, NE Wing 80 Livingston Avenue Roseland, NJ 07068-1733
E-mail:	SGLI.OSGLI@prudential.com
Web site:	http://www.insurance.va.gov/

14. **DEERS Interaction With DFAS For FSGLI Premiums**

a. Once a month, FSGLI information flows from DFAS to DEERS, and then DEERS information flows back to DFAS. The timing of these data flows determines when actions entered in DEERS will actually effect the premium deductions from the Service member's pay at DFAS. The specific timing of these data exchanges are listed in the VA FSGLI Procedural Guide, Appendix C.

b. DFAS will deduct the premium amount from the Service member's pay based on the information in DEERS at the time DEERS sends the active/reserve/guard data and reserve/guard refund files to DFAS. If the information in DEERS at the time is inaccurate, the members pay may be affected.

15. **Claim Submittal**. Submit FSGLI claims to Navy Personnel Command (NAVPERSCOM), Casualty Assistance Branch (PERS-13) at: MILL_FSGLI@navy.mil (MILL underscore FSGLI at NAVY.MIL) using the following guidance:

a. **Forms**. The following forms are required for claims submittal:

(1) SGLV-8283A Claim for Family Coverage Death

Benefits. (Form must be completed and signed by the Service member).

(2) Copy of Service member's latest DD 93 Record of Emergency Data (showing dependency).

Note: In case of infant death where the child is less than 120 days old, an official State-issued birth certificate is required.

(3) Copy of Service member's most current Leave and Earning Statement for the month in which the death occurred (required for proof of premium payments).

(4) Final death certificate (specifying cause of death).

b. **Special Documentation Requirements**

(1) **Overseas Deaths.** DD-2064 Certificate of Death Overseas must be obtained (if practical). In the event a DD-2064 is unattainable due to proximity of death, the original death certificate must be provided. The document should contain the cause and manner of death, and should be translated for authentication purposes.

(2) **Stillborn Deaths.** FSGLI provides coverage in the event of the stillborn death of dependent children. Per reference (c), "member's stillborn child" means the member's natural child whose death occurs before expulsion, extraction, or delivery, and whose fetal weight is 350 grams or more, or (if fetal weight is unknown) whose duration in utero was 20 or more completed weeks in gestation. Claims of this nature will require the following additional documentation:

(a) Certified certificate of fetal death or certificate of stillbirth containing fetal statistics (gestation age, weight, length), **or**

(b) Certificate of fetal death or certificate of stillbirth **and** hospital report of fetal death listing fetal statistics.

Note: A fetus or child that is extracted for purpose of abortion is excluded.

(3) **Dependent Children 18 Years of Age or Older:** As applicable, provide evidence to substantiate the following:

(a) **Disabled Child.** Prior to child attaining the age of 18, the child was declared permanently incapable of self-support.

(b) **Student.** Child was below the age of 23 years, and was actively pursuing a course of instruction at an approved educational institution. Acceptable evidence of student status is a letter from the educational institution, on their letterhead, showing that the child was enrolled.

c. **Other Considerations**

(1) **Beneficiary Involvement.** Prior to certification of insurance claims, beneficiary involvement in the death of the dependent must be ruled out. A Service member is not entitled as a beneficiary if he or she is convicted or pleads guilty to involvement in the death of the spouse or the dependent child. In such cases, the beneficiary or beneficiaries are determined as outlined in reference (d). Commands should contact NAVPERSCOM (PERS-13) if the Service member is suspected in the dependent's death to obtain further guidance.

(2) **Dependent Child Death in the Case of Dual Military Parents or Stepparents.** Per reference (a), a child eligible for coverage by more than one member is covered under the member whose eligibility for SGLI coverage occurred first. In the event of a stillborn death, if both parents are covered under the SGLI Program, coverage falls under the biological mother. Contact NAVPERSCOM (PERS-13) for assistance or additional guidance.

d. **Claim Processing.** Upon receipt of all applicable documents, NAVPERSCOM (PERS-13) will review and certify the claim, and forward it to the Office of Servicemembers' Group Life Insurance (OSGLI) for payment.

16. **Accelerated Benefit Option (ABO).** The ABO gives the Service member access to the death benefits of the FSGLI policy before the death of a terminally-ill spouse. The member may receive up to 50 percent of the face value of the spousal coverage through the ABO. The ABO is available in $5,000 increments. In order to qualify for the ABO, the spouse must have a medical prognosis of life expectancy of 9 months or less.

Only the Service member can apply for ABO and the benefit will be paid only to the Service member.

17. **Beneficiary Financial Counseling Services (BFCS)**. BFCS is available to a Service member who claims the FSGLI upon the death of a spouse. BFCS provides free personal financial counseling to beneficiaries of FSGLI policies. The beneficiary will be notified of this benefit when they receive the payment of the proceeds of their FSGLI.

18. **Additional Information**. Additional information on FSGLI coverage and policies can be obtained from the following:

Department of Veterans Affairs, Web site:
(http://www.insurance.va.gov)
or
Navy Casualty Assistance (PERS-13)
Web site:
(http://www.npc.navy.mil/SupportServices/CasualtyAssistance/)

MILPERSMAN 1746-010

PROCEDURES WHEN GOVERNMENT MESSING IS NOT AVAILABLE

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	664-5478 (703) 604-5478 604-5943

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), Volume 7A (b) DFAS-DJMS Procedures Training Guide (DFAS PTG) (c) SECNAV M-5210.1

1. **Determining Non-Availability of Government Messing**. The installation commander will determine if Government messing is not available for enlisted members performing duty at that installation, including Service members assigned to tenant commands and naval vessels homeported at the installation. If a finding of non-availability is made, the following actions may apply:

IF...	THEN...
determination of non-availability has been made,	approval authority for basic allowance for subsistence (BAS) may be delegated to tenant commanders.
at any time the conditions to entitlement change (e.g., a Government mess becomes available),	the installation commander must take appropriate action to ensure that all BAS authorizations based on non-availability of Government messing are suspended.

2. **Duties Not in Proximity of Military Installation**. For Service members whose duties are not performed within reasonable proximity to a military installation (e.g., recruiters, Navy Reserve Officer Training Corps staff, etc.) the Service member's commanding officer (CO) will make the determination of non-availability of Government messing. Reference (a) provides specific criteria for determinations of impracticability, which entitle BAS at the rations in kind not available (RIKNA) rate.

3. **If Using Government Mess Impacts Mission**. If use of a Government mess would adversely affect the Service member's mission (e.g., explosive ordnance disposal or Naval Criminal Investigative Service), the Service member may submit request for BAS at the RIKNA rate via Service member's CO to the Office of the Chief of Naval Operations (OPNAV), Military Pay and Compensation Policy Branch (N130).

4. **Processing Approved Requests**. Approved requests will be submitted to the appropriate personnel support detachment (PSD) or personnel office.

a. The pay document is prepared and submitted per reference (b).

b. The original approved request and the file copy of the pay documents must be retained by the PSD or disbursing office per reference (c).

5. **BAS II**. When there is no available Government messing facility, and the Government cannot otherwise make meals available, enlisted Service members assigned to unaccompanied Government quarters may qualify for BAS II. Refer to MILPERSMAN 7220-182 for appropriate criteria.

MILPERSMAN 1746-020

PROCEDURES WHEN AUTHORIZED TO MESS SEPARATELY

Responsible Office	OPNAV (N130)	Phone: DSN COM	664-5478 (703) 604-5478

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoDFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (b) SECNAV M-5210.1 (c) Navy Procedures Training Guide (DJMS PTG), Part 3, Chapter 1

1. **General Policy**. Enlisted Service members assigned to duty where a Government mess is operated may, under certain conditions, be authorized to mess separately (RATSSEP) and be paid a basic allowance for subsistence (BAS). Refer to MILPERSMAN 7220-160.

2. **RATSSEP Granting Authority and Associated Policies**

a. **Authority**. The responsible commanding officer (RCO) of a shore activity operating one or more general messes is the authority granting RATSSEP.

b. **Applicability**. RATSSEP is authorized to the following:

(1) Service members under that command,

(2) Tenant command Service members assigned to subsist in the general mess operated by that RCO and

(3) Service members assigned in ships who are temporarily required to subsist ashore.

c. **Cancelling RATSSEP**. Authorization for RATSSEP is cancelled upon transfer, including between tenant commands served by the same RCO.

d. **No Retroactive Approval.** RATSSEP cannot be approved retroactively.

e. **Time Payment Starts.** RATSSEP is paid from the time of verbal authorization, if the RCO operating the mess promptly confirms it in writing.

3. **Justifying RATSSEP Payment**

a. **Guidelines.** RCOs may grant RATSSEP to an enlisted Service member upon determining that two or more of the following factors justify payment:

(1) Location of the Service member's residence,

(2) Specialized duties,

(3) Working hours,

(4) Dining hall capacity and

(5) Distance to the dining hall.

b. **Additional Requirement.** Service member must consistently and routinely miss two or more available general mess meals per day in order to qualify for RATSSEP.

c. **Procedures for Prorated BAS.** Reference (a) provides procedures for prorated BAS for Service members who do not meet the above criteria.

d. **Additional Extenuating Factors.** Although not all-encompassing, above factors as well as any additional extenuating circumstances must be taken into consideration, each request must stand on its own merit.

4. **Key RCO Consideration in Approving RATSSEP.** RCO must consider the necessity of maintaining an economical general mess with fluctuating numbers of patrons before giving RATSSEP with a subsistence allowance. RATSSEP must not adversely impact the economical administration of a general mess.

Note: "Item pricing" in the general mess will not be used as justification for approving RATSSEP.

5. **Pay Grade Based RATSSEP Policy for Enlisted Service Members**

a. **For Pay Grades E-1 through E-6.** RCOs should grant RATSSEP to enlisted Service members in pay grades E-1 through E-6, except basic trainees, who reside with their families.

(1) **Military Couples.** This authorization includes Service members married to other Service members, with no other dependents, who live together at their permanent duty station (PDS). See MILPERSMAN 7220-180 for restrictions when one or both of the Service members are on sea duty.

(2) **Geographic Bachelors.** This authorization does not automatically extend to geographic bachelors in pay grades E-1 through E-6 residing in bachelor enlisted quarters. Policies pertaining to these Service members must conform to the block labeled "Justifying RATSSEP Payment."

b. **For Pay Grades E-7 and Above.** Senior enlisted Service members in pay grades E-7 and above who are not on sea duty, as defined by MILPERSMAN 7220-150, are authorized RATSSEP, regardless of dependency status or guidelines in block labeled "Justifying RATSSEP Payment" of this article.

6. **RATSSEP Entitlement for Enlisted Service Members during Authorized Absences**

a. **Authorized absence includes:**

(1) on leave,

(2) hospitalized or

(3) performing travel.

(a) temporary duty or temporary additional duty (TAD),

(b) permanent change of station or

(c) under orders away from their PDS.

b. **Entitlement:**

(1) Service members are entitled to RATSSEP for the duration of the leave, hospitalization or travel status, regardless of the BAS rate authorized at their PDS,

(2) Service members reporting TAD and not authorized RATSSEP at the PDS may be authorized RATSSEP by the gaining RCO.

7. **Crediting and Terminating RATSSEP**

a. **Requesting Authority to Credit a TAD Period.** If RATSSEP is not credited for a TAD period, the PDS must ascertain whether or not it is payable by requesting authority from the gaining RCO to credit RATSSEP. To ensure accurate payment, the gaining command should endorse orders stating whether Government messing was available with or without charge.

b. **Procedures for Crediting and Terminating RATSSEP:** Specific procedures are contained in reference (c).

8. **Providing Unit Leave Listing.** Commanding officers of tenant commands having personnel subsisting in a general mess ashore or personnel assigned who have been granted RATSSEP will provide a copy of the commanding officer's monthly unit leave listing to the RCO each quarter.

9. **Fulfilling Subsistence Entitlement in Outlying Areas.** RATSSEP is not intended to fulfill the subsistence entitlement in outlying areas where it is occasionally impracticable to use a Government mess due to time and distance factors. A prorated or supplemental allowance, or the full BAS rate should be considered in these instances.

MILPERSMAN 1746-030

MEAL PASSES FOR ENLISTED PERSONNEL

Responsible Office	OPNAV N130	Phone: DSN COM E-mail:	604-5478 (703) 604-5478 NXAG N130C@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc.fct@navy.mil https://my.navy.mil/

References	(a) DoD 7000.14-R, Department of Defense Financial Management Policy of March 2024 (b) NAVSUP P-486, Food Service Management General Messes of 16 November 2020

1. **Policy**. Subsistence-in-kind (SIK) is when a Service member receives meals or rations provided by a Government mess, at no cost, in lieu of receiving basic allowance for subsistence. As required by reference (a), unless a Service member is entitled to SIK, subsistence provided on behalf of the Government must be charged to the Service member. Government messes determine whether a Service member receives SIK or whether a Service member needs to pay the standard meal rate based on the meal entitlement code associated with his or her common access card (CAC).

a. Per reference (b), Naval Supply Systems Command (NAVSUP) no longer requires commands to issue NAVSUP 1105 Personal Services – Meal as a physical meal pass. Commands will use the Ration Entitlement Verification System (REVS) as the primary means to scan the Service member's CAC to determine meal entitlements per reference (b), section 2302. Commands may establish local policy and a local version of NAVSUP 1105 at their discretion.

b. Service members utilizing essential station messing (ESM) facilities and other approved morale, welfare, and recreation facilities or establishments should use REVS if

available or NAVSUP 1291 Meal Signature Records to record meal entitlements.

c. Outside of the continental United States ashore galleys and ESM facilities do not currently utilize REVS and should follow the guidance in reference (b), section 2302.

2. **Responsibilities**

a. Commander, Navy Installations Command (CNIC). CNIC is responsible for the promulgation of the policies and procedures required to use a Service member's CAC as a meal pass. These policies and procedures will be coordinated with the Navy Director of Food Service.

b. Responsible Commanding Officer (RCO). The RCO will establish local policies and guidelines for issue, updates, and use of local meal passes, if applicable. The RCO is overall responsible for upholding policies relating to the use of a Service member's CAC for meal entitlements. The RCO will ensure consistency of policy implementation for all tenants using the dining facility.

3. **Ineligible Personnel**. Local procedures must be developed for other than permanent meal passes to manage meal passes for reservists not on active-duty orders entitled to SIK.

MILPERSMAN 1750-010

TRANSPORTATION OF STUDENT DEPENDENTS BETWEEN CONUS AND OVERSEAS DUTY STATIONS

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3322 (703) 695-3322 225-3311

Governing Directive	Joint Federal Travel Regulation (JFTR), Volume 1, Paragraph U5243 OPNAVINST 4650.15

1. **Policy**

a. Transportation of student dependents is described in JFTR, Volume 1, paragraph U5243.

b. One round trip per fiscal year (1 October through 30 September) is authorized.

c. Any portion of the round trip not taken during the fiscal year does not accrue to a subsequent fiscal year.

d. Not more than one round trip under student dependent travel orders may be taken within any given fiscal year.

e. A 14-day exception to the prescribed fiscal year baseline period may be authorized by Chief of Naval Operations (CNO) (N13) in unusual or emergency circumstances, such as an early or late holiday recess or school closing.

2. **Example**

a. A student dependent takes annual travel from the continental United States to parent’s duty station in Italy beginning 4 October 1989 and returns to the continental United States on 11 October 1989.

b. Due to the student’s school closing early or some other emergency, as determined by CNO (N13), the student’s next year’s annual travel could begin as early as 17 September 1990. It is

still within the current fiscal year, but is within the 14-day exception window.

3. **Transportation Arrangements**. Transportation arrangements are made as directed in OPNAVINST 4650.15.

4. **Status Clarification**. Following are student status clarifications for certain categories of personnel for the purposes of student dependent travel:

a. A student, who is also a member of a reserve component, is a student dependent, unless the student is on active duty.

b. A cadet or midshipman, attending one of the uniformed services academies, is not eligible for student dependent travel.

c. A servicemember’s spouse cannot be a student dependent.

MILPERSMAN 1754-010

SEA LEGS

Responsible Office	CNI (212)	Phone:	DSN COM FAX	882-4606 (901) 874-4606 882-2630

References	NAVPERS 15309G, ***Sea Legs***

1. **What is *Sea Legs***? NAVPERS 15309G, ***Sea Legs*** is a handbook for the assistance and information of Navy families.

2. **Content**. Although not all inclusive, ***Sea Legs*** serves as the first source of information on naval history, customs, traditions, officer and enlisted personnel, rights, benefits and privileges, and various family assistance programs and organizations.

3. **How to Order *Sea Legs***? ***Sea Legs*** is available through regular supply channels (Stock Number 0500-LP-275-4711).

MILPERSMAN 1754-020

FAMILY CONTACTS AND ASSISTANCE DURING DEPLOYMENT

Responsible Office	CNI (N215)	Phone: DSN COM FAX	882-4370 (901) 874-4370 882-2630

1. **Commanding Officers (COs)**. Prior to each deployment, COs will demonstrate visible evidence of interest and concern for families of assigned Sailors, both officer and enlisted, by writing letters to spouses of married personnel and parents of single personnel. The letter shall include

a. length of deployment;

b. name, address, and telephone number of the designated home port contact officer; and

c. complete telegraph address for the command.

2. **Fleet and Family Support Center (FFSC)**. The CO shall utilize the local FFSC to assist in providing deployment information and support for command and family members. The FFSC has an extensive menu of pre-deployment briefings for single Sailors, couples, and children that cover both practical and emotional preparation for deployment. They offer mid-deployment support services for command family support groups, preparation for return, and assist with homecoming preparations. The CO may request shipboard Return and Reunion briefings by an embarked FFSC deployment support team during the return transit. Return and Reunion briefings are designed to prepare the returning personnel for reintegration into home and family life with special programs for new or expectant parents, care-buying and consumer awareness, combat stress, and reestablishing relationships. The team is also available for individual consultation as well as briefing. Use of these programs has been reported by those who have used them, resulting in fewer personal and family problems following the return.

3. **Contact Officer**

a. Chief of Naval Operations (CNO) has directed fleet commanders to ensure the type commander designates an officer to

be the point of contact (POC) for spouses and families at the home port of deployed members. The home port contact officer shall promulgate information at regular intervals to designated family representatives, normally ombudsmen and the command Family Support Group, of each deployed unit. Information may include

(1) accomplishments of the unit,

(2) unclassified port visits, and

(3) scheduled return and welcoming plans.

b. The home port contact officer will assist families of deployed members in times of emergency and provide advice or referral as required.

4. **Communication between Family and Deployed Members**

a. Rapid communication between family members and deployed Sailors is essential to resolve personal problems of immediate concern. COs will ensure that Sailors know how to swiftly contact family members. Home port contact officers will familiarize family members with available communications methods in the home port area and associated costs, as applicable. Examples of available communication methods include

(1) commercial telephone service,

(2) class “E” messages, and

(3) Military Amateur Radio Services.

b. Other communication methods, if available and authorized by the CO, include

(1) Internet access,

(2) the Defense Switched Network (DSN),

(3) International Maritime Satellite calls, and

(4) “Plain Old Telephone System” satellite calls.

c. Messages transmitted via official communications means will be directed to the home port contact officer or CO of the installation nearest the residence of the family member.

MILPERSMAN 1754-030

SUPPORT OF FAMILY MEMBERS

Responsible Office	BUPERS (BUPERS-00J)	Phone: DSN COM FAX	882-3166 (901) 874-3166 (901) 874-2615
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 37 U.S.C. §403 (b) Public Law 93-647 (c) Uniform Code of Military Justice (d) BUPERSINST 1610.10E

1. **Policy**. The Navy will not act as a haven for personnel who disregard or evade obligations to their legal family members. All Service members must provide adequate and continuous support for their lawful family members and comply fully with the provisions of separation agreements and valid court orders. Any failure to do so which brings discredit upon the Navy may be cause for administrative or disciplinary action, which may include the initiation of court-martial proceedings and may ultimately lead to separation from the Navy.

2. **Sufficient Support**. Every person has an inherent natural and moral, as well as a legal obligation, to support his or her legal family members. In many states, the failure to support one's legal family member is a criminal offense. What is adequate or reasonably sufficient support is a highly complex and individual matter dependent on numerous factors and may be resolved only in a civil court of competent jurisdiction. Some of the salient factors that may be taken into account are the pay, private income, and resources of the person and the family members; the cost of necessities and everyday living expenses; financial obligations of the family members; and the expenses and financial obligations of the person in relation to his or her income.

3. **Navy Limitations**. The Department of the Navy (DON) is vested neither with the statutory authority nor in possession of the facilities to adjudicate matters that are of a purely civil

nature. In all cases involving Navy Service members, it is desired that the amount of support to be given for family members be established by mutual agreement between the parties concerned or be adjudicated in the civil courts.

4. **Support**

a. In those cases where the amount of support has not been fixed by competent court order or mutual agreement, the support scale set forth below **may** be used as a guide until such time as a mutual agreement is reached or a court order obtained. This scale is intended only as an interim measure and as a guide to the extent that major factors affecting the ability to provide support, the resolution of which cannot await a decision of the civil courts or the eventuality of a mutual agreement, may be considered to affect equitable adjustments to the support scale. Because of the inherent arbitrary and temporary nature of the support scale set forth below, it is not intended to be used as a basis for any judicial proceeding. To do so would lend excessive credence to an administrative tool, which has been designed for use only internally within the Navy.

Number of family members and amount of support to be provided in the absence of a mutual agreement or court order:	
Spouse only	1/3 gross pay
Spouse and one minor child	1/2 gross pay
Spouse and two or more children	3/5 gross pay
One minor child	1/6 gross pay
Two minor children	1/4 gross pay
Three minor children	1/3 gross pay

NOTE: Per reference (a), gross pay will include basic pay and any basic allowance for housing (BAH) or overseas housing allowance (OHA) to which the Service member is entitled, but does not include hazardous duty pay, sea or foreign duty pay, incentive pay, or basic allowance for subsistence (BAS). In the case of OHA, the command may take into consideration high housing costs that are directly reimbursed but create an inequitable ratio and adjust the amount equal to what BAH would be where the receiving party lives to use that amount as part of the gross pay to make the calculation above.

b. The above guide **may** be referred to only as a basic instrument or means for determining the amount of support to be provided for a complaining family member. For example, if a Service member presently has a spouse and child and a complaint

of non-support or insufficient support is received on behalf of two children of a former marriage, in the absence of an agreement or court ruling, the Service member should provide about one-fourth of his or her gross pay for the two children of the former marriage. If the complaint is on behalf of the present spouse and child, the Service member should provide about one-half of his or her gross pay for the spouse and child. The indication of three-fifths gross pay for a spouse and two or more children is applicable only when the family members are in the same household. If a Service member has a spouse and four or more children, he or she should be advised of his or her moral obligation to contribute more than three-fifths of his or her gross pay.

5. **Legal Obligation**

a. The laws of most jurisdictions in the United States impose a legal obligation upon a person to support his or her spouse. Exemptions from support of a lawful spouse may be in the form of an order of a civil court of competent jurisdiction, relinquishment by the spouse, mutual agreement of the parties or a waiver of the naval support requirement granted by **Director, Dependency Claims, Navy Military Pay Operations, a division of Defense Finance and Accounting Services (DFAS).**

b. If the Service member feels that he or she has grounds for a waiver of support of his or her spouse, **Director, Dependency Claims, Navy Military Pay Operations, DFAS,** acting under the policy guidance of Commander, Navy Personnel Command (COMNAVPERSCOM), may grant such a waiver for support of a spouse, but not children, on the basis of evidence of desertion without cause, physical abuse, or for infidelity on the part of the spouse.

c. A Service member may submit a request for a waiver of support of his or her spouse to the following address:

Defense Finance and Accounting Service
Cleveland Center
Code PMMACB
1240 East Ninth Street
Cleveland, OH 44199

A request must include a complete statement of the facts, including substantiating evidence and comments or recommendation

of the commanding officer (CO). Substantiating evidence may consist of the following:

(1) An affidavit of the Service member, relative, disinterested person, public official, or law enforcement officer. Affidavits of the Service member and relatives should be supported by corroborative evidence. All affidavits must be based upon personal knowledge of the facts. Statements of hearsay, opinion, and conclusion are not acceptable as evidence.

(2) Written admissions by the spouse contained in letters written by him or her to the Service member or other persons.

(3) Waiver requests submitted on grounds of physical abuse must be corroborated by evidence including the following types: medical reports; police reports; and statements from witnesses, chaplains, counselors, or social workers.

6. **BAH and OHA**

a. Family members, for whom BAH and or OHA may be payable, are defined by law. Service members are expected to comply with the terms of court orders or divorce decrees by courts of competent jurisdiction, which adjudge payments of alimony, even though BAH or OHA is not payable.

b. Entitlement of Service members to BAH and or OHA on behalf of family members is provided by statute. No Service member will be denied the right to submit a claim or application for BAH or OHA and no command may refuse or fail to forward such a claim or application. In cases involving parents, Service members should furnish an estimate of the dependency situation to the best of their knowledge. COs should not contact parents for dependency information to include in the Service member's application. This delays the application and serves no useful purpose; as such, cases are thoroughly investigated by the Navy family allowance activity. That activity obtains dependency affidavits from the parents. Any person, including a Service member or family member, who obtains an allowance or allotment by fraudulent means is subject to criminal prosecution.

7. **Desertion or Misconduct**. The duty of a person to support his or her minor children is not affected by desertion or other misconduct on the part of the spouse. The obligation to support a child or children is not affected by dissolution of the

marriage through divorce unless the judicial decree or order specifically negates the obligation of either person to support a child or children of the marriage. The fact that a divorce decree is silent relative to support of minor children or does not mention a child or children will not be considered as relieving the Service member of his or her inherent obligation to provide support for the child or children of the marriage. In many cases, the courts may not be cognizant of the existence of a child or children or may not have jurisdiction over the child or children. A commander has discretion to withhold action for alleged failure to support a child or children under the following conditions:

a. Where the location and welfare of the child or children concerned cannot be ascertained.

b. Where it is apparent that the person requesting support for a child does not have physical custody of the child or children.

8. **Adopted Child**. The natural parents of an adopted child are relieved of the obligation to support the child since this obligation is assumed by the adoptive parents. A Service member who contemplates the adoption of a child or children should be aware of the legal obligation to provide continuous support for the child or children during their minority.

9. **Noncompliance**. Noncompliance with court-ordered child support and or alimony could result in the garnishment of the Service member's pay under reference (b).

10. **Minor Children**. Service members who have minor children and who contemplate divorce should be informed of the advisability of having support provisions incorporated in the court order or divorce decree to preclude later disputes. Courts and attorneys are occasionally misled into placing provisions in separation agreements and decrees to the effect that the Service member will pay whatever amount the Military Services pay or require to be paid for support of the child or children. Ambiguous phrases should be avoided. No attempt will be made to break down any BAH with respect to how much would be applicable for a spouse, child, or other dependent. Such ambiguous orders of support or agreements will be considered the same as if they were silent with respect to the amount of support to be provided. The interests of all concerned will be better served if the amount of support to be provided is settled

in fixed terms by agreement or court order at the time of separation.

11. **Commander's Responsibilities – Non-Support Complaints Involving Enlisted Personnel**

a. The responsibility of every commander is to make sure all enlisted personnel under his or her command are informed of Navy policy and expectations regarding support of family members and the possible consequences of separation for misconduct for failure to discharge their just obligations. Married personnel at sea or stationed overseas must be counseled and encouraged to make provisions for continuous allotments to their dependents in amounts sufficient to enable their spouses to meet the family obligations at home.

b. Upon receipt of a complaint alleging that an **enlisted** member is not adequately supporting his or her lawful spouse and or children, the Service member must be interviewed and informed of the DON policy concerning support of family members. Counseling may be documented via NAVPERS 1070/613, or any other form of written counseling that specifically addresses the complaint of non-support. In the absence of a determination by a civil court or a mutual agreement of the parties, the support guide in subparagraph 4a above is applicable. Service members must be advised of their legal and moral obligations as well as their rights in the matter. Service members must be informed that their naval careers may be in jeopardy if they do not take satisfactory action. Service members may become ineligible to reenlist or extend their enlistment. If a member is not adequately supporting their dependent(s), they may be subject to administrative or disciplinary action that may result in their separation from the Navy.

c. Justifiable complaints of non-support or insufficient support against an enlisted member, with no indication of satisfactory progress toward establishing an acceptable solution, will be considered as evidence of misconduct. In such cases, action may be taken as specified in the appropriate Military Personnel Manual (MILPERSMAN).

12. **Non-Support Complaints Involving Officers**

a. Complaints of Non-support. Complaints of non-support or insufficient support concerning **officers** must be acted on by the

CO, after advising the officer concerned of his or her rights in the matter, as follows:

(1) Upon receipt of a written complaint alleging that an officer of his or her command is not adequately supporting his or her legal spouse and or children, the commander must have the officer interviewed for the purpose of instructing him or her as to DON's policy concerning support of family members. Counseling may be documented via NAVPERS 1070/613, or any other form of written counseling that specifically addresses the complaint of non-support.

(2) When the complaint is received directly from the family member concerned or a legal representative, the commander must inform the other party of receipt of complaint and promptly advise the writer of DON's policy in matters of this nature, and that appropriate action will be taken.

(3) When a complaint is received via senior naval authority (usually COMNAVPERSCOM), forward the complaint to the Command whose Commanding Officer is the appropriate authority to take action. .

b. Disregard for Court Order, Mutual Agreement, or MILPERSMAN. If, in the opinion of the CO, the officer concerned has repeatedly disregarded the provisions of a valid court order, the terms of a current mutual agreement, or the provisions of this article in such a manner as to bring discredit upon the naval service, the commander may consider non judicial punishment or recommendation for court-martial.

c. Action of the Officer Concerned

(1) Response to Correspondence Alleging Non-Support. Upon receipt of correspondence alleging his or her failure to contribute adequately to the support of his or her legal spouse and or children, and on the request of his or her CO, the officer concerned may execute a statement setting forth the following:

(a) Amount and method of contributions to legal family members during the 12-month period preceding receipt of complaint,

(b) Amount being contributed monthly as of date of receipt of complaint.

(c) Amount to be contributed monthly in the future and the method by which payments will be made.

(d) If amounts are less than that provided in the support guide in subparagraph 4a above, state the reasons.

(e) Further information pertinent to the matter, which the officer desires to call to NAVPERSCOM attention.

(f) Whenever possible, a certified copy of any pertinent court order or voluntary mutual agreement should be appended.

(2) Support Guide. In the absence of a determination by a civil court or a mutual agreement of the parties, the support guide in subparagraph 4a above is applicable.

13. **Fitness and Evaluation Reports**. Fitness and evaluation reports may reflect disregard of the provisions of this article if such disregard has brought discredit upon the naval service, has interfered with performance, or raises questions concerning the advisability of promotion, advancement, or selection for specific assignments. Fitness and evaluation reports may not be used as punishment or in lieu of appropriate disposition under reference (c). Comments in fitness and evaluation reports must pay due regard to the prohibitions in reference (d) against discussing the activities of a spouse or family member. All reports mentioning non-support of family members must be treated as adverse and referred to the officer or enlisted member reported on for a statement.

MILPERSMAN 1754-040

MILITARY SPOUSE LICENSURE AND BUSINESS COSTS REIMBURSEMENT

Responsible Office	OPNAV (N17)	Phone: DSN COM	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavyPortal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 37 U.S.C. (b) National Defense Authorization Act for Fiscal Year 2020 (c) National Defense Authorization Act for Fiscal Year 2021 (d) National Defense Authorization Act for Fiscal Year 2023 (e) National Defense Authorization Act for Fiscal Year 2024 (f) 10 U.S.C.

1. **Purpose**. This article provides policy and procedures for military spouse licensure and business cost reimbursement associated with a permanent change of duty station.

2. **Background**. The Navy is dedicated to supporting families and provides resources and advocacy for spouse employment. Reference (a), section 453, authorizes the Navy to reimburse Service members up to $500 for their spouses' State licensure and certification costs arising from relocation to another State due to a permanent change of station (PCS) or permanent change of assignment (PCA). Reference (b), section 577, increases the maximum amount to $1,000. Reference (c), section 622, further changes the eligibility language from "State to State" to "jurisdiction," clarifying that a Navy-directed relocation is within the scope of this provision if the licensing jurisdiction changes as a result of that change of assignment. Reference (d), sections 622 and 623, expands reimbursement policy to include qualifying business costs up to the maximum amount of $1,000 and extends reimbursement authorization to 31 December 2029. Reference (e), section 635, expands the reimbursement

authorization to include the Service member's first duty station, personnel transferring from active duty to the Selected Reserve (SELRES), and medically retired personnel on the Temporary Disability Retired List (TDRL). Additionally, reference (e) clarifies that a Service member can be reimbursed for both, the relicensing and business costs.

3. **Policy**

a. A Service member may be reimbursed up to $1,000 for those orders issued on or after 22 December 2023 for his or her spouse's qualifying relicensing costs and qualified business costs in each qualifying relocation when all of the following conditions are met:

(1) The Service member relocates to a new jurisdiction or geographic area as a result of:

(a) An assignment to the first duty station, if cost occurred during a qualifying marriage;

(b) A relocation, either as a result of a PCS or PCA, between duty stations;

(c) A transfer from an Active Component of a uniformed Service into the Selective Reserve (SELRES) of the Ready Reserve of a uniformed Service, if the Service member is authorized a final move from the last duty station to the new jurisdiction or geographic area; or

(d) Placement on TDRL under reference (f), chapter 61 (medically retired).

(2) The Service member is reassigned as a result of PCS or PCA from a permanent duty station (PDS) in one licensing jurisdiction to a PDS in another.

(3) PCS movement of the Service member's dependent(s) is authorized when the:

(a) Dependent(s) actually relocated from one licensing jurisdiction to another due to the sponsor's PCS orders, and

(b) Provisions of authorized advance or delayed dependent travel apply.

(4) The spouse was licensed or certified in a profession or owned a business during a Service member's previous duty assignment.

(5) The spouse is required to obtain re-certification, business license, or permit to engage in the same profession at the PDS in the new jurisdiction because of the member's relocation described in subparagraphs 3a(1) through 3a(7).

(6) Completion of the relicense, business license, permit, or certification was successful.

(7) For execution of a PCS returning from an overseas assignment, the professional license, business license or permit from the PDS held prior to the overseas assignment may be used if the new PDS in the U.S. is in a different jurisdiction.

b. Reimbursement, not to exceed $1,000 for those orders issued on or after 20 December 2019 ($2,000 maximum for business costs and licensure costs combined after 22 December 2023), may be provided to the Service member during each relocation, granted all conditions in subparagraph 3a(1) through 3a(7) are met.

c. The term "qualified relicensing costs" means costs for a licensing exam, continuing education courses, and registration fees:

(1) Imposed by the jurisdiction of the new PDS to secure a license or certification to engage in the same profession the Service member's spouse engaged in while in the previous PDS. There is no requirement that the licensing must be consecutive PDS to PDS; the spouse does not have to work at each previous PDS to be eligible. As long as the spouse has held a professional license at a prior PDS during the marriage and while the Service member is on active duty, the Service member is eligible for reimbursement at the new PDS.

(2) Paid or incurred by the spouse to secure the license or certification from the jurisdiction of the new PDS.

d. The term "qualified business costs" refers to costs, including moving services for equipment, equipment removal, new

equipment purchases, information technology expenses, and inspection fees incurred by the spouse of a Service member if:

(1) The spouse owned a business during the member's previous duty assignment and the costs result from the member's relocation described in subparagraphs 3a(1) through 3a(7), and

(2) The costs were incurred or paid to move such business to a new location in connection with such relocation.

e. For the purposes of spouse licensure reimbursement, separation or retirement orders and moves associated with the Career Intermission Program are not considered PDSs and the Service member will not be reimbursed.

4. **Procedures for Reimbursement**. Service members must use the following procedures to request reimbursement under this authority. Forms must be digitally-signed and submitted, as a separate attachment, with the reimbursement package. Members must provide the documentation contained in subparagraphs 4a through 4f for reimbursement costs per PCS move. The complete package will be scanned and e-mailed to MyNavy Career Center (MNCC) via secured e-mail address: askmncc.fct@navy.mil.

a. Spouse Licensure Reimbursement Request, exhibit 1.

b. OF 1164 Claim for Reimbursement for Expenditures on Official Business.

(1) The standard document number and lines of accounting to be used for payment processing will be issued each fiscal year by the Bureau of Naval Personnel Financial Operations Branch (PERS-704).

(2) The Service member (claimant) will complete block 4 (A-D), place the total amount claimed in block 7, and digitally-sign and date the voucher in block 10.

(3) The MNCC authorizing official (i.e., adjudicating and processing site) will sign and date the voucher in blocks 8 and 9. This will occur after the claim is e-mailed to MNCC.

c. Copy of the Service member's current PCS orders.

d. Copy of the old license from the previous jurisdiction

(or proof of employment in that profession if a license was not required in the previous jurisdiction) or proof of ownership of a business.

e. Copy of the new license issued by the new jurisdiction.

f. Copy of the receipt(s) indicating all fees associated with and claimed by the Service member for the spouse's licensure re-certification or qualified business costs for relocation of a spouse-owned business.

5. **Effective Date**

a. Licensure reimbursement is effective 20 December 2019 for PCS orders issued on or after that date. Reimbursement for qualifying business costs in addition to relicensure costs for relocation of a spouse-owned business is effective for PCS orders issued on or after **22 December 2023.**

b. Per reference (d), sections 622 and 623, no reimbursement may be provided for qualified relicensing or business costs paid or incurred after 31 December 2029.

c. Legal authorization for reimbursement associated with PCS orders issued 12 December 2017 through 20 December 2019 expired 30 June 2021. Requests for reimbursement associated with PCS orders issued after 20 December 2019 must be submitted no later than 24 months after issuance date of PCS orders or before 31 December 2029, whichever is earlier.

6. **Information**. Service members with additional inquiries regarding military spouse licensure reimbursement, including the reissuance of IRS 1099 Miscellaneous Information, should contact MNCC at 1-833-330-MNCC or e-mail: askmncc.fct@navy.mil. For more information, including frequently asked questions, visit: https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/.

EXHIBIT 1
SPOUSE LICENSURE REIMBURSEMENT REQUEST
(Use proper letter format containing the following information)

(Date)

From: (Rank/Rate, First, MI, Last), (Designator), USN(R)
To: Commander, MyNavy Career Center (MNCC 422)

Subj: REQUEST FOR MILITARY SPOUSE LICENSURE OR QUALIFYING SPOUSE-OWNED BUSINESS RELOCATION COST REIMBURSEMENT

Ref: (a) NAVPERS 15560D, Navy Military Personnel Manaul (MILPERSMAN)
(b) Uniform Code of Military Justice (UCMJ)

Encl: (1) Copy of most recent orders
(2) Copy of old license from previous jurisdiction (or proof of employment in that profession if a license was not required in previous jurisdiction)
(3) Copy of new license
(4) Copy of receipt(s) for new license or business relocation costs

1. Per reference (a), MILPERSMAN 1754-040, I respectfully request reimbursement for my spouse's licensure or certification costs or spouse-owned business relocation expenses.

2. I verify that my spouse owned a business or was required by a jurisdiction to maintain a professional license, business license, permit, or certification for employment. Upon permanent change of station orders to my new permanent duty station (PDS) in my new jurisdiction of ( ), my spouse relocated to my new PDS and was required to obtain a new professional license, business license, permit, or certificate to secure employment as a (profession).

3. I request cost reimbursement of $( ) for professional license, business license, permit or certificate fees, or qualifying business expenses.

4. To certify this request, enclosures (1) through (4) are provided.

5. I acknowledge that knowingly and willfully making false, fictitious, or fraudulent statements or representation is punishable under reference (b).

6. My contact number is (XXX) XXX-XXXX and my contact e-mail is ( ).

Signature
(PRINTED INITIALS, LAST NAME)

MILPERSMAN 1770-010

DEFINITIONS AND ACRONYMS

Responsible Office	PERS-00C	Phone: DSN TOLL FREE COM FAX	882-2501 (800) 368-3202 (901) 874-2501 874-6654

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

References	(a) DoD Instruction 1300.18 of 8 January 2008 (b) DoD Instruction 1300.29 of 28 June 2021

1. **Purpose**. This article contains definitions and acronyms used throughout the Casualty and Survivors' Benefits MILPERSMAN 1770 series. The definitions and acronyms are provided as a general reference and are derived primarily from references (a) and (b).

2. **Definitions, Terms, and Acronyms**

a. Basic Allowance for Housing (BAH). The spouse and children of a deceased Service member living in Government quarters are entitled to either remain in Government housing for 365 days, or to relocate to private quarters and receive a year of BAH or overseas housing allowance, as appropriate. To receive this allowance for private quarters, the deceased Service member must have been eligible to receive those allowances for his or her dependents at the time of death.

b. Bedside Travel. Funded roundtrip transportation and per diem for up to three family members or other designated individuals to visit a Service member listed as:

(1) Serious illness or injury (SI),

(2) Very seriously ill or injured (VSI), or

(3) Not seriously injured (NSI) (designated combat operation and or combat zone injuries only).

NOTE: Travel to bedside is authorized only when a military medical authority determines in writing that the presence of family members is medically necessary for the health and welfare of the Service member (see MILPERSMAN 1770-230).

c. Beneficiary. Person entitled to or designated to receive various benefits.

d. Casualty. Any Service member or reportable civilian who is determined to be deceased, duty status whereabouts unknown (DUSTWUN), excused absence – whereabouts unknown (EAWUN), missing, or ill or injured classified as SI, VSI, or NSI (in a combat zone).

e. Commander Navy Installations Command Casualty Assistance Calls/Funeral Honors Support Office. Responsible for casualty assistance calls officer (CACO) training and assignments, supporting the Navy Casualty Office in the execution of casualty case management, and supervision and execution of the Navy's Funeral Honors Program.

f. Casualty Assistance Calls Officer (CACO). The CACO is the official Navy representative who provides information, resources, and assistance to the next of kin (NOK) and other beneficiaries in the event of a casualty (see MILPERSMAN 1770-160). CACO duties are varied and dependent upon the status of the Service member at the time the casualty occurs (i.e., death, DUSTWUN, missing, ill, or injured).

g. Casualty Operations Case Manager (Navy Casualty Assistance Primary Point of Contact). The casualty case manager (assigned for every reported casualty) provides guidance and coordination for all benefits, funeral expenses, and travel. Duties include, but are not limited to:

(1) Determination of primary next of kin (PNOK) and secondary NOK;

(2) Identifying the most current DD 93 Record of Emergency Data and Servicemembers' Group Life Insurance (SGLI) election, to ensure benefits are paid to the proper beneficiaries;

(3) Coordinating with CACOs for the delivery of benefits packages to KNO and other designated individuals;

(4) Processing claims for death gratuity, BAH, SGLI, and other survivor benefits;

(5) Coordinating funeral, bedside, memorial service, and dignified transfer of remains (DTR) travel as applicable; and

(6) Providing line of accounting data for the relocation of the dependents' household goods.

h. Conservatorship. A legal status in which a party has been appointed to manage the affairs of a minor child's monies and or property. Conservatorship law varies from state to state.

i. CONUS. Continental United States (U.S.).

j. Defense Casualty Information Processing System (DCIPS). The official Department of Defense (DoD)-directed information technology system for all aspects of casualty case processing. DCIPS is also used to report a casualty.

k. Death Gratuity. Immediate financial assistance to eligible beneficiary(ies) of $100,000 (See MILPERSMAN 1770-280).

l. DFAS. Defense Finance and Accounting Service.

m. DD 1300 Report of Casualty. The official document used to record the death of an active duty Service member.

n. Dependency and Indemnity Compensation. A Department of Veterans Affairs benefit program that provides a monthly payment to a surviving spouse or qualifying dependent of a deceased Service member.

o. Dignified Transfer of Remains (DTR). The solemn disembarkation of a deceased Service member's remains when arriving at Dover Air Force Base, Dover, DE from outside the continental U.S. (OCONUS).

p. Duty Status Whereabouts Unknown (DUSTWUN). A transitory casualty status that is used when the responsible commander suspects the Service member may be a casualty and whose absence is **involuntary**, but sufficient evidence does not exist to make a definite determination of current status, be it unauthorized absence, missing, or deceased. This applies to Service members presumed to be lost at sea or absent ashore due

to unknown circumstances. DUSTWUN affords the commanding officer (CO) up to 10 days to conduct search and rescue efforts, investigate the circumstances of the loss incident, and assemble information regarding the Service member's disappearance. DUSTWUN has no effect on pays or allowances and differs by definition and legal entitlement from the "missing" casualty status (see MILPERSMAN 1770-020).

q. Escort. The uniformed member who accompanies the remains of a deceased Service member being transported to the funeral site. Navy Mortuary Affairs is responsible for funding the escort travel.

r. Excused Absence - Whereabouts Unknown (EAWUN). An administrative status applicable only to civilian personnel used when the responsible commander suspects the employee may be a casualty whose absence is involuntary but does not feel sufficient evidence currently exists to make a determination of missing or deceased.

s. Family Servicemembers' Group Life Insurance (FSGLI). An extension of the SGLI Program to provide insurance to the spouse and dependent children of Service members. A Service member must be insured under the SGLI Program to qualify for FSGLI. FSGLI provides up to a maximum of $100,000 of insurance coverage for spouses not to exceed the amount of the Service member's coverage. Dependent children are automatically covered for $10,000. See MILPERSMAN 1741-030 for more information.

t. Funeral Travel. Roundtrip transportation and allowances for family members and other eligible travelers to attend the burial ceremony of Service members who die while on active or inactive duty (see MILPERSMAN 1770-270).

u. Guardianship (In the Case of Minor Beneficiaries). Similar to conservatorship (depending on State law), a legally appointed person responsible for handling the affairs of a minor's estate. Depending on State law, this can also apply to the handling of money and property on behalf of the minor (this must be explicitly documented). This may be required even if the child is in the care of a surviving natural or adoptive parent.

v. In Loco Parentis. Any person(s) or institution who acted in place of a Service member's parents for a period of not

less than a year at any time before the Service member joined the Navy.

w. Killed in Action (KIA). A casualty that occurred due to hostile action, other than terrorist activity, in which a Service member died as a result of wounds or other injuries **before** reaching a medical treatment facility.

x. Line of Duty Investigation (LODI). An LODI is required upon the death of a Service member. The investigation is used to determine if the Service member died while in the line of duty and whether the death was due to his or her own misconduct. Commands should consult the Manual of the Judge Advocate General (JAGINST 5800.7G) for further guidance.

y. Missing. This status is used when a Service member is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown. A Service member may only be placed in a "missing" status by the Secretary of the Navy.

(1) A CO may make a recommendation to put a member in a "missing" status if the facts so suggest. "Missing" does not include Service members whose status is listed as absent without leave, deserter, or who have been dropped from rolls.

(2) A person declared "missing" is categorized as the following:

(a) Beleaguered. The Service member is a member of an organized element that has been surrounded by a hostile force to prevent escape of its members;

(b) Besieged. The Service member is a member of an organized element that has been surrounded by a hostile force, compelling it to surrender;

(c) Captured. The Service member has been seized as the result of an action of an unfriendly military or paramilitary force in a foreign country;

(d) Detained. The Service member is prevented from proceeding or is restrained in custody for alleged violation of international law or other reason claimed by the Government or group under which the person is being held;

(e) Interned. The Service member is definitely known to have been taken into custody of a nonbelligerent foreign power as the result of, and for reasons arising out of, any armed conflict in which the U.S. Military Services are engaged;

(f) Missing. The Service member is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown; and

(g) Missing in Action. The casualty is a hostile casualty, other than the victim of a terrorist activity, who is not present at his or her duty location due to apparent involuntary reasons, and whose location is unknown.

z. Non-Medical Attendant. One who accompanies an eligible relative or designated individual to the bedside of a qualifying ill or injured Service member or burial ceremony of a deceased Service member if it is determined:

(1) The accompanied individual is unable to travel unattended because of age, physical condition, or other justifiable reasons; and

(2) There is no other eligible relative or designated individual qualified to serve as an attendant traveling to the burial ceremony of the deceased Service member.

NOTE: A non-medical attendant accompanying an individual to the bedside of a qualifying ill or injured Service member is considered to be one of the designated persons bedside (see MILPERSMAN 1770-230).

aa. Notification. The process of informing the next of kin or other interested parties of the death, illness, injury, or a status of DUSTWUN of a Service member.

(1) Death. Notification following a death will be made in person by a team of two persons (a chaplain should be assigned to the team, if available). Notification should be made to the PNOK first, when practical. The initial visit entails notification, condolences, answering of any questions, and addressing any concerns. Notification should be accomplished within 24 hours of receipt of casualty, between the hours of 0500 and 2400. Unusual circumstances, such as OCONUS

next of kin or high media interest may dictate deviation from this guidance.

(2) Illness or Injury. Notification following illness or injury must be made by phone.

(3) DUSTWUN. Notification following a DUSTWUN designation will be made in person, to the PNOK, and to the parents. Factual details may be relayed to the family members during the notification visit.

ab. Not Seriously Injured (NSI). A casualty which involves illness or injury that requires medical attention (may or may not require hospitalization) and medical authorities declare the illness or injury less severe than seriously injured.

NOTE: A personal casualty report (PCR) is required **only** if the NSI case occurs within a theater of operations.

ac. OCONUS. Outside of the continental U.S.

ad. Other Interested Parties. Other interested parties include anyone named on a Service member's DD 93, or SGLV 8286 Servicemembers' Group Life Insurance Election and Certificate.

ae. Person Authorized to Direct Disposition (PADD). Service members identify a PADD on their DD 93. If the PADD is not designated by the Service member, the PADD is recognized in the following order of precedence:

(1) Surviving Spouse: The legal spouse is one who was married to the deceased as prescribed by civil law, was not divorced from the deceased, and has not remarried at the time disposition of remains is to be made. If the spouse has remarried at the time disposition is to be made, the right of disposition will go to the next person in order of priority, and the remarried spouse will take priority as stated in subparagraph 2ae(8) below;

(2) Children: Children who have reached the age of majority in order of seniority (age);

(3) Parents: In order of seniority (age), unless legal custody was granted to another person by reason of court decree or statutory provision. Stepparents who have not adopted the Service member, serve in loco parentis, and are not considered parents for PADD purposes;

(4) Blood or Adoptive Relative: A relative of the Service member who was granted legal custody by reason of a court decree or statutory provision. The person to whom custody was granted remains the PADD despite the fact that the individual had reached the age of majority at the time of death;

(5) Siblings: Brothers or sisters of legal age in order of seniority (age). Half-siblings will be considered after full siblings. Stepsiblings are not eligible to direct disposition. Adopted siblings are treated the same as full siblings when adopted by both of the deceased Service member's biological parents. Adopted siblings are considered as half-siblings when adopted by only one of the deceased Service member's biological parents;

(6) Grandparents: In order of seniority (age);

(7) Other Adult Blood Relatives: In order of relationship to the individual under the laws of the Service member's domicile. When two individuals are of equal relationship, priority will be determined by seniority (age);

(8) Remarried Surviving Spouse: One who was not divorced from the deceased and has remarried at the time disposition of remains is to be made. The latter might apply in the case of a Service member who is declared deceased, though his or her body was not recovered and whose remains are subsequently recovered and identified at a later date;

(9) Persons Standing in Loco Parentis: Refer to "in loco parentis," subparagraph 2v above;

(10) Legal Representative of The Estate: May make disposition of remains when all efforts to identify or locate a person listed in subparagraphs 2ae(1) through 2ae(9) above are unsuccessful. The legal representative must be properly appointed by a civil court having jurisdiction of the Service member's estate; or

(11) Other: When all known persons in subparagraphs 2ae(1) through 2ae(10) above relinquish disposition authority or cannot be identified or located, then disposition of the remains will be made by the Secretary of the Navy.

af. Person Eligible to Receive Effects (PERE). The PERE receives custody of the personal effects of a deceased Service

member. This transference of property does not imply ownership, merely an entity in which to pass the Service member's property. The PERE is recognized in the following order:

(1) Legal Representative of The Service Member's Estate. To qualify as a legal representative, an individual must present duly certified copies of a will, letter testamentary, letters of administration, or other evidence of final qualification issued by a proper court of competent jurisdiction;

(2) Surviving spouse who has not remarried;

(3) Children in order of seniority (age);

(4) Parents in order of seniority (age);

(5) Siblings in order of seniority (age);

(6) Other blood relative. When two individuals are of equal relationship, priority will be determined by order of seniority (age);

(7) A person standing in loco parentis; or

(8) A person named as a beneficiary in the will, but not specifically named as the recipient of personal effects.

ag. Personnel Casualty Reporting. A PCR should be submitted as soon as practical, preferably within 4 hours of learning of a casualty. A PCR is required for:

(1) All deceased military personnel in an active duty or inactive duty training status;

(2) All deceased or missing DoD civilian employees and DoD contractors OCONUS who are casualties as a result of hostile action, non-hostile action, or while accompanying U.S. Military Services in the field; and for all CONUS casualties as a result of hostile action;

(3) All deceased 120-day disability retired members;

(4) All deceased personnel who were attending a Military Service academy;

(5) All active duty military personnel whose status is listed as SI or VSI;

(6) All DoD civilian personnel, including DoD contractors OCONUS, who are listed as SI or VSI as a result of hostile or non-hostile action, or while accompanying U.S. Military Services in the field;

(7) All military personnel listed as DUSTWUN, all DoD civilian employees, and DoD contractor personnel listed as EAWUN; and

(8) All personnel (including military and DoD civilians and DoD contractors) who are wounded in action.

ah. Primary Next of Kin (PNOK). The person most closely related to the deceased Service member is considered PNOK for casualty notification and assistance purposes. The surviving spouse (not having remarried following the Service member's death) is always designated the PNOK. The term "surviving spouse" does not include one who obtained a divorce from the Service member (at any time). Other NOK is recognized by law in the following order of precedence:

(1) Eldest natural or adopted child including a child or children by prior marriage. The age of majority is 18. If the child is a minor, his or her surviving parent or legal guardian will exercise the rights of the minor child;

(2) Parents in order of seniority (age), unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision;

(3) Blood relative who was granted legal custody of the person by a court decree or statutory provision;

(4) Brother(s) and sister(s) of legal age (18 or over) in order of seniority (age);

(5) Grandparents in order of seniority (age);

(6) Other relatives of legal age in order of relationship to the individual according to civil laws. When persons are of equal degree of relationship to the Service member (e.g., aunt, uncle, and cousin), seniority (age) will determine priority;

(7) Persons standing in loco parentis to the Service member; or

(8) The remarried surviving spouse.

NOTE: When doubt exists concerning the determination of PNOK, Navy Casualty Assistance will provide guidance for determination.

ai. Prisoner of War (POW). POW is not a casualty status for casualty reporting purposes. For reporting purposes, the casualty status and category would be "missing-captured". POW is the international legal status of military and certain other personnel captured during an armed conflict between two countries.

aj. Record of Emergency Data ((RED)/DD 93). Form used to designate beneficiaries for certain benefits and to designate the PADD in the event of a Service member's death.

ak. Returned to Military Control. Status of a Service member whose casualty status of DUSTWUN or missing has been changed due to the Service member's return or recovery by U.S. military authority.

al. Seriously Ill or Seriously Injured (SI). The casualty status of a person whose illness or injury requires medical attention and medical authority declares that death is possible, but not likely within 72 hours, and or the severity is such that it is permanent and life altering.

am. Servicemembers' Group Life Insurance (SGLI). A low cost group life insurance for Service members available in $50,000 increments up to the maximum of $500,000. Service members are automatically insured under SGLI for the maximum amount of $500,000 unless an election is filed reducing the insurance by $50,000 increments or canceling it entirely.

an. Survivor Benefit Plan. Monthly payment to the spouse of a deceased Service member who is found in the line of duty at time of death. If no qualifying spouse, the Service member's children will receive the benefits until they reach the age of 18 or 22, if enrolled in school.

ao. Traumatic Servicemembers' Group Life Insurance. A traumatic injury protection rider under SGLI that provides for payment to any Service member covered by SGLI who sustains a qualifying traumatic injury which results in designated severe losses.

ap. Unaccounted For. An inclusive term (not a casualty status) applicable to Service members whose person or remains are not recovered, or otherwise accounted for following hostile action. Commonly used when referring to Service members who are KIA and whose body is not recovered.

aq. Unpaid Pay and Allowance (UPPA). Pay and allowances accrued, but not yet paid, upon the death of a Service member. UPPA may include unpaid basic pay, accrued leave, amounts due for travel, and unpaid installments of variable reenlistment bonuses. A complete pay audit is performed by DFAS prior to issuance of UPPA to the designated beneficiary.

ar. Very Seriously Ill or Injured (VSI). The casualty status of a person whose illness or injury is such that medical authority declares it more likely than not that death will occur within 72 hours.

as. Wounded in Action (WIA). A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who has incurred an injury due to an external agent or cause. The term encompasses all kinds of wounds and other injuries incurred in action (whether there is a piercing of the body as in a penetration or perforated wound, or none as in the contused wound). These include fractures, burns, blast concussions, all effects of biological and chemical warfare agents, and the effects of exposure to ionizing radiation or any other destructive weapon or agent. The hostile casualty's status may be categorized as SI, VSI, or NSI.

MILPERSMAN 1770-020

DUTY STATUS-WHEREABOUTS UNKNOWN AND "MISSING" STATUS RECOMMENDATIONS

Responsible Office	NAVPERSCOM (PERS-00C)	Phone: COM: DSN: TOLL FREE WITHIN U.S.: FAX:	(901)874-2501 882-2501 (800)368-3202 (901)874-6654

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc.fct@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1300.18 of 8 January 2008 (b) 10 U.S.C. (c) Joint Travel Regulations (d) DoD Instruction 2310.05 of 31 January 2000 (e) DoD 7000.14-R, Department of Defense Financial Management Regulation (FMR)

1. **Policy**. Reference (a) establishes casualty reporting requirements for Service members categorized as duty status unknown (DUSTWUN) and subsequent determinations as "missing." Commanders will review this article in its entirety to ensure compliance with set policy prior to submitting a personnel casualty report (PCR) for DUSTWUN, per MILPERSMAN 1770-030, or **recommending** a member be placed in a "missing" status. This article provides a succinct roadmap for commanders when members fail to muster for reasons that may not be clear.

2. **Definitions**

a. **DUSTWUN**. A transitory casualty status used when the responsible commander suspects a member may be a casualty and whose absence is **involuntary**, but sufficient evidence does not exist to make a definite determination of current status, be it unauthorized absence (UA), missing, or deceased. This applies to members presumed to be lost at sea, or absent ashore due to unknown circumstances.

b. **Missing**. A status used when a member becomes involuntarily absent from his or her duty location as a result

of hostile action, or under circumstances suggesting that the involuntary absence is a result of hostile action. **Only the Secretary of the Navy (SECNAV) has the authority to place a member in a "missing" status.** Further sub-classifications are listed in reference (a).

3. **Command Actions**

a. Commands must initiate search and rescue efforts or the actions in MILPERSMAN 1600-040 for members presumed lost at sea as soon as a member is discovered absent from duty ashore. At any time during those actions, should a command determine that the member's absence meets the definition of DUSTWUN, the command must submit a PCR per MILPERSMAN 1770-030, listing the member's casualty type as "DUSTWUN," **within 4 hours** of making that determination.

Note: Commanders may also classify the member as "DUSTWUN," if initial inquiries indicate the member may be deceased, to allow further investigation.

b. Members may only remain in a DUSTWUN status for 10 days. Commands will exhaust search and rescue efforts (if at sea), or initiate a preliminary inquiry or command investigation ashore, and formally continue the investigative steps per MILPERSMAN 1600-040. Commanders are encouraged to use all assets available to investigate the circumstances of the incident, to include Navy Criminal Investigative Service (NCIS) or local law enforcement. NCIS will be notified immediately if there is an indication the member's absence may be involuntary.

c. Commands will submit a **daily** supplemental PCR, unless not feasible for security reasons. The supplemental PCR will report pertinent facts, search progress, and other pertinent information needed to keep the next-of-kin (NOK) informed.

d. Submission of supplemental PCRs will continue until a report is sent stating that the search has been discontinued or investigation is complete, and the member involved has been:

(1) Recovered alive and returned to military control;

(2) Determined to be absent due to hostile involuntary reasons and is recommended to be placed in a "missing" status. The "missing" casualty status will be retroactive to the date of

the initial disappearance unless other information is available which indicates a more current date is applicable;

(3) Placed in a (UA) status. If after an immediate and extensive search, conclusive evidence of death **does not** exist, and a full review of the available evidence does not indicate that the member is absent involuntarily, place the member in UA status. The date of UA **must** be the initial date of disappearance;

(4) Reported deceased. A commander may submit a report of death if;

(a) Identifiable remains have been recovered.

(b) The member's absence occurred at sea, and, at the completion of an extensive search, no remains are recovered, and it is determined that the conditions would be considered "not survivable"; or

(5) Recommended for a determination of deceased. If the investigation reveals a preponderance of the evidence that the member is deceased, forward the results of the investigation, with all pertinent evidence, to Navy Personnel Command (NAVPERSCOM) Navy Casualty Department (PERS-00C) with an endorsement from the commander recommending the member be declared deceased. The endorsement will include a summary of the evidence leading to the recommendation, along with a recommended date of death.

4. **Pay and Allowances While in a DUSTWUN Status**. DUSTWUN differs by definition and legal entitlement from the "missing" casualty status. Therefore, DUSTWUN has no effect on the pay or allowances that are in place prior to the member being placed in a DUSTWUN status.

5. **Declaration of Deceased Recommendation**

a. Upon receipt of the endorsed investigation recommending a declaration of deceased, PERS-00C, in conjunction with Bureau of Naval Personnel (BUPERS) Office of Legal Counsel (BUPERS-00J), will convene a Casualty Status Determination Council(CSDC). The council must consist of:

(1) Director, PERS-00C;

(2) Member, BUPERS-00J (associate or assistant legal counsel); and

(3) Minimum of one subject matter expert pertinent to the details surrounding the case.

b. Upon convening, the CSDC:

(1) Will review the investigation in its entirety. During the course of review, the council may consult with additional subject matter experts to interpret evidence.

(2) May request additional information from the command or any person(s) providing statements, evidence, or expert opinion.

(3) Will determine if the declaration of deceased is the proper course of action, based on the preponderance of the evidence, or if the status should remain "undetermined."

(4) Will generate a Department of the Navy CSDC findings worksheet (exhibit 1) containing the council's recommendation and forward to Commander, Navy Personnel Command (COMNAVPERSCOM) for final decision. The worksheet will contain a brief summary of how the determination was reached. If the decision is not unanimous, the dissenting opinion will be outlined in the findings worksheet.

c. COMNAVPERSCOM

(1) Will review the investigation in its entirety and may consult with his or her staff judge advocate.

NOTE: The staff judge advocate will not be a member of the CSDC.

(2) May request additional information from the command or any person(s) providing statements, evidence, or expert opinion.

(3) Will approve or disapprove the board's recommendation, to include the member's status (deceased or undetermined) and date of death (if determined to be deceased).

6. **"Missing" status recommendation**

a. At the conclusion of the investigation, if the commander believes the absence to be **involuntary** and circumstances are not conclusive, forward the recommendation of "missing" to PERS-00C. A DD 2812 Commander's Preliminary Assessment and Recommendation Regarding Missing Person may accompany the report, however, is not required in all circumstances, per reference (d). The complete report may be sent electronically to MILL_NavyCasualty@navy.mil. Commands will also submit a supplemental PCR.

NOTE: Use an underscore between "MILL" and "NavyCasualty" in the above e-mail address.

b. An investigation leading to a "missing" recommendation will include all pertinent information, including:

(1) Latitude and longitude (as applicable),

(2) Distance from nearest land (when applicable),

(3) Local conditions,

(4) Extent of searches made,

(5) Statements of survivors or other members who may have pertinent information concerning the member's circumstances, and

(6) Commanding officer's opinion and recommendation as to the proper casualty status.

c. A copy of the investigation and recommendation will be forwarded to the immediate superior in command (ISIC) for endorsement and the theater commander, if applicable.

d. PERS-00C will ensure the investigation and "missing" recommendation are promptly submitted through the chain of command to SECNAV.

7. **Initial Board of Inquiry**

a. If SECNAV deems an initial board of inquiry is required, he or she will appoint such a board within 10 days.

Reference (d) governs the duties and responsibilities of the board. The board's recommendation is forwarded to SECNAV for final approval.

b. Access to the initial board of inquiry is closed to the public, including primary next-of-kin (PNOK) and other members of the family. No later than 30 days after SECNAV makes determination of the status, SECNAV will provide PNOK and other members of the immediate family an unclassified summary of the unit commander's and initial board of inquiry's reports.

8. **Family Assistance**

a. If a member's status is changed from DUSTWUN to "missing," a casualty assistance calls officer will visit the PNOK and secondary NOK to inform them of the casualty status change. PERS-00C will provide guidance and assistance for pay and allowances, benefits, and entitlements in all "missing" cases.

b. Travel and transportation may be provided for the dependents, household goods, and personal effects of members on active duty who are officially reported in a "missing" status for a period of 29 or more days per reference(c), sections 051104 and 052010.

9. **Pay and Allowances While in a Missing Status**. Reference (e), volume 7a, chapter 34, outlines pay and allowances and specific limitations for members listed in a "missing" status. **"DUSTWUN" has no effect on pay or allowances.** Per reference (e), volume 7a, chapter 34, PERS-00C has been delegated the authority to make official determinations under the Missing Persons Act.

a. Continuance of Pay and Allowances. Per reference (e), volume 7a, chapter 34, a member is entitled to receive the same pay and allowances he or she was receiving prior to being placed in a "missing" status:

(1) While listed in a "missing" status; and,

(2) For a period, not to exceed 1 year, required for hospitalization and rehabilitation following termination of that status.

b. Allotments. An allotment made by a member prior to being placed in a "missing" status may be continued. When an

allotment is insufficient for an authorized purpose, new allotments or increases may be authorized by PERS-00C. PERS-00C may also direct the suspension, resumption, discontinuance, or decrease of an allotment when the circumstances warrant, per reference (e), volume 7a, chapter 34.

10. **Service Record, Medical Record, Dental Record, and Flight Logbook Disposition for "Missing" Personnel**. Records, along with flight logbooks (if applicable), will be forwarded to PERS-00C at:

Navy Personnel Command (PERS-00C)
Navy Casualty Assistance
5720 Integrity Drive
Millington, TN 38055

EXHIBIT 1

DEPARTMENT OF THE NAVY
CASUALTY STATUS DETERMINATION COUNCIL WORKSHEET
(Page 1 of 3)

DEPARTMENT OF THE NAVY
CASUALTY STATUS DETERMINATION COUNCIL

DATE:

COUNCIL MEMBERS: (Note if any appear telephonically or by Microsoft Teams)
1) Name, rank/designator, and or job title
2) Name, rank/designator, and or job title
3) Name, rank/designator, and or job title

SUBJECT: (Name/Rate/Rank of Absent Individual)

I. FINDINGS

I. a. Does credible evidence exist to suggest the person is deceased?	**YES**	**NO**
Member #1		
Member #2		
Member #3		

I. b. Does the United States possess any credible evidence to suggest the person is alive?	**YES**	**NO**
Member #1		
Member #2		
Member #3		

I. c. Has the United States, or the cognizant local authorities, exhausted all reasonable means and efforts to locate the individual?	**YES**	**NO**
Member #1		
Member #2		
Member #3		

II. CASUALTY STATUS RECOMMENDATION

By a vote of _____ to _____, the Casualty Status Determination Council recommends (MEMBER's NAME) be declared _____ DECEASED or _____UNDETERMINED.

EXHIBIT 1

DEPARTMENT OF THE NAVY
CASUALTY STATUS DETERMINATION COUNCIL WORKSHEET
(Page 2 of 3)

III. DATE OF DEATH RECOMMENDATION

III. a. If a majority of the members recommend finding the member deceased, what date of death is recommended?	**DATE**
Member #1	
Member #2	
Member #3	

By a vote of _____ to _____, the Casualty Status Determination Council recommends (MEMBER's NAME) be declared: _____ DECEASED as of _____DATE.

IV. EVIDENCE CONSIDERED

IV. a. Specific evidence considered:
1) (Request from member's command)
2) (ISIC endorsement)
3) (Law enforcement investigation)
4)
5)
6)
7)

V. SIGNATURES

_____ _____ _____

COUNCIL MEMBER #1 COUNCIL MEMBER #2 COUNCIL MEMBER #3

EXHIBIT 1

DEPARTMENT OF THE NAVY
CASUALTY STATUS DETERMINATION COUNCIL WORKSHEET
(Page 3 of 3)

VI. DISSENTING OPINIONS

I, (NAME, COUNCIL MEMBER #X), dissent with the majority and recommend:

_____

REASON FOR DISSENTING OPINION:

_____

_____

_____

_____
COUNCIL MEMBER #_____ SIGNATURE

MILPERSMAN 1770-030

PERSONNEL CASUALTY REPORT PROCEDURES

Responsible Office	NAVPERSCOM (PERS-13)	Phone: COM DSN TOLL FREE WITHIN U.S. COM FAX	(901) 874-2501 882-2501 (800) 368-3202 (901) 874-6654 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free E-mail:	1-866-U ASK NPC uasknpc@navy.mil

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References	(a) DoD Instruction 1300.18 of January 2008 (b) OPNAVINST 1720.4A (c) OPNAVINST F3100.6J

1. **Requirements for Submission**. Casualty reporting, as required by reference (a), shall be accomplished using the Personnel Casualty Report (PCR), and shall be submitted to Navy Personnel Command (NAVPERSCOM), Casualty Assistance Branch (PERS-13) as soon as practicable after learning of a casualty, preferably within 4 hours. The following casualties shall be reported via PCR:

a. Death of an active duty or reserve Sailor, to include U.S. Naval Academy midshipmen, or dependent;

b. Death of a Department of Defense (DoD) civilian employee or DoD contractor as a result of hostile or non-hostile action outside the continental United States (CONUS), or the result of hostile action within CONUS;

c. Death of a 120-day disability retired member;

d. Injured or ill persons that meet the following criteria:

(1) Very seriously wounded, very seriously ill, or very seriously injured (VSI). Per reference (a), this status is used when medical authority declares that death is more likely than not to occur within 72 hours.

(2) Seriously wounded, seriously ill, or seriously injured (SI). Per reference (a), this status is used when medical authority declares that death is possible, but not likely to occur within 72 hours, or that the severity is such that the condition is permanent or life-altering. Illnesses or injuries that are considered long term, and may require extended hospitalization, shall also be reported.

(3) Not seriously wounded, ill, or injured shall be reported for injuries or illnesses that occur in-theater.

(4) Terminally ill. Terminally ill Sailors shall be reported as VSI or SI with appropriate comments in the remarks section.

e. Duty status-whereabouts unknown (DUSTWUN), or missing active duty personnel or DoD civilians. Follow-on requirements for this category are discussed in MILPERSMAN 1770-020.

2. **Other Considerations**

a. **Suicide and Suicide Related Behaviors.** Suicides and suicide related behaviors which result in VSI, SI, or extended hospitalization shall be reported via PCR. Additional reporting requirements can be found in reference (b) and MILPERSMAN 1770-090.

b. **Additional Reporting.** Submission of a PCR does not satisfy the operational reporting requirements specified in reference (c).

c. **Dependent Death.** The timely reporting of a dependent death will facilitate follow-on actions; however, compliance with the reporting requirements delineated in paragraph 4 is not mandatory. Following the submission of the PCR, consult MILPERSMAN 1741-030 for further guidance.

d. **Mass Casualty/Naval Disaster.** An event that causes injury or death to more than 15 persons often garners media attention quickly. Commands that experience such an event must work quickly to ascertain as much information as possible about injured or deceased members, using the quickest method available, to allow for rapid notification of primary next-of-kin. Full names and status (injured, deceased, unaccounted for) are priority; additional information is important, but should not delay submission. NAVPERSCOM (PERS-13) and the NAVPERSCOM

Crisis Action Team are equipped to help identify next-of-kin quickly in the event of such a disaster. Updated information can be submitted in the same fashion; however, if time allows, updated reports must be submitted through the primary method outlined in paragraph 5.

Note: Submission of names and status to NAVPERSCOM (PERS-13) does not satisfy requirements in reference (c).

e. Other Services. Commands may report death or injury of other military service personnel through the same method described in paragraph 5. Commands shall indicate the Armed or Uniformed Service of the member in the remarks section of the report. NAVPERSCOM (PERS-13) will channel the report to the proper Service and ensure the command receives confirmation of the report.

3. **Responsibility**. The commanding officer (CO) or the immediate superior in command (ISIC) of a Sailor who suffers a casualty is responsible for submitting the PCR. If a Sailor becomes a casualty while away from his or her parent command, the local Navy activity first apprised of the circumstances shall verify the casualty and notify the Sailor's command, if known, and NAVPERSCOM (PERS-13) via a PCR.

4. **Reporting Requirements**. Commands should strive to submit initial PCRs within 4 hours, but not longer than 12 hours per reference (a). Telephonic reports and or other official messages required by reference (c) do not satisfy the requirement to submit a PCR. When using the method directed in paragraph 5, required fields are identified, though commands are encouraged to be as thorough as possible.

Note: Do not delay sending the initial PCR because all details of the casualty are not known. Submit supplemental reports as necessary.

5. **Reporting Procedures**

a. **Defense Casualty Information Processing System (DCIPS).** Casualties shall be reported via DCIPS using the DCIPS casualty reporting (DCIPS-CR) function. Any person with a common access card may access DCIPS-CR through one of the following URLS: https://dcsa.hrc.army.mil/pcr, https://dcsb.hrc.army.mil/pcr, https://dcsc.hrc.army.mil/pcr or https://dcsd.hrc.army.mil/pcr. Use the DCIPS-CR link in the upper left hand corner.

A comprehensive user's guide can be found on the Navy Casualty Web page on the NAVPERSCOM Web site: http://www.public.navy.mil/bupers-npc/support/casualty/Pages/default2.aspx

b. **Additional Documents.** Inclusion of the following documents will ensure prompt actions pertaining to notification and benefits processing. Do not delay initial report if documents are not readily available.

(1) NAVPERS 1070/602 Dependency Application/Record of Emergency Data or DD 93 Record of Emergency Data; and

(2) SGLV 8286 Servicemembers' Group Life Insurance Election and Certificate.

c. **Copies.** Due to system constraints, only the member who submits the PCR in DCIPS will have direct access to the report, unless authorized per paragraph 7. Commands are encouraged to have the member print the report and retain for reference.

d. **Bandwidth Limitations.** Should a reportable casualty occur during a time of limited or no bandwidth, the command shall submit a voice report of the casualty concurrent with the appropriate report, per reference (c), to their ISIC or operational commander. Commanders shall subsequently enter the report into DCIPS.

e. **Emergency E-Mail Procedure.** As an emergency capability, commands may send an encrypted e-mail with pertinent reporting information to: Mill NavCas Duty@navy.mil. Report shall include reporting command information and required fields identified on page 5 of the DCIPS reporting guide. Additionally, commands may attach necessary documents to the encrypted e-mail.

6. **Supplemental Reporting.** Submit a supplemental PCR

a. to update, add, or correct any information reported on the initial PCR; or

b. to report a change in status of a wounded, ill, or injured Sailor (e.g., Sailor's condition upgraded from VSI to SI; Sailor discharged from medical treatment facility).

7. **Access to Casualty Reports**. Commands requiring regular access to reported casualty information must submit OPNAV 5239/14 System Authorization Access Request-Navy (SAAR-N) "by name" for each individual requiring access. Upon access approval, the system will notify the individual via e-mail of an existing report. Individuals will be required to access DCIPS to retrieve report details. Additionally, individuals who are granted access to DCIPS are required to access the database once every 30 days to prevent system lockout.

MILPERSMAN 1770-040

REPORTING THE DEATH OF NON-ACTIVE DUTY SAILORS

Responsible Office	OPNAV (N135C)	Phone TOLL FREE WITHIN U.S. COM: FAX:	DSN: 882-2501 (800) 368-3202 (901) 874-2501 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1300.18 , Personnel Casualty Matters, Policies, and Procedures of 8 Jan 08

1. This article covers reporting procedures for the following:

a. Naval Reserve;

b. Delayed Entry Program (DEP);

c. Naval Reserve Officers' Training Corps (NROTC);

d. Fleet Reserve and retired;

e. Temporary/Permanent Disability Retired List (TDRL/PDRL); and,

f. Sailors who die within 120 days of release from active duty.

1. **Policy**. The death of a Sailor must be reported in order to ensure his or her name is removed from the rolls of the Department of the Navy, his or her record is closed, his or her account is (if applicable) settled, and prompt action is taken to assist surviving family members in applying for survivor benefits.

2. **Reporting Requirement**.

a. **Navy Reserve (drilling reservists)**. The Commanding Officer (CO) of the Navy Reserve unit must submit a Personnel Casualty Report (PCR) per MILPERSMAN 1770-030, notify Navy

Personnel Command (NAVPERSCOM), Reserve Personnel Management Division (PERS-912) at 1-866-827-5672.

b. **Navy Reserve personnel (retired without pay).** If Reserve Component Survivor Benefit Plan (RCSBP) coverage was elected, survivors should contact NAVPERSCOM (PERS-912) at 1-866-827-5672.

c. **Delayed Entry Program (DEP)**. The recruiting district of a Sailor in DEP must submit a PCR per MILPERSMAN 1770-030.

d. **Naval Reserve Officers' Training Corps (NROTC)**. The CO of the NROTC unit must submit a PCR per MILPERSMAN 1770-030 **only** for midshipmen deaths occurring while attending field or at-sea training.

e. **Fleet Reserve and Retired.** The CO of any naval activity who receives information of the Sailor's death **or** the Regional Casualty Assistance Calls (CAC)/Funeral Honors Support (FHS) Program coordinator is responsible for submitting the PCR. **Submit PCR completing items ALPHA, BRAVO, DELTA and FOXTROT only.** In addition to submitting the PCR, notify the Defense Finance and Accounting Service – Cleveland Center (DFAS-CL) at 1-800-321-1080; OPNAV (N135C) at 1-800-368-3202; and, if USNR, NAVPERSCOM (PERS-912) at 1-866-827-5672.

f. **Temporary Disability Retired List/Permanent Disability Retired List (TDRL/PDRL).** The CO of any naval activity who receives information of the Sailor's death **or** the Regional CAC/FHS Program coordinator is responsible for submitting the PCR. **Submit PCR by completing items ALPHA, BRAVO, DELTA and FOXTROT only**. In addition to submitting the PCR, notify DFAS-CL at 1-800-321-1080 and OPNAV (N135C) at 1-800-368-3202. Also, notify NAVPERSCOM, Disability/Retirement/Limited Duty Division (PERS-821) at (901) 874-4703/3229 or 1-866-827-5672.

g. **For all Sailors who die within 120 days of release from active duty.** The CO of any naval activity who receives information of the Sailor's death **or** the Regional CAC/FHS Program coordinator is responsible for submitting the PCR. Submit a **complete** PCR per MILPERSMAN 1770-030.

3. **Casualty Assistance**. In all of the above cases, if the command is unable to provide additional assistance requested by

the surviving family, the command should report this to OPNAV (N135C) at 1-800-368-3202.

MILPERSMAN 1770-060

JUDGE ADVOCATE GENERAL MANUAL (JAGMAN) REPORTING REQUIREMENTS FOR LINE OF DUTY (LOD) DETERMINATIONS IN DEATH CASES

Responsible Office	NAVPERSCOM (PERS-00C)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

Reference	(a) JAGINST 5800.7G, (b) OPNAVINST F3100.6J

1. **Reporting Requirements**. Per reference (a), chapter II, part E, section 0212b, commands are required to make a line of duty (LOD) determination based on the findings of at least a preliminary inquiry for all active duty Service member deaths to include reservists who die while serving on active duty. LOD determinations must be reported to Navy Personnel Command Navy Casualty Assistance Office (PERS-00C) to determine the Service member's eligibility for survivor benefits. Commands required to make an LOD determination must review reference (a), chapter II, part E in its entirety. This article does not include all of the requirements listed within that section.

2. **LOD Determinations**. Once the investigation is complete, the findings must determine whether the Service member's death was in the line of duty and not due to member's own misconduct; not in the line of duty and not due to member's own misconduct; or not in the line of duty and due to member's own misconduct.

3. **Command Responsibilities**. Per reference (a), the commanding officer (CO) of a deceased Sailor will complete a preliminary inquiry or a command investigation to make an LOD determination. Any delays must be reported to PERS-00C directly.

a. Preliminary inquiries may be used to make an LOD determination. Commanders will assign an officer to conduct a preliminary inquiry, and ensure the inquiry is completed within 3 calendar days. A commander may use the preliminary inquiry as a final LOD determination, or may decide a command investigation is needed.

b. Commanders may elect to conduct a command investigation without use of a preliminary inquiry.

c. If the command completing the preliminary inquiry or command investigation is not a general courts-martial convening authority (GCMCA) with an assigned judge advocate, the report/record will include a recommendation for the LOD determination and be forwarded through the chain of command to the next GCMCA for review. The GCMCA will indicate approval, disapproval, or modification of the LOD determination.

d. Should a Sailor detach from a command and die in transit to ultimate duty station, per reference (a), inquiry and or investigation must be completed by the gaining command.

4. **Adverse determinations**. A finding of "not in the line of duty" will be considered an adverse LOD determination.

a. Prior to finalizing an adverse determination, the GCMCA will allow a potential Survivor Benefit Plan (SBP) beneficiary the opportunity to review the preliminary inquiry or investigation and provide any relevant information to the GCMCA. The known potential beneficiary will be granted 30 days to provide relevant information. PERS-00C will assist in the identification of the potential SBP beneficiary.

b. For adverse determination cases the GCMCA will forward a complete copy of the preliminary inquiry and or investigation to PERS-00C to be reviewed by the Chief of Naval Personnel (CHNAVPERS). The determination of the GCMCA must be sustained unless CHNAVPERS determines a substantial error occurred which could materially affect the determination. In such cases CHNAVPERS can make a different determination or return the case to the GCMCA for further investigation. CHNAVPERS review and determination will be administratively final.

5. **Submission to PERS-00C**. In addition to reporting requirements outlined in reference (a), all LOD determinations must be forwarded to PERS-00C electronically to MILL SBP-LOD@navy.mil, or mail hard copy to the below address:

Navy Casualty Assistance (PERS-00C)
5720 Integrity Drive
Millington, TN 38055-1300

MILPERSMAN 1770-090

SUICIDE PREVENTION PROGRAM

Responsible Office	OPNAV N17	Phone: DSN COM	882-6613 (901) 874-6613

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1720.4B (b) OPNAVINST F3100.6J (NOTAL)

1. **Definitions**. For the purpose of categorizing suicide-related behaviors, the following definitions apply:

a. Suicide. Death caused by self-directed injurious behavior with any intent to die as a result of the behavior.

b. Suicide Attempt. A non-fatal self-directed potentially injurious behavior with intent to die as a result of the behavior. A suicide attempt may or may not result in injury.

c. Other Suicide-Related Behaviors. Expressed suicide-related thoughts, suicide-related communications, and non-fatal self-injurious behavior without evidence of intent to die.

2. **Reporting**. Per reference (a), all suicide-related behaviors, regardless of outcome, must be reported following the procedures outlined in reference (b). Per reference (a), after a suicide-related behavior, commands are required to submit a referral to the Sailor Assistance and Intercept for Life Program. All suicides and suicide attempts require the completion of the Department of Defense Suicide Event Report (DoDSER). For DoDSER reporting requirements please see reference (a).

3. **Personnel Casualty Reporting Requirements**. Per **MILPERSMAN 1770-030**, a personnel casualty report is **only required for suicides and suicide attempts which result in serious injury.** Reporting procedures are outlined in **MILPERSMAN 1770-030**.

4. **Suicide Prevention Coordinator Training**. Per reference (a), Suicide Prevention Coordinators (SPC) must receive Office of the Chief of Naval Operations (OPNAV) approved SPC training within 90 days of designation. To register for the training, submit **NAVPERS 1770/11** Suicide Prevention Coordinator Training Registration to spcwebinar@navy.mil. For additional SPC training information visit https://www.public.navy.mil/bupers-npc/support/21stCentury Sailor/suicide prevention/command/Pages/SPCTraining.aspx.

5. **Further Information**. For further information pertaining to policy, procedures, and responsibilities for the Navy's Suicide Prevention Program, please refer to reference (a) or contact **SuicidePrevention@navy.mil** (901 874-6613 or DSN 882-6613.

MILPERSMAN 1770-100

REPORTING REQUIREMENTS IN THE EVENT OF A NAVAL DISASTER

Responsible Office	OPNAV (N135C)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST F3100.6J

1. **Definition of a Naval Disaster.** A naval disaster or accident is defined as a loss of life or injury to more than 15 persons at a specific location, such as the confines of a ship, aircraft, or the geographic limits of a single shore-based activity. However, commanders are not bound by this definition and are allowed discretion and leeway to report any event as a naval disaster considered so severe, regardless of the number of deaths or injuries, that it requires notification to the highest levels of Navy leadership.

2. **Notification of Next of Kin.** In many instances, information becomes available to the news media before the next-of-kin (NOK) of all personnel casualties have been notified. When learning of an incident via various media outlets, many families immediately seek information regarding the well-being of their Sailors. To ensure that the Navy has official information to provide to families and to facilitate the casualty notification process, commanders involved in the disaster will send an **initial personnel status report**, per reference (a) to:

CNO WASHINGTON DC//
Information copy to:
COMNAVPERSCOM MILLINGTON TN//
COMNAVPERSCOM MILLINGTON TN//621//
NAVY JAG WASH DC//

a. Ensure the **initial status report also includes** the following:

(1) Gender/Age;

(2) Status (dead, missing, duty status - whereabouts unknown, or injured);

(3) If an individual is injured, indicate whether it is very serious, serious, or not seriously injured, any immediate medical evacuation plans; and,

(4) If records are believed to be lost or destroyed, so state.

b. **Follow up message**. As soon as possible after the initial message, send an immediate message (addressed to commands listed in paragraph 2) of individuals who are **uninjured and accounted for**.

3. **Casualty Reporting Requirements**. After submitting the initial status and follow up messages, submit individual Personnel Casualty Report (PCR), per MILPERSMAN 1770-030. If conditions exist which preclude the command from sending a PCR, the Immediate Superior in Command (ISIC) is responsible for submitting the PCR.

4. The Navy Personnel Command Crisis Action Organization (NPC CAO), consisting of a Crisis Action Team (CAT) and an Emergency Coordination Center (ECC), should be activated when a major naval disaster or accident occurs. The NPC CAO will coordinate with the following: the CNO; U.S. Fleet Forces (USFF); affected Navy Component Commander (NCC); and, Commander, Naval Installations Command (CNIC) crisis action teams and other agencies on an as needed basis.

MILPERSMAN 1770-110

REPORTING REQUIREMENTS IN THE EVENT OF A JOINT SERVICE DISASTER

Responsible Office	NAVPERSCOM (PERS-621)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

Governing Directive	NAVMEDCOMISNT 5360.1 OPNAVINST 5700.7G

1. **Policy**. Whenever casualties occur in a disaster or accident involving personnel of more than one service, the casualty status determination will be made for all personnel involved by the service operating or controlling the equipment, installation, or unit involved. In such cases, and whenever individual casualties occur to personnel of other branches of the uniformed services or civilians serving with or attached to the Navy commands, a Joint Service Casualty Alert Message (Report) will be sent.

2. **Message Addresses**

a. This report will be transmitted by immediate precedence message to the appropriate commands listed below:

Marine Corps – CMC WASHINGTON DC//MRC//
Army – CDRPERSCOM ALEXANDRIA VA//TAPC-PEC//
Air Force – HQAFPC RANDOLPH AFB TX//DPWCS//
Coast Guard - COMDT COGARD WASHINGTON DC
Public Health Service - Public Health Service, Department of Health and Human Services, Washington DC
Coast and Geodetic Survey - National Oceanic and Atmospheric Administration (NOAA), Department of Commerce, Washington DC
Civilian personnel - To the Government or civilian organization by whom employed. (See NAVMEDCOMINST 5360.1.)
Foreign nationals training with the Navy - CNO WASHINGTON DC//OP-06T//
Foreign military personnel in the Personnel Exchange Program (PEP) - CNO WASHINGTON DC (See OPNAVINST 5700.7G)

b. In all such cases, an information copy will be sent to:

NAVPERSCOM MILLINGTON TN//621//
CNO WASHINGTON DC//N2K//
NAVY JAG ALEXANDRIA VA//35//
BUMED WASHINGTON DC//332//

3. **Joint Service Casualty Alert Message**. The following format will be used for reporting a Joint Service Casualty Alert Message: (Use proper message format.)

SUBJ: JOINT SERVICE CASUALTY ALERT MESSAGE (REPORT)

1. Provide brief circumstances of incident including DTG and location.

2. Provide total number or estimated number of personnel involved by service and casualty status (dead, missing, DUSTWUN, VSI/SI, or minor injuries).

3. Provide name of point of contact and telephone number at or near location of incident.

4. Provide the following additional information if readily available:

a. DEAD/MISSING/DUSTWUN: Provide name, rank or rate, SSN, duty station, cause of death, condition, and location of remains of all personnel in the incident.

b. INJURED: Provide name, rank or rate, SSN, duty station, extent of injuries, condition, prognosis, and place of hospitalization.

c. UNINJURED AND ACCOUNTED-FOR: Provide name, rank or rate, SSN, and duty station.

MILPERSMAN 1770-140

COMMANDING OFFICER'S LETTER TO NEXT OF KIN

Responsible Office	NAVPERSCOM (PERS-13)	Phone: DSN	882-2501
		TOLL FREE WITHIN U.S.	(800) 368-3202
		COM	(901) 874-2501
		FAX	882-6654
		E-mail	uasknpc@navy.mil

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1300.18 of 8 January 2008 (b) JAGINST 5800.7E, Manual of the Judge Advocate General(JAGMAN)

1. **Policy**. Per reference (a), commanding officers will write a letter of condolence to the primary next of kin (PNOK) within 48 hours of an active duty Service member's death. Per MILPERSMAN 1770-010, the PNOK precedence is the spouse (if married), eldest child, or the eldest parent (if no spouse or child). If the PNOK is a minor, address the letter to the minor in care of the guardian or legal representative. Additional letters may be written, as circumstances warrant. If further clarification is required, contact Navy Personnel Command (NAVPERSCOM), Casualty Assistance Office (PERS-13).

2. **Notification**. Once notification of the primary next of kin has been made, per MILPERSMAN 1770-170, the deceased member's commanding officer must either personally telephone or visit the primary next of kin. This contact will allow the commanding officer to express condolences and explain the circumstances surrounding the death of the Service member by use of a more intimate form of communication, while at the same time, providing assurance that the command is taking a personal interest in the family's well-being. When a member is in transit at the time of casualty, it is the responsibility of the commanding officer, under whom the member last served, to provide a letter of condolence to the next of kin.

3. **Guidelines for Letter**. The following guidelines must be observed when preparing a letter of condolence:

a. Extreme caution must be exercised when reporting the facts surrounding the death; the facts must be consistent with official reports.

b. Ensure that the information conforms with the findings of any court or board that may be convened.

c. The fact that a court or board is to investigate the case should not delay this communication.

d. Sufficient applicable facts should be furnished about the incident, including searches or medical care, to reasonably answer all immediate questions of the next of kin.

e. If sufficient facts cannot be obtained when preparing the letter, the situation should be explained, and **supplemental information forwarded as soon as available**, or at least upon completion of the investigative report.

f. When an investigation is being conducted, the letter should advise the next of kin that Navy investigations and reviews performed by the chain of command normally take at least 120 days to complete, and may exceed 180 days. Advise the next of kin of the name and mailing address of the command that will review and release the investigation.

4. **Suggested Content of Letter**. The letter should incorporate the following suggestions:

a. Show personal consideration for the next of kin, but extreme caution must be exercised to avoid creation of any impression that the information is not factual.

b. Convey genuine compassion and human interest in the person to whom the letter is sent. This may be done by referring to some personal knowledge about the Service member or relaying some complimentary remarks about the Service member. Such remarks could reference the Service member's character, personality, work ethic, or perhaps past reference to his or her family.

c. When appropriate, state that "(he or she) did not suffer" or "(he or she) received the last rites of (his or her) faith" to provide comfort to the family.

d. Offer to assist the next of kin to show the Navy's interest.

e. Provide information concerning a will or other personal belongings.

f. Encourage the family to work through their casualty assistance calls officer (CACO) until all issues regarding pay, benefits, personal effects, household goods, and any ongoing investigations are completed.

g. Include the grade, rate, and full name of the casualty in all correspondence with the family.

5. **Additional Information Required**. The following table describes additional information to be included, depending upon the circumstances of death. Reference (b), chapter II contains further guidance.

If the death resulted from...	**then...**
other than hostile or natural causes	the next of kin should be advised in the letter of condolence that a judge advocate general investigation will be or has been convened, and where the next of kin may write to obtain a copy of the releasable portions of the investigation.
an aircraft mishap	the letter must advise the next of kin that an aircraft mishap board has been or will be convened, and they may obtain a copy of the releasable portions of the mishap investigation report by writing to the following: Commander, Naval Safety Center 375 A Street Norfolk, VA 23511-4399
criminal misconduct	the letter must advise the next of kin that a Navy criminal investigation has been or will be initiated, and that a copy of the releasable portions of the criminal investigation report may be obtained by writing to the following: Director, Naval Criminal Investigative Service Headquarters 27130 Telegraph Road Quantico, VA 22134

6. **Searches**. When searches are conducted for members in a casualty status, the next of kin will not be told that the search has been stopped, as this might allow misinterpretation. Appropriate comments regarding searches are as follows:

a. "I regret that the extensive search for your (relationship) was unsuccessful."

b. "I regret that the extensive search failed to locate any trace of your (relationship)."

7. **Sample Verbiage for Letter of Condolence - Aviation Mishap** (Use proper letter format.)

"On behalf of the men and women of (command name), I would like to extend my sincerest and deepest sympathy to you and all members of your family on the tragic loss of your (relationship), (first name). He/she gave his/her life in patriotic service to the Navy and nation he/she loved. You can be justifiably proud of (first name)'s accomplishments. Your (relationship) was most respected, and I was proud to have him/her in my command. All of naval aviation will miss him/her, and we share in your great loss.

With all naval mishaps, the Navy convenes a Judge Advocate General (JAG) Manual investigation. You may obtain a copy of releasable portions of the investigation by writing to me and requesting a copy. An aircraft mishap investigation board is also convened. You may also obtain a copy of releasable portions of the mishap investigation report by writing to Commander, Naval Safety Center, 375 A Street, Norfolk, Virginia 23511-4399. I encourage you to work with your casualty assistance calls officer, (CACO's rank and name). He/she will assist you in obtaining all your benefits and copies of the investigations.

Again, our hearts, thoughts, and prayers are with you in these very trying times. If I can be of help to you in any way, or if you have any special requests, please feel free to contact me anytime at (phone number)."

8. **Sample Verbiage for Letter of Condolence - Traffic Accident**
(Use proper letter format.)

"The tragic loss of your (relationship), (rate & name) on (date of death) saddened all members of this command. Please accept my heartfelt condolences. I want to explain the circumstances that led to his/her death as we understand them.

(Summarize events leading to the accident and recount emergency care provided prior to pronouncement of death.)

You should be very proud of your (relationship), (name). He/she was a fine young man/woman who was certainly well liked by his/her shipmates. (First name)'s achievements were many. His/her love of (list hobbies and interests) led him/her to the development of many friendships and associations. We all feel a great personal loss in his/her death.

I encourage you to work with (CACO's name), your casualty assistance calls officer, in obtaining all of your benefits. Again, please accept my deepest condolences and sympathy in your loss. If I can be of assistance at any time, please contact me."

MILPERSMAN 1770-150

RELEASE OF CASUALTY INFORMATION TO THE MEDIA OR GENERAL PUBLIC

Responsible Office	**OPNAV (N135C)**	Phone TOLL FREE WITHIN U.S. COM: FAX:	DSN: (800) (901)	882-2501 368-3202 874-2501 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll free	1-866-U ASK NPC

References	(a) DoD Instruction 1300.18 of 8 Jan 08 (b) SECNAVINST 5720.44B

1. Reference (a) dictates policy on the **release of casualty information to the media or general public for military, DoD civilian and Department of Defense (DoD) contract personnel**. Reference (b) provides additional guidance on the release of information concerning Navy personnel. Commanders shall consult both of these directives and their assigned public affairs officials prior to the release of any casualty information.

2. **Policy**

a. **Deceased**. Per reference (a), para. 4.6, no casualty information on Sailors or DoD civilians will be released until 24 hours after the Next of Kin (NOK) has been notified of the casualty. The 24-hour clock will start over each time the NOK are notified of a change in casualty status. (**Exception – Dignified Transfer at Dover Air Force Base:** Primary Next of Kin (PNOK) approval of media coverage of a dignified transfer at Dover Air Force Base waives the DoD 24-hour policy.)

b. **Multiple loss incident**. Per reference (a), para. 4.6.1, the 24-hour period will commence upon the notification of the last NOK.

c. **Not Seriously, Seriously, Very Seriously Ill or Injured (NSI/SI/VSI)**. Per reference (a), para. 4.6, casualty information about NSI/SI/VSI military or DoD civilian may not be released to the media or general public without the consent of

the individual. For further guidance consult reference (b), para. 0208.

d. **Duty Status Whereabouts Unknown (DUSTWUN) or missing under potentially hostile situations**. Per reference (a), para. 4.6.3, casualty information on Sailors or DoD civilians will not be released until 72 hours after NOK has been notified or combatant commander clears information for release. NOK will be asked not to make status of their loved one public until notified by their Casualty Assistance Calls Officer (CACO). This delay is requested to allow commanders the opportunity to ensure operational security is not compromised due to premature release of casualty information that could negatively influence the chances of a recovery.

e. **Prisoner of War**. Per reference (b), para. 0207, DoD will be the point of first release of casualty information.

f. **DoD civilian and contractor**. Per reference (a), para. 4.6.4, casualty information on DoD civilians will only be released to the media or the general public after notification of the NOK. Casualty information on DoD contractor employees will only be released by the NOK or by the casualty's employer.

3. **Releasable information**.

a. **Deceased cases**. Per reference (a), para. 6.3.3, and reference (b), para. 0203 2g, the following is prescribed: Death generally extinguishes an individual's privacy rights. However, surviving family members may have a legitimate privacy interest. Particularly sensitive personal details about the circumstances surrounding an individual's death may be withheld when necessary to protect the privacy interests of surviving family members. This includes personal information on the NOK or others. It also includes information pertaining to the deceased if disclosure would result in an invasion of the family's privacy. Examples of items of a personal nature about family members or others that should be protected include residential addresses and telephone numbers, social security numbers, age and date of birth.

b. **DUSTWUN or missing cases**. Per reference (a), para. 6.3.2, the amount of information releasable to the general public on these Sailors is limited to basic biographical information such as name, date of loss, country of loss, and current status.

MILPERSMAN 1770-160

Casualty Assistance Calls Program (CACP)

Responsible Office	OPNAV (N135C)	Phone: DSN: COM: TOLL FREE: FAX:	882-2501 (901) 874-2501 1 (800) 368-3202 (901)874-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1300.18, Personnel Casualty Matters, Policies, and Procedures, of 8 Jan 2008 (b) OPNAVINST 1770.1A (c) CNICINST 1770.2, Casualty Assistance Calls Program, of 17 May 2011

1. **Policy**

a. Per reference (a) and (b), the Casualty Assistance Calls Program (CACP) requires a uniformed Navy representative be designated to assist the primary and secondary next of kin (NOK) of Sailors who are:

(1) Deceased;

(2) Reported as “duty status-whereabouts unknown” (DUSTWUN); or

(3) Become missing while on active duty, active duty for training, or inactive duty training.

b. Casualty assistance calls officer (CACO) assigned shall be an:

(1) Officer with a minimum of 2 years active duty; or

(2) Enlisted Sailor in the grades E-6 through E-9.

c. A CACO shall be assigned to all eligible NOK or beneficiaries designated on the Sailor’s NAVPERS 1070/602 Record

of Emergency Data and SGLI election on SGLV-8286 Servicemembers' Group Life Insurance Election and Certificate.

d. Commands shall assign CACOs to NOK or beneficiaries located in their local area. Regional Casualty Assistance Calls and Funeral Honors (CAC/FH) Program directors will assign CACOs to support NOK and or beneficiaries who are located outside the geographical area of the command who has suffered the loss. In all cases CACO assignment shall be reported to the regional CAC/FH Program Director responsible for the geographic area in which the NOK or beneficiary lives.

e. A **courtesy CACO** is assigned in all active duty cases when a Sailor is:

(1) Placed on the very seriously/seriously ill/injured (VSI/SI) list and assistance to the NOK is necessary.

(2) In imminent danger of loss of life (as defined per MILPERSMAN 1770-010).

The courtesy CACO is assigned in the same manner as a CACO for a deceased or missing Sailor. In death imminent cases, the courtesy CACO will not contact the NOK unless directed by the appropriate regional CAC/FH Program Director. The courtesy CACO will be kept apprised of the Sailor's condition/prognosis until removed from the VSI/SI list.

f. Assignment as a CACO is considered the primary duty of assigned personnel.

2. **CAC/FH Program Director**. Commander, Navy Installations Command's (CNIC) regional CAC/FH Program Directors are responsible for the execution of the CACP within their respective areas of responsibility. They are overseen by CNIC's CAC/FH Program Director who is responsible for funding, training, technical support, and execution authority of the CACP, see reference (c) for more detailed information.

3. **Commanders/Commanding Officers (COs)/Officers in Charge (OICs)/Command Master Chiefs (CMC)**. Ensure command has at least 1 trained officer and 1 senior enlisted (E-6 to E-9) CACO assigned. Coordinate assignment and training of CACO through the regional CAC/FHS Program Director.

4. **Duties of the CACO**. CACOs have many responsibilities to fulfill in the course of providing assistance to the NOK and beneficiaries of Sailors. The duties of a CACO are varied and are dependent upon the casualty status of the Sailor. CACO duties are outlined, but are not limited to the items listed below:

Status of Sailor	Duties of CACO
Deceased	• Conduct official personal notification to NOK. • Offer condolence on behalf of the Secretary of Navy. • Consult Navy-Marine Corps mortuary staff for advice and counsel funeral arrangements. • Assist in obtaining emergency financial assistance. • Assist with funeral arrangements/planning. • Provide needed assistance in filing claims for such death benefits as: a. Death Gratuity (DG) b. Unpaid Pay and Allowances c. Dependent identification cards d. Reimbursements for burial expense e. Transportation of family members f. Government and/or commercial life insurance g. Veteran's Administration and Social Security benefits h. Transportation of personal effects or household effects i. Government headstone or marker
Reported as (DUSTWUN)	• Conduct official personal notification of DUSTWUN to the NOK and a second personal notification upon the change of status from DUSTWUN.

	• Act as liaison between the Navy and the NOK while the search is underway. • Provide daily updates to the NOK, either in person or by telephone call, on the status of the search and relate any additional information received since the last update.
Missing / Prisoner of War (POW)	• Conduct official personal notification to the NOK. • Act as liaison between the Navy and the NOK. • Contact the NOK of missing Sailors at least once a week, unless the NOK desires another arrangement, to relate any information received since the last update. Advise of developments and progress toward repatriation and to check on the well-being of the NOK. • Once the Secretary of the Navy has established pay and allotments for the NOK, advise Office of the Chief of Naval Operations (OPNAV), Navy Casualty Assistance Division (N135C) of any additional support that may be required by the NOK.
Very seriously ill or injured	• Assist NOK or designated individual traveling to the bedside of Service member. • Assist the NOK or designated individual in filing travel claims.
Terminally Ill (Standby CACO)	• Be on stand-by in the event designated individuals must be contacted. • Make contact with designated individual and assume the full range of CACO duties in the event of the Sailor's death or when

	directed by the appropriate Regional CAC/FHS Program Director.
Recovered/ Repatriated Remains	• Accompany the Navy Identification Team on the initial identification briefing for the primary next of kin (PNOK). • Act as liaison between the Navy and the PNOK after the initial identification briefing. • Refer family inquiries about funeral arrangements to the Navy-Marine Corps mortuary staff. • As required, provide assistance with filing claims for reimbursement of funeral expenses.

Status of Department of the Navy (DON) Civilian	**Duties of CACO**
DON Civilian Deceased/Excused - Absence whereabouts unknown	• Conduct official personal notification to NOK when assistance is requested by employing DoD Component.

MILPERSMAN 1770-170

NOTIFICATION OF NEXT OF KIN IN CASE OF DEATH, "DUTY STATUS WHEREABOUTS UNKNOWN" (DUSTWUN), OR MISSING CASUALTIES

Responsible Office	NAVPERSCOM (PERS-00C)	Phone: DSN Toll Free COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1300.18 of 8 January 2008 (b) OPNAVINST 1770.1B (c) CNICINST 1770.2A

1. **Background**. Per references (a) and (b), Navy Personnel Command (NAVPERSCOM) Navy Casualty Office (PERS-00C) prescribes casualty assistance policy on behalf of the Secretary of the Navy (SECNAV). PERS-00C also coordinates travel and certifies benefits and entitlements referred to in this article. Per reference (b), Commander, Navy Installations Command (CNIC), through its Casualty Assistance Calls Program (CACP) region program directors (RPD), is responsible for coordinating notification efforts in the event of a casualty.

2. **Policy**. In the event of casualty, commands should take immediate steps to prohibit or suspend availability to social media outlets prior to next of kin (NOK) notification.

a. Following the submission of the personnel casualty report (PCR) outlined in MILPERSMAN 1770-030, commands will liaise with the appropriate Navy regional CACP/Funeral Honors office for assignment of a notification team. **Commands wishing to assign their own notification team are still required to coordinate through the CACP RPD office.** This critical step will allow timely coordination of notifications to family members that may be outside the command's geographic area.

b. Per references (a) and (b), in all cases of casualties to Navy personnel involving death, duty status whereabouts unknown "DUSTWUN", or missing classifications, the primary NOK (PNOK), followed by the secondary NOK (SNOK), will be promptly notified in person by a responsible uniformed Navy representative within 12 hours of the report of casualty. Notification must occur between the hours of 0500 and 2359, unless one of the following circumstances applies, in which case notification will be made as soon as possible:

(1) Death occurred in theater during times of war

(2) High media interest is anticipated

(3) Otherwise directed by higher authority

c. PERS-00C and Navy regional CACP managers will coordinate efforts to ensure PNOK is notified first, under normal circumstances. If the PNOK is not immediately available, coordinators should consider circumstances and possible notification of the SNOK (e.g., SNOK may know whereabouts of PNOK).

d. If the NOK already has knowledge of the death, notification will still be conducted in person per guidance in subparagraph 2b above. This is made to offer the SECNAV condolences and to offer future assistance.

3. **Assignment of the Notification Officer**

a. The CACP RPD is responsible for assigning, or approving, the notification officer and coordinating the notification of the PNOK, SNOK, other family members, or other interested parties (OIP) identified by the Service member on DD 93 Record of Emergency Data. Command should obtain the most current Service Group Life Insurance (SGLI) election to identify any additional beneficiaries. The most current election (either through the SGLI Online Enrollment System or most current SGLV 9286 will be determined by PERS-00C as soon as practical. Per subparagraph 2a above, commands wishing to assign notification officers must convey this desire to the regional CACP manager.

b. Per reference (a), the notification team will consist of a designated notification officer and, at a minimum, a second uniformed Service member, preferably a chaplain. Chaplain

assistance may be obtained from another branch of the Military Services, if necessary.

c. The notification officer may also be the casualty assistance calls officer (CACO), per MILPERSMAN 1770-160, but this is not required. Providing a common Navy representative often sets families at ease, however, prompt notification should not be delayed to locate a fully-qualified CACO. In-person notification is required by the notification team described in subparagraph 2b above.

d. Submission of the PCR will prompt the CACP RPD to identify PNOK, SNOK, and OIP, as appropriate, and assign notification officers to complete the in-person notification within 24 hours of receipt. Notification of PNOK, SNOK, or OIP located outside the continental United States (OCONUS) must be coordinated by PERS-00C and regional CACP managers.

e. All NOK and beneficiaries designated on a casualty's DD 93 or the most current SGLI election will receive notification, regardless of whether the NOK or beneficiary is already aware of the casualty. In these cases, the notification is made to deliver SECNAV condolences and to offer future assistance.

4. **Telephone Notification**

a. Per reference (a), notification of death will be conducted in person. In rare situations, it may be determined that telephonic notification is the only feasible option. If extenuating circumstances exist, contact PERS-00C for approval. **All efforts should be exhausted prior to considering a telephonic notification.** Considerations may include unofficial disclosure of a casualty, NOK resides in an unreachable or unsafe location, OCONUS notification per subparagraph 6b below, or a previous arrangement has been made between the family and an attending physician in the case of a very seriously injured Service member.

b. In the event of an approved telephonic notification of death, an assigned CACO will connect with the family member in person as soon as feasible.

5. **Delay in Notification**. If undue delay in notification is foreseen, the appropriate CACP manager and PERS-00C must be informed by telephone. Undue delay is considered an excess of 12 hours from the receipt of information of the casualty.

6. **Special Circumstances**

a. Casualty on Board Ship at Sea. CACP RPDs and PERS-00C will ensure proper notification procedures are executed following receipt of the PCR. The command's immediate superior in command may be engaged for assistance.

b. OCONUS notifications. CNIC is positioned to use regional assets to affect notification OCONUS. Regional assets will use overseas bases, consulates, or embassies to gather location information and assess security concerns when considering OCONUS notifications.

MILPERSMAN 1770-200

DISPOSITION OF MAIL AND PERSONAL EFFECTS

Responsible Office	OPNAV (N135C)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-202 (901) 874-2501 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVSUP P-490, Transportation of Personal Property, Chapter 6 (b) DoD Instruction 1300.18, Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures of 8 Jan 08 (c) DoD 4526-6-M, DoD Postal Manual of 15 Aug 02 (d) OPNAVINST 5112.6D, Navy Postal Instruction

1. **Disposition of Personal Effects**. Use the following table to determine the disposition of personal effects:

IF...	THEN...
Sailor is hospitalized	Commanding Officer (CO) will have personal effects inventoried and placed in safekeeping to protect against pilferage until Sailor is returned to duty station or until disposition instructions are received from the Sailor or their guardian (if declared incompetent). If guardian has not been appointed and next of kin (NOK) is requesting the personal effects, contact the responsible casualty assistance calls (CAC)/funeral honors support (FHS) program coordinator, or the Office of the Chief of Naval Operations (OPNAV), Casualty Assistance Branch (N135C) for guidance.

Sailor is deceased, missing, captured, or interned	CO will have personal effects: • Inventoried; and • clothing cleaned and laundered. • OPNAV (N135C) will provide shipping and disposition instructions.

2. **Shipping of Personal Effects**. Reference (a) provides guidance to commands for the handling and shipping of personal effects to the person eligible to receive effects, as defined per reference (b).

3. **Handling of Mail**

a. All mail will be processed per reference (c) and (d).

b. All mail addressed to Sailors who are deceased will be held until NOK have been notified of the death, then returned to sender under a cover letter from the CO.

c. Mail addressed to Sailors who are missing, captured, or interned will be forwarded to the address listed below:

NAVY CASUALTY ASSISTANCE (OPNAV N135C)
ATTN NAVY POW/MIA BRANCH
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-6200

MILPERSMAN 1770-210

MANUAL FOR ESCORTS OF DECEASED NAVAL PERSONNEL

Responsible Office	NAVPERSCOM (PERS-621)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

References	(a) NAVPERS 15955F, Manual for Escorts of Deceased Naval Personnel

1. **Discussion**. Reference (a) contains instructions for naval escorts for the remains of deceased personnel. It outlines the responsibilities of the escort in regard to their appearance as a representative of the Navy, the transportation and safe delivery of remains, their contact with the family of the deceased, the Casualty Assistance Calls Officer and the funeral director; the part, if any, they play at the funeral service; and other related information.

MILPERSMAN 1770-230

WOUNDED, ILL, AND INJURED SAILORS: CASUALTY REPORTING, NOTIFICATION, AND BEDSIDE TRAVEL

Responsible Office	NAVPERSCOM (PERS-00C)	Phone: DSN COM FAX	(901) 874-2501 882-2501 882-6654

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil

References	(a) 37 U.S.C, section 481h (b) DoD Instruction 1300.18 of 8 January 2008 (c) Joint Travel Regulations (d) BUMEDNOTE 5450 of 26 Aug 2021 (Canc: Sep 2022) (e) BUMEDINST 6320.85A

1. **Policy**. Per references (a) through (c), designated family members of an eligible ill or injured Sailor covered in this article may be eligible for immediate travel to the bedside of the Sailor. Once the medical condition of the Sailor has been reported to Navy Personnel Command Navy Casualty Assistance Office (PERS-00C) and certain criteria outlined in this article are met, up to three travelers may be eligible for travel to the bedside of the Sailor.

2. **Eligibility**. For the purposes of this article, designated family members of Sailors in the following categories may be eligible for travel to bedside:

a. Active duty member.

b. Reserve Component member in the line of duty performing active duty, inactive duty for training, (other than work or study in connection with a correspondence course of a Military Service or attendance in an inactive status at an educational institution under the sponsorship of a Military Service or the Public Health Service), to include overnight stay prior to and during said period, or traveling to or from the place of duty.

c. Sailor retired solely due to wound, illness, or injury. This authority does not extend to retirees who incur serious injuries or illnesses after retirement, or whose death becomes imminent after retirement.

3. **Determination**. Bedside travel may be authorized when:

a. The Sailor is:

(1) seriously ill or injured (SI);

(2) very Seriously ill or injured (VSI); or

(3) is not seriously injured, but has a wound or injury incurred in an operation or combat zone, and is hospitalized in a medical facility for treatment of that wound or injury (see paragraph 5 below for definitions).

b. The Sailor is hospitalized as an in-patient.

c. A military medical officer (MMO) states that bedside is warranted, meaning the presence of a designated individual (or individuals) may contribute to the member's health and welfare. When the Sailor is in-patient at a non-military hospital, or a non-Navy military treatment facility (MTF), the military medical facility with medical cognizance (MEDCOG) over that hospital will make this determination. Per reference (b), PERS-00C will be the final approval authority for invitational travel.

Note: Reference (d) outlines the Chief Bureau of Navy Medicine transition from MTF to Navy Medicine Readiness and Training Command (NMRTU). These terms may be used interchangeably during this transition.

Note: In-patient Sailors in other medical facilities, such as rehabilitation centers, do not qualify for benefits under this program.

Note: Potential travelers should be advised as soon as possible that travel is not authorized unless these conditions are met. Any travel conducted without PERS-00C authorization may cause the traveler to incur non-reimbursable costs per reference (c). Additionally, travelers should be advised that receipts that show cost, method of payment, and zero balances will be required to liquidate travel. Agencies that do not provide these should be avoided.

4. **Eligible Travelers**. An eligible traveler is someone:

a. Designated on the current DD 93 Record of Emergency Data or requested at the time of hospitalization by the injured Sailor, or

b. Designated by the Military MTF/NMRTU ethics committee, if the Sailor is unable to make the designation.

Note: Designations are not permanent. Choice of designated individuals may be changed by the Sailor or MMO at any time. See paragraph 8 below for entitlement restrictions.

5. **Reporting Requirements**. Commands should strive to submit a personnel casualty report (PCR) within 4 hours of learning of the incident, per MILPERSMAN 1770-030. If a Sailor becomes a casualty while away from his or her command, the first Navy activity apprised of the circumstances will verify the casualty, report it per MILPERSMAN 1770-030, and notify the Sailor's command (if known). PCRs should include:

a. Illness or injury category:

(1) **Very Seriously Wounded, Very Seriously Ill, or Very Seriously Injured (imminent danger of loss of life) (VSI).** The casualty status of a Sailor whose illness or injury requires medical attention, and is such that medical authority declares it more likely than not, that death will occur within 72 hours.

(2) **Seriously Wounded, Seriously Ill, or Seriously Injured (SI).** The casualty status of a Sailor whose illness or injury requires medical attention, medical authority declares that death is possible, but not likely, within 72 hours and or the severity is such that it is permanent and life-altering.

(3) **Not Seriously Wounded, Ill, or Injured (NSI).** The status of a Sailor meeting **all** of the following criteria:

(a) Wound or injury occurred in a combat operation or an area designated as a combat operation or combat zone.

(b) Wound or injury requires medical attention.

(c) Condition classified as less severe than SI by medical authority.

(d) Hospitalization in a medical facility for treatment of that wound or injury.

Note: NSI Sailors not meeting the criteria above are not reportable.

(4) **Serious Mental Disorder**. A diagnosed mental disorder that requires intensive mental health treatment or hospitalization. The circumstances in which a Sailor will be considered to have a serious mental disorder for purposes of this section will include, but not be limited to, the following:

(a) The Sailor is considered to be a potential danger to self or others as a result of a diagnosed mental disorder that requires intensive mental health treatment or hospitalization.

(b) The Sailor is diagnosed with a mental disorder and has psychotic symptoms that require intensive mental health treatment or hospitalization.

(c) The Sailor is diagnosed with a mental disorder and has severe symptoms, or severe impairment in functioning that requires intensive mental health treatment or hospitalization.

b. The hospital in which the member is an in-patient.

c. The determination as made by the MMO of the MTF/NMRTU per reference (e), of "bedside warranted" or "bedside not warranted," based on the criteria in subparagraph 3c. The name of that MMO, and the rationale for "bedside warranted," should be included in the report.

6. **Follow-up Reporting Requirements**. The MTF/NMRTU, or the MEDCOG over a non-military hospital, will report via PCR:

a. Any admittance to or discharge from any hospital. Include hospital name and in the case of a non-military, hospital name and address.

b. Any admittance to or discharge from any hospital. Include hospital name and in the case of a non-military, hospital name and address.

c. Changes in Sailor's medical condition or weekly updates, whichever occurs first.

d. Evacuations from overseas to a hospital within the continental U.S. (CONUS).

7. **Notification Procedure**. Per reference (b), notification to the primary next of kin (PNOK), in the event of qualifying illness or injury, will be made telephonically. The member (if able), a command representative, or an MTF representative may make the notification. Should assistance be required, the Casualty Assistance Calls Regional Program Director (CAC RPD) may be contacted to assign a local casualty assistance call officer (CACO) for assistance. Notification completion will be reported to the CAC RPD and PERS-00C.

a. Notification will be made by the most appropriate rapid means of communication available. If unable to make notification, contact PERS-00C for assistance. In addition, the reporting command will provide updates to the PNOK of the Sailor's condition.

b. If a Sailor is being evacuated from overseas to a hospital within CONUS, notification will be made to the PNOK. This notification should also report:

(1) Condition of the Sailor,

(2) Sailor's pending evacuation to a hospital in the U.S. (naming the hospital when known), and

(3) Provided that bedside travel is authorized, that the government will only provide travel once the Sailor has arrived at the CONUS hospital.

NOTE: Due to uncertainties of transportation associated with overseas evacuations, eligible travelers should be advised that any travel or lodging costs incurred prior to the Sailor's arrival will not be reimbursed.

c. When the Sailor's condition is no longer listed as SI or VSI and the Sailor is capable of communicating with his or her PNOK, use the most appropriate means of communication available to advise the PNOK of the Sailor's status. The Sailor should also be advised to communicate directly with the PNOK.

8. **Entitlements**. Per references (a) and (c), travel and per diem may be provided for not more than three designated individuals, as determined per paragraph 4 above. OPNAV 1770/2

Next of Kin Travel Request will be submitted to PERS-00C by the traveler, through the command, as soon as travel is authorized, and intent is known.

a. Travel and Transportation. The transportation authorized per reference (c) is round-trip transportation between the home of the traveler and the location of the hospital in which the Sailor is in-patient. See paragraph 9 below for specific guidance with regard to travel.

(1) Each designated individual may be provided one roundtrip between the designated individual's home or place of notification and the MTF in any 60-day period. Not more than a total of three roundtrips will be provided in any 60-day period when a Sailor is authorized multiple designated individuals. Example scenarios:

(a) Spouse, mother, and father travel to bedside on day 1. Spouse returns home on day 15 and wants to travel back to bedside on day 30. Spouse is not eligible for travel costs back to the bedside (but is still entitled to lodging and per diem).

(b) Spouse and two children travel to bedside on day 1 and return home on day 10. Mother wishes to travel on day 15. Mother is not eligible for travel costs (but is still entitled to lodging and per diem).

(2) If a non-medical attendant has been designated for a Sailor during the 60-day period, the number of eligible designated individuals is reduced by one. If and when there is no longer a designated non-medical attendant, an additional designated individual may be authorized.

(3) Following a Sailor’s discharge from the hospital, travelers are only eligible for transportation home. Travelers are not eligible for reimbursement if they elect to transport or accompany the Sailor to another location.

(4) If a Sailor is admitted to a foreign hospital, or has a medical condition that requires an extended stay in an OCONUS military hospital, and bedside is authorized, eligible travelers without passports will be provided transportation to a destination that accommodates emergent passport issuance, en route to the bedside.

NOTE: Due to the excessive costs of OCONUS transportation, it is highly recommended that travel arrangements be made by PERS-00C.

b. Lodging and Per Diem. Lodging will be reimbursed and per diem paid to the traveler upon liquidation of travel, not to exceed the rates established per reference (c), for the period that the designated individual is at bedside where the Sailor is hospitalized and classified as stated in paragraph 3 above. Should a hardship develop during an extended stay, consideration will be given to allow a "payment to date" by PERS-00C.

9. **Method of Transportation**. A combination of the following methods of transportation may be authorized:

a. Government Transportation. Government-procured transportation (preferred).

b. Personally-Procured Transportation. Personally-procured transportation is a reimbursable expense; however, reimbursement will not exceed the cost of Government-procured commercial round-trip air travel (e.g., first class air fare is not authorized).

c. Privately-Owned Conveyance (POC). POC mileage is reimbursed to the driver only. For trips that exceed 400 miles (one way), reimbursement is limited to the cost of Government-procured commercial round trip air travel.

d. Rental Car. A rental car is not authorized for reimbursement.

10. **Action and Responsibilities**

a. Commanders, Commanding Officers, Officers in Charge, and Command Master Chiefs

(1) Ensure all Navy personnel understand the importance of accurately and thoroughly completing the DD 93, to include potential bedside travelers. Ensure Sailors review and update per guidance.

(2) Ensure a PCR is submitted within 4 hours of a casualty per MILPERSMAN 1770-030.

(3) Ensure a courtesy CACO or a command representative is assigned to assist designated individuals.

(a) Family members will be notified and advised regarding the Sailors condition and the provisions of this article, as applicable.

(b) Coordinate assignment of a courtesy CACO through the regional CAC program director.

(4) Ensure eligible travelers complete an OPNAV 1770/2. Assist with transportation of designated individuals to and from the airport when travelers are collocated in the same geographic area as the command.

b. **MTF and NMRTU**

(1) Perform MEDCOG functions prescribed in this article per reference (e).

(2) When criteria are met, determine designated traveler(s) when Sailor is unable to communicate his or her desires. The attending MMO, in conjunction with the MTF ethics committee will determine the designated individual(s) whose presence may contribute to the Sailor's health and welfare, if the Sailor is unable to do so.

(3) Provide PCR and other prudent updates to courtesy CACO, Sailor's command, region, and PERS-00C for pending transfer to another MTF/NMRTU, condition changes (e.g., bedside no longer warranted) or in advance of Sailor being released from an in-patient status.

c. **Commander, Navy Installations Command Regional CAC RPD**. Region CAC RPDs will:

(1) Ensure CACOs are provided proper training regarding policy and procedures for assisting with the transportation of designated individuals incident to hospitalization of Sailors for treatment.

(2) Assist commands when requested, to ensure a courtesy CACO is assigned to assist families with bedside travel. Forward completed OPNAV 1770/2 as required.

(3) Notify PERS-00C, if any problems are encountered

in assisting designated individuals during their bedside travel.

d. **PERS-00C**:

(1) Upon notification of a personnel casualty, based on criteria of this article, create a record in the Defense Casualty Information Personnel System (DCIPS) to document events related to the casualty.

(2) Assist in the identification of eligible travelers who may be authorized to travel to Sailor’s bedside.

(3) Coordinate travel arrangements for designated individuals to facilitate their presence at bedside (as soon as they are able to travel). At the completion of travel, process traveler’s submitted travel claim for reimbursement of authorized expenses. Ensure POV mileage or self-procured air fare reimbursement is limited to the cost per the government.

MILPERSMAN 1770-260

CIVILIAN EMPLOYEE CASUALTY REPORTING, NOTIFICATION, AND ASSISTANCE

Responsible Office	OPNAV (N135C)	Phone: DSN TOLL FREE WITHIN U.S. COM FAX	882-2501 (800) 368-3202 (901) 874-2501 882-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1300.18 of 8 Jan 08

1. **Purpose**. Per reference (a), this article outlines procedures for casualty reporting, notification, and assistance for Department of Defense (DoD) civilian and contractor personnel.

2. **Reporting Casualties to Navy Leadership**

a. The commander of the employing DoD component shall submit a Personnel Casualty Report (PCR) utilizing MILPERSMAN 1770-030 for the following casualty cases involving DoD civilians and contractors:

(1) **Outside the Continental United States (OCONUS):**

(a) Casualty occurred as a result of hostile or non-hostile action, or while accompanying Armed Forces in the field, e.g., deceased, missing, or seriously ill (SI), very seriously ill (VSI), or injured;

(b) Excused Absence Whereabouts Unknown (EAWUN);

(c) Wounded in action; or

(d) Casualty occurred while in a travel status.

(2) **Continental United States (CONUS):**

(a) Casualty occurred as a result of hostile actions;

(b) EAWUN; or

(c) Casualty occurred while in a travel status.

Note: Except as specified above, a PCR is not required for CONUS death, SI, or VSI.

3. **Reporting Deaths to the Department of the Navy (DON), Human Resources Office (HRO)**. To ensure that DON HRO is notified of all Navy civilian deaths and that administrative and personnel actions can be taken, the commander of the employing activity shall follow the guidance at: http://www.public.navy.mil/donhr/Benefits/death/Pages/Default.aspx

4. **Notification of Next of Kin (NOK)**

a. **DoD Civilian Personnel:**

(1) **Death, Missing, or EAWUN.**

(a) The commander of the employing DoD component shall ensure notification is made to the primary NOK, spouse, or other designated emergency point of contact identified in the employees personnel file. Notification shall be made within 12 hours of receipt of casualty information. Hours of notification are 0500 – 2400. If there is undue delay in notification, immediately contact the Office of the Chief of Naval Operations (OPNAV), Casualty Assistance Branch (N135C) at 1-800-368-3202.

(b) If the NOK resides within commuting distance of the employing activity, a minimum of a two-person detail from that activity will make notification in person. When the NOK resides outside commuting distance of the employing DoD component, the respective regional casualty assistance calls or funeral honors support coordinator will assign a casualty assistance calls officer from a Navy activity located in the vicinity of the NOK’s residence to make personal notification.

(2) **SI or VSI.** The commander of the employing DoD component shall ensure notification is made to the primary NOK,

spouse, or other designated emergency point of contact identified in the employees personnel file. Notification will be made by telephone. If telephonic notification is not possible, initial notification will be in person.

b. **DoD Contractor Personnel.** When a reportable DoD contractor casualty occurs, the commander of the employing activity will notify the contracting agency. The contracting agent is responsible for notifying the contractor's NOK.

5. **Assistance to Family Members**

a. **DoD Civilian.** For all casualties involving **deceased, missing, or EAUWUN,** the commander of the employing activity shall appoint a casualty assistance officer to assist the primary NOK or other designated point of contact within 24 hours of initial notification. The assistance officer shall coordinate all actions through the local servicing HRO. Additionally, the assistance officer shall notify the DON HRO Civilian Benefits Center at 1-888-320-2917.

b. **DoD Contractor.** Commanders shall refer NOK to the appropriate employing contracting agency.

6. **Letter of Condolence for Deceased, Missing, or EAWUN**. Per reference (a), commanders shall provide an appropriate letter of sympathy or condolence (to the NOK or as appropriate) no later than 5 days after initial notification.

MILPERSMAN 1770-270

FUNERAL TRAVEL

Responsible Office	OPNAV (N135C)	Phone: DSN TOLL FREE WITHIN U.S. COMM FAX	882-2501 1 (800) 368-3202 (901) 874-2501 (901) 874-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) P.L. Law 110-181, H.R. 4986, National Defense Authorization Act for Fiscal Year 2008 (NDAA 08) (b) Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members (c) 37 U.S.C. 411f

1. **Purpose**. Family members require special care during the process of making arrangements for the burial. References (a) through (c) cover eligibility and transportation entitlements for survivors attending the burial ceremony of the deceased Sailor.

2. **Policy**. The Navy will provide round-trip travel and transportation allowances to family members, and other authorized travelers, to attend the burial ceremony of Sailors who die while on active or inactive duty. The burial location is selected by the person authorized to direct disposition (PADD) of the remains. If such a selection is not made, the Navy will select a cemetery in which burial of the deceased is authorized.

3. **Authorized Travelers**

a. The surviving spouse (including a surviving spouse that has remarried since the Service members' death).

b. Children of the deceased member (including stepchildren, adopted children, and illegitimate children).

c. Parents as indicated below:

(1) A natural parent.

(2) A stepparent.

(3) A parent by adoption.

(4) A parent, stepparent, or adopted parent of the current surviving spouse.

(5) Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age.

d. Siblings of the deceased member (including half and adopted siblings).

e. The PADD.

f. If no relative, described in subparagraphs 3a through 3d above, is provided allowances for travel and transportation, allowances may be provided to

(1) the PADD; and,

(2) up to two additional persons closely related to the deceased Sailor that is selected by the PADD.

g. **Attendants**. The Navy will provide round-trip travel and transportation allowances to an attendant who accompanies an eligible relative to the burial ceremony if Office of Chief of Naval Operations (OPNAV), Casualty Assistance Division (OPNAV N135C) determines that

(1) the accompanied eligible relative is unable to travel unattended because of age, physical condition, or other justifiable reasons; and,

(2) there is no other eligible relative of the deceased Sailor traveling to the burial ceremony qualified to serve as an attendant.

4. **Authorized Allowances**. Travel and transportation allowances are limited to roundtrip travel and per diem. Per diem may not

be paid for more than 2 days plus the time necessary to travel to and from the burial location.

5. **Burial Ceremony Defined**. The term "burial ceremony" includes the following:

a. Interment of casketed or cremated remains.

b. Placement of urn containing cremated remains into a columbarium.

c. Memorial service for which reimbursement is authorized.

d. A burial of commingled remains that cannot be individually identified in a common grave in a national cemetery.

6. **Commanders/Commanding Officers (COs)/Officers in Charge (OICs)/Command Master Chiefs (CMC)**

a. Ensure all Navy personnel understand the importance of NAVPERS 1070/602W, Dependency Application/Record of Emergency Data, and accurately complete the form with contact information for eligible funeral travelers as identified above.

b. Ensure immediate notification of a personnel casualty is made to OPNAV (OPNAV N135C) and the chain of command (COC) within 4 hours of the casualty as delineated in MILPERSMAN 1770-030.

c. Ensure a Casualty Assistance Calls Officer (CACO) is assigned. Coordinate assignment of CACO through the Regional Casualty Assistance Calls (CAC)/Funeral Honors Support (FHS) Program Manager.

d. Ensure command has at least one trained officer and one senior enlisted (E-7 to E-9) CACO assigned.

e. Assist with transportation of eligible funeral travelers to and from the airport when travelers are collocated in the same geographic area as the command.

f. Assist the CACO in obtaining travel liquidation documents when requested.

7. **Commander Navy Installations Command (CNIC)**

a. **CAC/FHS Program Manager** shall ensure Regional CAC/FHS Program Managers and CACOs are provided proper training on policy and procedures for funeral travel and allowances.

b. **Regional CAC/FHS Program Manager** shall:

(1) Coordinate with CNIC CAC/FHS Program Manager, OPNAV (OPNAV N135C), other Regional CAC/FHS Program Managers, commands, and CACOs to assist family members and other eligible travelers with funeral travel arrangements.

(2) Notify OPNAV (OPNAV N135C) if any problems are encountered with locating eligible funeral travelers.

8. **CACO**

a. Ascertain eligible traveler's intentions to travel to the burial ceremony by completing NAVPERS 1770/10, Next of Kin Travel Request.

(1) **Travel by Privately Owned Conveyance (POC) or personally Procured Commercial Travel:** If the traveler desires to travel via privately owned vehicle (POV) or procures their own commercial air fare, assist the traveler in completing DD Form 1351-2 (3-08), Travel Voucher or Subvoucher, and submit the form with receipts to OPNAV (OPNAV N135C) for liquidation.

(2) **Travel via Government Provided Commercial Air:** If the traveler desires to travel via Government provided commercial air, notify OPNAV (OPNAV N135C) of traveler's desires. OPNAV (OPNAV N135C) will make reservations for traveler.

b. Coordinate with commands and other CACOs to assist family members and eligible funeral travelers with transportation to and from airports.

c. Upon traveler's return, assist with completing DD Form 1351-2 and submit the form with receipts to OPNAV (OPNAV N135C) for liquidation.

9. **OPNAV (OPNAV-N135C)**

a. Upon notification of a personnel casualty resulting in death, create record in Defense Casualty Information Personnel System (DCIPS) to document events including funeral travel.

b. Assist CACOs in verifying eligible funeral travelers to ensure notification.

c. If the traveler desires to travel via Government provided commercial air, make reservations for traveler. At the completion of travel, process traveler's submitted travel claim for reimbursement of authorized expenses.

d. If the traveler desires to travel via POV or procures their own commercial air fare, process submitted travel claims for reimbursement of authorized expenses.

MILPERSMAN 1770-271

MEMORIAL SERVICE TRAVEL

Responsible Office	OPNAV (N135C)	Phone: DSN TOLL FREE WITHIN U.S. COMM FAX	882-2501 1 (800)368-3202 (901) 874-2501 (901) 874-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) P. L. 111-84, Section 635, National Defense Authorization Act for Fiscal Year 2010(NDAA 2010) (b) 37 U.S.C., Chapter 7, Travel and Transportation Allowances (c) Directive-Type Memorandum (DTM-10-008-USD), Personnel & Readiness (P&R)of 11 May 2010 (d) DoD Directive 1300.22 of 3 Feb 00 (e) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members (f) SECNAVINST 1730.7D, Religious Ministry within the Department of the Navy

1. **Purpose**. Reference (a) and amended section 411f of reference (b) authorizes round trip travel and transportation allowances to eligible relatives to attend a memorial service for a deceased active duty Sailor at a location other than the location of the burial ceremony. Reference (c) establishes (DoD) policy until changes are incorporated in reference (d).

2. **Policy**. The Navy will provide round-trip travel and transportation allowances to eligible family members to attend one memorial service of any Sailor who dies while on active duty. This entitlement is only for a command memorial service at a location other than the burial location. The deceased Sailor’s command or designated Navy representative will coordinate with the Primary Next of Kin to invite eligible family members to attend the memorial service.

3. **Authorized Travelers**. An eligible relative is authorized travel and transportation allowances for one round-trip to the installation or unit memorial service. This round-trip is in addition to the burial ceremony. Reimbursable expenses are limited to authorized travel entitlements as outlined in reference (e). Authorized travelers include:

a. The surviving spouse (including a surviving spouse who has remarried since the Service member's death).

b. Child or children of the deceased member (including stepchildren, adopted children, and illegitimate children).

c. Parents as indicated below:

(1) A natural parent.

(2) A stepparent.

(3) A parent by adoption.

(4) A parent, stepparent, or adopted parent of the current surviving spouse.

(5) Any other person, including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age.

d. Siblings of the deceased member (including half and adopted siblings).

e. Person authorized to direct disposition (PADD).

f. Attendants. The Navy will provide round-trip travel and transportation allowances to an attendant who accompanies an eligible relative to the memorial service if the Office of the Chief of Naval Operations (OPNAV), Navy Casualty Assistance (N135C), determines that:

(1) The accompanied eligible relative is unable to travel unattended because of age, physical condition, or other justifiable reasons; and

(2) There is no other eligible relative of the deceased Sailor traveling to the memorial service, qualified to serve as an attendant.

4. **Authorized Allowances**. Travel and transportation allowances are limited to travel to and from the memorial service location plus 2 days of per diem at the memorial service location.

(a) Travel by privately owned conveyance (POC) or personally procured commercial travel: If the traveler desires to travel via privately owned vehicle (POV) or pays for his/her own commercial air fare, the traveler will need to complete DD 1351-2 (3-08), Travel Voucher or Subvoucher, and submit the form with receipts to OPNAV (N135C) for liquidation.

(b) Travel via government provided commercial air: If the traveler desires to travel via government provided commercial air, OPNAV (N135C) will make reservations for the traveler.

5. **Memorial Service**

a. A memorial service may be a command function, divine service, or other religious service as defined in reference (f).

b. The decision to conduct a memorial service is a command or service function.

c. Only one memorial service for a deceased active duty Sailor will be recognized for Government-funded transportation and allowances, unless the original service for the deceased Sailor was limited to a memorial service because no remains were recovered.

d. Memorial service locations include the continental United States, Alaska, Hawaii, United States territories, and the last permanent duty station or home port of the Sailor.

e. Transporting eligible family members into a theater of combat operations is not authorized.

f. Funded memorial service travel is limited to a 2-year period following the loss of the Sailor; this limitation may be waived by the Secretary of the Navy.

6. **Commanders (CDRs)/Commanding Officers (COs)/Officers in Charge (OICs)/Command Master Chiefs (CMCs).** Commands conducting memorial services will:

a. Coordinate with the Religious Ministry Program to ensure adequate support is available for all units for the memorial services per reference (f);

b. Ensure that all eligible family members are invited to the command's memorial service;

c. Ensure that eligible family members are kept informed of current status, schedule of events, and changes to the memorial service;

d. Coordinate travel of authorized travelers including lodging and installation access;

e. Coordinate with OPNAV (N135C) for accounting data and flight reservations if required; and

f. Arrange for travel assistance (by use of duty drivers or other command means) for family members who are attending the command memorial service.

(1) Ensure all Navy personnel understand the importance of the Dependency Application/Record of Emergency Data and accurately complete the form with contact information for eligible funeral travelers as identified above. The Electronic Service Record (ESR) has to be updated as soon as possible when changes occur to names and contact information for the next of kin, PADD, and beneficiaries.

(2) If a Sailor desires to attend the memorial service for a family member who is serving in another Service, the parent command shall notify OPNAV (N135C). OPNAV (N135C) will provide Line of Accounting (LOA) data for reimbursement of travel expenses per DoD requirements. Travel arrangements for the Sailor are the responsibility of the parent command. Likewise, at the completion of travel, the parent command is responsible for processing the Sailor's submitted travel claim for reimbursement of authorized expenses. For accounting purposes, forward a copy of the travel orders, as well as, paid claim vouchers to OPNAV (N135C).

7. **Commander Navy Installations Command (CNIC). Casualty Assistance Calls (CAC)/Funeral Honors Support (FHS) Program Manager** shall:

a. Ensure Regional CAC/FHS Program Coordinators and casualty assistance calls officers (CACOs) are provided proper training regarding policy and procedures for memorial service travel and allowances.

b. Coordinate with CNIC CAC/FHS Program Manager, OPNAV (N135C), other Regional CAC/FHS Program Managers, commands, and CACOs to assist eligible travelers with memorial service travel arrangements.

c. Notify OPNAV (N135C) if any problems are encountered with locating eligible memorial service travelers.

d. Provide courtesy CACO assistance to support eligible travelers' requirements and assist with liquidation of travel claims.

e. Ensure the Regional CAC/FHS Program Coordinators and CACOs ascertain eligible traveler's intentions to travel to the memorial service.

(1) **Travel by POC or personally Procured Commercial Travel**: If the traveler desires to travel via POV or procures his/her own commercial air fare, assist the traveler in completing a DD Form 1351-2, Travel Voucher or Subvoucher, and submit the claim with receipts to OPNAV (N135C) for liquidation.

(2) **Travel via Government Provided Commercial Air**: If the traveler desires to travel via government provided commercial air, notify OPNAV (N135C) of traveler's desires. OPNAV (N135C) will make reservations for the traveler. Assist with completing a DD Form 1351-2 and submit the form with receipts to OPNAV (N135C) for liquidation, upon traveler's return.

(3) Coordinate with commands and other CACOs to assist family members and eligible memorial service travelers with transportation to and from airports.

8. **OPNAV (N135C)**. Navy Casualty Assistance, OPNAV (N135C), shall:

a. Create a record in the Defense Casualty Information Personnel System (DCIPS) to document events (including memorial service travel) upon notification of a personnel casualty resulting in death;

b. Make reservations for the traveler, if the traveler desires to travel to the memorial service via government provided commercial air. At the completion of the travel, process the traveler’s submitted travel claim for reimbursement of authorized expenses;

c. Process submitted travel claim for reimbursement of authorized expenses, if the traveler desires to travel via POV or procures their own commercial air fare; and

d. Provide LOA data to the Sailor's parent command for reimbursement of authorized expenses for Sailors who attend a memorial service for a family member who was serving in another Service.

MILPERSMAN 1770-275

PRESENTATION OF BURIAL FLAGS

Responsible Office	OPNAV (N135C)	Phone: DSN TOLL FREE WITHIN U.S. FROM OVERSEAS FAX	882-2501 1 (800) 368-3202 (901) 874-2501 874-6654

References	(a) 10 U.S.C. 1481 (b) P.L. 110-417, National Defense Authorization Act for Fiscal Year 2009 (NDAA 09) (c) 10 U.S.C. 1482(e) (d) 10 U.S.C. 1477(d)

1. **Policy**. The Navy will ensure, at the time of burial, a flag of the United States (U.S.) is presented to designated individuals and specific family members of deceased Sailors whose status is covered under reference (a) and updated by reference (b). References (c) and (d) delineate eligibility of those recipients entitled to receive a flag.

2. **Authorized Recipients of the Burial Flag**. Presentation of a standard size Burial Flag is authorized to be given to the following recipients:

a. The person authorized to direct disposition (PADD) of Sailor's remains.

b. The surviving spouse, if not designated as the PADD, regardless of whether the surviving spouse remarries after the Sailor's death.

c. Each child, not designated as the PADD, and without regard to age or marital status as described below:

(1) Legitimate children.

(2) Adopted children.

(3) Stepchildren who were a part of the Sailor’s household at the time of death.

(4) Illegitimate children of a female Sailor born out of wedlock.

(5) Illegitimate children of a male Sailor.

(a) who have been acknowledged in writing signed by the Sailor;

(b) who have been judicially determined, before the Sailor's death, to be his children;

(c) who have been otherwise proved, by evidence satisfactory to the Secretary of Veterans Affairs, to be children of the Sailor; or

(d) who the Sailor had been judicially ordered to pay support.

d. The parents or parent, if not designated as the PADD, as described below:

(1) Natural parent.

(2) Stepparent.

(3) Parent(s) by adoption.

(4) Person(s) who stood in loco parentis for a period of not less than 1 year before the death of the Sailor; however, only one person who stood in loco parentis may be recognized. Preference shall be given to the individual who exercised a parental relationship on the date, or most nearly before the date, on which the Sailor entered military service.
Note: Parents living in the same household will be presented only one flag.

3. **Unauthorized**. Presentation of a flag of the U.S. is not authorized for a Sailor who at the time of death was a military prisoner in custody and under a sentence that includes a discharge.

4. **Commanders (CDRs)/Commanding Officers (COs)/Officers in Charge (OICs)/Command Master Chiefs (CMCs)**

a. Ensure all Navy personnel understand the importance of the Record of Emergency Data, and that Sailors make timely and

accurate updates so eligible Burial Flag recipients can be identified.

b. Ensure immediate notification of a personnel casualty is made to Office of Chief of Naval Operations (OPNAV), Navy Casualty (N135C) and the chain of command as delineated in MILPERSMAN 1770-030.

c. Ensure all personnel are aware of this policy.

5. **Commander Navy Installations Command (CNIC), Casualty Assistance Calls/Funeral Honor Support (CAC/FHS) Program Manager**. Manage and provide guidance to Regional CAC/FHS Program Managers, Casualty Assistance Calls Officers (CACOs), and Funeral Honors details.

6. **Navy Casualty (OPNAV N135C)**

a. Issue policy for identifying eligible recipients of Burial Flags.

b. Provide updates to Chief of Naval Personnel (CHNAVPERS) on issues involving presentation of Burial Flags.

c. Ensure Navy Mortuary Affairs works with respective Decedent Affairs Officers to address issues pertaining to the presentation of Burial Flags.

MILPERSMAN 1770-280

DEATH GRATUITY

Responsible Office	PERS-13	Phone: DSN TOLL FREE WITHIN U.S FROM OVERSEAS FAX	882-2501 1 (800) 368-3202 (901) 874-2501 874-6654

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. §1475-1480 (b) 50 U.S.C., Appendix 451, Military Selective Service Act (c) 10 U.S.C. §1501 (d) DoD 7000.14-R, DoD Financial Management Regulation (DoDFMR), Volume 7A, Chapter 36 Payments on Behalf of Deceased Members (e) DoD 5400.11-R DoD Privacy Program

1. **Policy**. The care of family members after the death of a Sailor is paramount to the Navy. Reference (a) defines policy for eligibility and payment of death gratuity in the amount of $100,000.

2. **Payment of Death Gratuity**. A death gratuity shall be paid expeditiously to, or for, eligible beneficiaries described in this article after official notification of the death of one of the following:

a. Sailor who dies while on active duty (ACDU) or while performing authorized travel to or from ACDU;

b. Reservist who dies while performing ACDU or while traveling directly to or from that ACDU;

c. Reservist who dies while performing inactive duty training (IDT). Reservist who dies while traveling directly to or from IDT, and those reservist staying at his or her residence during or between successive days of IDT are considered to have been on IDT on his or her date of death.

d. Member of a Navy Reserve Officer Training Corps (NROTC) unit who dies while performing one of the following:

(1) Annual training duty (under orders) for a period of more than 13 days; or

(2) Authorized travel to or from that annual training duty.

e. Applicant for membership in NROTC who dies while attending field training or a practice cruise, or while performing authorized travel to or from the destination for either event.

f. Sailor who dies while traveling to, from, or while at a place ordered or directed, for final acceptance for entry on ACDU (other than for training), and who has been:

(1) Provisionally accepted for that duty; or

(2) Selected, per reference (b), for duty in the Navy.

g. Sailor whose death is determined by administrative finding per reference (c).

3. **Death after Discharge or Release from Duty or Training**. A death gratuity shall be paid to or for eligible beneficiaries (described in this article) of a Sailor who dies during the 120-day period immediately following his or her date of discharge or release from ACDU or IDT, if the Secretary of Veterans Affairs determines the following:

a. The death resulted from an injury or disease incurred or aggravated during the ACDU or IDT described above, or during travel directly to or from such duty; and

b. The decedent was discharged or released under conditions other than dishonorable from the last period of the duty or training performed.

4. **Designation of Recipients**

a. Sailors may designate one or more persons to receive all or a portion of the death gratuity. Designations shall be made on NAVPERS 1070/602 Dependency Application/Record of Emergency Data (page 2) or DD Form 93 Record of Emergency Data, and the

amount payable to the designated beneficiary will be specified in 10 percent increments. Any portion of the death gratuity not designated will be paid per paragraph 5.

b. Per reference (a), if a married Sailor designates a person other than his or her spouse to receive all or a portion of the death gratuity, the Sailor's commanding officer (CO) shall provide written notice of the designation to the spouse (see paragraph 10).

5. **Distribution**. If the Sailor does not make a designation (under subparagraph 4a) or designates only a portion of the amount payable, the remaining amount shall be paid in the following order of precedence:

a. Surviving spouse of the Sailor;

b. If no surviving spouse exists, any surviving **children** (as prescribed by paragraph 6) of the Sailor and the descendants of any deceased children by representation;

c. If none of the above exist, the surviving **parents** (as prescribed by paragraph 7) of the Sailor, or the survivor of the two;

d. If none of the above exist, the duly-appointed executor or administrator of the estate of the Sailor; and

e. If none of the above exist, other next of kin of the Sailor entitled under the laws of the domicile of the Sailor at the time of the Sailor's death.

6. **Children defined**. Children eligible to receive payment of the death gratuity (per paragraph 5b) without regard to age or marital status include one of the following:

a. Legitimate children;

b. Adopted children;

c. Stepchildren who were a part of the Sailor's household at the time of his or her death;

d. Illegitimate children of a female Sailor; and

e. Illegitimate children of a male Sailor

(1) who have been acknowledged in writing and signed by the Sailor;

(2) who have been judicially determined, before the Sailor's death, to be his children;

(3) who have been otherwise proved, by evidence satisfactory to the Secretary of Veterans Affairs, to be children of the Sailor; or

(4) to whose support the Sailor had been judicially ordered to contribute.

7. **Parents defined**. For purposes of subparagraph 5c, parents include fathers and mothers through adoption. However, only one father and one mother may be recognized in any case. Preference shall be given to those who exercised a parental relationship on the date, or most nearly before the date on which the Sailor entered naval service.

8. **Death of Beneficiary before Receipt of Death Gratuity**. If a person entitled to all, or a portion, of a death gratuity dies before receiving payment, the death gratuity shall be paid to the living survivor next in the order of precedence prescribed by paragraph 5.

9. **Existing Designations**. All Sailors should periodically (at least annually) review their record of emergency data (NAVPERS 1070/602 or DD Form 93) to ensure the designated beneficiaries and allotted percentages (as applicable) are still accurate.

10. **Designations Other Than Spouse.** As per reference (a), if a married Sailor designates all, or a portion, of the death gratuity to a person other than his or her spouse, the commander (CDR), CO, or officer in charge (OIC) is required to notify the spouse in writing of the designation. The command pass coordinator (CPC) or personnel officer (PERSOFF) shall prepare and have the CDR, CO, or OIC sign, and mail the Spouse Notice of Designation letter (Exhibit 1), and ensure a copy is forwarded to Navy Personnel Command (NAVPERSCOM), Records Management Policy Branch (PERS-313) for inclusion in the Sailor's official military personnel file (OMPF). Commands with members qualifying under paragraphs 2d and 2e shall not forward a copy to NAVPERSCOM (PERS-313).

Note: Document must comply with latest submittal requirements for inclusion in the OMPF.

11. **Miscellaneous Provisions**

a. A payment may not be made if the Sailor was put to death as lawful punishment for a crime or a military offense, unless he or she was put to death by a hostile force with which the Armed Forces of the United States were engaged in armed conflict.

b. In the case of any Navy reservist who dies while traveling directly to or from ACDU for training or IDT, his or her CO or OIC shall determine whether the reservist was authorized, or required to perform the duty or training, and whether the reservist died from the injury so incurred. In making those determinations, the CO or OIC shall consider the following:

(1) The hour at which the reservist began to travel directly to or from the duty or training;

(2) The hour at which the reservist was scheduled to arrive for, or at which the reservist ceased performing, that duty or training;

(3) Method of travel used;

(4) Itinerary;

(5) Manner in which the travel was performed; and

(6) Immediate cause of death.

12. **Responsibilities**

a. **NAVPERSCOM, Casualty Assistance Branch (PERS-13) shall:**

(1) Verify eligible beneficiary designated to receive death gratuity payment.

(2) Draft and release authorization letter for electronic funds transfer (EFT) or check payments of death gratuity.

(3) Verify payment and receipt of death gratuity; document status in the Defense Casualty Information Processing System.

(4) Provide guidance if issues or concerns are raised regarding death gratuity policy, entitlements, or payments such as delays, payments to minor children, record of emergency data discrepancies, or beneficiary clarification.

b. **Commander, Naval Installations Command Shall:**

(1) Include pertinent information regarding death gratuity when providing casualty assistance calls officer (CACO) training. Assist CACOs and commands as required, and work with NAVPERSCOM (PERS-13) regarding payment of death gratuity.

(2) Immediately notify NAVPERSCOM (PERS-13) of any problems encountered by the CACO concerning death gratuity payments.

c. **CDRs, COs, OICs, and Command Master Chiefs Shall:**

(1) Ensure all assigned Sailors understand the importance of maintaining a current and accurate record of emergency data (NAVPERS 1070/602 or DD 93) to include their designation of death gratuity beneficiary(ies).

(2) In the event of a Sailor’s death, comply with applicable sections of MILPERSMAN 1770 series.

(3) Ensure Spouse Notice of Designation (Exhibit 1) letter is mailed to affected spouse and filed in the OMPF upon notification from the CPC, PERSOFF, or personnel support detachment (PERSUPP DET) that member has designated all or part of the death gratuity to someone other than his or her lawful spouse.

d. **CACO Shall:**

(1) Verify the appropriate death gratuity recipient(s) through NAVPERSCOM (PERS-13). Death gratuity will be paid only after official notification of the Sailor's death has been made. **Caution: Death gratuity payments and amounts are confidential. Discuss death gratuity with the verified beneficiary(ies) only.**

(2) Assist death gratuity beneficiary(ies) in the claim process following procedures outlined in the following table below. Note that payment will be issued via EFT by the Defense Finance and Accounting Service – Cleveland Center (DFAS-CL). If the beneficiary does not have an accessible checking or savings account, request NAVPERSCOM (PERS-13) process payment by check.

EFT PAYMENT	CHECK PAYMENT
1. Contact CACO/funeral honors (FH) region program director (RPD) for step-by-step procedures and a sample package for payment of the death gratuity.	1. Verify beneficiary's identity; correct spelling of name and Social Security number. Inform NAVPERSCOM (PERS-13) and CACO/FH RPD that beneficiary requests check payment; transmit the verified identification information to both offices.
2. The following forms are required: • **DD Form 397 Claim Certification and Voucher for Death Gratuity Payment;** • **SF 1199A Direct Deposit Sign-Up Form for EFT death gratuity payment;** and • **Voided check (if payment is to be deposited to a checking account)**	2. NAVPERSCOM (PERS-13) will coordinate check payments with the Navy Pay and Personnel Support Center (NPPSC) disbursing office and inform the CACO via the CACO/FH RPD of the PERSUPP DET or disbursing office and point of contact processing the payment. **Note: For ships or commands with disbursing offices, if directed to initiate check payment, ensure NAVPERSCOM (PERS-13) has verified beneficiary information and authorized payment prior to disbursing funds.**
3. Verify NAVPERSCOM (PERS-13) has determined the appropriate death gratuity recipient(s). Prepare DD 397 Claim Certification and Voucher for Death Gratuity Payment for beneficiary's signature; ensure blocks 5-10, 12a-d, 13a-b, and 14a-d are complete.	3. Contact the PERSUPP DET or disbursing office processing the payment.
4. During visit to the beneficiary, confirm his or her identity and the correct spelling of the beneficiary's name.	4. Obtain check, certification letter and DD 397 from PERSUPP DET. On DD 397, ensure blocks 3, 5-11, 15 a-d and 16a (1)-(3) are complete and form is signed (block 15c) by the cognizant PERSUPP DET.
5. Ensure beneficiary signs block 14a of DD 397.	5. Deliver check to beneficiary. Complete blocks 12 and 13 of DD 397 (as applicable). Ensure beneficiary signs block 14a.
6. Ensure two witnesses complete and sign blocks 14b and 14c of DD 397 (CACO may sign as a witness).	6. Ensure two witnesses complete and sign blocks 14b and 14c of DD 397 (CACO may sign as a witness).
7. Ensure beneficiary completes and signs SF 1199A. If applicable, obtain a voided check from beneficiary to verify accuracy of account information	7. Return original DD 397 to the PERSUPP DET. Provide copies of DD 397 to NAVPERSCOM (PERS-13) and CACO/FH RPD.
8. Provide copies of the DD 397, SF 1199A, and voided check (if applicable) to NAVPERSCOM (PERS-13) and CACO/FH RPD.	8. Accompany recipient to process the check at his or her financial institution. Assist (as needed) in authenticating the check, and using the check certification letter previously provided by PERSUPP DET.
9. Notify NAVPERSCOM (PERS-13) and CACO/FH RPD when payment has been received by beneficiary.	9. Notify NAVPERSCOM (PERS-13) and CACO/FH RPD when payment has been received.

(3) In compliance with reference (d), protect all personally identifiable information by submitting documents via secure means, such as encrypted e-mail.

e. **PERSUPP DET Shall:** Upon verification of the record of emergency data (NAVPERS 1070/602 or DD 93), if member has designated all or part of the death gratuity to someone other than his or her lawful spouse, send notification memo to CPC via Transaction Online Processing System for command action.

EXHIBIT 1

SPOUSE NOTICE OF DESIGNATION
(SAMPLE)
(Use proper letter format.)

COMMANDING OFFICER
Navy Recruiting District Columbia
1835 Assembly Street
Strom Thurmond Federal Building
Columbia, SC 29201-2480

1770
Ser CO 15/
March 7, 2011

Mr. Oliver O'Toole
938 Tankerhurst Drive
Waco, TX 55555

Dear Mr. O'Toole,

Our records indicate that you are the spouse of Petty Officer Pauline Williams O'Toole. Title 10 requires the services to notify the spouse whenever a Service member designates all or part of the death gratuity to someone other than his or her current lawful spouse. This letter is to inform you that on March 1, 2011, your spouse elected to designate all, or part, of her death gratuity to someone else.

Your spouse was entitled to make the above election. Though we are required to notify you of your spouse's decision, we are not authorized to disclose the name of the designated beneficiary. If you have any questions regarding this letter, please call 1-866-827-5672.

C. A. CAPTAIN

Copy to:
PERS-313

MILPERSMAN 1772-010

RESERVE COMPONENT SURVIVOR BENEFIT PLAN (RC-SBP)

Responsible Office	NAVPERSCOM (PERS-912)	Phone: Toll Free FAX	1-833-330-MNCC (6622) 901-874-7044

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

References	(a) 10 U.S.C. (b) DoD Instruction 1332.42 of 30 December 2020 (c) OPNAVINST 1750.5A (d) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR) of March 2024

1. **Policy**. The Reserve Component Survivor Benefit Plan (RC-SBP) was established per reference (a), chapter 73, to provide an annuity to designated beneficiaries of Reserve members who have met the service requirement, but not the age requirement, for non-regular retired pay. References (a) through (d) are the governing laws and policies which provide for the following aspects of the plan:

a. Eligibility,

b. Participation,

c. Termination,

d. Enrollment options,

e. Eligible beneficiary categories,

f. Costs, and

g. Level of coverage.

2. **Eligibility**. Upon issuance of the notice of eligibility (NOE) for retired pay, a Service member is eligible to participate in RC-SBP, per reference (a), section 12731.

3. **Participation in the RC-SBP**. The DD 2656-5 Reserve Component Survivor Benefit Plan (RC-SBP) Election Certificate is forwarded from Navy Personnel Command (NAVPERSCOM) Reserve Retirement Branch (PERS-912) to the Service member along with his or her NOE package. The Service member has 90 days from receipt of the NOE and RC-SBP package to make an election. Coverage will be effective as of the date of the NOE.

a. Per reference (b) and 10 U.S.C section 1448, effective 1 January 2001, if PERS-912 does not receive a valid election within the 90-day time frame, the Service member's spouse and or children will be automatically enrolled under an immediate annuity based on the full amount of retired pay. If the Service member has no eligible beneficiaries, there will be no automatic enrollment.

b. If RC-SBP coverage is declined (the Service member elects Option A on DD 2656-5), the Service member may elect coverage under the Survivor Benefits Plan (SBP) when he or she becomes eligible for retired pay.

c. Beneficiaries of Selected Reserve or Inactive Ready Reserve Service members who have met eligibility requirements for retired pay and who die prior to receiving NOE or prior to the end of the 90-day election period after receiving NOE may apply for survivor benefits.

d. Service members assigned to the temporary or permanent disability lists are required to make an RC-SBP election prior to retirement.

Note: If a Service member retires directly into a "with pay" status, he or she will make an SBP vice RC-SBP election as long as member was not eligible to receive an NOE prior to retiring "with pay."

4. **RC-SBP Options**. Reserve Service members have the following options:

a. **Option A - Decline Participation in the RC-SBP**. If a Service member chooses not to participate in the plan at the time of receipt of his or her NOE package and lives to age 60,

he or she will be given an opportunity to enroll in the SBP. If the Service member dies before reaching age 60, the survivor(s) will not receive any of the future military retirement pay. Spousal concurrence is required.

b. **Option B – Deferred Annuity**. If a Service member dies before age 60, the survivor(s) will begin receiving a monthly annuity effective the date that would have been the Service member's 60th birthday. If the Service member dies after age 60, the survivor annuity will be effective the day after the date of death. Spousal concurrence is required.

c. **Option C – Immediate Annuity**. The survivor(s) will begin receiving an annuity immediately, whether the Service member dies before or after age 60.

Note: A notarized written concurrence from the Service member's spouse is required on DD 2656-5 when a Service member elects option A or B coverage or elects child-only coverage in lieu of spouse coverage. Spousal concurrence is also required if the Service member elects coverage based on anything other than full gross pay. In a case where there is an active divorce proceeding, the Service member is still considered married.

5. **Beneficiary Categories**. A beneficiary is the survivor(s) designated by a Service member to receive retired pay annuity upon the Service member's death. A retiree may choose coverage for a spouse only, spouse and child, child only, former spouse, former spouse and child, or an "insurable interest."

a. **Spouse**. A spouse is an eligible beneficiary if he or she was married to the Service member on the date the Service member became eligible to participate in RC-SBP and was continuously married to the Service member through the date when the Service member died. The spouse will receive monthly survivor annuity checks for life, provided he or she does not remarry before age 55. If the spouse does remarry before age 55, survivor payments are suspended. If the marriage ends in death or divorce, the survivor annuity payments may be reestablished.

(1) Spouse coverage is not terminated as a result of divorce or death of the spouse. The Service member will need to complete DD 2656-6 Survivor Benefit Plan Election Change Certificate within 1 year of divorce or death and provide a copy of divorce decree or death certificate to PERS-912 if Service

member is still drilling or retired awaiting age eligibility for retired pay or to Defense Finance and Accounting Service (DFAS) Cleveland if Service member is receiving retired pay. Coverage and costs are "suspended" pending the possible remarriage of the retiree. The retiree's three available options with suspended coverage are as follow:

(a) Resume existing coverage for new spouse,

(b) Increase coverage to be based on full gross pay if previously elected reduced amount, or

(c) Suspend coverage.

(2) The retiree must notify DFAS Cleveland and provide a copy of his or her RC-SBP decision to PERS-912 during the 1-year period immediately following the remarriage. If not, the new spouse will be automatically covered under the RC-SBP at the previously suspended level of coverage and new premiums will be due.

b. **Child(ren)**. An unmarried minor child(ren), up to age 18 (or age 22 for a full-time student), is an eligible RC-SBP beneficiary. A "child" includes natural child through current or prior marriage, adopted child, stepchild, foster child, child determined by paternity test or a court of competent jurisdiction to be a child of the Service member (documentation will be required to substantiate claim), or a recognized natural child living with the Service member at the time of his or her death. Coverage is not limited to the child(ren) a Service member has at the time of election but extends automatically to any child(ren) acquired later. Member must complete DD 2656-6 and provide a copy of the birth certificate for all children born after original election to PERS-912 for processing.

(1) For child(ren) acquired after receiving the NOE or retirement, a request for child(ren) coverage must be made within 1 year of acquiring the dependent child(ren). The retiree is required to complete a DD 2656-6 and provide it to DFAS.

(2) If no election is made within the 1-year period, the retiree will not be able to seek coverage except during an open enrollment period.

(3) Stepchildren coverage ends with divorce.

c. **Insurable Interest**. This type of election may only be made if the Service member is not married and has no dependent children. Insurable interest coverage may be established for a person who has a reasonable and lawful expectation of financial benefit from the continued life of the Service member. This type of coverage may be terminated at any time. This category may include the following beneficiaries:

(1) Parents, stepparents, grandparents;

(2) Grandchildren;

(3) Aunts or uncles;

(4) Sisters, brothers, half-sisters, half-brothers;

(5) Dependent or non-dependent child or stepchildren over the age of 22; or

(6) Non-related individuals who have substantial financial interest in the continuance of a Service member's life.

NOTE: Documentary proof must be provided.

d. **Former Spouse**. A Service member who is divorced and required by court order to provide former spouse RC-SBP coverage must submit the DD 2656-1 Survivor Benefit Plan (SBP) Election Statement for Former Spouse Coverage to DFAS. The Service member must also submit a copy to PERS-912 along with a copy of the full divorce decree and settlement agreement during the 1-year period immediately following the date of divorce if an RC-SBP election has already been made. If the divorce happens prior to NOE issuance, documentation must be submitted during the 90-day time frame once the Service member receives his or her NOE.

Note: A former spouse or the spouse's attorney, acting on his or her behalf, may deem an election of former spouse coverage by completing DD 2656-10 Survivor Benefit Plan (SBP)/Reserve Component (RC) SBP Request for Deemed Election and must provide a certified copy of the divorce decree to DFAS within 1 year of the divorce.

6. **Level of Coverage**. A retiree may elect coverage for a survivor based on the full or reduced amount (not less than $300) of retired pay. Spousal concurrence is required if coverage is less than full gross pay.

7. **RC-SBP Cost**. The RC-SBP premium begins on the first day of the month after the retiree meets the age and service requirements to draw non-regular retired pay. The monthly cost will be based on the retiree's age and the age of his or her eligible beneficiary. The premiums increase with retired pay cost-of-living adjustments.

a. If a retiree elected spouse coverage and loses his or her spouse through death or divorce prior to age 60 and has no beneficiary upon receipt of retirement pay, participation costs will not be deducted from the retired pay per reference (d), chapter 54.

b. There are two premiums associated with RC-SBP. These premiums are not paid until a retiree begins receiving non-regular retired pay. The two types of premiums are SBP and RC-SBP. Retirees may estimate their monthly fees to be approximately 10 percent of their monthly retired pay (roughly 3.5 percent for RC-SBP plus roughly 6.5 percent for SBP).

(1) Option A – (No Election) there is no charge. If a retiree makes an election at age 60, the average cost is about 6.5 percent of the retiree's gross monthly retired pay. (If a retiree dies prior to making an election, no beneficiaries will receive RC-SBP benefits).

(2) Option B - (Deferred Annuity) If spouse or former spouse is the beneficiary, the average cost is approximately 8.5 - 10 percent of the retiree's gross monthly retired pay at age 60.

(3) Option C – (Immediate Annuity) If spouse or former spouse is the beneficiary, the average cost is approximately 10 - 12.5 percent of the retiree's gross monthly retired pay at age 60.

c. Service members may estimate their RC-SBP premiums or do a comparison on how SBP compares to purchasing a private term life insurance by visiting the Office of the Actuary Web site: https://actuary.defense.gov/Survivor-Benefit-Plans/.

8. **SBP Termination**. A retiree is permitted to terminate SBP enrollment during the 1-year period between his or her second and third year of becoming entitled to retired pay.

a. Married retirees must obtain their spouses' written concurrence with any request to terminate participation.

b. Retirees who terminate participation are forever barred from the program. Retirees who request termination have 30 days from their date of submission to withdraw their request.

c. Retirees must complete and submit the DD 2656-2 Survivor Benefit Plan Termination Request to DFAS no earlier than the first day of the 25th month and no later than the last day of the 36th month from the date of entitlement to retired pay.

d. The RC-SBP add-on fee cannot be terminated. The retiree is required to pay this add-on fee in its entirety for a total of 360 months and until reaching age 70.

9. **Annuity Claim Procedures**. Payment of an annuity is not automatic. Before a claim will be considered, the beneficiary must submit a claim in writing.

a. Based on the retiree's election, an annuity is payable on the day after the retiree's death or when the retiree would have attained age 60.

b. When an RC-SBP participant dies, any annuity payable to a survivor is reduced for the RC-SBP coverage provided while the Service member awaited the requisite age of entitlement to retired pay.

c. Eligible beneficiaries must submit a certified copy of the Service member's death certificate and a letter requesting survivor benefits to PERS-912. The letter must include the following information and forms:

(1) The reservist's information;

(2) The surviving beneficiary's information such as name, relationship to the Service member, contact number, e-mail and mailing address;

(3) DD 2656-7 Verification for Survivor Annuity;

(4) Form W-4P Withholding Certificate for Periodic Pension or Annuity Payments;

(5) FS 2231 Fast Start Direct Deposit (Federal employee) or SF 1199A Direct Deposit Sign-Up Form.

d. Submitting a letter request and a death certificate to PERS-912 without the above required documents will cause a delay in processing a beneficiary's request for an annuity claim.

e. Eligible beneficiaries are highly encouraged to submit their letter request and required documents to PERS-912 instead of to DFAS, as this allows for faster processing.

f. Letter requests and documents will be e-mailed to MyNavy Career Center at askmncc.fct@navy.mil or by mail addressed to:

Navy Personnel Command
Attn: PERS-912
5720 Integrity Drive
Millington TN 38055

g. The DFAS RC-SBP information page can be found at https://www.dfas.mil/retiredmilitary/provide/rcsbp/.

MILPERSMAN 1780-011

TRANSFER OF EDUCATION BENEFITS

Responsible Office	NAVPERSCOM (PERS-311)	Phone: Toll Free Web site	1-833-330-6622 https://www.public.navy.mil/BUPERS-NPC/CAREER/EDUCATION/GIBILL/Pages/default.aspx
	CNRFC	Phone: Toll Free E-mail myNRH	1-800-621-8853 cnrfc post911gib.fct@navy.mil https://private.navyreserve.navy.mil/cnrfc/N-Codes/N1/CNRFC N1C2/SiteP

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1780.4 (b) 38 U.S.C., Chapter 33 (c) P.L.115-48 Harry W. Colmery Veterans Educational Assistance Act of 2017 (d) DoD Instruction 1341.13 of 13 May 2013 (e) P.L. 116-33, National Defense Authorization Act for FY 2020 (f) OPNAVINST 1330.2C (g) 38 U.S.C., Chapter 36, Section 3685

1. **Purpose**. To define responsibilities, eligibility requirements, and procedures for transfer of education benefits (TEB) of the Post-9/11 GI Bill for Active Component and Selected Reserve (SELRES) Component Service Members per reference (a).

2. **Background**. To promote recruitment and retention of members of the uniformed services, eligible individuals may transfer a portion or all of their unused Post-9/11 GI Bill entitlement to their spouse, eligible children, or both. Before a member can apply for transfer of entitlement, their spouse and/or eligible children must be enrolled dependents in the

Defense Enrollment Eligibility Reporting System (DEERS) and be eligible for identification (ID) card benefits. Children age 21 or 22 must be enrolled as a full-time student at an institution of higher learning. Children who are 23 years old or older are not eligible to receive transfer of entitlement.

3. **Eligible Individuals**. An eligible individual is any member in the uniformed services who, on or after 1 August 2009, is eligible for the Post-9/11 GI Bill per reference (b) and who, at the time of approval of the individual's application to transfer his or her unused Post-9/11 GI Bill entitlement:

a. Has served at least six years (active duty and/or SELRES),

b. Is eligible per all statutes, Department of Defense (DoD), and Service policies, to be retained four additional continuous years in the uniformed services, and

c. Agrees to serve at least four additional years from the date the individual is approved to transfer.

d. Recipients of the Purple Heart are eligible for approval and are not held to a minimum service requirement or the additional obligated service, but must be a member of the uniformed services at the time of election.

Note: Service performed in Uniformed Services University of the Health Sciences, Health Professions Scholarship Program, Health Services Collegiate Program, or Financial Assistance Program (medical residents), will not be considered service calculated for six years of eligibility.

4. **Administrative Requirements of Transferor**

a. Ensure spouse and/or children are enrolled in DEERS and eligible for ID card benefits prior to completing application to transfer Post-9/11 GI Bill entitlements.

(1) Dual military families may both transfer entitlement to their child(ren); however, both members must have their child(ren) enrolled in DEERS. Only one member will have them enrolled for Federal benefits.

(2) Dual military families may transfer entitlement to their service member spouse, who may also be eligible for Post-9/11 entitlement.

b. Complete the online, self-service statement of understanding (SOU). This SOU is required to be completed by all members (officer and enlisted) prior to submitting a TEB application and can only be submitted once.

(1) Members may access the SOU via MyNavy Portal or by using a common access card via the MyNavy Education Web site at: https://myeducation.netc.navy.mil/webta/home.html#nbb.

(2) To ensure prompt feedback on TEB applications, members must verify their e-mail information when completing the SOU.

(3) Upon completion of the SOU, members will receive a link to the Defense Manpower Data Center (DMDC) MilConnect portal to submit or resubmit the TEB application.

c. Enlisted members must verify sufficient remaining obligated service in their electronic service record (ESR) prior to requesting TEB.

(1) Consult with the command career counselor to ensure expiration of active obligated service (EAOS) or expiration of obligated service (EOS) meets the required additional service obligation. Refer to MILPERSMAN 1160-030 for early reenlistment (more than 12 months prior to EAOS/EOS) policy.

(2) Enlisted members must submit their TEB applications no more than 30 calendar days following execution of a 4-year reenlistment or an extension to incur 48 months of obligated service.

(3) Members who reenlist for more than four years are not subject to the 30-day requirement in paragraph 4c(2), but must have four years remaining on their enlistment contracts from the TEB application date.

(4) Extensions may not be authorized for the specific purpose of Post-9/11 transferability; however, extensions authorized per MILPERSMAN 1160-040 may count toward TEB obligation as long as the member’s soft EAOS, with all

enlistments and extensions, is at least four years from TEB application date.

(5) In situations where connectivity may hinder a successful submission (e.g., deployment), Sailors must contact Navy Personnel Command (NAVPERSCOM) GI Bill Office (PERS-311) in advance and request to have their TEB applications placed in a pending status until service obligation is reflected in their ESR in order to avoid surpassing the 30-day grace period. SELRES Sailors must contact Commander Navy Reserve Forces Command (CNRFC) Education Benefits (N1C2) for further guidance.

(6) Enlisted members who have a prospective commissioning date in their ESR at the time of TEB application will be approved with a 4-year obligation, despite not having four years remaining on their enlistment contract. In the event member does not receive a commission, he or she is required to complete the required service obligation in order to retain transferred entitlement.

d. Officers must ensure that they are able to obligate an additional four years of service at their current paygrade prior to requesting TEB.

e. Members whose applications were rejected prior to the issuance of NAVADMIN 236/18 (Post 9/11 GI Bill updates part 2), must follow the steps outlined in subparagraph 4(b). This includes officers who acquired the previously required NAVPERS 1070/613 Administrative Remarks (Page 13) but did not submit a TEB application and officers who submitted a TEB application without acquiring the previously required NAVPERS 1070/613. Requests cannot be backdated to match a previously rejected TEB request or a previously acquired NAVPERS 1070/613.

f. The following policy applies to personnel in a limited duty (LIMDU) status who require additional service obligation for transferability per reference (d):

(1) Members who are on LIMDU or involved in a medical evaluation board, physical evaluation board (PEB), or Disability Evaluation System (DES) process must wait until the process is complete.

(2) Members who are on LIMDU or involved in a medical evaluation board, PEB, or DES who are subsequently found fit for

duty may apply for TEB. Members must comply with the standard TEB application procedure.

(3) Members who are on LIMDU or involved in a medical evaluation board, PEB, or DES process who are subsequently found unfit for duty and are pending medical separation or retirement are not eligible for TEB.

5. **Submitting TEB Application**. The TEB Web application can only be completed and submitted electronically via the milConnect Web site at https://www.dmdc.osd.mil/. Before completing the electronic request, members should read the "Message from Your Service Component" located in the milConnect Web site which will aid in securing an approval. Once all requirements have been met, the 4-year obligation will be established upon approval of the application.

a. Members may be eligible for one or more Department of Veterans Affairs (DVA) educational benefits. Transfer of your Post-9/11 entitlement will cause permanent loss of other DVA educational benefits (e.g. Montgomery GI Bill (MGIB) for active duty (MGIB-AD) or MGIB Selected Reserve (MGIB-SR)). This conversion of educational benefit programs is irrevocable. Certain SELRES members are eligible for MGIB-AD and MGIB-SR and must choose which benefit to relinquish in lieu of Post 9/11 GI Bill benefits. For instructions and assistance on this election, members should contact the DVA at 1-888-442-4551.

b. The transferor's family member(s) are pre-populated from DEERS and will be listed on the application.

c. The transferor must agree to the TEB acknowledgements within the milConnect Web site.

d. The transferor can only modify his or her application once it has been approved by PERS-311 or CNRFC N1C2.

e. An individual transferring Post-9/11 entitlement must designate each eligible dependent(s) by assigning a minimum of one month of entitlement.

(1) An eligible individual may transfer entitlement only while serving as a member of the uniformed services. The number of months transferred by an individual may not exceed 36 months or the amount of months of unused entitlement. If a member has previously used GI Bill entitlement, it is the

member's responsibility to verify the amount of entitlement available for transfer by contacting the DVA at 1-888-442-4551.

(2) Once the TEB request has been approved, transferor may modify (add new dependents, change entitlement for existing dependents, or revoke entitlement) while serving in the uniformed services (active duty or SELRES) without incurring an additional obligation.

Note: Exception – If a military member or veteran dies, a surviving dependent who received transferred entitlement may transfer his or her own unused entitlement to another eligible dependent of the veteran/service member. Benefits not allocated to a dependent by the veteran/service member prior to death may <u>not</u> be modified.

(3) After separating from the **uniformed services** (active duty or SELRES), the transferor may **only** modify entitlement for existing dependents who received at least "one" month of transferred entitlement or revoke entitlement from any or all dependents. Entitlement may not be transferred to a new dependent, or an existing dependent with "0" months of transferred entitlement, once the transferor is no longer a member of the uniformed services. After separation or retirement, members will require a Defense Finance Accounting Service MyPay personal identification number or Defense Self-Service logon in order to access the milConnect Web site to modify elections.

Note: Exception - Upon death of a transferee who has not exhausted all transferred entitlement, member may allocate benefits to another dependent who was not previously designated, regardless of whether member is in uniformed services or separated.

(4) Transferred Post-9/11 GI Bill entitlement may not be treated as marital property or the asset of a marital estate subject to division in a divorce or other civil proceeding.

(5) A child may establish eligibility to Post-9/11 benefits if the entitlement is transferred before reaching the age of 23.

f. Members must log back into the TEB Web site within five working days to check the status of their applications. Request status will be reflected in the "status" field of the TEB

application. The below table identifies the reject reasons found in milConnect and solutions to resolve the rejection.

Reject Reason	Description	Resolution
Disapproved – Service member (SM) does not have 6 years in the Armed Forces.	Member has not completed 6 years of active duty or SELRES service.	Complete 6 years (day for day) in the Armed Forces and reapply after agreeing to serve 4 additional years (see subpara, 3a).
Disapproved – SM has not committed to the required additional service time.	1. Member has not completed the prerequisite statement of understanding (SOU); and or, 2. Enlisted member does not have at least 4 years left on EAOS/SEAOS; and or, 3. Member not retainable for 4 more years.	1. All members must complete SOU in MyNavy Education (see subpara, 4b). 2. Contact command career counselor to inquire about OBLISERV options. 3. Member promotes and acquires a new high-year tenure (HYT) or statutory limit that allows member to serve an additional 4 years.
Disapproved – SM has submitted an invalid entry.	N/A	N/A
Disapproved – SM needs to contact service representative to resolve status.	1. Enlisted SELRES member has not completed the required SOU. 2. Active duty/Training and Administration of the Reserves (TAR) members must contact the MNCC or SELRES must contact Commander, Naval Reserve Forces (COMNAVRESFOR) **IMMEDIATELY** to resolve issue.	1. SELRES member needs to contact COMNAVRESFOR: 1-800-621-8853. 2. Active Duty member needs to contact MNCC: 1-833-330-6622.
Disapproved – SM is not on active duty or participating in SELRES.	Member has separated from the Navy – is no longer serving on active duty or in the Reserves.	Reenter active duty or SELRES and agree to serve four additional years.
Disapproved – SM has no qualifying Post 9/11 active service time.	Member's record does not reflect at least 90 days of active service after 11 Sep 2001.	1. Complete at least 90 days of active duty (other than for training). 2. SELRES members may contact COMNAVRESFOR to request qualifying active duty determination.

(1) If an application is disapproved, the member should consult his or her command career counselor, take corrective action, and resubmit the TEB application. If member previously completed the required SOU, the SOU cannot be resubmitted.

(2) Approved applications will be sent electronically to the DVA via the DMDC and will contain an approval form (.pdf form) which members should print and retain for their records. Applications that have been approved will reflect a projected obligation end date (OED) of four years.

6. **Use of Transferred Entitlement**. The transferee who receives entitlement is subject to the following:

a. He or she must apply to the DVA for Post-9/11 benefits at www.va.gov/education/how-to-apply/ using the electronic application.

(1) Spouse: May start to use the entitlement immediately after approval. The spouse is entitled to educational assistance in the same manner as the transferor, including the 15-year delimiting date if member separated prior to 1 January 2013. (**Note**: Members who separated 1 January 2013, or after, are not subject to the 15-year delimiting date (see reference (c)). If the spouse starts school prior to the TEB approval, the TEB application cannot be backdated to match the spouse's school start date.

(2) Child: May start to use the entitlement when the transferor has completed at least 10 years of service in the uniformed services and the child has completed the requirements of a secondary school diploma (or equivalency certificate) or reaches 18 years of age. The child is entitled to educational assistance in the same manner as the transferor as if the transferor is not on active duty. The child may not use any transferred entitlement after reaching 26 years of age.

b. The death of the transferor does not affect the use of entitlement by the transferee.

c. A subsequent divorce will not affect the transferee's eligibility to receive education benefits; however, after the transferor has designated a spouse as a transferee, the transferor retains the right to revoke or modify the transfer at any time.

d. A child's subsequent marriage will not affect the transferee's eligibility to receive education benefits; however, after an individual has designated a child as a transferee, the transferor retains the right to revoke or modify the transfer at any time.

7. **Overpayment to Transferee**. In the event of an overpayment of educational assistance to a transferee, the transferee and the transferor will be jointly and severally liable to the United States for the overpayment amount for the purposes of reference (g).

8. **Failure to Complete Service Agreement**. Generally, if the transferor fails to complete the agreed additional service requirement in the uniformed services (i.e. does not serve until their established OED), the right to use the transferred entitlement is forfeited, effective the date of such failure. (Refer to paragraph 9 of this article for component transfers between active duty and SELRES). Any amount of transferred entitlement used by a transferee will be treated as an overpayment of educational assistance and will be subject to collection by the DVA. (SELRES members who voluntarily transfer to the Individual Ready Reserve (IRR), including the voluntary training unit (VTU), prior to completing their service agreement may not reestablish eligibility by returning to SELRES status later).

a. This does not apply in the case of the transferor who fails to complete the agreed additional service due to:

(1) Death of the transferor;

(2) Honorable discharge or release from active duty or the SELRES for a medical condition which pre-existed the service of the transferor and was not service-connected;

(3) Honorable discharge or release from active duty or the SELRES for hardship;

(4) Honorable discharge or release from active duty or the SELRES for a physical or mental condition that was not characterized as a disability and did not result from the transferor's willful misconduct, but did interfere with his or her performance of duty;

(5) Honorable discharge or release from active duty or the SELRES for an injury or disability found to be in the line of duty based on the results of a medical evaluation board and DES processing where a member was found unfit for duty (with a medical separation or retirement order);

(6) Honorable discharge or release from active duty or the SELRES for reduction in force or force shaping initiative resulting from a decision by the Secretary of the Navy; or

(7) Mandatory honorable discharge or release from active duty or the SELRES due to twice failing to select for promotion as a commissioned officer on active duty or SELRES, which did not result from the transferor's willful misconduct.

(a) Officers not offered selective continuation will have their TEB OED adjusted to their separation or retirement date if TEB OED has not already been fulfilled.

(b) Officers offered selective continuation who accept selective continuation will have the TEB OED adjusted to their new selective continuation separation or retirement date if TEB OED is not already fulfilled.

(c) Officers offered selective continuation but who reject selective continuation will have the TEB rejected if OED has not been fulfilled. Officers offered continuation who directly affiliate into the SELRES, with no break in service, may complete TEB obligation in the SELRES. If benefits have been used by dependent(s), aforementioned officers are required to remain on active duty or in the SELRES until they have completed their obligation.

(8) Service member with high-year tenure (HYT) mandatory separation or retirement date adjustment due to Service-mandated change (not due to fault of Service member) will have the TEB obligation end date adjusted to the new HYT separation or retirement date.

(9) Reference (e) conference report requires all members approved to transfer benefits to fulfill the full 4-year obligation. Members requesting to voluntarily leave active duty or SELRES before reaching their TEB OED must take following steps depending on transferee usage status:

(a) If no dependents have used transferred benefits, member must agree to forfeit their transfer by logging into DMDC milConnect and revoking all transferred entitlement.

(b) If dependents have used any amount of transferred benefits, member must remain on active duty or in the SELRES until they have completed their obligation.

Exception to 8.a.9(b): Members may request an Exception to Policy (ETP) from the Assistant Secretary of the Navy (ASN) for Manpower and Reserve Affairs (M&RA). ETP request must indicate member agrees to incur a debt from the DVA for all benefits paid to dependents and must be favorably endorsed as being in the best interest of the Navy by member's Commanding Officer, detailer, and community manager. Upon receipt of endorsements, route via Navy Personnel Command (PERS 311) for estimate of benefits paid to dependents, followed by Director, Total Force Education and Training Requirements Division, OPNAV N13M for final endorsement and transmittal to ASN(M&RA). Electronic routing of ETP request is preferred to expedite processing.

Note: If member later decides to cancel separation or retirement request and reassigns months to dependents, member may continue serving towards obligation; however, if member's request to cancel separation or retirement is denied, the denial is not a reason to retain TEB without fulfilling the obligation.

b. Separations and retirements described in subparagraphs 8.b.(1) through 8.b.(7) prior to the OED will result in forfeiture of transferred entitlement for dependents. Any benefits used by dependents will be considered an overpayment by the DVA, subject to collection. Members or veterans may revoke dependents' unused entitlement for their own use. Examples include:

(1) Members who voluntarily retire due to having medical issues but were not directed to do so by a physical evaluation board.

(2) Members who are forced to separate or retire due to loss of security clearance.

(3) Members who are forced to separate due to physical readiness test or physical fitness assessment failure.

(4) Chief warrant officers and limited duty officers who **voluntarily or involuntarily** revert to enlisted status and are unable to fulfill their obligated service due to statute or service policy.

(5) Members who retire or separate at the advice of their detailers or community managers in lieu of taking orders.

(6) Members being detached for cause and forced to separate or retire.

(7) A Service member with HYT mandatory separation or retirement date adjustment due to fault of the Service member (e.g., reduced in rank, non-judicial punishment, court martial).

9. **Policy for Members Who Change Service Component After Agreeing to Additional Service Obligation**

a. A member who incurred a TEB obligation who transitions from one Navy component to another (active duty to SELRES or SELRES to active duty) must do so the day immediately following release from previous status in order to retain TEB approval with the original OED. Any break in paid status (e.g., IRR or VTU) voids this continuous service. See subparagraph 9b below for policy on breaks in service. Active duty members transitioning to SELRES must coordinate with the NAVPERSCOM Career Transition Office (PERS-97). SELRES members transitioning to active duty must coordinate with the Bureau of Naval Personnel Enlisted Community Management Division (BUPERS-32).

b. A member who incurred a TEB obligation and transitions to another Navy component (regular Navy, SELRES, or TAR) more than 1 day following release from the previous component, must initiate a new TEB application and commit to a full 4-year obligation in the component to which the member transitioned. This option is only available to members whose dependent(s) have not used any transferred entitlement and may only be used one time in a career.

c. A member who fails to complete the agreed service obligation may not reinstate eligibility with a new obligation in the same component (full-time active duty or SELRES).

10. **Policy for Career Intermission Program (CIP)**. Members with an existing TEB obligation who participate in the CIP per

reference (f) will have their obligation paused until they return to active duty. Members must contact PERS-311 before leaving active duty and upon their return to active duty. Upon returning to active duty, members' TEB obligations will be extended to accommodate the break in active duty service. Their dependents will be able to utilize transferred entitlement without penalty while members are in an inactive status. Refer to reference (f) for specific guidance on obligated service for CIP upon returning to active duty.

11. **Post 9/11 GI Bill TEB Unit Tracking**. Career counselors must utilize the Career Information Management System Unit Tracking report to identify members with TEB obligations.

12. **Pre-Separation Counseling**. As part of pre-separation counseling, and upon members' submission of a separation or retirement request in Navy Standard Integrated Personnel Systems (NSIPS), activities will review the members' ESR for completion of any additional obligated service incurred for transferability. Members who have obligation for TEB cannot voluntarily resign, retire, separate or transfer to non-pay status prior to reaching their OED if their dependents have used transferred entitlement (see subparagraph 8a(9)above). Members separating for reasons other than those listed in subparagraph 8a above, who have not completed their obligation, must sign a NAVPERS 1070/613 acknowledging the following:

"**I understand that I am separating/retiring under conditions that may result in collection of all transferred entitlement monies paid to or on behalf of my dependents by the DVA. My dependents will no longer be eligible to use my transferred Post 9/11 GI Bill benefits.**"

MILPERSMAN 1800-010

GENERAL GUIDELINES FOR CONDUCTING CEREMONY FOR RETIREMENT OR TRANSFER TO THE FLEET RESERVE

Responsible Office	NAVPERSCOM (PERS-835)	Phone: DSN COM FAX	882-3246 (901) 874-3246 882-2762

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference(s)	(a) DOD FMR 7000.14-R, DoD Financial Management Regulation (b) GAO B-186998 of 9 Nov 1976 (c) DOD 4525.8-M, DoD Official Mail Manual (d) SECNAVINST 7042.7K

1. **Policy**. The retirement or transfer to the Fleet Reserve of a member shall (if the member so desires) be preceded by a ceremony designed to express Navy's appreciation for the many years of faithful and honorable service the member has devoted to their country. Additionally, commanding officer (CO), commander, or officer in charge (OIC) of a member's last permanent duty station (PDS) shall present a United States (U.S.) flag, on behalf of the Secretary of the Navy (SECNAV), on the occasion of an active duty member's transfer to the Fleet Reserve or the Retired List.

2. **Member's Responsibility**

a. Upon notification of Navy Personnel Command (NAVPERSCOM) approved retirement or Fleet Reserve transfer date, the member may request or decline a command-sponsored ceremony, or the member may host their own retirement ceremony.

b. If the command is sponsoring the retirement ceremony, the Service Member should understand that commands will make every reasonable effort within regulations, budgetary constraints, and practicality to provide the items requested.

c. For a command-sponsored retirement ceremony, the member shall submit a request in writing to CO or commander of the

parent command. The request shall be submitted early enough to allow for adequate planning: (Use sample format below)

Sample Letter

(Use proper letter format.)

From: (Member's rank/rate and name)
To: Commanding Officer/Commander, _____

Subj: REQUEST FOR RETIREMENT CEREMONY

Ref: (a) MILPERSMAN 1800-010

Encl: (1) Retirement Ceremony Guest List/Reception Guest List
(2) Biographical Information (military awards/service summary)

1. I will transfer to the Fleet Reserve/Retired List on_____. Under the guidelines of reference (a), I respectfully request a command-sponsored retirement ceremony as follows:

a. Date:

b. Time:

c. Location:

d. Master of Ceremonies: (normally the executive officer)

e. Guest of Honor/Speaker:

f. Band service desired? (Yes/No)

g. Honor Guard service desired? (Yes/No)

h. Approximate number of guests:

(1) Military: _____(excluding command personnel)

(2) Civilian: _____

i. Immediate family members who will attend: (include name, relationship, residence (city, state))

j. Command participation desired? (Yes/No) If Yes, specify extent: (e.g., all officers, all chief petty officers (CPOs), all personnel, all XX department personnel, etc.)

k. Uniform:

(1) Official Party: _____

(2) Military Guests: _____

(3) Civilian Attire: _____

l. Photographer desired? (Yes/No) Videotaping? (Yes/No)

m. Chaplain (invocation/benediction) desired? (Yes/No)

n. Nominee for sideboys:

(1)_____

(2)_____(attach list for additional names)

o. Typed or printed invitations as follows:
OPTION #1: Invitations for the ceremony mailed NLT (date).
OPTION #2: Invitations for the retirement ceremony provided to me NLT (date) for mailing.

p. Retirement ceremony program desired? (Yes/No)

2. I intend to provide post ceremonial refreshments: (Yes/No)

a. Cake? (Yes/No)

b. Coffee/soft drinks? (Yes/No)

3. I intend to host a reception: (Yes/No)

a. Date: _____

b. Times: _____

(1) Cocktails from_____to _____

(2) Dinner from_____to _____

c. Location:

d. Approximate number of guests: _____

4. I understand that all costs associated with providing and serving post ceremonial refreshments and or a reception, including cost of invitations and postage for the reception, must be borne by me and may not be paid for from appropriated or non-appropriated funds.

Very respectfully,
(Member's rank/rate, name), USN

3. **Command's Responsibility**

a. Upon receipt of member's request for retirement or transfer to the Fleet Reserve, a command representative will determine if the member desires a retirement ceremony and assist the member in submission of the request for a ceremony.

b. CO, commander, or OIC of a member's last PDS shall present a U.S. flag on behalf of SECNAV on the occasion of an active duty member's transfer to the Fleet Reserve or the Retired List. Personnel eligible for presentation of a U.S. flag are those active duty members who have transferred, or will transfer to the Retired List or Fleet Reserve on or after 1 October 1998. Commands are authorized to use Operating Target (OPTAR) funds to procure the flags (NSN 8345-00-656-1435). The presentation of the flag will be at no cost to the member.

c. Upon receipt of member's request for a ceremony, the command will approve or disapprove. If disapproved, provide member reason for disapproval. Upon approval by the command, the retirement ceremony becomes an official command function. Use of accountable funds may be authorized per references (a) through (c). Per reference (d), official representation funds (ORF) may be used under certain circumstances for certain types of retirement ceremonies. Reference (d) stands alone in outlining the proper use of these funds. Commands should review reference (d) prior to use of ORF. **Additional questions concerning the use of appropriated funds for necessary expenses should be addressed through the command's comptroller or legal counsel. However, these funds should not be used for food, receptions, or unofficial functions.**

d. Commands shall make every reasonable effort within the bounds of applicable regulations and budgetary constraints to provide member's request for a command-sponsored retirement ceremony. If a member does not desire a command-sponsored retirement ceremony, the member and sailor-designated family members shall be issued the appropriate retirement documents prescribed in paragraph 5 at an informal presentation ceremony.

4. **Retirement Documents to be Issued**. The following documents will be presented to the member upon retirement or transfer to the Fleet Reserve (as appropriate):

Form Number/Name of Form	Issuance Responsibility
DD 363 Certificate of Retirement	Transmitted to the command by NAVPERSCOM. The command will complete the certificate.
NAVPERS 1830/3 Retirement Fleet Reserve Certificate	Stocked in the Navy supply system (NSN 0106-LF-983-8200), prepared at the command and signed by the CO.
NAVPERS 1650/80 Certificate of Appreciation (Retirement - Others)	For presentation to Sailor-designated family members; prepared at the command and signed by the CO.
DD 2542, Certificate of Appreciation for Service in the Armed Forces of the United States	Bearing the signature of the President, stocked in the Navy supply system (NSN 0106-LF-127-3600). The command will complete the certificate with name, rank, and military service.
NAVCRUIT 1650/3 Honorary Recruiter for Life Certificate and Letter	The command will complete the certificate with rank, name and military service. Available for download on NPC website. (see note)
Lapel Button (20 Years)	Stocked in Navy supply system (NSN 8455-00-309-3013).
Lapel Button (30 Years)	Stocked in Navy supply system (NSN 8455-00-309-3014).
Honorary Recruiter for Life Lapel pin	Stocked in the Navy supply system (NSN 8455-01-591-5248

NAVCRUIT 1650/3 for presentation to all Retirees and Fleet Reserve transferees who have served faithfully and honorably. Available for download at: https://mpte.navy.deps.mil/sites/nrc/NRC%20Directives/NRC%20Forms/Navy%20Recruiting%20Forms/HONORARY%20RECRUITER%20FOR%20LIFE%20CERTIFICATE.pdf

5. **Letters of Appreciation**. In addition to the above certificates, the following personnel (upon retirement) shall receive standard letters of appreciation prepared by the White House Military Office and signed by the President. Certificates must be requested 6 months prior to the member's retirement date:

a. Naval personnel retiring with at least 30 years of active military service.

b. The Chairman and Vice-Chairman of the Joint Chiefs of Staff and Chiefs of Staff of the Military Services.

c. The Master Chief Petty Officer of the Navy.

d. Recipients of the Medal of Honor, on retirement or transferring to the Fleet Reserve.

e. Former prisoners of war (POWs), who qualify for or have been awarded the POW Medal.

6. **NAVPERSCOM, Retirements and Disability Division (PERS-835) Responsibility**. NAVPERSCOM (PERS-835) will be responsible for mailing DD 363 for officer retirements and 30-year enlisted retirements.

7. **Form Protection**. DD 2542, signed by the President as Commander in Chief, was established for extending the nation's appreciation. The certificate is an expression of gratitude to the individual for military service and is not intended to have any legal effect on entitlement or benefits. Accordingly, a copy of the certificate or a notation that the member has received the certificate shall not be made a part of the member's military record.

8. **Preliminary Arrangements for the Ceremony**. The following actions are required to ensure a proper official ceremony:

a. Solicit member's desires in determining details of the ceremony.

b. Member will prescribe the uniform for principals and military guests.

c. Ship or station will rig for visitors, with necessary escorts, ushers, sentries, and head facilities. Reception arrangements shall be accommodated (if desired by the member) in the wardroom, CPO, and or general mess (as appropriate). Refreshments may be provided by the member, at no expense to the Government.

d. The rostrum may be equipped with a public address system and shall be decorated. Bunting, signal flags, ceremonial bullets, and other appropriate accouterments may be used.

e. Invitations and programs for the ceremony shall be typed or printed. Appropriated funds may be used to pay for mailing and printing of invitations for official retirement ceremonies.

Associated events such as receptions are considered personal in nature and should not be funded with appropriated funds. However, a command may provide notice of the time and location of a directly related reception so long as it will not increase the cost to the Government.

f. Ships personnel, except the watch, shall be at parade quarters as space permits.

g. Use of a band and ceremonial color guard is authorized and encouraged.

h. The commander or CO will meet dignitaries and senior officers at the quarterdeck. Side honors with sideboys and boatswain's mate will be rendered to senior officers. Boat gongs are not necessary when the side is tended.

i. Seating shall be arranged for guests with ushers and escorts assigned to supervise seating.

9. **Ceremony Procedures**. The executive officer of a ship, CO of a flagship, or chief of staff of a flag officer normally acts as the master of ceremony (MC) using the following procedures:

Step	Action
1	Seat guests in advance.
2	Command master chief escorts the commander or CO and Sailor-designated family members to the rostrum.
3	On approach, MC orders "Ship's Company (and or Staff), Attention."
4	If flag officer included in ceremony as guest speaker or guest of honor or as immediate superior in command (ISIC), he or she is escorted separately to ceremonial area. (See Note 1 below.)
5	During arrival of principals, ship's company (and or staff) will remain at attention. (See Note 2 below.)
6	After arrival honors (if rendered) MC orders the colors paraded and MC announces the National Anthem. (See Note 3 below.)
7	MC will introduce chaplain who gives the invocation. Military personnel in uniform remain covered.
8	MC asks guests to be seated, orders "Ship's Company (and or Staff) Parade Rest," introduces officer to read the member's biography.
9	Once read, MC introduces guest speaker or guest of honor (or ISIC). After speaker's remarks, MC introduces the CO or commander. (If no guest speaker/guest of honor/ISIC, MC introduces the CO or commander).

10	CO or commander will make any remarks and then present a U.S. flag (on behalf of SECNAV), awards, and certificates to the member and Sailor-designated family members. Citations and certificates shall be read by the MC as they are presented. (See Note 4 below.)
11	Gifts presented at this time. MC introduces member and the member may make remarks. (See Note 5 below.)
12	MC will ask guests to rise and remain standing until completion of ceremony. He then introduces the chaplain who delivers the benediction. During the benediction the band may play the Navy Hymn softly.
13	Upon completion, the MC orders "Retire the Colors."
14	After colors retired, MC orders "Post Sideboys" and when sideboys are in place, member will depart with sailor-designated family members (if desired). Following last note to boatswain's pipe, band plays "Anchors Aweigh."
15	MC announces end of ceremony, asks guests to remain in place until senior officers and distinguished guests have departed. If a reception is planned, make announcement at this time and escort guests to the reception area or quarter-deck.

NOTE 1: Guests will be asked to rise upon his or her arrival and honors (appropriate to the officer's rank) will be rendered, unless these have been rendered at the quarter-deck incident to the flag officer's arrival.

NOTE 2: If the guest speaker, guest of honor, or ISIC is not a flag officer and will not be receiving arrival honors (O-6 or below), he or she should be escorted to the ceremonial area with the principals.

NOTE 3: Personnel not in ranks and guests will face the national ensign if it is in sight, if not, face the music. Military personnel in ranks will not salute, but formation commanders and military guests will.

NOTE 4: CO, commander, or OIC of a member's last PDS shall present a U.S. flag on the occasion of an active duty member's transfer to the Fleet Reserve or the Retired List. Commands are authorized to use OPTAR funds to procure the flags (NSN 8345-00-656-1435). The presentation of the flag will be at no cost to the member.

NOTE 5: Appropriate gifts for the occasion (such as shadow boxes, plaques, flower bouquets for sailor-designated family members etc.) are paid by separate resources and not appropriated or non-appropriated funds.

10. **Members Transferring**. In the case of personnel who are transferred to another activity for further transfer to the Fleet Reserve or the Retired List, the ceremony shall be conducted by the last PDS, not by the activity to which transferred.

11. **Inactive Reserve Ceremony**. For ceremonies marking transfer of personnel in the Inactive Navy Reserve to the Retired Reserve or the Navy Reserve Retired List, the CO shall request from Commander, NAVPERSCOM, Reserve Personnel Service Branch (PERS-912) an advance DD 363.

MILPERSMAN 1800-020

EFFECTIVE DATE OF RETIREMENT, ISSUANCE OF RETIREMENT ORDERS AND AUTHORIZATION

Responsible Office	NAVPERSCOM (PERS-836)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-912)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmnc@navy.mil https://my.navy.mil/

1. **Requirements**

a. The effective date of officer or enlisted retirement is normally the first day of the month. Transfers to the Fleet Reserve are effective on the last day of the month.

b. **Exception:** Retirements, as a result of disability, are effective on the date approved by Secretary of the Navy (SECNAV).

c. Retirement orders and authorizations for personnel on inactive duty are issued by the following:

Commander
Navy Personnel Command
ATTN MyNavy Career Center
5720 Integrity Drive
Millington, TN 38055

COMM (833) 882-6622
E-mail askmncc@navy.mil

2. **Types of Orders, Effective Dates, and When Issued.** The following table outlines the types of orders, effective retirement date, and when orders are issued:

Type of Retirement Orders	**Effective Date of Retirement**	**When Retirement Orders Issued**
Voluntary	First day of the month.	Three - nine months in advance of the approved retirement month. **Example: If the member is approved to retire 1 Dec, 20XX, orders may be issued as early as 1 Mar 20XX.**
Involuntary	First day of the month.	Nine - twelve months in advance of scheduled retirement date.
Disability • Permanent • Temporary	The date on which SECNAV approved retirement or on any date specified by SECNAV up to and including the first day of the following month.	As soon as practical, following SECNAV's approval.
Fleet Reserve Transfers	Last day of the month.	Authorization issued 3-9 months in advance of scheduled Fleet Reserve transfers. Command issues orders. (note 1)
Fleet Reservist placed on the Retired List due to physical disability.	The date on which SECNAV approves retirement or on any date specified by SECNAV up to and including the first day of the following month.	As early as practical, following SECNAV's approval.

Note 1: Orders may be issued greater than 9 months, only with approval from Navy Personnel Command (NAVPERSCOM), Enlisted Retirement Branch (PERS-836). Waiver requests must be endorsed and forwarded to NAVPERSCOM (PERS-836) using the format provided in exhibit 1.

EXHIBIT 1

Waiver for Early Issuance of Orders

(Use proper letter format)

Date

From: PSC(SW/AW) John D. Doe, USN
To: Commander, Navy Personnel Command (PERS-836)
Via: Commanding Officer, USS NEVERSAIL (CVN X)

Subj: WAIVER FOR EARLY ISSUANCE OF ORDERS

Ref: (a) MILPERSMAN 1800-020

Encl: (1) FLTRES/Retirement Authorization Message or Message of Intent

1. Request issuance of Fleet Reserve/retirement orders greater than 9 months prior to Fleet Reserve/retirement date. Request orders to be issued no later than (date) due to unusual circumstances as noted below.

2. Enclosure (1) and the following information are provided.

a. Fleet Reserve/retirement date:

b. Reason for waiver request: (Brief description of circumstances.)

c. Cost Analysis: (Provide an estimate of what it will cost to move you and your dependents, include POV and HHG shipment estimates. The estimates are provided from the local personal property office.)

3. I may be contacted at (XXX) XXX-XXXX or e-mail: john.d.doe@navy.mil.

J. D. DOE

Note: Include a CO's endorsement with waiver request.

MILPERSMAN 1800-040

PLACEMENT ON RETIRED LIST AND RESPONSIBILITY OF THE RETIREE

Responsible Office	NAVPERSCOM (PERS-82)	Phone: DSN COM FAX	882-3245 (901) 874-3245 882-2622

References	10 U.S.C. 564, 1263, 1293, 1305, and 6151

1. **Policy**. Transfer to the Retired List of the Navy is a permanent change of status and may only be changed by resignation or discharge approved by Secretary of the Navy (SECNAV).

2. **Retiree's Responsibility**. Retired members are subject to the orders and regulations of SECNAV. Retirees' responsibilities consist of:

a. May be ordered to active duty in time of war or national emergency at the discretion of SECNAV.

b. Upon written consent/request, may be ordered to active duty at other times, but not solely for the purpose of receiving hospitalization or medical treatment.

c. If not on active duty, must keep

Defense Finance and Accounting Service
Directorate for Retired Pay (Code FR)
PO Box 99191
Cleveland, OH 44199-2055

informed of their address. This may be done by writing to the above address or calling toll free 1-(800) 321-1080.

d. While on inactive duty, permitted to use their military titles in connection with commercial enterprises. They shall not use their military titles in connection with public appearances overseas unless authorized to do so by the proper overseas commander.

3. **Authorized Retirement Grade**. Normally, an officer is retired in the grade in which serving at the time of retirement, however, the following rules apply:

a. If previously served satisfactorily, as determined by SECNAV, in a higher grade, under a temporary appointment, the officer will be advanced to that grade on the Retired List under authority contained in 10 U.S.C. 6151 providing such advancement will not result in less retired pay.

b. Permanent warrant officers who have never served in the grade of ensign or above, and who are retired under the provisions of either 10 U.S.C. 564, 1263, 1293, or 1305 will be retired in their permanent warrant grade held on the day before the date of their retirement, or in any higher warrant officer grade in which they served on active duty satisfactorily for at least 31 days, as determined by SECNAV.

c. Temporary warrant officer who holds permanent enlisted status, who has never served in the grade of ensign or above, and who retires under 10 U.S.C. 1293, will be retired in the highest temporary warrant officer grade in which they served on active duty satisfactorily for at least 31 days, as determined by SECNAV.

d. An enlisted member who has not previously served under a temporary appointment in a warrant or commissioned grade will be retired in the enlisted pay grade in which serving at the time of retirement.

MILPERSMAN 1800-060

AUTHORIZATION OF NAVY RESERVE RETIREMENT POINT CREDIT FOR INSTRUCTION RECEIVED IN CONNECTION WITH PROFESSIONAL CONVENTIONS OR SIMILAR MEETINGS

Responsible Office	NAVPERSCOM (PERS-912)	Phone: DSN COM FAX	882-5964 (901) 874-5964 882-7044

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) BUPERSINST 1001.39F, Chapter 20 (b) DOD Instruction 1215.07 of 24 January 2013

1. **Policy**. Per the provisions of references (a) and (b), Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) is authorized to grant retirement point credit for attendance of Navy reservists at professional or trade conventions, seminars, symposia, or similar meetings when members meet the requirements promulgated herein.

2. **Applicability**. Retirement point credit is authorized for inactive duty Navy reservists who are Selected Reserve, Individual Ready Reserve, or Standby Reserve-Active (USNR-S1) members.

3. **Procedures**

a. A request from a Navy reservist and or the meeting sponsor shall be submitted together with a copy of the agenda or proposed agenda to the appropriate Navy Reserve Program sponsor. A request for credit by an individual Navy reservist shall be submitted directly to COMNAVRESFORCOM.

b. Upon determination by the Navy Reserve Program sponsor that the meeting conforms to the policy set forth above and retirement point credit should be allowed for attendance by authorized members of the Navy Reserve, a request from that sponsor shall be submitted to COMNAVRESFORCOM for consideration.

c. Retirement point credit shall be granted to a Navy reservist only when:

(1) The meeting is of at least 4 hours duration and is sponsored, supervised, and conducted by one or more of the military departments, or designated by the Department of the Navy as being of such military value that the instruction received would enhance the reservist's professional development and broaden his or her qualifications for duties to which he or she may be expected to be assigned upon mobilization, or the qualifications of work they may supervise.

(2) Inactive duty retirement point credit for attendance has been previously approved without exception by COMNAVRESFORCOM.

(3) The reservist registers with a designated monitor representing the Department of the Navy, or in the absence of such monitor, is authorized to and does certify his or her own attendance.

(4) The reservist's participation is without remuneration, other than the pay to which he or she may be entitled as a member of a Navy Reserve Program.

d. After completion of the convention seminar, members attached to a unit will report retirement point credit through the Navy Standard Integrated Personnel System Drill Reporting System. A maximum of five points may be entered during the member's anniversary year.

e. Members not attached to a unit will certify attendance to Navy Personnel Command (NAVPERSCOM), Reserve Personnel Service Branch (PERS-912) via the appropriate code at COMNAVRESFORCOM.

MILPERSMAN 1800-070

BENEFITS OF THE ARMED FORCES RETIREMENT HOME (UNITED STATES NAVAL HOME AND UNITED STATES SOLDIERS' AND AIRMEN'S HOME)

Responsible Office	NAVPERSCOM (PERS-62)	Phone: DSN COM TOLL FREE WITHIN U.S. FAX	882-4307 (901) 874-4307 (800) 255-8950 882-2611

Governing Directive	37 U.S.C. 310

1. **Eligible Members**. Former members of the United States Navy or Marine Corps, and those of the United States Coast Guard who have served in that organization while it operated as a part of the Navy, at least one-half of whose service was not active commissioned service (other than as a warrant officer or limited duty officer) may be admitted to and receive the benefits of the **Armed Forces Retirement Home (United States Naval Home (USNH))** or **United States Soldiers' and Airmen's Home (USSAH)** by authority of Title XV, Public Law 101-510, if eligible under one of the following additional criteria:

a. Persons who are 60 years of age or older, and were discharged or released from service in the Armed Forces under honorable conditions after 20 or more years of active service.

b. Persons who are determined under rules prescribed by the Armed Forces Retirement Home Board to be incapable of earning a livelihood because of a service-connected disability incurred in the line of duty in the Armed Forces.

c. Persons who served in a war theater during a time of war declared by Congress or were eligible for hostile fire special pay under 37 U.S.C. 310, were discharged or released from service in the Armed Forces under honorable conditions, and are determined under rules prescribed by the Armed Forces Retirement Home Board to be incapable of earning a livelihood because of injuries, disease, or disability.

d. Persons who served in a women's component of the Armed Forces before the enactment of the Women's Armed Services Integration Act of 1948, and are determined under rules prescribed by the Armed Forces Retirement Home Board to be eligible for admission because of compelling personal circumstances.

2. **Ineligible Members**. A person described in the eligible members section who has been convicted of a felony or is not free of drug, alcohol, or psychiatric problems shall be ineligible to become a member of the Armed Forces Retirement Home.

3. **Admission**

a. Admission to the Armed Forces Retirement Home within the priority categories established by Public Law 101-510 is contingent upon the availability of staff, resources, and facilities, to include living quarters suited to any limitations of the applicant. As part of the process of application, prospective residents will be required to produce evidence of their total service, retired pay, pensions or other income, and a certificate from a medical officer setting forth the nature of their disability and the fact that they are not able to support themselves by manual labor.

b. Applications for the **USNH** shall be obtained from and submitted to:

Director, United States Naval Home
1800 Beach Drive
Gulfport, MS 39507

c. Applications for the **USSAH** can be obtained from and submitted to:

Admissions Office
United States Soldiers' and Airmen's Home
Washington, DC 20317

d. When there is not sufficient room to accommodate all eligible applicants for admission, preference for admission shall be given according to a priority system established by the Armed Forces Retirement Home Board of Trustees.

4. **Readmission**. If discharged from the Armed Forces Retirement Home for cause, a resident may seek readmission after a 2-year waiting period. All such requests will be presented to the Admissions Board for consideration. The readmission must be approved by the Director. Residents who elect to leave the Armed Forces Retirement Home and are in good standing may seek readmission after a 1-year waiting period. All such requests will be presented to the Admission Board for consideration.

MILPERSMAN 1810-010

VOLUNTARY RETIREMENT OF ENLISTED PERSONNEL – 30 OR MORE YEARS OF ACTIVE SERVICE

Responsible Office	NAVPERSCOM (PERS-836)	Phone: DSN COM FAX	882-3247 (901) 874-3247 882-2762

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. §8326 (b) 5 U.S.C. §8301 (c) SECNAVINST 1850.4E (d) DoD Directive 7000.14-R, Financial Management Regulation, Volume 7B, Chapter 1 (e) BUPERSINST 1900.8E (f) BUPERSINST 1070.27C (g) Defense Joint Military Pay System Procedures Training Guide (DJMS PTG) (h) NAVPERS 15665I, U.S. Navy Uniform Regulations

1. **Policy**. Per reference (a), an enlisted Service member of the Regular Navy who has completed at least 30 years of active service may be retired upon application. Per reference (b), the effective date of retirement is the 1st day of the month, after the month in which service requirements have been fully met. For Service members retiring, release from active duty must be effective on the day immediately preceding the effective date of retirement.

2. **Deferment or Cancellation of Retirement for Service Member in Medical Status**. Per reference (c), retirement of a Service member who has reached high year tenure and for whom transfer to the Retired List is mandatory, may only be deferred if the Service member is hospitalized due to nonelective circumstances (i.e., acute, grave, or life threatening condition), or a medical board report has been accepted by the president of a physical evaluation board for disability evaluation processing.

3. **Creditable Service for Retirement**

a. Reference (d), paragraph 010302 provides explanation of types of creditable service for retirement purposes.

b. Active service is defined as:

(1) All active duty and active duty for training performed subsequent to 9 August 1956 in the Army, Navy, Air Force, Marine Corps, Coast Guard, or any Reserve Component thereof; and

(2) All active duty and active duty for training performed subsequent to 9 August 1956 in the Army National Guard or Air National Guard on Federal duty.

4. **Submission of Retirement Requests**. The following are guidelines for submission of a Service member's request for transfer to the Retired List:

a. Service members with commands that have access to the Navy Standard Integrated Personnel System (NSIPS) are directed to submit requests through the retirements and separations (RnS) self-service function. This provides transparency for Service members on the status of their requests, an integrated waiver process (when needed), and electronic notification of the final disposition of requests for both members and the command. Any waiver required (e.g., time in grade, time on station, monetary, etc.) must be attached with the command's recommendation under the "waiver" tab on the NSIPS RnS request. Afloat commands without access are permitted to submit requests via the Officer Personnel Information System (OPINS) or the NSIPS Career Information Management System (CIMS) until upgraded to NSIPS Web-Afloat capability.

b. Submit requests within 6–24 months prior to the requested date.

5. **Navy Personnel Command (NAVPERSCOM), Enlisted Retirements Branch (PERS-836) Responsibility**. PERS-836 must:

a. Prepare and issue the Retirement Authorization/Statement of Service message no later than 120 days prior to the requested retirement date, and

b. Prepare and forward a package that contains a letter of appreciation from the President of the United States, DD 363N Certificate of Retirement, and other information (as applicable). The package will be forwarded to the Service member's command no later than 4 months prior to the approved retirement date.

6. **Responsibility of Servicing Personnel Support Office or Administrative Office**. Personnel support office or administrative office should:

a. Receive a copy of the retirement authorization letter no later than 120 days prior to requested date. If retirement authorization is not received, contact PERS-836 immediately for assistance,

b. Prepare DD 214 Certificate of Release or Discharge from Active Duty per reference (e),

c. Issue the retirement orders no earlier than 9 months prior to the retirement date, unless approved by PERS-836,

d. Update Service member's official military personnel file per MILPERSMAN 1070-111 and reference (f),

e. Process Navy strength loss documents per reference (g), and

f. Forward completed DD 2656 Data for Payment of Retired Personnel to Defense Finance and Accounting Service (DFAS), Cleveland per reference (g).

7. **Responsibility of Retirees**. The retiree must:

a. Respond promptly to all official correspondence;

b. Keep NAVPERSCOM, Reserve Personnel Services Branch (PERS-912) informed of current contact information through the use of the MyNavy Career Center (MNCC) via phone: 1-833-330-6622 (toll free), 901-874-6622 (commercial), or 882-6622 (DSN), or by e-mail at: askmncc@navy.mil;

c. Access and use the DFAS Retired Military and Annuitant Web page for retired pay concerns; and

d. Understand the retiree is subject, at all times, to the laws, regulations, and orders of the Navy. The retiree may wear the uniform from place of release to home within 3 months after the date of release and subsequently on occasions of ceremony per reference (h).

MILPERSMAN 1810-020

SUBMISSION OF APPLICATION FOR VOLUNTARY RETIREMENT FROM ACTIVE DUTY (OFFICER)

Responsible Office	NAVPERSCOM (PERS-835)	Phone: DSN COM E-MAIL	882-3183 (901)874-3183 PERS_835_RETIREMENTS@NAVY.MIL

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. 6323 (b) OPNAVINST 1811.3 (c) NAVADMIN 273/17

1. **Request Procedures**

a. Voluntary active duty retirement requests for officers are submitted to Navy Personnel Command (NAVPERSCOM), Officer Retirements Branch (PERS-835). Active duty officers desiring voluntary retirement, per reference (a), must submit an official request to the Secretary of the Navy (SECNAV), via their chain of command, using the self-service functionality within Navy Standard Integrated Personnel System Retirements and Separations (NSIPS RnS) to PERS-835.

b. Reference (b) outlines the minimum eligibility requirements, including time-in-grade requirements, when requesting voluntary retirement.

c. Reference (c) outlines the implementation of retirement functionality within NSIPS. There is no requirement to create and upload a letter with endorsement as NSIPS RnS has alleviated the necessity to do so. Hard copy mailed requests and or FAX will not normally be accepted. Exceptions may be authorized per paragraph 6 below.

2. **Guidelines for Submission**. Applications for voluntary retirement must meet the following guidelines. Requests which do not comply with the guidelines require justification and may be disapproved:

a. Retirement requests must be submitted no more than 12 months prior to the requested retirement date.

b. If requested retirement date coincides with the projected rotation date (PRD), request must be received between 6 and 9 months in advance of the PRD.

c. If requested retirement date does not coincide with PRD, request must be received 9 to 12 months in advance of the requested retirement date to allow sufficient time to identify a relief for the retiring officer.

d. If an officer is notified by any means (e.g., e-mail, message, telephone, or personal visit), that permanent change of station orders will be issued, a retirement request will not normally be approved after such notification.

3. **Submission of Request**. Upon determination of retirement eligibility, ensure submission of the request via NSIPS RnS per reference (c).

4. **Gapping a Billet**. If a contact relief is required by the command and Navy Personnel Command has determined that this requirement cannot be met, officers may be asked to submit a modification to their retirement date to avoid a gap of a billet or the retirement request may be denied.

5. **Modification or Cancellation**. All requests modifying an existing request in the routing process in NSIPS RnS at the NAVPERSCOM level or canceling approved orders must be made in writing using exhibit 1, and must include a command endorsement. The request must be scanned and e-mailed as an Adobe PDF document attachment to the cognizant detailer and to the following e-mail address: pers_835_retirements@navy.mil. Upon concurrence from the detailer, PERS-835 will take action to modify, disapprove, or change the request and re-route (as appropriate). All requests to cancel or modify approved retirement orders require flag officer approval, and thus require additional time for processing.

6. **Exceptions**. Recognizing that under certain circumstances an exception to NSIPS RnS entry may be necessary, PERS-835 may grant exceptions on a case by case basis. When granted, written requests are submitted using exhibit 2. Requests must be scanned and e-mailed as a PDF attachment to the detailer and pers_835_retirements@navy.mil. Requests will be entered at the NAVPERSCOM level within 5 working days.

Note: For additional guidance and information, see NAVPERSCOM officer retirements Web site via: http://www.public.navy.mil/bupers-npc/career/retirement/OfficerRetirements/Pages/default.aspx.

7. **Final Approval**. PERS-835 is the last review and final approval authority for all requests. Fiscal constraints limit the release of continental United States orders to no earlier than 6 months prior to the actual retirement date, and no earlier than 9 months prior to the actual retirement date for outside the continental United States orders. Approved leave and permissive temporary duty do not change the actual retirement date.

Exhibit 1

Retirement Modification/Cancellation Request

(Use proper naval letter format)

Date

From: CAPT John P. Jones, USN, 1110
To: Commander, Navy Personnel Command (PERS-835)
Via: ISIC

Subj: REQUEST TO MODIFY/CANCEL VOLUNTARY RETIREMENT REQUEST/ORDERS

Ref: (a) MILPERSMAN 1810-020

1. Per reference (a), request to modify/cancel my request for/approved orders for voluntary retirement on (date).

2. Provide reason/justification for request.

3. POC (your e-mail address, phone number, and command address).

J.P. Jones

Exhibit 2

Retirement Request when Exception to NSIPS RnS is Granted

(Use proper naval letter format)

Date

From: CAPT John P. Jones, USN, 1110
To: Commander, Navy Personnel Command (PERS-835)
Via: Chain of Command

Subj: VOLUNTARY RETIREMENT

Ref: (a) DoD 5500.07-R of 30 Aug 1993

1. Having completed [fill-in] years of active service, I request transfer to the Retired List to be effective on the 1st day of [month and year]. I hereby certify that upon requested retirement date, I will have served all training and special pay service obligations. I further understand that if I have any active duty obligation remaining in my contract, my request for retirement may be denied or I will be required to reimburse the Government, if request is approved. (If appropriate, add one of the following statements: (1) "I request (fill-in) month(s) time-in-grade waiver." (2) "I request to retire in the next lower grade of (fill-in grade)." Or (3) "I request an 8-year commissioned service waiver of (fill-in) month(s)."

2. I intend to request (fill-in) days permissive TDY and (fill-in) days separation leave.

3. I have read and thoroughly examined reference (a), specifically chapters 8 and 9, concerning pre- and post-retirement standards of conduct and employment activities. I further understand that I may direct any questions to my area ethics counselor or the Office of the Judge Advocate General (Code 13).

4. (Add the following paragraph if applicable). I have completed 30 years or more of active duty service and request a Letter of Appreciation signed by the President of the United States.

5. (Add the following paragraph if applicable and requesting a time-in-grade waiver). I acknowledge that I am under the High-3 Retirement Plan and by not fulfilling my full 3 years' time-in-grade at my present pay grade of (fill-in grade), I will not realize the full financial benefits of having served in my final pay grade for 36 months.

6. (Add the following paragraph if requesting a waiver of any kind).
Justification: (fill in)

7. POC (your e-mail address, phone number, and command address).

If requesting a 30-year Presidential Letter of Appreciation, your home address will also be required.

J. P. Jones

MILPERSMAN 1810-080

ENROLLMENT IN THE BLENDED RETIREMENT SYSTEM

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-4763 (703) 604-4763 664-6957

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) P.L. 114-92, Section 631-635, National Defense Appropriation Act of Fiscal Year 2016 (b) P.L. 114-328, Section 631-633, National Defense Appropriation Act of Fiscal Year 2017 (c) DoD memo Guidance for Implementation of the Blended Retirement System for the Uniformed Services of 27 Jan 17 (d) DON memo Implementation of the Blended Retirement System of 26 Apr 2017 (e) NAVADMIN 217/16 Announcement of the Blended Retirement System for the Uniformed Services (f) NAVADMIN 020/17 Notification of Availability of the Blended Retirement System Opt-In Training (g) 37 U.S.C. (h) 10 U.S.C.

1. **Policy**

a. Per references (a) through (f), the Blended Retirement System (BRS) went into effect on 1 January 2018. All Navy Service members who have a date initially entered into military service (DIEMS) on or after 1 January 2018 will be automatically enrolled in the BRS.

b. All Navy members who initially entered into military or uniformed service on or before 31 December 2017 are grandfathered under their legacy retirement plan and will not be enrolled in the BRS without making the election to opt-in.

c. Any Navy member determined to be eligible for enrollment in the BRS by virtue of eligibility criteria, per paragraph 4 below, must complete mandatory training on the BRS.

d. **The decision by an opt-in eligible member to enroll in the BRS is irrevocable.**

2. **Purpose**. To assign responsibilities and provide procedures for enrolling Navy Service members in the BRS.

3. **Responsibilities**

a. The Office of the Chief of Naval Operations (OPNAV), Military Personnel, Plans, and Policy Division (N13) is responsible for:

(1) Management and oversight of BRS MILPERSMAN articles; and

(2) Disseminating all correspondence and policy/execution changes to the Office of the Chief of Navy Reserve and Navy Personnel Command (NAVPERSCOM).

b. NAVPERSCOM, Pay and Personnel Management Department (PERS-2) is responsible for:

(1) Identifying the Active Component (AC) BRS opt-in eligible Service members;

(2) In conjunction with NAVPERSCOM, Reserve Personnel Management Department (PERS-9), identifying Full Time Support (FTS) BRS opt-in eligible Service members;

(3) Ensuring the Navy Personnel System is capable of notifying BRS opt-in eligible AC, FTS, and Reserve Component (RC) Service members via automated e-mail through the Navy Personnel System for in-person notification by commands. All commands will have the ability to obtain a BRS opt-in eligibility list on demand via the Navy Personnel System; and

(4) Verifying the Navy Personnel System sends a compiled list of AC, FTS, and RC BRS opt-in eligible members to the Defense Finance and Accounting Service (DFAS). If the Navy Personnel System is inoperable, then NAVPERSCOM (PERS-2) will manually send the list to DFAS.

c. NAVPERSCOM (PERS-9) is responsible for:

(1) The identification of RC BRS opt-in eligible Service members and providing that list to Commander, Navy Reserve Forces Command (CNRFC) (N1);

(2) Answering any questions concerning BRS eligibility for RC members; and

(3) Assisting NAVPERSCOM (PERS-2) in the computation of retirement points for FTS by obtaining the points earned as a member of the Ready Reserve or Active Standby Reserve.

d. CNRFC will coordinate with subordinate commands to notify BRS opt-in eligible RC Service members. As this is a dynamic list, members will be notified multiple times to ensure all eligible personnel are notified.

e. Navy new accessions are responsible for:

(1) Navy members who have a DIEMS date after 31 December 2017 must complete mandatory BRS new accession training within their first 365 days of service following entry into active duty service per procedures prescribed by the Secretary of the Navy;

(2) Navy Reserve Officer Training Corps (NROTC) and United States Naval Academy (USNA) midshipmen who are eligible to enroll in the BRS under provisions contained in reference (c) are required to complete the BRS opt-in training prior to commissioning;

(3) NROTC and USNA midshipmen who have a DIEMS date after 31 December 2017 are required to complete the BRS new accession training prior to commissioning;

(4) Delayed Entry Program (DEP) members who are eligible to enroll in the BRS under provisions contained in reference (c) are required to complete the BRS opt-in training during the initial Navy recruit training; and

(5) Members with a break in service who are eligible to enroll in the BRS are required to complete the BRS opt-in training within their first 30 days of returning to Navy service.

4. **Eligibility**. A member with a DIEMS on or after 1 January 2018 will be automatically enrolled in BRS. The following members of the Navy are eligible to opt-in under the provisions of BRS:

a. Any member of the AC of the Navy who is serving on 31 December 2017 who:

(1) Has a DIEMS date that is on or before 31 December 2017;

(2) Has served in a uniformed service for fewer than 12 years as calculated from their pay entry base date (PEBD); and

(3) Elects to enroll in the BRS under the provisions per paragraphs 6 and 7 below.

b. Any member of the RC who is a member of the Ready Reserve on 31 December 2017, including FTS personnel or the Active Standby Reserve, who:

(1) Has a DIEMS on or before 31 December 2017;

(2) Is in receipt of basic pay or inactive duty pay per reference (g), sections 204 or 206;

(3) Has accumulated fewer than 4,320 retirement points, per reference (h), section 12733, as of that date; and

(4) Elects to enroll in the BRS under the provisions per paragraph 6 and 7.

c. Any member who has signed an agreement to enlist in the Navy in DEP, per reference (h), section 513 who:

(1) Has a DIEMS on or before 31 December 2017;

(2) Is in receipt of basic pay or inactive duty pay per reference (g), sections 204 or 206; and

(3) Elects to enroll in the BRS under the provisions outlined in paragraphs 6 and 7.

d. Any midshipman attending the USNA or enrolled in ROTC as of 31 December 2017 who has signed an agreement to serve as a commissioned officer in the Navy upon graduation who:

(1) Has a DIEMS on or before 31 December 2017;

(2) Is in receipt of basic pay or inactive duty pay per reference (g), sections 204 or 206; and

(3) Elects to enroll in the BRS under the provisions per paragraphs 6 and 7.

e. Any member who, but for a break in service, would otherwise be eligible to elect to enroll in the BRS under any of the provisions above, and who returns to service with the Navy on or after 1 January 2019, following a break in service that commenced prior to 31 December 2017, may make an election to enroll in the BRS under the provision outlined in paragraphs 6 and 7 below.

5. **Training on BRS**

a. Navy members who are eligible to enroll in the BRS must complete mandatory opt-in training available on Navy e-Learning and Joint Knowledge Online prior to opting into the BRS.

b. Navy members who are enrolled in the BRS automatically by virtue of their DIEMS date must complete mandatory new accessions training during their respective accession pipeline training via classroom-delivery by a facilitator who is familiar with the course content.

6. **Procedures for Enrollment**

a. The enrollment period will be open from 1 January 2018 thru 31 December 2018.

b. **The decision to elect to enroll in the BRS is irrevocable.**

c. Enrollment in the BRS must be completed on the "myPay" Web site at: https://mypay.dfas.mil/ according to procedures separately promulgated by the DFAS.

d. Prior to making the election to enroll in the BRS, members of the Navy who are eligible to opt-in and choose to enroll in the BRS must affirm on the myPay Web site that they have completed the mandatory opt-in training and that they

acknowledge and understand that the decision to enroll in the BRS is irrevocable.

7. **Extensions of the Enrollment Period**. In certain cases, the Secretary of the Navy has the authority to extend the election time period for enrollment in the BRS for a member of the Navy who is eligible to opt-in to the BRS and was unable to enroll in BRS during the election period.

a. Automatic Extensions. An automatic extension of 30 days may be granted and executed by any command upon determination by the local commander (O-6 or above or civilian equivalent) that the member of the Navy was:

(1) A Navy member returning to AC, Individual Ready Reserve (IRR), or the Standby Reserve-Active who:

(a) Was performing RC service as of 31 December 2017;

(b) Is eligible to opt-in to the BRS, but did not perform duty in a paid status during the enrollment period; and

(c) Has not previously been afforded the opportunity to elect to enroll in the BRS upon the first instance the member is:

1 Activated under any provision of Federal law; and

2 Affiliated in a paid status with the Selected Reserve.

(2) A member of the Navy who signed an agreement to enlist under provisions of the DEP and:

(a) Is eligible to opt-in to the BRS under provisions in paragraph 6; and

(b) Has a PEBD on or after 1 September 2018.

(3) An NROTC or USNA midshipman who:

(a) Is eligible to opt-in to the BRS under provisions in paragraph 6; and

(b) Has a commissioning or enlistment date on or after 1 December 2018.

(4) A member of the Navy, who otherwise would have been eligible to enroll in the BRS during calendar year 2018, and who was participating in the Career Intermission Pilot Program, but does not return to duty until 1 December 2018 or later upon that member's return to active service.

b. Discretionary Hardship Extensions. A discretionary hardship extension of the enrollment period may be granted by the Commander, Navy Personnel Command if the member experiences a hardship due to:

(1) Deployment for 30 days or more that is inclusive of 31 December 2018, which in the determination of Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)), prevented the member from having access to all resources available to make financial or retirement decisions;

(2) Court proceedings or court orders that prevent a member from making financial or retirement decisions during the enrollment period;

(3) Illness or injury that substantially impacts, in the determination of ASN (M&RA), a member's ability to make financial or retirement decisions during the enrollment period;

(4) Failure of the Navy to notify a member of that member's eligibility to elect to opt-in to the BRS at least 60 days prior to the conclusion of the enrollment period;

(5) Inability to complete the mandatory opt-in training, per paragraph 6, due to circumstances beyond the control of the member;

(6) Inability to access the Web site or follow the designated procedures for making the election described in paragraph 6 during the election period due to circumstances beyond the reasonable control of the member; or

(7) Other extraordinary or exceptional circumstances as determined by ASN (M&RA).

8. **Eligibility Discrepancy**. To ensure all opt-in eligible Service members are able to enroll in the BRS when the opt-in

window opens, all AC Service members must ensure their DIEMS, the earliest date of enlistment, induction, or appointment in a Regular or RC of a Uniformed Service is accurately reflected on their leave and earning statement (LES) and in their Navy Standard Integrated Personnel System (NSIPS) electronic service record (ESR). The DIEMS is **critical** in determining an AC or RC Service member's BRS opt-in eligibility status. Additionally, AC Service members must ensure the PEBD (the date they entered a paid status in a uniformed service) is correct, and RC Service members must ensure their retirement point total is correctly reflected in their ESR.

a. If the PEBD or DIEMS date is not correct on the member's LES or NSIPS ESR, or a member believes their BRS opt-in eligibility status is incorrect, the member should contact the command career counselor (CCC) or command pay and personnel administrator (CPPA).

b. CCCs or CPPAs should report the BRS eligibility discrepancy via an encrypted e-mail to mill brs@navy.mil. The subject line should read "FOUO – BRS Eligibility Discrepancy - DIEMS," "FOUO – BRS Eligibility Discrepancy - PEBD," or "FOUO – BRS Eligibility Discrepancy – Unknown."

c. Each BRS eligibility discrepancy submission should include substantiating documents to include one of the following documents:

(1) The member's DD 214 Certificate of Release or Discharge from Active Duty

(2) DD 215 Correction to DD 214 Certificate of Release or Discharge from Active Duty

(3) NGB 22 Report of Separation and Record of Service

(4) DD 4 Enlistment/Reenlistment Document Armed Forces of the United States

(5) DD 1966 Record of Military Processing - Armed Forces of the United States or

(6) Cadet/midshipman contracts or contracts with the Army, Air Force, Marine Corps, Coast Guard, National Oceanic, and Atmosphere Administration or Public Health Service.

Note: DD 214, DD 215, DD 4, and DD 1966 may be accessed at: http://www.esd.whs.mil/Directives/forms/dd0001_0499/ and NGB 22 at: http://www.ngbpdc.ngb.army.mil/forms.htm.

d. If the discrepancy is not caused by one of the above issues; or if the member, CCC, or CPPA would like additional information regarding the member's eligibility, please contact the NAVPERSCOM help desk via one of the methods listed on the following NPC Web site - http://www.public.navy.mil/bupers-npc/organization /npc/csc/Pages/ContactUs.aspx.

9. **Erroneous Enrollment**. If it is later discovered by the Secretary of the Navy that an ineligible member was mistakenly enrolled or elected to enroll in the BRS, the member's enrollment will be voided. Such members will be placed under the correct retirement system upon discovery of the error. Any Thrift Savings Plan contributions to that member's account will be handled per Federal Retirement Thrift Investment Board regulations.

MILPERSMAN 1810-081

CONTINUATION PAY FOR MEMBERS ENROLLED IN THE BLENDED RETIREMENT SYSTEM

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-4763 703-604-4763 703 604-6957

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) P.L. 114-92, Section 631-635, National Defense Appropriation Act of Fiscal Year 2016 (b) P.L. 114-328, Section 631-633, National Defense Appropriation Act of Fiscal Year 2017 (c) DoD Memorandum, Guidance for Implementation of the Blended Retirement System for the Uniformed Services of 27 Jan 2017 (d) DON Memorandum, Implementation of the Blended Retirement System of 26 Apr 2017 (e) DoD Instruction 1340.25 (f) DoD 7000.14-R Department of Defense Financial Management Regulation

1. **Policy**. Members of the Navy who are covered by the Blended Retirement System (BRS) are eligible to receive continuation pay (CP) per references (a) through (d). CP is a one-time mid-career incentive pay in exchange for an agreement to perform 4 years of additional obligated service. CP is in addition to any other career field-specific or retention incentives.

2. **Purpose**. CP is designed to incentivize members to obligate for an additional 4 years of service and increase the likelihood that the member will remain in the Navy until eligibility for a regular or non-regular retirement.

3. **Responsibilities**

a. Deputy Chief of Naval Operations (DCNO) (Manpower, Personnel, Training, and Education (MPTE)(CNO N1)) will authorize CP rates, timing of the payment, and service

obligation requirement for the Active Component (AC), Reserve Component (RC) (Full Time Support (FTS)), and Selected Reserve (SELRES) members.

b. Office of the Chief of Naval Operations (OPNAV), Military Personnel, Plans and Policy Division (N13):

(1) In coordination with the Office of the Chief of Navy Reserve and Navy Personnel Command (NAVPERSCOM), will coordinate and propose the CP rates, timing of the payment, and service obligation requirements to CNO (N1) per references (a), (c), and (d).

(2) Will provide an annual report to Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) no later than 30 June of each year indicating CP multiple(s), timing, and service obligations for the AC and RC. The plans must provide execution data for CP offered in the previous year (i.e., number of CP contracts broken down by AC and RC, and officer and enlisted), any quantitative and or qualitative data that support the multiple(s), timing, and service obligations selected, including justification for any changes from the previous year.

c. NAVPERSCOM, Pay and Personnel Management Department (PERS-2) is responsible for oversight of the Navy Personnel System used to identify, track, notify, and update the eligibility status of members who are enrolled in BRS.

d. NAVPERSCOM, Career Progression Department (PERS-8) is responsible for processing and executing the CP payment for members on active duty. Specifically, NAVPERSCOM (PERS-8) will:

(1) Maintain the current CP rates, as published by CNO (N1), in the Navy Personnel System for AC and FTS.

(2) Validate AC and FTS CP eligibility and release CP authorization to Defense Finance and Accounting Service (DFAS).

(3) Process permanent NAVPERS 1070/613 Administrative Remarks within the Navy Personnel System and submit Defense Workload Operations Web System (DWOWS) trouble tickets for AC and FTS members who are unable to elect CP via Navy Personnel System.

e. Order Issuing Authority: NAVPERSCOM (PERS-46)/NAVPERSCOM (PERS-9)) will issue active duty orders to Ready Reserve members containing the following statement:

"If enrolled in the Blended Retirement System and eligible for continuation pay, after electing to receive continuation pay via the Navy Personnel System; Commander Naval Reserve Forces Command (COMNAVRESFORCOM), Pay and Personnel Systems (N11) must be contacted to initiate the CP payment within NSIPS. Commander, Navy Reserve Forces must be contacted at cnrfc bonus shop@navy.mil or phone: (757) 322-2643/2262."

f. Commander, Navy Reserve Forces Command (CNRFC) will:

(1) Maintain current CP rates set by CNO (N1) in the Navy Personnel System for RC, except FTS.

(2) Ensure all SELRES members eligible for CP are notified.

(3) Submit DWOWS trouble tickets for Ready Reserve members who are unable to receive CP via the Navy Personnel System (e.g., Ready Reserve members on active duty).

(4) Support Ready Reserve members on active duty who are eligible for and have elected to receive CP via the Navy Personnel System. Specifically, COMNAVRESFORCOM, Pay and Personnel Systems (N11) POC will establish e-mail communications to initiate CP payment.

g. Servicing personnel support detachment (PSD) or personnel office will ensure one of the three entries below is reflected in the remarks section on DD-214 Certificate of Release or Discharge from Active Duty for members covered under BRS to reflect the member's CP decision.

"Blended Retirement System - continuation pay eligible as of (DDMMMYY), not elected."

or

"Blended Retirement System - continuation pay eligible as of (DDMMMYY), election made (DDMMMYY) for lump sum payment. Continuation pay received (DDMMMYY)."

or

"Blended Retirement System - continuation pay eligible as of (DDMMMYY), election made (DDMMMYY) for installment payments. __#__ of __#__ continuation pay installments have been received (DDMMMYY)."

h. Navy Reserve activities will validate SELRES CP eligibility and release CP authorization to DFAS.

i. Command career counselors (CCCs) will:

(1) Brief members in their command on their eligibility for CP and the obligation it entails.

(2) Enroll member via permanent NAVPERS 1070/613 within the Navy Personnel System and forward to NAVPERSCOM (PERS-8) or servicing PSD for processing if member is unable to elect CP via Navy Personnel System. NAVPERS 1070/613 will include:

(a) Date of CP eligibility; and

(b) Acknowledgment of the service obligation attached with accepting CP.

(3) Identify opt-in eligible members who are eligible for CP in 2018. If the member would like to elect CP, CCCs will aid those members in the CP election process.

(4) Ensure Ready Reserve members eligible to elect CP while on active duty are aware of their eligibility. In addition, CCCs must be aware of the requirement to contact COMNAVRESFORCOM (N11) at e-mail: cnrfc bonus shop@navy.mil or phone: (757) 322-2643/2262 in order to initiate CP payments.

j. Member. The member is ultimately responsible for electing CP via the Navy Personnel System and ensuring receipt of CP. Ready Reserve members on active duty must also be aware of the requirement to contact COMNAVRESFORCOM (N11) at e-mail: cnrfc bonus shop@navy.mil or phone: (757) 322-2643/2262 in order to initiate CP payment.

4. **Eligibility**. The following members are eligible to receive CP:

a. AC and FTS. Any member who is covered under the BRS, and:

(1) Has no more than 12 years of service in a uniformed service as computed from that member's pay entry base date (PEBD); and

(2) Agrees to serve in the AC or FTS, based on their current service, for an additional 4 years.

b. RC (except FTS). Any member who is covered under the BRS, and:

(1) Has completed not more than 12 years of service in a uniformed service as computed from that member's PEBD; and

(2) Is a member of the SELRES or otherwise a member of the Ready Reserve in a status in which the member is eligible to receive basic pay or inactive duty pay for 4 years (Individual Ready Reserve members on active duty orders would be required to obtain a SELRES quota through Career Waypoints for enlisted members and through Commander, Navy Recruiting Command for officers in order to fulfill the obligation in a SELRES status), as computed from that member's PEBD; and

(3) Agrees to serve in the SELRES for an additional 4 years of obligated service.

c. Members who have submitted a request to separate or have separation orders are not eligible to receive CP.

d. Members who have previously received CP are not eligible to receive CP a second time.

5. **Notification**. It is the member's responsibility to submit a request for CP prior to reaching 12 years of service from the member's PEBD. Members must ensure their e-mail address is accurate within the Navy Personnel System. The Navy Personnel System will send notifications to BRS-eligible members first at 6 months and then at 90 days prior to the CP date reminding members that they are coming up on the CP election deadline. If the CP election is not in a complete status, a final e-mail will be sent (to the e-mail address registered in the Navy Personnel

System) to the member 1 month prior to the CP date based on member's PEBD.

6. **Election**. Members who request CP must make that request prior to reaching 12 years of service.

a. Upon reaching 12 years of service, the member's decision to elect CP is irrevocable.

b. Members who have passed 12 years of service are not eligible to receive CP.

c. Members who have transferred from other Services and have not previously received CP are eligible to receive CP if they meet all other eligibility requirements.

d. **Opt-in Eligible Members. Opt-in members who are eligible for CP in 2018 will have an abbreviated time period to elect CP if they choose to opt-in to BRS. In such cases, if unable to elect CP via Navy Personnel System, members must use permanent NAVPERS 1070/613 to elect CP. Opt-in eligible members must still elect CP prior to reaching 12 years of service.**

e. Members unable to elect CP via Navy Personnel System must use permanent NAVPERS 1070/613 to elect CP.

7. **Obligated Service**. A member who accepts CP will enter into an agreement with the Navy to serve 4 years of additional service in their respective component, commencing on the 12th anniversary of the member's PEBD. This obligated service will run concurrently with any other service obligation, unless other service obligations incurred specifically preclude concurrent obligations.

a. AC and FTS members must complete the obligated service as set by CNO (N1) without an absence, unless granted an authorized period of absence by NAVPERSCOM (PERS-8). Failure to fulfill the obligation must result in repayment of unearned CP.

b. SELRES members must complete the obligated service as set by CNO (N1) without an absence, unless granted an authorized period of absence by CNRFC. Failure to fulfill the obligation must result in repayment of unearned CP.

8. **Payment**

a. Members have two options for CP payment:

(1) Lump sum; or

(2) In a series of equal installment payments, not to exceed four annual payments occurring over 4 consecutive years.

b. The effective date of payment will be the 12th year anniversary of a member's PEBD. Members must elect CP prior to reaching 12 years of service. The payment of CP will occur after 12 years of service.

c. The pay scale used to calculate the CP will be the "over 12 years of service" monthly basic pay.

d. Combat zone tax exclusion (CZTE) withholding rules apply to those members whose gross compensation qualifies for the CZTE under provision in reference (e) and reference (f), volume 7a, chapter 44. CZTE withholding rules will apply to all payments proceeding from the CP agreement based upon the member's qualification for CZTE at his or her CP date.

9. **Repayment**. In general, members who elect CP but do not complete the obligated service will have the unearned portion of CP recouped. Members who are unable to complete the obligated service due to disability or death (not caused by misconduct) will not have to repay the unearned portion. When a member does not complete the obligated service, NAVPERSCOM (PERS-8) will determine if a debt should be established for AC and FTS. CNRFC will determine if a debt should be established for SELRES. Full and partial recoupment provisions are governed by reference (f), chapter 2 of Volume 7A. Recoupment will be pursued to the maximum extent possible. Remission requests must be adjudicated per all existing authorities and policies.

MILPERSMAN 1810-082

LUMP-SUM PAYMENT OF THE RETIREMENT ANNUITY FOR SERVICE MEMBERS ENROLLED IN THE BLENDED RETIREMENT SYSTEM

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-4763 703-604-4763 703 604-6957

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Public Law 114-92, Section 631-635, National Defense Appropriation Act for Fiscal Year 2016 (b) Public Law 114-328, Section 631-633, National Defense Appropriation Act of Fiscal Year 2017 (c) Dep Sec Def memo (Implementation of the Blended Retirement System) of 27 Jan 2017 (d) DON memo (Implementation of the Blended Retirement System) of 26 Apr 2017 (e) U.S.C. 42 §416(1) Social Security Act (f) U.S.C. 10 chapter 61

1. **Policy**. Navy Service members who are covered by the Blended Retirement System (BRS) are eligible to elect to receive a portion of their retired pay as a lump sum per references (a) through (d). This lump sum will be a discounted present value of the retired pay. The discount period will begin on the date of the Service members' retirement and end on the date the Service members reaches their eligible retirement age per reference (e).

2. **Purpose**. The lump-sum option for Service members covered by the BRS is designed to give Service members additional flexibility with their earned retirement annuity.

3. **Responsibilities**

a. **Servicing Personnel Support Detachments (PSD); Personnel Offices (PERSOFF); and Navy Personnel Command (NAVPERSCOM), Reserve Personnel Service Branch (PERS-912).** If Service members covered by BRS want to receive a portion of their retired pay in the form of a lump sum, they must submit DD 2656 Data for Payment of Retired Personnel to PSD or PERSOFF for regular retirement, or for non-regular retirement to NAVPERSCOM (PERS-912). DD 2656 may be accessed by using the following Web address: http://www.esd.whs.mil/Directives/forms/dd2500_2999/. Per reference (a), the lump-sum election must be made no later than 90 days prior to retirement date (in receipt of retired pay in the case of non-regular retirement). PSD, PERSOFF, or PERS-912 must forward DD 2656 to the Defense Finance and Accounting Service (DFAS), Cleveland, OH 30 days prior to the Service members' retirement date.

b. **Command Career Counselors (CCC) and Administrative Officers (AO).** Once a retirement authorization letter (enlisted) or retirement orders (officer) are received, no later than 120 days prior to requested retirement date, CCCs and AOs must:

(1) Brief Service members on their eligibility for lump sum; and

(2) For Service members who desire to elect a lump sum, CCCs must inform the Service members of the requirement to complete DD 2656 and submit to PSD for processing no later than 90 days prior to the date Service members are eligible for a regular retirement lump-sum election.

c. **Service Members.** No later than 90 days prior to retirement, 60th birthday, or non-regular retirement age, per fiscal years 2008 and 2014 National Defense Authorization Act, the Service members:

(1) If eligible to receive regular retirement pay, must submit DD 2656 to PSD or PERSOFF. If Service members are eligible to receive non-regular retirement pay, they must submit DD 2656 to NAVPERSCOM (PERS-912).

(2) By submitting DD 2656, Service members acknowledge they are electing to receive a discounted portion of their retired pay and the lump sum amount will likely be less than the retired pay without electing the lump sum. Additionally, the Service members acknowledge that they may not challenge the amount of the lump sum, particularly in regard to deviations from future cost of living adjustments, actuarial assumptions, or other factors used in computing this amount.

(3) Are responsible for ensuring the lump-sum paperwork has been received and processed by the appropriate authority (servicing PSD or NAVPERSCOM (PERS-912)). If the lump-sum payment is not received within 60 days after the retirement date or receipt of non-regular retirement pay, Service members should contact their servicing PSD or NAVPERSCOM (PERS-912).

4. **Eligibility**. Service members who are covered under the BRS and qualify for a regular or non-regular retirement are eligible to receive the lump sum. Service members who are retired for a physical disability under reference (f) are not eligible to receive the lump sum. Service members who are not enrolled in the BRS are not eligible to elect a lump-sum payment of their retired pay.

5. **Election Considerations**

a. Before electing to receive a portion of their retired pay as a lump sum, Service members should consider the following policy:

(1) If Service members are retiring with a disability retirement under reference (f), they are not eligible to elect the lump sum.

(2) As a result of electing lump sum, the monthly retired pay will be reduced to either 75 percent of its normal amount if the Service members elect the 25 percent lump sum or 50 percent of its normal amount if the Service members elect the 50 percent lump sum. Monthly retired pay will be restored to its full amount once the Service members reach full social security age as defined by reference (d).

(3) The lump-sum payment is considered earned income for the purposes of Federal and State income taxes. Receipt of the lump sum may have significant tax implications.

(4) Survivor Benefit Plan premiums will still be deducted from the remaining monthly retired pay should the Service members elect the lump sum. The premiums and beneficiary's coverage will be based on the unreduced amount of the Service members' monthly retired pay.

(5) If Service members expect to receive a disability rating from the Department of Veteran Affairs, dependent on the rating, their ability to receive disability compensation may be affected by the lump sum.

b. Service members are encouraged to receive financial counseling from a trusted financial advisor. Command financial specialists, personal financial managers at local fleet and family support centers, and Military OneSource personal financial counselors are available to provide individual counseling.

6. **Election**

a. Service members, covered by BRS, who elect to receive a portion of their retired pay as a lump sum must make this election via DD 2656 no later than 90 days before:

(1) The date of retirement for those who will receive a regular retirement; or

(2) The date at which they will first be eligible for non-regular retirement pay.

b. Service members who elect to receive a portion of their retired pay as a lump sum may elect to receive the discounted present value of 25 percent or 50 percent of the gross estimated retired pay.

7. **Withdrawal of the Lump-Sum Election**

a. Service members who elect to receive a portion of their retirement annuity as a lump sum may revoke this decision up until:

(1) The date upon which they retire and are eligible to receive a regular retirement; or

(2) The date upon which they first become eligible to receive non-regular retirement pay.

b. To withdraw the choice to receive a portion of their retired pay in the form of a lump sum, Service members must submit a signed, notarized statement rescinding the previous lump-sum election to their PSD or PERSOFF if eligible for a regular retirement, or to NAVPERSCOM (PERS-912) if eligible for a non-regular retirement. This statement must be notarized prior to the date of retirement and acknowledge that the decision to refuse the lump sum is final. Additionally, Service members must complete and submit a new DD 2656.

c. Service members, via their servicing PSD or PERSOFF, must transmit to DFAS:

(1) Modified retirement authorization or orders;

(2) New DD 2656; and

(3) Notarized statement per subparagraph 7b.

8. **Payment**

a. **Lump Sum Payment.** Service members' lump-sum payment will be 25 or 50 percent of the gross estimated retired pay covered by the discount period.

b. **Installment Payments.** Service members who elect to receive a lump-sum payment of their retired pay may elect to receive this payment up to 4 annual installments over no more than 4 years.

c. **Discount Rate.** The discount rate will be published annually by the Deputy Assistant Secretary of Defense for Military Personnel Policy.

d. **Timing of Payments.** Service members who elect to receive installment payments of the lump-sum payment of their retired pay will receive equal distributions payable each year on the anniversary of the first installment. The first installment of which will be paid no later than 60 days after:

(1) The date on which the Service members retire, if eligible for regular retirement; or

(2) The date on which the Service members become eligible to receive retired pay, if eligible for a non-regular retirement.

e. **Restoration of Full Retired Pay.** Upon reaching the eligible retirement age, per reference (e), the retirement annuity for Service members who elected the lump sum will return to 100 percent.

f. **Disputes.** Electing to receive a portion of retired pay in a lump sum is a personal choice, as such, Service members may not challenge the amount of the lump sum.

MILPERSMAN 1811-010

RETENTION ON OR RECALL TO ACTIVE DUTY IN A RETIRED STATUS

Responsible Office	NAVPERSCOM (PERS-8353)	Phone: DSN COM FAX	882-4206 (901) 874-4206 882-2622

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 6323 (b) SECNAVINST 1920.7B (c) 10 U.S.C. 619 (d) 10 U.S.C. 688 (e) 10 U.S.C. 690 (f) 10 U.S.C. 638 (g) DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A, Chap. 35, Table 35-2 (h) BUPERSINST 1900.8D

1. **Introduction**:

a. Based on needs of the Navy, an officer of the Regular Navy or a Reserve officer retiring under reference (a) may request retention on Active Duty in a retired status or voluntary recall from retirement and ordered to Active Duty.

b. An officer may request retention or recall for a specific billet with unique operational circumstances or when unique qualifications cannot be met by the Active Force or by continuation, per reference (b).

c. An officer may request retention in the billet occupied at the time of retirement if necessary to affect an orderly turnover, or to successfully accomplish a mission requirement.

d. A retired officer may not be retained or recalled in a number which will exceed the authorized strength or affect the promotion opportunity in any competitive category during the anticipated period of Active Duty.

e. Per reference (c), a retired officer on Active Duty is not eligible for promotion due to the fact the officer is not on the Active Duty list.

2. **Limitations and Exclusions**. The following limitations and exclusions are provided per the guidelines established per **references (d) and (e):**

a. An officer retired under selective early retirement (SER), per reference (f), may not be retained or ordered to Active Duty. If an officer was notified he or she would be considered for SER, but submitted a voluntary request for retirement per reference (a) prior to the SER board being convened, he or she may not be retained or ordered to Active Duty.

b. For **flag officers**, not more than **15** retired flag officers may be on Active Duty at any one time. A retired flag officer ordered to Active Duty for 60 days or less does not count against the 15 limit.

c. No more than **25** retired officers, of any pay grade, may be on Active Duty at any one time.

d. The period of retention in a retired status cannot exceed 1 year from the member's retirement date, or in the case of a recalled member, from the date the member reports back to Active Duty.

e. Paragraphs 2c and 2d above **do not apply** to the following officers:

(1) A chaplain assigned duty as a chaplain.

(2) Health care professionals that are assigned duties as health care professionals.

(3) An officer assigned duty with the American Battle Monuments Commission.

(4) An officer assigned duty as a defense attaché or service attaché.

f. Paragraph 2c does not apply to any member of the Retiree Council of the Navy on Active Duty to attend the annual meeting of the Retiree Council.

g. Paragraphs 2a through 2d above do not apply in time of war or of national emergency declared by Congress, or the President.

3. **Submission Requirements for Retention in a Retired Status:**

a. **Flag officers** should contact Navy Personnel Command (NAVPERSCOM), Flag Matters Section (BUPERS-00F) for submission requirements.

b. **Captains and below** should submit a request for retention in a retired status via their commanding officer to NAVPERSCOM, Officer Retirements Branch (PERS-8353). **Requests must be submitted 6-9 months in advance of the retention period being requested (see Note 1)**. Retire retain requests shall include the following information:

(1) The officer's retirement date and period of time being requested.

(2) Justification and reason for request.

(3) A statement indicating the member's physical fitness status.

(4) The member's e-mail address and phone number.

Note 1: Assistant Commander, Navy Personnel Command, Career Progression Department (PERS-8) will deny all requests received within 90 days of mandatory retirement without additional consideration.

4. **Officers Approved for Retention on Active Duty in a Retired Status:**

a. An officer approved for retention on Active Duty in a retired status must still retire. Prior to retirement, the officer is responsible for the preparation and submission of DD Form 2656 Data for Payment of Retired Personnel for the survivor benefit plan that can be faxed to **Defense Finance Accounting Service (DFAS) at 1-800-469-6559**. The supporting personnel office or the supporting Personnel Support Detachment (PERSUPPDET) can assist the officer in preparing this form. No action will be taken by DFAS Cleveland until the officer is actually released from Active Duty.

b. Officers are not entitled to sell leave upon their mandatory retirement date. An officer may sell leave upon completion of approved retention on Active Duty period per reference (g).

c. Per reference (h), **DD 214 Certificate of Release or Discharge from Active Duty** will not be issued until the actual date of separation. A comment is to be added to the remarks section (block 18) of DD 214 to specify the official retirement date of the officer. The end of the retire retain period will be considered the date of separation.

d. An officer will receive full pay and allowances while on Active Duty and that time will be creditable toward retired pay percentage.

5. **Submission Requirements for Recall in a Retired Status**. Officers interested in requesting recall in a retired status should first contact the appropriate community detailer in NAVPERSCOM, Career Management Department (PERS-4) to determine if there is a bona fide need in the Navy for their particular designator and if there is a billet that the officer would be willing to accept as a recalled officer. **Requests for recall in a retired status should be submitted to NAVPERSCOM (PERS-8353), 6-9 months** in advance of the period being requested and should include the following information:

a. The officer’s retirement date and period of time being requested;

b. The officer’s rank on the date of retirement;

c. Any stipulations concerning the recall (e.g., will only accept a particular duty assignment);

d. Unique qualification;

e. A copy of the most recent DD 214;

f. Copies of the last three fitness reports; and

g. The member’s e-mail address and phone number.

6. **Consideration of Requests**. Requests for retention in a retired status will be considered on a case-by-case basis and take approximately 16 weeks to process. Requests for recall

will only be routed for consideration if the detailing community NAVPERSCOM (PERS-4) determines there is a bona fide need and billet for the officer requesting recall. It is imperative that submission timelines are followed in order to provide official responses in a timely manner. A letter of notification of approval or disapproval will be sent to each officer via their parent command.

MILPERSMAN 1820-010

RETIREMENT OF MEMBERS OF THE FLEET RESERVE

Responsible Office	NAVPERSCOM (PERS-912)	Phone: DSN COM FAX	882-4664 (901) 874-4664 (504) 874-7031

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) 10 U.S.C.

1. **Policy**. Navy Personnel Command (NAVPERSCOM), Reserve Personnel Service Branch (PERS-912) will transfer members of the Fleet Reserve to the Retired List without application upon:

a. Completion of 30 years active and inactive service; or

b. Upon determination that the member is not physically qualified to perform the duties of the rate held. Such members may, upon notification by Chief of Naval Personnel, be transferred to the Retired List, or if serving on active duty and when otherwise qualified; therefore, be placed on the Temporary or Permanent Physical Disability Retired List per reference (a), Chapter 61.

2. **Grade Determination**

a. Except as noted below, NAVPERSCOM (PERS-912) will transfer members to the Retired List in the enlisted grade held immediately prior to transfer per reference (a), §6331. Unless otherwise entitled to higher pay, each member transferred to the Retired List is entitled to retired pay at the same rate as the retainer pay in effect at the time of retirement from the Fleet Reserve.

b. Per reference (a), §6151 and §6334, if the member concerned had previously served satisfactorily under a temporary appointment in a warrant or commissioned, or a higher enlisted grade upon retirement from the Fleet Reserve, member will be advanced on the Retired List to the highest temporary warrant or commissioned, or higher enlisted grade satisfactorily held as determined by the Secretary of the Navy. Retirement pay will be

calculated by vb the Defense Finance and Accounting Service (DFAS) per reference (a), §6151, §6334, and §1406-§1407.

3. **Service Computation**

(a) NAVPERSCOM (PERS-912) will compute years of service for transfer from the Fleet Reserve to the Retired List by adding:

(1) Years of service credited upon transfer to the Fleet Reserve;

(2) Years of active duty and inactive duty service in the Armed Forces before transfer to the Fleet Reserve not credited upon that transfer; and

(3) Years of service, active duty and inactive duty, in the Fleet Reserve.

MILPERSMAN 1820-020

NON-REGULAR RESERVE RETIREMENT WITHOUT PAY – QUALIFICATION, PROCEDURES, SUBMISSIONS, AND PROCESSING

Responsible Office	NAVPERSCOM (PERS-912)	Phone: DSN COM FAX	882-5964 (901) 874-5964 882-7044

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) 10 U.S.C. (b) 5 U.S.C. (c) DoD Directive 1352.1 of 16 July 2005 (d) DoD Instruction 1200.15 of 13 March 2014 (e) DoD Instruction 1215.06 of 11 March 2014 (f) OPNAVINST 1820.1B (g) OPNAVINST 1300.19 (h) Public Law 109-364, John Warner National Defense Authorization Act for Fiscal Year 2007 (i) U.S. Navy Regulations, 1990

1. **Policy**. Per the provisions of references (a) thru (g) and MILPERSMAN 1800-010, this article provides the eligibility requirements and procedures for submission of applications (exhibit 1) for non-Regular Reserve retirement without pay.

2. **Background**

a. The Navy's Retired Reserve consists of the following categories:

(1) Navy Reserve personnel who are eligible to draw retired pay, or are currently drawing retired pay for non-regular service under reference (a).

(2) Navy Reserve personnel who have not reached eligibility to draw non-regular retired pay, have received a notice of eligibility (NOE) letter, and have not applied for retired pay benefits, but have transferred to a retired list

after completing the required service for non-regular retired pay benefits under reference (a). These members are often referred to as "gray area retirees."

(3) Navy Reserve personnel who have retired under reference (a), chapters 1201, 1202, 1204 or 1205 due to a physical disability.

(4) Navy Reserve personnel who have retired after completion of 20 or more years of active military service or 15-20 years of active service when authorized under temporary early retirement authority.

(5) Navy Reserve personnel who have been transferred to Retired Reserve in lieu of a discharge, transfer, or retention in the Standby Reserve (inactive status, USNR-S2), and are not eligible for non-regular service retired pay benefits. These Navy Reserve members in the past have been referred to as "honorary retirees."

3. **Qualifications**

a. Unless otherwise provided by law, a Navy Reserve member must have completed 20 years of qualifying service to be eligible for non-regular service retired pay. The last 6 years of such qualifying service must be in a Reserve Component for members who have earned 20 or more years of qualifying service on, or before, 24 April 2005. There is no requirement that the last 6 years be continuous service. For members who complete 20 years of qualifying service on, or after, 25 April 2005, the last 6 years of qualifying service in a Reserve Component is not a requirement to qualify for non-regular retired pay.

b. The 20-year requirement has been reduced to 15 years for certain Selected Reserve (SELRES) members determined to be **not physically qualified (NPQ)/unfit**. To be eligible for this early retirement the member must

(1) meet all other requirements of law for retirement (see reference (a), chapter 1223);

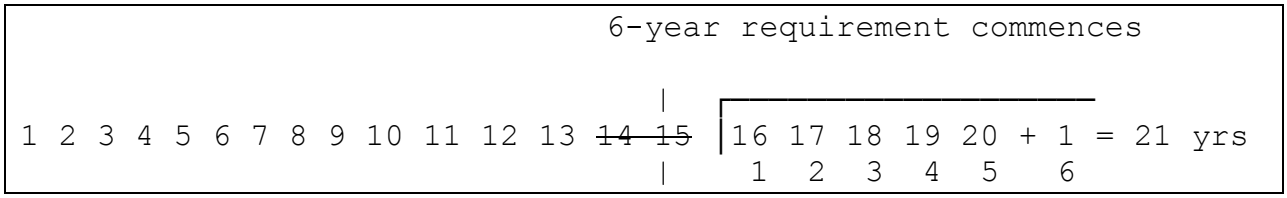
(2) be a member of the SELRES Component;

(3) be assigned physical risk classification (PRC) code PRC-5 by Navy Personnel Command (NAVPERSCOM), Line of Duty

(LOD)/Medical Hold (MEDHOLD)/Medical Retention Review (MRR) Division (PERS-95); and

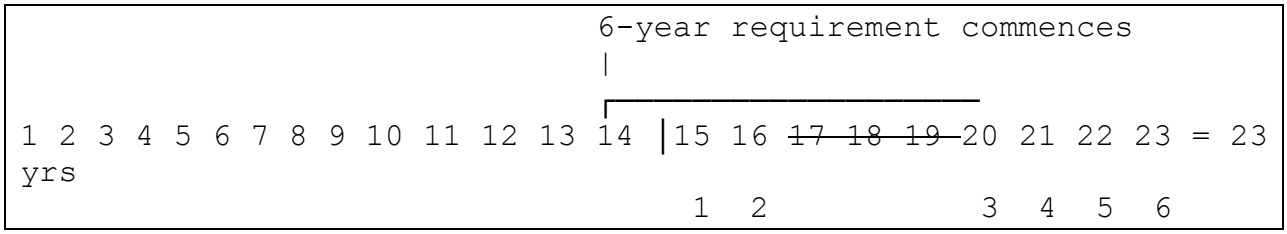
(4) be approved by NAVPERSCOM, Reserve Personnel Management Department (PERS-9).

c. For members who have completed 20 or more years of qualifying service before 25 April 2005 only, any period of service as a member of an Active Component intervening between periods of reserve service after the 14-year mark does not count towards the final 6-year Reserve Component requirement. Service in an Active Component during a partial year shall be treated in the same manner as 1 full year of service in this respect. For example to qualify for a non-Regular Reserve retirement, (20 qualifying years of service), members must have satisfactorily served a minimum of 6 years, commencing at the beginning of their 15th year through the date of retirement, in a Reserve Component. The 6-year requirement does not have to be consecutive as indicated below:



Note: In the above example, the member was serving in a Regular Component during years 14 and 15. As a result, the member must complete an additional qualifying year of reserve service to meet the last 6-year requirement.

d. The 6-year requirement does not have to be consecutive as indicated below; however, any Active Component time after year 14 does not count towards the final 6-year Reserve Component requirement:



Note: In the above example, the member was serving in an Active Component during years 17, 18, and 19. As a result, the member

must complete an additional 3 qualifying years of service to meet the last 6-year requirement.

4. **Effective Date of Retirement**

a. The effective date of retirement will be specified in the retirement orders issued by Chief of Naval Personnel (CHNAVPERS) or NAVPERSCOM.

b. The effective date of retirement for members of the Navy Reserve who are eligible for non-regular service early retired pay, and are being retired for other than physical reasons shall be the 1st day of the month.

c. The effective date of retirement for members of the Navy Reserve age 60, or over, who are eligible for non-regular service retired pay, and are being retired for reasons other than physical disability shall normally be the date the member is entitled to retired pay.

d. The effective date of retirement for members of the Navy Reserve who are retired due to physical disability will be the date the Secretary of the Navy (SECNAV) approves such retirement, or on any subsequent date specified by SECNAV.

e. The effective date of retirement for members of the Navy Reserve subject to mandatory removal from an active status, who are not eligible for non-regular service retired pay, but are approved for transfer to the Retired Reserve in lieu of discharge, transfer, or retention in USNR-S2 status, shall be the 1st day of the month.

5. **Retired Grade Determination**

a. Reserve enlisted personnel and officers are normally transferred to the Retired Reserve in the grade in which serving at the time of transfer. Exceptions are as listed below:

(1) Enlisted Personnel; and

(a) Enlisted personnel advanced to E-7, E-8, or E-9 in the Navy Reserve who voluntarily request retirement must satisfactorily serve 24 months in the grade in which they wish to be retired, or request retirement in their previously held grade. Per reference (f), time-in-rate requirements may be waived by Commander, Navy Personnel Command (COMNAVPERSCOM) during times of

force reductions. When waived, members may retire in the highest rate held and should check with NAVPERSCOM, Reserve Personnel Service Branch (PERS-912) for the current waiver policy at the time of their retirement. Enlisted members below the pay grade of E-7 will be retired in the highest pay grade satisfactorily held.

(b) Reserve enlisted members who, through no fault of their own, are unable to complete the service-in-grade requirements may request a waiver to retire at the higher pay grade from NAVPERSCOM, Reserve Personnel ADMIN Division (PERS-91).

(c) Reserve enlisted members subject to involuntary transfer from an active status (USNR-R and USNR-S1), approved for transfer to the Retired Reserve in lieu of discharge, transfer, or retention in the Standby Reserve (inactive status) (USNR-S2), will be permitted to retire in the highest pay grade satisfactorily served.

(2) Officers;

(a) Per reference (a), chapters 1370 and 12771, officers selected for promotion who have accepted promotion to the next higher grade, must meet the satisfactory time-in-grade requirements listed below, or request retirement in their previously held grade. Officers who have completed at least 6 months of satisfactory time-in-grade, and who are transferred from an active status solely due to a nondiscretionary provision of law requiring such a transfer (age, physical disability, or years of service statutory restrictions), may be transferred to the Retired Reserve at that grade.

Grade	**Time-in-Grade Requirements for Discretionary Retirement**
01 through 04	6 months
05 through 08	3 years

Note: Time-in-grade requirements for O-5 and O-6 may be reduced from 3 years to 2 years as provided in references (a), paragraph 1370(d) and reference (f). NAVPERSCOM (PERS-91) is approval authority for O-5 and O-6 time-in-grade waivers. O-7 and O-8 time-in-grade waivers require Under Secretary of Defense for Personnel and Readiness (USD P&R) approval.

(b) Reserve warrant officers will be retired in the grade held on the day before the effective date of their retirement, or in any higher warrant grade in which they served satisfactorily on active duty, as determined by SECNAV, for a period of more than 30 days.

(c) The time-in-grade requirements listed above must be served in an active status (USNR-R or USNR-S1). Frocking does not constitute acceptance of advancement or promotion. Per reference (f), any misconduct or professional dereliction which results in a court-martial or separation for cause shall also be taken into consideration in determining if the member's time-in-grade was satisfactory.

(d) Reserve members, upon assignment or transfer to the Retired Reserve, shall be transferred in their current grade (if held satisfactorily). Members who have satisfactorily held a higher rank or grade during their military career, regardless of branch of service, will be concurrently advanced to that higher rank or grade at the time they apply for and receive retired pay.

6. **Retirement Due to Age and Transfer of Navy Reserve Officers to Retired Reserve**

a. Effective 17 October 2006, per reference (a) section 14509 as modified by reference (h), all Navy Reserve officers in an active status (USNR-R or USNR-S1) or on the inactive status list (USNR-S2), in a rank below rear admiral (lower half) who have not been recommended for promotion to the rank of rear admiral (lower half) will be transferred to the Retired Reserve or discharged when they reach 62 years of age, unless retention has been specifically authorized by SECNAV. Therefore, all officers approaching their 62nd birthday must actively pursue one of the following options:

(1) Request transfer to the Retired Reserve effective no later than the 1st day of the month following their 62nd birthday.

(2) Be granted an extension, per reference (a), section 14703. The annual SECNAV Navy Reserve Officer Retention and Continuation Plan authorizes certain professional members' extension past age 62. NAVPERSCOM (PERS-91) will notify eligible members in advance and provide appropriate requests to be completed and returned.

(3) Request Discharge. This last option is required by law and must occur if the officer is not retirement eligible.

b. Failure to request one of these options will result in the officer being retired (if eligible) or discharged.

7. **Voluntary Retirement and Transfer to the Retired Reserve for Members Not Eligible for Non-Regular Retired Pay - Honorary Retirees**.

a. Historically, reservists who were not eligible for non-regular service retired pay, but who were subject to mandatory removal from the Ready Reserve or the Standby Reserve could apply and be transferred to the Retired Reserve in lieu of discharge, provided the characterization of service would qualify the member for an honorable discharge and the member met the requirements listed below. These members, referred to as "honorary retirees", are not entitled to any military retired pay benefits, nor are they authorized to retain a U.S. Armed Forces identification card. They became "honorary retirees" if they have met one of the following requirements:

(1) Completed at least 10 years of active commissioned service.

(2) Attained the age of 37 on the date of retirement and have either

(a) completed at least 8 years of service with a minimum of 50 retirement point credits earned per year after 1 July 1949;

(b) completed at least 8 years of service in a Reserve Component, including at least 6 months of honorable service on active duty in time of war or national emergency;

(c) consistently supported the Armed Forces in an outstanding manner as determined by SECNAV; or

(d) if they were found NPQ for active duty service, not as a result of their own misconduct.

b. Changes to references (d) and (e) suspended the Honorary Retiree Program after 18 September 1997. Members previously transferred to the Retired Reserve in an honorary status maintain their retired status. Per reference (f), reserve personnel who

possess special qualifications, critical professional skills, or are required by law to maintain status who are not eligible for non-regular retired pay, but are subject to mandatory removal from an active status, may be transferred to the Retired Reserve in lieu of discharge as approved by CHNAVPERS.

8. **Voluntary Retirement and Transfer to the Retired Reserve for Members Eligible for Non-Regular Service Retired Pay - Gray Area Retirees**.

a. Reservists who are eligible for non-regular service retired pay may be retired and transferred to the Retired Reserve upon application, or as otherwise directed by NAVPERSCOM (PERS-91) provided

(1) the member was issued an NOE or has completed all the requirements necessary to qualify for an NOE for non-regular service retired pay.

(2) the member is not entitled under any other provision of law to retired pay from an armed force or retainer pay as a member of the Fleet Reserve or Fleet Marine Corps Reserve.

(3) there is not a stop-loss or other service restriction policy in effect.

b. Reservists eligible for non-regular service retired pay that have been approved for retirement and transfer to the Retired Reserve are entitled to unlimited military exchange and commissary privileges. Such reservists, often referred to as "gray area retirees," must apply later, shortly before they reach retirement pay eligibility, for retired pay benefits for non-regular service. NAVPERSCOM (PERS-912) will send out an application for retirement pay notice to eligible members approximately 6 months prior to their effective date of retirement with pay.

9. **Submission of Application for Retirement and Transfer to the Retired Reserve**

a. Applications for voluntary retirement and transfer to the Retired Reserve should be sent in time to reach NAVPERSCOM (PERS-912) between 3 and 6 months in advance of the requested retirement or transfer date (see exhibit 1). Applications should be submitted in the format found on the Navy Personnel Command Web site at www.npc.navy.mil under "Reserve Personnel

Management." Per reference (b), section 8301, the requested day of retirement must be the 1st day of the month in which retirement is desired. Members assigned to a SELRES unit or voluntary training unit (VTU)/Voluntary Participation Unit (VPU) must forward their applications via their unit commanding officer (CO)/officer in charge (OIC) and the CO of their unit's supporting Navy Reserve activity (NRA) for endorsement.

b. Obligated service through the requested date of retirement or transfer to the Retired Reserve is mandatory for enlisted personnel.

c. The unit CO/OIC and CO of the unit's supporting NRA shall verify that the members meet the eligibility requirements for retirement, provide counseling to members regarding impact to benefit programs (i.e., MGIB-SR, Post-9/11 GI Bill transferability, TRICARE Reserve Select, etc.), and recommend transfer to the Retired Reserve in their endorsement.

d. NAVPERSCOM may process enlisted Individual Ready Reserve (IRR) active status pool (ASP) members who are eligible for retired pay in lieu of an Honorable Discharge, without the member's request, at the expiration of the member's obligated service.

e. Procedures for transferring members to the Retired Reserve:

(1) NRAs will cancel a member's existing orders to a drilling unit effective no later than the day immediately preceding the requested retirement day. Even if a member's retirement orders have not been received prior to the requested retirement date, the NRA will cancel the unit orders, as specified above, and make the appropriate NSIPS entry to reflect the member's status change. Members may not be retained in a drilling unit, pay or non-pay, or earn retirement points beyond the day immediately preceding the requested retirement date.

(2) NAVPERSCOM will send retirement orders directly to the member and a copy to the NRA (if warranted). Retirement orders are normally issued 1 to 3 months in advance of the scheduled retirement date.

10. **Obligations**

a. **Recall.** Per references (c) and (g), retired reservists are liable for involuntary recall to active duty in time of war or national emergency declared by Congress, or when otherwise authorized by law. Members may also be recalled to active duty in a retired status, subject to their consent, as authorized by SECNAV. Recall, in such cases, is normally authorized when skills cannot be found in the Active Component or Reserve Component inventory.

b. **Mailing Address.** Retired reservists must keep NAVPERSCOM (PERS-912) advised of their current mailing address and any temporary or permanent address changes.

NAVPERSCOM (PERS-912) Phone Number: 1-866-827-5672.

c. **Travel and Residence Overseas.** Permission to leave the U.S. is not required. Retired Navy reservists who plan to travel or reside in any country not within the jurisdiction of an area commander should, upon arrival in and departure from each country (except for brief tours), notify their presence to the nearest U.S. naval attaché, as a matter of courtesy, by personal visit or letter. In the absence of a naval attaché, notify the U.S. military or air attaché or the civilian representative of the American embassy or consulate.

d. **Employment Restrictions.** Reservists not on active duty may accept employment in any civil branch of the public service of the U.S., or may be employed in civilian professions or occupations including the practice of such professions or occupations before or in connection with any Department of the Federal Government of the United States; however, civil employment and compensation with any foreign government, or any concern controlled in whole, or in part, by a group of governments (including the U.S.) is subject to the approval of SECNAV and the Secretary of State.

11. **Privileges for Members of the Retired Reserve Without Pay, but Eligible for Non-Regular Service Retired Pay - Gray Area Retirees.**

a. **Identification Card.** Retired reservists (without pay) are entitled to a DD 2S(RESRET) United States Uniformed Services

Identification Card (Reserve Retired) (RED) which may be obtained by providing a copy of retirement orders to any card-issuing activity.

b. **Wearing of the Uniform.** Per reference (i), retired personnel not on active duty will be entitled to wear the prescribed uniform of the rank or rating in which retired when the wearing of the uniform is considered to be appropriate. In general, the uniform may be worn for ceremonies or at official functions when the dignity of the occasion and good taste indicates the propriety of the uniform. Specifically, the uniform may be worn at memorial services, military weddings, funerals, balls, patriotic parades on national holidays, or other military parades or ceremonies when active or reserve U.S. military units are taking part, and at meetings or functions of veterans' associations formed for military purposes. Retired personnel, not on active duty, residing or visiting in a foreign country may not wear the uniform, except when attending by formal invitation, ceremonies, or social functions at which the uniform is required by invitation, regulations, or customs of the country. Authority to wear the uniform upon the above occasions includes periods while traveling to and from the ceremony, provided such travel in uniform can be completed on the day of the ceremony.

c. **Use of Military Title.** Retired personnel may use their military titles subject to certain restrictions and the exercise of good judgment. Considerable discretion should be shown by members in permitting the use of their name and military title to endorse any commercial enterprise which might in any way be perceived as indicating that the Department of the Navy approves of the enterprise and especially to avoid an endorsement or contract which would bring discredit upon the Navy. All reserve members transferred to the Retired Reserve are eligible to use "United States Navy – Retired" in their title.

d. **Additional Benefits**

(1) **Veterans Group Life Insurance (VGLI).** Available to retired members who were previously eligible to receive Servicemembers' Group Life Insurance (SGLI) coverage;

(2) Use of Navy Exchange (NEX) and Morale Warfare and Recreation (MWR) facilities;

(3) Use of commissary;

(4) Space available transportation;

(5) Survivor benefits (if elected); and

(6) TRICARE Retired Reserve (TRR). Eligible to qualified non-regular retirement eligible members who have not reached age 60.

Note: Members of the Retired Reserve must not be eligible for, or enrolled in, the Federal Employee Health Benefits Program.

12. **Privileges for Individuals Discharged From the Navy Reserve, But Eligible for Non-Regular Retired Pay - Former Member**. Individuals who have been discharged from the Navy Reserve but are eligible for non-regular retired pay, per reference (a), section 12731, are referred to as "former members." These individuals are eligible for commissary, NEX, and MWR benefits under reference (a), chapter 54. Specifically, former members and their family members are entitled to the DD 1173 Uniformed Services Identification and Privilege Card. This card grants unlimited NEX, MWR, and commissary privileges.

13. **Additional Information**

a. Upon retirement, the last digit of a reserve officer's designator is changed to a "9."

b. Longevity for pay purposes continues to accrue while in the Retired Reserve, but stops when the member begins receiving retired pay.

c. Upon written request from the member and approval from the unit CO, a retirement ceremony may be provided upon transfer to the Retired Reserve. The ceremony should be designed to express the Navy's appreciation for the many years of faithful and honorable Service members devoted to their country. Additional guidance may be obtained from MILPERSMAN 1800-010.

14. **Presentation of the United States Flag**

a. Upon transfer to the Retired Reserve, reservists shall be presented a United States flag. A reservist is not eligible for a flag if the reservist has previously been presented a flag under any provision of law providing for the presentation of a United States flag, incident to release from active service for retirement. The supporting NRA is responsible for procurement of

the flag to SELRES and VTU/VPU members. NAVPERSCOM (PERS-912) is responsible for procurement and delivery to all other members.

Exhibit 1

Request to Transfer to the Retired Reserve

(Use proper letter format containing the following)

(Date)

From: [Rating/rank, full name, designator]
To: Commander, Navy Personnel Command (PERS-912)
Via: (1) Commanding Officer, Navy Reserve Unit
(2) Commanding Officer, Navy Reserve Activity

Subj: REQUEST TO TRANSFER TO THE RETIRED RESERVE

Ref: (a) MILPERSMAN 1820-020

1. Per reference (a), I request transfer to the Retired Reserve.

2. The following information is provided:

a. [Current mailing address, including zip code].

b. [Current telephone numbers].

c. [E-mail address].

d. [Desired transfer date].

e. [Date of birth].

f. [Date of expiration of enlistment or valid extension (enlisted only)].

g. [Ceremony date requested].

h. [Reason transfer is requested].

_____
(Member's Signature)

MILPERSMAN 1820-030

NON-REGULAR RESERVE RETIREMENT WITH PAY – QUALIFICATION, PROCEDURES, SUBMISSIONS, AND PROCESSING

Responsible Office	NAVPERSCOM (PERS-912)	Phone: DSN COM FAX	882-5964 (901) 874-5964 882-7044

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) 10 U.S.C., Chapter 1223 (b) DoDI 1200.15 (c) DoDI 1215.07 (d) OPNAVINST 1820.1B (e) National Defense Authorization Act 2008, §647 (f) FY15 NDAA (g) NAVSO P-1778, Reference Guide to Post-Government Service Employment Activities of Department of the Navy Personnel (h) U.S. Navy Regulations

1. **Policy**. Per references (a) through (d), this article covers eligibility requirements and application procedures for non-Regular Reserve retirement with pay.

2. **Background**. The Navy's Retired Reserve consists of the following categories:

a. Navy Reserve personnel who are eligible to draw retired pay or currently drawing retired pay for non-regular service under reference (a).

b. Navy Reserve personnel who have not reached eligibility to draw non-regular retired pay, have received a notice of eligibility letter, have not applied for retired pay, and transferred to the retired list after completing the required service for non-regular retired pay under reference (a). These members are often referred to as "gray area retirees."

c. Navy Reserve personnel who have retired under reference (a), chapters 1201, 1202, 1204 or 1205 due to a physical disability.

d. Navy Reserve personnel who have retired after completion of 20 or more years of active military service or 15-20 years of active service when authorized under temporary early retirement authority.

e. Navy Reserve personnel who have been transferred to a Retired Reserve status in lieu of a discharge, transfer, or retention in the Standby Reserve (inactive status) (USNR-S2), and are not eligible for non-regular service retired pay benefits. These Navy Reserve members in the past have been referred to as "honorary retirees."

3. **Qualifications**

a. Unless otherwise provided by law, a Navy Reserve member must have completed 20 years of qualifying service to be eligible for non-regular service retired pay. The last 6 years of such qualifying service must be in a Reserve Component (RC) for members who have earned 20 or more years of qualifying service on or before 24 April 2005. For members who complete 20 years of qualifying service on or after 25 April 2005, the last 6 years of qualifying service in an RC is not a requirement to qualify for non-regular retired pay.

b. The 20-year requirement has been reduced to 15 years for certain Selected Reserve (SELRES) determined to be not physically qualified (NPQ)/unfit. To be eligible for this early retirement the member must

(1) meet all other requirements of law for retirement (see reference (a), chapter 1223);

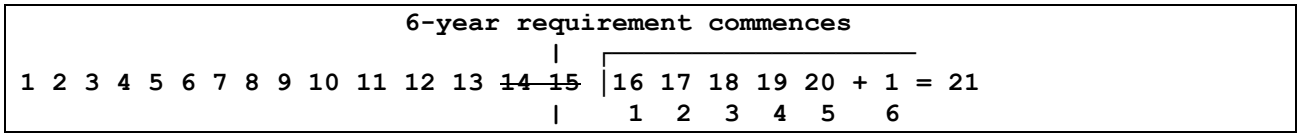
(2) be a member of a SELRES Component;

(3) be determined NPQ by Navy Personnel Command (NAVPERSCOM), Line of Duty/Medical Hold/Medical Retention Review Division (PERS-95), as recommended by the U.S. Bureau of Navy Medicine and Surgery; and

(4) be approved by NAVPERSCOM, Reserve Personnel Management (PERS-9).

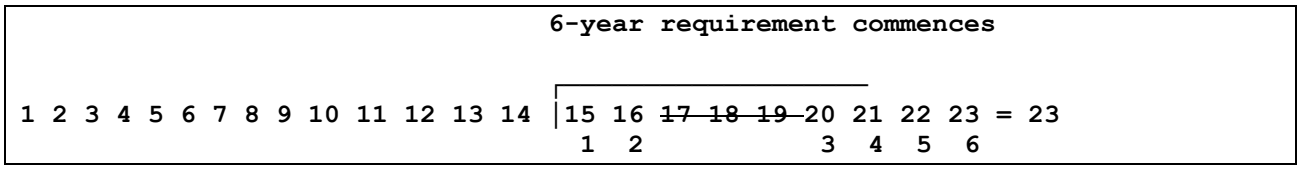
c. For members who have completed 20 or more years of qualifying service before 25 April 2005 only, any period of service as a member of a Regular Component intervening between periods of reserve service after the 14-year mark does not count towards the final 6-year RC requirement. Service in the Active Component (AC) during a partial year shall be treated in the same manner as 1 full year of service in this respect. For example:

(1) to qualify for the non-regular service retirement (20 years), members must have satisfactorily served a minimum of 6 years, commencing at the beginning of their 15th year through the date of retirement in an RC. The 6-year requirement does not have to be consecutive as indicated below.



Note: In the above example, the member was serving in the AC during years 14 and 15. As a result, the member must complete an additional qualifying year of reserve service to meet the last 6-year requirement.

(2) The 6-year requirement does not have to be consecutive as indicated below; however, any AC time after year 14 does not count towards the final 6-year RC requirement.



Note: In the above example, the member was serving in a Regular Component during years 17, 18 and 19. As a result the member must complete an additional 3 qualifying years of reserve service to meet the last 6-year requirement.

4. **Early Retirement**. Historically, reference (a) has provided that non-regular retired pay begins, upon application, at age 60 for members who have earned at least 20 qualifying years of service. A major change was provided in reference (e) modifying the previous version of law. Navy Reserve personnel serving on periods of qualifying active duty as defined in reference (c), on or after 28 January 2008, may qualify to start receiving retired

pay at an earlier date. Periods of general recall or full-time support duty do not qualify. Medical benefits still do not start until age 60. This change in law allows a member to start receiving retired pay at a date earlier than age 60. For each 90-day period of such service performed within the same fiscal year, a member becomes eligible to start receiving retirement pay, 3 months earlier than age 60. The earliest a member can start receiving retirement pay is age 50. Reference (f) modified reference (a), section 12731 permitting qualifying service to be performed in any 2 fiscal years, if completed after 30 September 2014.

5. **Application for Retired Pay**

a. Retirement with pay processing is not automatic and eligible RC members must apply to start receiving retired pay. NAVPERSCOM, Reserve Personnel Service Branch (PERS-912) provides advance notification to RC members prior to their eligibility date and will assist members with their application.

b. Eligibility. In order to receive retired pay for non-regular service, a reservist must

(1) normally be at least 60 years of age or be eligible to receive non-regular retirement pay on a date earlier than age 60 per reference (a), section 12731;

(2) complete service requirements for eligibility for retired pay per references (a) and (c); and

(3) submit an application package to NAVPERSCOM (PERS-912).

c. Application Procedures

(1) NAVPERSCOM (PERS-912) sends a notification package to eligible personnel approximately 6 months prior to their eligibility date. If an individual does not receive the notification within 4 months prior to his or her eligibility date, the member should either contact Navy Personnel Command at 1-866-827-5672 and request the notification package, or go to the following Web address to access the "Forms for Download" Web page on the NPC Web site at the following Web address: http://www.public.navy.mil/bupers-npc/career/reservepersonnelmgmt/Pages/default.aspx

(2) The member must complete the application and send it to NAVPERSCOM (PERS-912) within 30 days of receipt to allow sufficient time for processing. Depending on the applicant's status, the application may need to be endorsed by the chain of command.

d. The effective date of retired pay is the date of initial eligibility (attainment of early retirement age or age 60, and completion of the specific service requirement) or a subsequent date elected by the applicant. Service performed by members eligible to receive retired pay cannot be credited after age 62 for officers, and age 60 for enlisted, unless the member has been granted an age waiver by NAVPERSCOM, Reserve Officer Status Branch (PERS-911)/NAVPERSCOM, Reserve Enlisted Status Branch/Full Time Support Recall and Conversions (PERS-913)).

e. The formula for computing retired pay is derived from reference (a), section 1401, section 1407, and section 12731, and is as follows:

(P/360) X .025 X B = $ per month

(1) The point's fraction numerator "P" represents the total number of points to be credited for retirement purposes over a member's entire military career. Please note that point capture files are electronically maintained by NAVPERSCOM (PERS-9) and can be adjusted at any time (even after retirement) provided the member provides proper documentation.

(2) The point's fraction denominator "360 days" (not 365) is used to compress total points earned into years and partial years for purposes of calculating pay.

(3) The percentage multiplier ".025" represents the "2.5% pay per year" standard used for calculating retired pay. Although certain active duty retirements were indexed differently for members entering military service after 1997, non-regular retired pay remained payable at the 2.5% per year rate.

(4) The base pay multiplier "B" represents the base pay available at the time the member starts receiving retired pay. For those who entered military service after 7 September 1980, the base pay is calculated by adding the base pay available for the member (commensurate with his or her rank and longevity) for each of the 36 preceding months prior to drawing retired pay, and

dividing that by 36 to get an average pay rate for the final 3 years. For purposes of entering the pay tables, a member's longevity starts with the pay entry base date and continues to accrue as long as the member holds retired status until the member starts to draw retired pay. Because of this standard, most reserve members will max out on the longevity scales by the time they reach age 60. Should a member request and receive a discharge instead of transferring to Retired Reserve status at an age of less than 60 years, longevity would no longer accrue and base pay would be calculated on pay scales available at the discharge date.

f. Per reference (d), members will normally be retired in the highest grade or rate in which the members served satisfactorily, as determined by the Secretary of the Navy (SECNAV).

6. Procedures for Transferring Members to the Retired Reserve (With Pay)

a. Navy Reserve activity (NRA) will cancel a member's existing orders to a drilling unit effective no later than the day immediately preceding the requested retirement date. Even if a member's retirement orders have not been received prior to the requested retirement date, they will cancel the unit orders as specified above and make the appropriate Navy Standard Integrated Personnel System entry to reflect the member's status change. Members may not be retained in a drilling unit (pay or non-pay) or earn retirement points beyond the day immediately preceding the requested retirement date.

b. Navy Personnel Command will send retirement orders directly to the member and a copy to the NRA (if warranted). Retirement orders are normally issued 1 to 3 months in advance of the scheduled retirement date.

7. Obligations and Benefits

a. **Mailing Address.** Retired reservists must keep NAVPERSCOM (PERS-912) advised of their current mailing address and of any temporary or permanent changes of residence (NAVPERSCOM (PERS-912) phone number - 1-866-827-5672). Reservists receiving pay must also update address changes with Defense Finance and Accounting Services, Cleveland (www.dfas.mil).

b. **Travel and Residence Overseas.** Permission to leave the United States is not required. Retired Navy reservists who plan to travel or reside in any country not within the jurisdiction of an area commander should, upon arrival in and departure from each country (except for brief tours), notify their presence to the nearest U.S. naval attaché, as a matter of courtesy, by personal visit or by letter. In the absence of a naval attaché, notify the U.S. military or air attaché, or the civilian representative of the American embassy or consulate.

c. **Employment Restrictions.** Reservists not on active duty may accept employment in any civil branch of the public service of the U.S., or may be employed in civilian professions or occupations, including the practice of such professions or occupations before or in connection with any department of the Federal Government of the United States; however, civil employment and compensation with any foreign government or any concern controlled in whole or in part by a group of governments (including the United States) is subject to the approval of SECNAV and the Secretary of State. Members and former members of the Navy Reserve in receipt of retired pay are exempt from the dual compensation aspect (see reference (g)). Social Security and Civil Service retired pay benefits may be received concurrently with retired pay. Neither pension nor disability compensation benefits from Department of Veterans Affairs (DVA) may be received concurrently with retired pay, except in cases of injuries due to hostile fire. Retired pay may be waived in part or in whole to receive pension or disability compensation from the DVA.

d. **Wearing of the Uniform.** Per reference (h), retired personnel not on active duty will be entitled to wear the prescribed uniform of the rank or rating, in which retired, when wearing of the uniform is considered appropriate. In general, the uniform may be worn for ceremonies or at official functions when the dignity of the occasion and good taste indicates the propriety of the uniform. Specifically, the uniform may be worn at memorial services, military weddings, funerals, balls, patriotic parades on national holidays or other military parades, ceremonies when active or reserve U.S. military units are taking part, and at meetings or functions of veterans' associations formed for military purposes. Retired personnel, not on active duty, residing or visiting in a foreign country may not wear the uniform, except when attending by formal invitation, ceremonies, or social functions at which the uniform is required by

invitation, regulations, or customs of the country. Authority to wear the uniform during these occasions includes periods while traveling to and from the ceremony, provided such travel in uniform can be completed on the day of the ceremony.

e. **Use of Military Title.** Retired personnel may use their military titles subject to certain restrictions and the exercise of good judgment. Considerable discretion should be shown by members in permitting the use of their name and military title to endorse any commercial enterprise which might, in any way, be perceived as indicating that the Department of the Navy approves the enterprise and especially to avoid an endorsement or contract which would bring discredit upon the Navy. All reserve members transferred to the Retired Reserve are eligible to use "United States Navy – Retired" in their title.

f. **Health Care Benefits for Members of the Navy Reserve and Former Members Receiving Retired Pay.** When in receipt of retired pay, retired reservists and former members are eligible for benefits to include the following health care benefits:

(1) Retired members of the Navy Reserve and former members receiving retired pay from the Navy are eligible for TRICARE Prime, Standard, or Extra (from ages 60 through 64) and TRICARE for Life (TFL) (with Medicare Parts A and B coverage) at age 65.

(2) Family members, survivors of retired members, and "former members" are eligible for TRICARE Prime, Standard, or Extra. After enrollment in Medicare Part B, they may be eligible for TFL. Survivors include spouses, unremarried widows or widowers, unmarried children under age 21, those under 23 (if enrolled full time in college), and those incapable of self-support because of a mental or physical incapacity which existed prior to their 21st birthday.

(3) Parents and parents-in-law who are dependent on a retired or "former member" for more than one-half of their support and reside in the member's household, as well as surviving parents and parents-in-law who met such requirements at the time of the member's death, are eligible for care in military treatment facilities (MTF) and may enroll in TRICARE Plus based on space/resource availability. They are not eligible for TRICARE Prime, Standard, Extra, or TFL, see www.tricare.osd.mil/faqs/ for additional information.

(4) Retired members and their family members, including those age 65 and over, are eligible for the Uniform Services Family Health Plan (USFHP), a TRICARE Prime option.

(5) Healthcare must be through the USFHP network, not through MTFs, pharmacies, or other TRICARE-authorized providers.

(6) USFHP care includes outpatient and inpatient care, pharmacy services, emergency and urgent care, therapy, home healthcare, mental healthcare, and medical equipment, see www.usfhp.com for more information.

(7) Additional Benefits

(a) Use of Exchange and Morale Welfare and Recreation facilities.

(b) Use of commissary.

(c) Space available transportation.

(d) Survivor benefits (if elected).

MILPERSMAN 1820-040

NOTIFICATION OF ELIGIBILITY FOR NON-REGULAR (RESERVE) RETIRED PAY

Responsible Office	NAVPERSCOM (PERS-912)	Phone: DSN COM FAX	882-5964 (901) 874-5964 882-7044

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) 10 U.S.C., Chapter 1223 (b) DoD Instruction 1200.15 13 March 2013 (c) DoD Instruction 1215.07 of 24 January 2013 (d) OPNAVINST 1820.1B

1. **Policy**. This article summarizes the eligibility requirements and responsibility for issuance of the Reserve Component (RC) Notification of Eligibility (NOE) letter.

2. **Background**. Per references (a) through (d), Navy Personnel Command (NAVPERSCOM), Reserve Personnel Branch (PERS-912) will issue an NOE for non-regular (Reserve) retired pay to each Navy Reserve member who is not on extended active duty such as mobilization, active duty for special work (ADSW), or temporary/definite recall, and who has met all of the qualifications for non-regular (Reserve) retired pay.

3. **Qualifications**

a. Navy Reserve members must have completed at least 20 years of qualifying service computed under reference (a), §12732, or 15 years of qualifying service, if approved for early medical retirement, or meets the requirements of any other authorized early retirement program.

b. For members who earned 20 years or more qualifying service earned before 24 April 2005, the last 6 years of such qualifying service must have been in a RC. There is no requirement that the last 6 years be continuous service. There is no minimum RC service requirement for members with 20 years or more of qualifying service earned on or after 25 April 2005.

c. A member serving in a RC of any of the Armed Forces before 16 August 1945, must have performed active duty service (other than for training) during World War I or World War II, or during a subsequent period of conflict as stated in reference (a), §12731.

4. **Issuance of the NOE**

a. The NOE for non-regular (Reserve) retired pay will be issued by NAVPERSCOM (PERS-912) within 1 year of the member meeting all non-regular service requirements. NAVPERSCOM (PERS-912) normally issues the NOE for Reserve retired pay approximately 3 months after the close of the anniversary year in which the member completes the conditions necessary to qualify for retired pay benefits. Members on extended active duty orders or on the active duty list will not be issued an NOE until they have been released from active duty or returned to an RC status (as applicable).

b. Per references (b) and (d), after a member has been granted retired pay for non-regular service or has received an NOE for non-regular (Reserve) retired pay (issued by NAVPERSCOM (PERS-912)), the member's eligibility may not be denied or revoked on the basis of any administrative error, miscalculation, or misinformation, unless it resulted from fraud or misrepresentation by the member. NAVPERSCOM (PERS-912) will make corrections to accurately reflect points earned. When such a correction is required, the member is entitled to retired pay based on the corrected amount of creditable service.

c. Information concerning the RC Survivor Benefit Plan (RC-SBP), the elections available, the effects of such elections, and an enrollment application will be included with the NOE for non-regular (Reserve) retired pay.

MILPERSMAN 1820-050

REQUIREMENTS FOR A YEAR OF QUALIFYING SERVICE TOWARD A NON-REGULAR (RESERVE) RETIREMENT

Responsible Office	NAVPERSCOM (PERS-912)	Phone: DSN COM FAX	882-5964 (901) 874-5964 882-7044

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Reference(s)	(a) 10 U.S.C. (b) DoD Instruction 1215.07 of 24 January 2013 (c) DoD Instruction 1215.06 of 11 March 2014 (d) 37 U.S.C. (e) Public Law 88-647 ROTC Vitalization Act of 1964

1. **Policy**. Per the provisions of references (a) through (d), this article specifies the requirements for establishing years of qualifying service (YQS) toward a non-regular (Reserve) retirement. Exhibit 1 summarizes crediting of retirement points by activity.

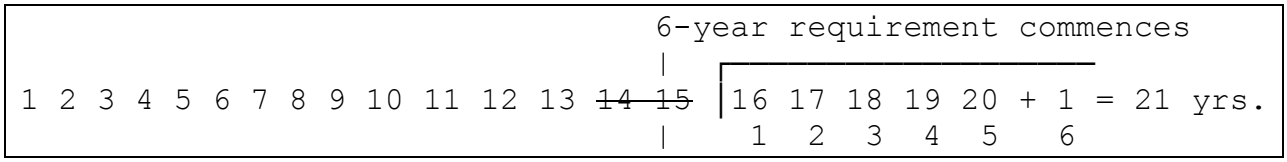
2. **Background**

a. A qualifying year of service for non-regular retired pay is a full year, as outlined in reference (b), during which a member of the Reserve Component (RC) is credited with a minimum of 50 retirement points. Unless otherwise provided by law, a reservist must have completed 20 YQS to be eligible for non-regular retired pay. The last 6 years of such qualifying service must be in an RC for members who have earned 20 or more YQS on, or before, 24 April 2005; however, there is no requirement that the last 6 years in this instance be continuous service in the RC.

b. For members who have completed 20 or more YQS before 25 April 2005, any period of service served as a member of an Active Component (AC) intervening between periods of Reserve service after the 14-year mark shall not be included in the final 6-year

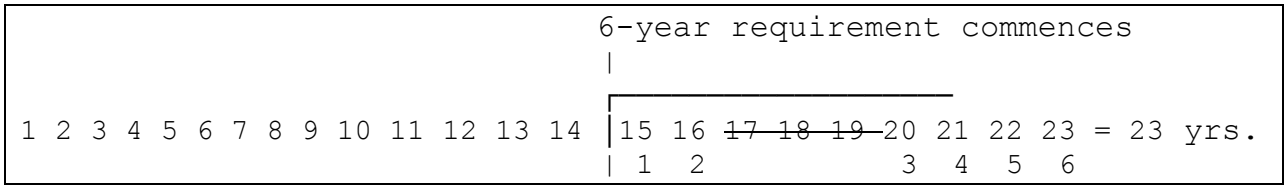
RC requirement. Service in an AC during a partial year shall be treated in the same manner as 1 full year of service in this respect.

(1) **Example:** To qualify for a non-regular (Reserve) retirement, members must have satisfactorily served a minimum of 6 years, commencing at the beginning of their 15th year through the date of retirement in an RC. The 6-year requirement does not have to be consecutive as indicated below:



Note: In the example above, the member was serving in an AC during years 14 and 15. As a result, the member must complete an additional year of qualifying RC service to meet the last 6-year requirement.

(2) **Example:** The 6-year requirement does not have to be consecutive as indicated below; however, any AC time after year 14 does not count toward the final 6-year RC requirement:



Note: In the example above, the member was serving in an AC during years 17, 18, and 19. As a result, the member must complete an additional 3 years of qualifying RC service to meet the last 6-year requirement.

c. The 20-year requirement is reduced to 15 years for certain Selected Reserve (SELRES) members determined to be not physically qualified (NPQ). To be eligible for this early retirement, the member must:

(1) Meet all other requirements of law for retirement (reference (a)).

(2) Be a SELRES member.

(3) Be determined NPQ by Navy Personnel Command (NAVPERSCOM), Medical Hold, Line of Duty and Medical Retention Review Division (PERS-95) as recommended by U.S. Navy Bureau of Medicine and Surgery (BUMED).

(4) Be approved by NAVPERSCOM, Reserve Personnel Management Department (PERS-9).

3. **Eligibility for Retirement Point Credit for Non-Regular Retirement**

a. **Members in the following categories are eligible for retirement point credit:**

(1) Members of the AC (USN, U.S. Marine Corps (USMC), U.S. Coast Guard (USCG), U.S. Army (USA), U.S. Air Force (USAF), or Public Health Service) or members of the RC (USNR, USMCR, USCGR, USAR, USAFR, Army National Guard, or Public Health Service) serving on active duty orders.

(2) Members of the RC in an active status (SELRES, Individual Ready Reserve (IRR), or Standby Reserve active status list (USNR-S1)) who are not serving on extended active duty.

(3) Members of the RC in a retired status (other than members who have retired from active service, members transferred to the Fleet Reserve or Fleet Marine Corps Reserve, or members transferred to a Retired Reserve status who are not eligible for non-regular service retired pay benefits under reference (a), chapter 1223) who are ordered to perform active duty or other appropriate duty under official active duty, active duty for training (ADT), or inactive duty training (IDT) orders issued and authorized by appropriate authority (NAVPERSCOM or Commander, Navy Reserve Force Command (COMNAVRESFORCOM)).

b. Members of the RC in an inactive status who are carried on the inactive status list (ISL) of the RC (e.g., USNR-S2) may not be credited with service for retirement, per reference (a), section 12734.

4. **How to Establish an Anniversary Year**. The full year periods used for the crediting of qualifying service toward a non-regular (Reserve) retirement shall be based on "anniversary years." These anniversary year periods are calculated from an anniversary date unique to each Service member. Per reference (b), the date used to determine the anniversary year is

established by the date the member entered into active service or into active status in an RC, whichever is earlier. With two exceptions, members with previously established anniversary dates will retain that date as the beginning of their anniversary year:

a. In the case of officers with Reserve service as a cadet or midshipman at a Service academy, or in the Reserve Officers Training Corps (ROTC) Program, the start date of a member's initial anniversary year will be established as the date the member entered into active service or active status, minus any service as a cadet or midshipman.

b. In the case of enlisted members of the Armed Forces (members who have service as cadets or midshipmen but did not later receive or hold a commission as officers), service as cadets or midshipmen at a service academy shall be included and counted as active duty service.

5. **Adjustment of Anniversary Years**

a. The start date (month and day) for each successive anniversary year will not be adjusted unless a member has a break in service. A break in service occurs only when a member transfers to the ISL, the temporary disability retired list, the Retired Reserve, or is discharged for a period greater than 24 hours. There is no break in service if a member transfers directly to another AC or RC of any Service.

b. Effective 1 October 1995, when a member with a break in service returns to active status in the RC or to active duty in the AC, the revised anniversary year start date shall be the date of re-entry.

c. Navy Reserve members should be aware of their anniversary year. Retirement points earned in an anniversary year are credited only to that anniversary year. YQS are calculated at the end of each anniversary year.

d. In an anniversary year in which fewer than 50 points are credited, the earned points are added to the cumulative retirement point total, but that anniversary year is not credited as a YQS toward a non-regular (Reserve) retirement.

6. **Credit for Partial Years of Service**. A member who has a break in service that occurs during an anniversary year may be credited with a partial year of qualifying service. When a partial year occurs, the member must meet the minimum retirement point requirements set forth in the "Minimum Retirement Point Credit" and "Pro-Rating Navy Reserve Membership Points" charts per reference (b). A partial YQS is any period less than 12 full months in which the retirement points credited to a member, when computed proportionally to 12 months, are equal to, or greater than, 50 points.

7. **Retirement Point Credit by Activity**

a. In the past, a maximum of 60 inactive duty retirement points could be earned per anniversary year. The maximum increased to 75 on 23 September 1996, and to 90 on 30 October 2000. Reference (a), section 12733 states that 130 inactive points may be earned in anniversary years ending on or after 30 October 2007. A maximum of 2 inactive retirement points may be awarded in 1 calendar day for any activity or combination of activities. No more than 1 point for any day may be awarded in which the member is in an active status on active duty, including annual training (AT), ADT, initial active duty for training (IADT), mobilization, recall or active duty for special work (ADSW).

b. A person performing active duty service may not receive retirement points for other activities (e.g., completion of non-resident instruction, correspondence courses, or inactive duty). However, no deductions in the retirement points credited for membership in an RC are required for active duty service other than service as a member of an AC during an anniversary year. A maximum of 365 points may be awarded in an anniversary year (366 points in a leap year). Exhibit 1 at the end of this article charts the crediting of retirement points by activity.

(1) **Active duty (AD) service:** One point shall be credited for each day of AD service. AD service is service on active duty including AT, ADT, IADT, and ADSW.

(2) **Inactive duty (ID) consists of IDT, muster duty (MD), and funeral honors duty (FHD).**

(a) SELRES: One point per 4 hours of IDT attended to include regular and additional (additional training period,

additional flying training period, or readiness management period, drill periods).

(b) For volunteer training unit (VTU) Sailors: One point per 2 hours of regular and non-pay additional IDT attendance.

(c) A maximum of 2 retirement points may be credited for attendance at IDT periods in any 1 calendar day.

(d) One point per 4 hours of authorized non-resident instruction successfully completed. Courses must be on the Secretary of the Navy approved list of courses maintained by COMNAVRESFORCOM, Training and Education Department (N7). Retirement point credit for courses will be given only one time for the same course. Duplicate credit is not authorized. Active status pool (ASP) IRR members that have not completed annual screening requirements may be restricted from receiving retirement point credit for correspondence courses. Course completion for retirement points must be approved by the applicable Navy Reserve activity (NRA) commanding officer verifying that the course met at least one of the following requirements:

1. Broadened the member's qualifications for duties to which the reservist may be expected to be assigned upon mobilization; or

2. Broadened the member's knowledge of the qualifications of those whose work the member may supervise; or proof of completion must be submitted by drilling reservists via the unit commanding officer for endorsement to the NRA personnel division for entry into the Navy Standardized Integrated Personnel System. Members of the IRR must submit proof of completion to NAVPERSCOM, Reserve System Analysis Branch (PERS-912) for entry into the Navy Enlisted Officer Participation System. No credit will be given for duplicate courses or for any course completed while in a status for which other retirement point credit is awarded (e.g., IDT, AT, or ADT). A thorough audit of such points will be performed by NAVPERSCOM (PERS-912) prior to issuance of the notice of eligibility for a non-regular (Reserve) retirement.

(e) One retirement point per day for Ready Reservists (USNR-R) attending an authorized military department-sponsored

seminar, symposium, or similar assembly (hereafter, referred to as "meeting"), either scheduled separately or in connection with a professional meeting, provided the meeting is designated by COMNAVRESFORCOM (for SELRES, individual mobilization augmentees (IMA), Strategic Sealift Officer Program (SSOP) (formerly Merchant Marine Individual Ready Reserve Group), and VTU or NAVPERSCOM (for ASP IRR)) as being of such value that the instruction received would enhance the professional development of the Navy Reserve member. The meeting must:

1. Broaden the member's qualifications for duties to which the reservist may be expected to be assigned upon mobilization; or

2. Broaden the member's knowledge of the qualifications of those whose work the member may supervise.

3. Be at least 4 hours in duration.

4. Be approved previously by either COMNAVRESFORCOM (for SELRES, IMA, VTU, and SSOP personnel) or NAVPERSCOM (for all other ASP IRR personnel).

5. Be registered with a designated monitor representing the Navy. In the absence of such a monitor, members are authorized to certify their own attendance.

(f) IRR and active status USNR-S1 personnel authorized by COMNAVRESFORCOM to participate in civil defense activities, per reference (b), will be credited with one retirement point per period of IDT of a duration determined by the Federal Emergency Management Agency but not fewer than four (4) hours duration. A maximum of 2 retirement points for IDT may be credited per calendar day.

(g) Navy Reserve personnel in an active status (USNR personnel on active duty, USNR-R, and USNR-S1 personnel) are credited with membership retirement points at the rate of 15 per anniversary year for membership in the Navy RC, or a proportional number thereof, per reference (b).

(h) One point for each day of inactive duty associated with FHD or MD in which a minimum of 2 hours of duty is performed.

(i) **ROTC summer training credit:** Per reference (a), sections 971 and 2107(g), officers commissioned through a Service academy or ROTC are not eligible for summer training credit. However, officers who participated in ROTC and were commissioned prior to the ROTC Vitalization Act of 1964 (reference (e)) may receive retirement point credit for periods of summer training, under orders, at the rate of 1 point per day. Because the actual number of days served on summer training can vary, it is necessary that training be properly documented as a prerequisite to awarding retirement point credit for those officers who participated in ROTC and were commissioned prior to the ROTC Vitalization Act of 1964 (reference (e)). Proper documentation consists of one or more of the following and should be submitted to NAVPERSCOM (PERS-912):

1. Standard ROTC summer cruise/training orders issued for each period of midshipman summer training and endorsed upon the member's arrival and departure.

2. Leave and earning statements or NAVCOMPT 2120 ACDUTRA Pay Voucher.

3. Ship's deck logs or ship's diaries, which show the dates the member (by name) embarked and debarked.

4. A letter from the ROTC unit commanding officer, certifying the actual dates of summer training.

5. A letter from Defense Finance and Accounting Services, Cleveland, OH, certifying the actual dates of summer training.

6. NAVPERS 1070/613 Administrative Remarks prepared by the ROTC unit, which states the member is being discharged to accept a commission. These administrative remarks must list the summer training completed while enrolled at that particular ROTC unit.

EXHIBIT 1
(Page 1 of 4)
CREDITING OF RETIREMENT POINTS BY ACTIVITY

WHEN A MEMBER:	IS IN AN ELIGIBLE STATUS AND IS:	THE MEMBER MAY BE CREDITED WITH:
1. Is on active duty, IADT, AT, ADT, or ADSW	On such duty under orders	One point for each day of AD, IADT, AT, ADT, or ADSW.
2. Attends regular or additional IDT periods (drills) with pay	A member of a SELRES unit under orders issued by competent authority	One point for each drill period of a minimum of 4 hours duration with a max of 2 points in any 1 calendar day.
3. Attends regular or non-pay additional IDT periods (drills) with non-pay	Under orders (SELRES/VTU) issued by competent authority	One point for each drill period of a minimum 2 hours duration, except that two drills performed in the same day will be a minimum 4 hour duration, each with a max of 2 points in any 1 calendar day.
4. Completes approved military correspondence courses	A member of the Ready Reserve or Standby Reserve-Active (USNR-S1)	One point per 4 hours of instruction, authorized as a "period of equivalent instruction," per reference (b).
5. Performs liaison and recruiting duties for the U.S. Naval Academy	Affiliated under orders as a member of Naval Academy Information Program (formerly known as the Blue and Gold Program)	One point for each accumulated period of 3 hours spent in counseling prospective candidates or liaison duties as prescribed, not to exceed 2 points in any one calendar day based upon 8 hours performance of duty.
6. Performs civil defense duties	Affiliated under orders with an authorized civil defense program	One point for a minimum of 3 hours of duty.
7. Is authorized training in addition to scheduled unit training periods (may not be substituted for scheduled drills in maintaining satisfactory performance in the unit)	Under orders (such training is performed in a non-pay status)	One point for each drill period of a minimum 3 hours duration, except that two drills performed in the same day will be of 4 hours duration with a max of 2 points in any 1 calendar day.
8. Performs duties in connection with the Navy and Marine Corps Military Affiliate Radio System (MARS) program	Assigned under orders to participate in the MARS program	One point for a minimum of 3 hours performance of duty with a max of 2 points in any 1 calendar day based on a minimum of 8 hours performance of

		duty.
EXHIBIT 1 (Page 2 of 4) CREDITING OF RETIREMENT POINTS BY ACTIVITY		
WHEN A MEMBER	**IS IN AN ELIGIBLE STATUS AND IS**	**THE MEMBER MAY BE CREDITED WITH**
9. Is authorized to attend professional or trade conventions, Armed Forces seminars, or professional meetings or training conferences; or performs duties in conjunction with Employer Support of the Guard and Reserve (e.g., meeting with business executives to explain the significance of the Navy Reserve, attendance at meetings, trade show exhibits); also known as continuing education and continuing medical education (CME)	A member of the Ready or Standby Reserve-Active is authorized retirement point credit for attendance; the meeting is sponsored, supervised, and conducted by one or more of the military departments and authorized by NAVRESFORCOM, BUMED, or NAVPERSCOM as being of such military value that the instruction received would enhance the Navy Reserve members' professional qualifications	A max of 1 point per day of the meeting for a max of 20 points in any anniversary year, except for CME; effective 8 May 2013, up to 20 retirement points for CME, per anniversary year, will be allowed for ASP IRR members and 35 retirement points for CME, per anniversary year will be allowed for SELRES members; CME records will be forwarded by NAVPERSCOM (PERS-912) to BUMED for point determination.
10. Performs medical duties	Assigned under orders and the duty is performed without remuneration (pay or professional fees) and outside the unit training periods for which point credit is already awarded	One point for each accumulated 3-hour period of military medical duties or services not to exceed 2 points in 1 calendar day based on 8 hours performance of duty.
11. Performs other training projects authorized by the appropriate program sponsor and approved by COMNAVRESFORCOM	A member of the USNR-R or the USNR-S1	One point for each minimum 3 hours of work on the project not to exceed 2 points in 1 calendar day based on a minimum 8 hours of performance of duties. Points may not be awarded for any day for which points are earned for some other duty.
12. Performs duties as campus liaison officer	Assigned under orders issued by the order-issuing activity to duties as a campus liaison officer	One point for each accumulated 3-hour period of duty as prescribed by the appropriate recruiting district commander with a max of 2 points in 1 calendar day based on a minimum of 8 hours performance of duties

EXHIBIT 1
(Page 3 of 4)
CREDITING OF RETIREMENT POINTS BY ACTIVITY

WHEN A MEMBER	IS IN AN ELIGIBLE STATUS AND IS	THE MEMBER MAY BE CREDITED WITH
13. Is a chaplain or chaplain candidate (chaplain candidates can only participate for point credit when their duty is supervised by a Navy chaplain)	Assigned under orders to a unit of the Navy Reserve	One point for each accumulated 3-hour period spent in military ceremony or worship service; spent in preparation for military worship service; or spent interviewing prospective applicants for the Chaplain program not to exceed 2 points per day based on 8 hours of performance of duty, (points other than credit for the drill periods are not authorized for preparation performed during the scheduled drill periods)
14. Performs staff work and administrative duties	Affiliated under orders to a unit of the Navy Reserve (pay for such training is not authorized)	One point for a minimum of 3 hours of duty
15. Performs duties in the Merchant Marine	Affiliated with the SSOP	One point for each 4 hours of Standards of Training, Certification of Watch-Keeping (STCW) professional training, not to exceed 35 points per year (e.g., STCW taken as a civilian; sea service to operate or renew license); 1 point for each 8 hours of non-STCW professional training, not to exceed 5 points per year; 35 points per year for an unlimited tonnage or horsepower license upgrade or renewal with STCW determined by the SSOP Office (licenses renewed for continuity purposes are **not** eligible); 20 points per year for harbor pilot service as determined by the SSOP Office.

EXHIBIT 1 (Page 4 of 4) CREDITING OF RETIREMENT POINTS BY ACTIVITY		
WHEN A MEMBER	**IS IN AN ELIGIBLE STATUS AND IS**	**THE MEMBER MAY BE CREDITED WITH**
16. Performs FHD	Under ID orders	One point for all FHD performed for at least 2 hours in 1 day unless the duty is performed while in a status for which credit is provided (i.e., IDT, AT, or ADT)
17. Performs duties in support of the Sea Cadet Program	Assigned under orders issued by the order-issuing activity to duties in support of the Sea Cadet program	One point for each minimum of 3 hours performance of duty with a max of 2 points in any day based on a minimum 8 hours performance of duties
18. Performs other duties as specifically directed by COMNAVRESFORCOM	SELRES, VTU, or SSOP member	Number and duration as specified by COMNAVRESFORCOM. For pay drills, 1 point for each drill period of a minimum of 4 hours duration with a max of 2 points in any 1 calendar day. For non-pay drills, 1 point for each drill period of a minimum 2 hours duration, except that two drills performed in the same day will be a minimum 4-hour duration each with a max of 2 points in any 1 calendar day.

MILPERSMAN 1830-010

MEMBERS OF FLEET RESERVE SUBJECT TO THE UNIFORM CODE OF MILITARY JUSTICE

Responsible Office	NAVPERSCOM (PERS-483)	Phone:	DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) Uniform Code of Military Justice

1. **General**. Members of the Fleet Reserve are subject to reference (a) at all times. Members of the Fleet Reserve will not be discharged without their consent, except by approved sentence of court-martial.

MILPERSMAN 1830-020

OFFICERS APPOINTED FROM THE FLEET RESERVE

Responsible Office	NAVPERSCOM (PERS-482)	Phone:	DSN COM FAX	882-3245 (901) 874-3245 882-2622

References	(a) 10 U.S.C.

1. **Policy**. A fleet reservist recalled to active duty and appointed as a temporary officer under reference (a), sections 5597 and 5787, may be returned to inactive status in the Fleet Reserve in the highest temporary rank or grade satisfactorily held as provided in reference (a), section 6488.

2. **Retainer Pay**. Members of the Fleet Reserve described above shall not be entitled to have their retainer pay computed on the basis of the highest temporary grade satisfactorily held by them until they have competed 30 years of service or until they are placed on the Retired List.

3. **Active Duty**. Members assigned to the Fleet Reserve who have been appointed officers may be ordered to active duty in time of war or national emergency declared by the Congress, for the duration of the war or national emergency and 6 months thereafter, or in time of national emergency declared by the President. In general, they will not be ordered to active duty in time of peace except with their consent.

MILPERSMAN 1830-030

PHYSICAL EXAMINATION IN CONNECTION WITH RETIREMENT, TRANSFERS TO FLEET RESERVE AND AS A FLEET RESERVIST

Responsible Office	NAVPERSCOM (PERS-4823)	Phone:	DSN COM FAX	882-3246 (901) 874-3246 882-2622

References	(a) SECNAVINST 1850.4E (b) 10 U.S.C. 6485

1. **Policy**

a. All members being retired or transferred to the Fleet Reserve must complete a physical examination. The examination shall be scheduled sufficiently in advance, but within 6 months of the scheduled retirement or transfer to the Fleet Reserve date, to permit correction of any minor physical defects or identification of those requiring processing for disability retirement, if disability retirement is indicated, prior to the date otherwise scheduled for retirement.

b. Voluntary retirement/transfer to the Fleet Reserve date, once approved, requires execution on that date unless modified or canceled prior to the date.

c. Involuntary/statutory retirement and involuntary transfer to the Fleet Reserve date are fixed by law and the effective date of retirement/transfer cannot be canceled or delayed except as noted below.

2. **Action required if Member not Physically Qualified**

a. **Voluntary Retirement/Fleet Reserve Transfer**. Medical treatment facility (MTF) recommending delay of retirement, or transfer to the Fleet Reserve for treatment less than 60 days, must advise Navy Personnel Command (NAVPERSCOM), Retirements Branch (PERS-482) by message of recommendation, including diagnosis code for condition and expected length of delay. MTFs recommending delay of retirement for treatment greater than 60 days must submit a medical board to the Physical Evaluation

Board (PEB). If appropriate, NAVPERSCOM (PERS-482) will modify the retirement date.

b. **Involuntary/Mandatory Retirement or Fleet Reserve Transfer**. Members pending a mandatory retirement or required to transfer to the Fleet Reserve in lieu of separation (e.g., high year tenure (HYT), selection for early retirement) will not be delayed unless member is either hospitalized or a medical board report has been accepted by the PEB for disability evaluation processing prior to the mandatory retirement date. If a medical board is referred to the PEB for review as a result of the member's retirement physical, the medical board's narrative summary should include a statement that the medical board is the result of the member's involuntary/mandatory retirement physical (reference (a)). If delay of retirement is required based on the above, the commanding officer (CO) will advise NAVPERSCOM (PERS-482) of member's situation and request modification of retirement date.

c. COs may reference this article as authority for ordering members to a medical activity to complete a retirement physical examination. Where travel is required, temporary additional duty (TAD) orders should be obtained from the appropriate senior commander. Such travel costs are properly charged to the funds financing the activity, which is responsible for the member.

d. If medical treatment necessitates retention of the member beyond the authorized retirement or transfer to the Fleet Reserve date, but the member elects to waive the right to further medical proceedings in order to retire or transfer to the Fleet Reserve, ensure appropriate entry is made in member's service record prior to effecting the retirement or transfer to the Fleet Reserve.

3. **Responsibility for Physical Examinations of Fleet Reservists**

a. CO, Navy Reserve Personnel Center (NAVRESPERSCEN), New Orleans, LA maintains records showing the physical and professional qualifications of members of the Fleet Reserve. Fleet reservists are classified professionally under the type of duty which they are best qualified to perform and classification for limited duty corresponds to that of enlisted personnel on active duty.

b. On 30 July 1977, reference (b) was amended deleting the requirement for members of the Fleet Reserve to obtain a

physical examination at least once during each 4-year period; however, fleet reservists shall inform CO, NAVRESPERSCEN of any significant changes of their physical status which may result in transfer to the appropriate Retired List.

c. A fleet reservist who is found physically unfit for any duty will be transferred to the Retired List of the Regular Navy or the Retired Reserve if formerly a member of the Navy Reserve.

MILPERSMAN 1830-040

TRANSFER TO FLEET RESERVE AND RELEASE FROM ACTIVE DUTY – 20 YEARS

Responsible Office	NAVPERSCOM (PERS-836)	Phone: DSN COM FAX	882-3246 1-866-827-5672 882-2762

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), December 2022 (c) OPNAVINST 1811.3A (d) DoD Instruction 1341.13 of 25 October 2022 (e) SECNAVINST 1850.4F (f) BUPERSINST 1900.8E (g) BUPERSINST 1070.27E (h) Navy Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG) (i) NAVPERS 15665J, U.S. Navy Uniform Regulations

1. **Policy**. Per reference (a), section 8330, enlisted Service members who have completed 20 years of active duty service may request to be transferred to the Fleet Reserve per reference (a), section 8330. Once submitted, a Service member's date may be changed only upon his or her request and with favorable endorsement by the commanding officer (CO), or involuntarily due to national security interest. Per reference (b), volume 7B, chapter 2, paragraph 4.3., the Fleet Reserve is composed of enlisted Service members of the naval Service transferred to the status under reference (a), section 8330. It was established to provide an available source of experienced former Service members of the Regular Navy or Navy Reserve. These Service members could be organized without further training to fill billets requiring experienced personnel in the first stages of mobilization during an emergency or in time of war.

a. Members of the Fleet Reserve may be ordered to active duty without their consent in time of:

(1) War or national emergency declared by the Congress for the duration of the war or national emergency and for 6 months thereafter; or

(2) National emergency declared by the President or when otherwise authorized by law.

b. In time of peace, any member of the Fleet Reserve may be required to perform not more than 2 months of active duty for training during each 4-year period.

2. **Creditable Service**

a. Reference (b), volume 7B, chapter 2, paragraph 2.2, describes the types of service which are creditable for retirement purposes.

b. Active service is defined as all active duty and active duty for training performed in the Army, Navy, Air Force, Marine Corps, Coast Guard, or any Reserve Component thereof, and in the Army National Guard or Air National Guard on Federal duty subsequent to 9 August 1956.

3. **Eligibility Requirements**

a. Approval of a request for transfer to the Fleet Reserve will normally be withheld until the Service member has completed:

(1) 20 years of active service by the requested date of transfer to the Fleet Reserve;

(2) Obligated service requirements established by either a reenlistment or extension of enlistment contract, or completion of current assignment established by projected rotation date (PRD), or both;

(3) Current Department of Defense area tour;

(4) Enlisted Service members serving in pay grades E-7 through E-9 require a minimum of 2 years active duty in grade per reference (c). In individual cases involving substantial hardship, unusual circumstances, or when the best interest of the Service is concerned, waivers of time-in-grade may be authorized by Commander, Navy Personnel Command (COMNAVPERSCOM), but not for less than 6 months time-in-grade; and

(5) Applicable tour at ultimate duty station when request is received by Navy Personnel Command (NAVPERSCOM) Enlisted Retirements Branch (PERS-836), following the date of issuance or notification of permanent change of station (PCS) orders. If the Service member has not been notified of impending orders, he or she may request transfer to the Fleet Reserve no later than his or her PRD.

b. Service members should request a Fleet Reserve transfer date that does not exceed the established PRD for their current assignment. Requests that require a PRD adjustment to attain Fleet Reserve eligibility will be considered on a case-by-case basis. Requests for PRD adjustments must be received by NAVPERSCOM Career Management Department (PERS-4) 12-24 months in advance of the requested Fleet Reserve date.

Note: Requests that do not meet the criteria listed must include justification (under the Attachments/Comments tab within the Navy Standard Integrated Personnel System (NSIPS)) and will be considered on a case-by-case basis.

c. Voluntary requests to retire and transfer to the Fleet Reserve from Service members who have obligated service associated with the transfer of Post 9/11 GI Bill education benefits will not be approved for a date prior to the completion of the obligated service. For Service members whose beneficiaries have not used the benefits, transfer of benefits may be revoked via the Transferability of Education Benefits Web site (https://milconnect.dmdc.osd.mil/milconnect/) with proof of that action provided in the request. Requests are submitted through the NSIPS Retirement and Separations (R&S) self-service function, and Service members are required to upload proof into the waiver tab. If submitted in another manner, it must be included as supporting documentation. For Service members whose beneficiaries have used any portion of the benefit, revocation is **not** an option and the request will be disapproved if the date requested is prior to the obligation end date.

Note: Service members retiring and transferring to the Fleet Reserve with a qualifying condition per reference (d) do not have to revoke benefits.

4. **Service Members Not Eligible for Fleet Reserve Transfer**

a. Service members are not eligible for transfer to Fleet Reserve if:

(1) Awaiting disciplinary action (civil or military);

(2) Pending court-martial action including serving a sentence of a court-martial and time on probation;

(3) Pending resolution of an investigation (civil or military);

(4) Awaiting civil action;

(5) Awaiting resolution of unresolved family advocacy issues as determined by NAVPERSCOM Career Progression Department (PERS-8);

(6) Awaiting detachment for cause or administrative discharge processing action including a request to transfer to the Fleet Reserve in lieu of administrative separation processing;

(7) Awaiting results of a disability evaluation. Service members desiring transfer to the Fleet Reserve instead of continuing disability processing may waive treatment or disability evaluation processing, or both;

Note: Service members in a limited duty (LIMDU) status are not considered to be in the disability evaluation process and their requests will be processed as a regular Fleet Reserve request.

(8) Currently in receipt of hardcopy PCS orders, or notification PCS orders will be issued (via e-mail, message, telephone, or personal visit), and the Service member is within 6 months of PRD. Service members must first execute any PCS orders in-hand or request cancellation of PCS orders before submitting a Fleet Reserve request; or

(9) Undergoing garnishment of pay on authorized date of transfer.

b. Fleet Reserve transfer requests received from Service members in categories listed in subparagraphs 4a through 4a(9) will normally be disapproved.

c. For Service members with an approved Fleet Reserve transfer request subsequently placed in one of the categories listed in subparagraphs 4a through 4a(9), commands must notify PERS-836, utilizing exhibit 1, for authorization to cancel transfer or hold in abeyance pending resolution. Under unusual circumstances, the Chief of Naval Personnel (CHNAVPERS) may direct transfer notwithstanding pending action.

d. Once a Service member's case has been resolved, commands will notify PERS-836 via e-mail to the following address: enlisted active duty retirments@navy.mil. A new Fleet Reserve transfer authorization will be issued if date of original Fleet Reserve authorization has expired.

5. **Deferment or Cancellation of Transfer to the Fleet Reserve for Service Members in a Medical Status**. The following is applicable for Service members in a medical status:

a. Service members undergoing **non-elective** medical treatment (i.e., acute, grave, or life threatening) not involving physical evaluation board (PEB) proceedings or appearance before a medical board requiring departmental action, may be retained up to 60 days with authorization from PERS-836. If it appears prolonged treatment could defer transfer to the Fleet Reserve, the CO or officer in charge of the appropriate naval medical treatment facility must make a specific report of the circumstances to PERS-836 utilizing exhibit 2 format.

b. Service members involved in PEB proceedings or appearance before a medical board (accounting category code (ACC) 355) must not be transferred to the Fleet Reserve until final action is completed and instructions are received from PERS-836. Service members found unfit will be retained until they qualify for disability retirement subject to the conditions set forth in reference (e). Reference (a) requires Service members complete at least 20 years of service to be eligible for retirement benefits by reason of physical disability when the disability is ratable at less than 30 percent by the U.S. Department of Veterans Affairs' schedule for rating disabilities. Service members found fit become eligible to request transfer to the Fleet Reserve. Those found unfit remain ineligible to request transfer to the Fleet Reserve disability benefits are waived. To waive disability benefits, Service members must forward their PEB waiver to NAVPERSCOM Disability Retirements/Separations Branch (PERS-954) and upload the approved waiver into NSIPS with the Fleet Reserve request. **Under no circumstances should a Service member be referred to the PEB with an approved Fleet Reserve date without prior approval from PERS-836.**

c. Service members who continue to perform duties of their office, rank, grade, or rating prior to processing non-disability retirement will be presumed "fit for duty" unless a preponderance of evidence determines the Service members are physically unable to perform duties of their office, rank,

grade, or rating. The PEB will make the determination. See reference (e).

d. Service members who have reached high year tenure (HYT) for whom transfer to Fleet Reserve is mandatory may only be deferred if hospitalized due to non-elective circumstances (i.e., acute, grave, or life threatening) or a medical board report has been accepted by the PEB president for processing under reference (e).

e. Service members who already have a Fleet Reserve approved date and are currently in a LIMDU status (ACC 105) must execute transfer to the Fleet Reserve as directed. Do not delay transfer to the Fleet Reserve solely due to Service members' LIMDU status. **Duration of LIMDU period must not exceed approved Fleet Reserve or HYT date.**

6. **Deferment or Cancellation of Transfer to Fleet Reserve for Service Member on Case-by-Case Basis**:

a. A request for deferral or cancellation of a Fleet Reserve transfer authorization will be granted only on a case-by-case basis. Command recommendation, past performance, manning levels, availability of relief, end-strength, effect on promotions, and critical skills possessed by the Service member will be considered.

b. Approval is contingent upon the Service member agreeing to remain on active duty for a sufficient period of time to permit reassignment or completion of a normal tour. In certain instances, such as those where manning or other requirements are not stabilized, deferral of an authorized Fleet Reserve date, rather than a cancellation, may be appropriate.

c. Short-term deferrals (1 to 6 months) may be authorized by PERS-836 if the Service member is serving in an authorized billet and a relief is not on board. COs may request to defer transfer to the Fleet Reserve up to 30 days beyond the date authorized only when urgent operational commitments demand the member's service. When requests for deferment are submitted for this reason, a full report of circumstances must be forwarded to PERS-836 with an information copy to the appropriate type commander.

d. In some instances, where rating manning or other requirements are not stabilized and action must be taken to provide a qualified relief at the proper time, PERS-836 may offer an alternate date for transfer.

e. Requests for cancellation of Fleet Reserve transfer due to advancement selection that will change HYT limits will normally be approved. A Fleet Reserve cancellation request must be made through NSIPS noting the reason for cancellation as "to accept advancement."

7. **Request Submission**. The following are guidelines for submission of a Service member's request for transfer to Fleet Reserve:

a. Service members in commands with access to NSIPS are directed to submit requests through the RnS self-service function. This provides transparency to Service members on the status of their requests, an integrated waiver process when needed, and electronic notification of the final disposition of requests for both Service members and commands. Any waiver required (e.g., time-in-grade, time-on-station, monetary) must be uploaded with the command recommendation under the "Waiver" tab on the NSIPS RnS request. Commands without access to NSIPS RnS must contact PERS-836 for assistance in submitting a request via e-mail at the following address: enlisted active duty retirments@navy.mil.

b. After approval of the initial Fleet Reserve request in NSIPS, a modification can be submitted by the Service member in NSIPS via their approved request. **Do not submit a Fleet Reserve modification for terminal leave or permissive temporary duty changes, adding a retirement address, or date change due to medical reasons.**

c. Request will be submitted within the following timeline:

(1) E-6 and junior Service members: 6-18 months prior to requested date

(2) E-7 and senior Service members: 6-24 months prior to requested date

Note: For information on submission or setting command routing matrix, visit: https://www.nsips.cloud.navy.mil/upk/index.html. Under the "Training Section," select "RnS hyperlink," then select "Command Setup Training."

8. **Request Submission for Extraordinary Heroism Benefit**. Under certain circumstances a Service member may request determination of entitlement to an additional 10 percent increase of retainer pay due to the performance of extraordinary heroism per

reference (a), section 8330. Extraordinary heroism will be documented in personal awards (e.g., Silver Star, Navy Cross, or awards that are received with the "V" for valor attachment, etc.). A Service member may request determination utilizing the format shown in exhibit 3. PERS-836 will forward request to the Secretary of the Navy Board of Decorations and Medals for final determination. A Service member requesting determination of extraordinary heroism must also include copies of citation, certificate, and OPNAV 1650/3 Personal Award Recommendation (if available) as enclosures to the request.

9. **Responsibilities**

a. PERS-836

(1) Once request for transfer to the Fleet Reserve has been approved, PERS-836 will attach a Fleet Reserve approval letter to the Service member's Fleet Reserve request which:

(a) Serves as the approval and authorization of the Fleet Reserve request contingent upon verification of total years of active service. **Under no circumstances will Service members be released from active duty without the Fleet Reserve approval letter.**

(b) Authorizes movement of dependents or shipment of household goods, or both. For details on when orders can be written, see MILPERSMAN 1800-020.

(c) Authorizes execution of required obligated service (OBLISERV) to obtain sufficient service to transfer to the Fleet Reserve.

(2) PERS-836 will process the statement of service and transmit it to the Defense Finance and Accounting Service (DFAS) no later than 60 to 90 days prior to the Fleet Reserve transfer date.

b. Transaction Support Centers (TSC) and Administrative Offices

(1) TSC or administrative offices should receive a copy of the Fleet Reserve authorization at least 120 days prior to the approved date. If Fleet Reserve authorization is not received within 120 days in advance, contact PERS-836 immediately for assistance.

(2) Upon receipt of the Fleet Reserve approval letter, ensure the Service member has sufficient OBLISERV to reach the authorized Fleet Reserve date. If a conditional reenlistment is required due to maximum extensions on a current enlistment, the Fleet Reserve approval letter will serve as the authority to conditionally reenlist the Service member per MILPERSMAN 1160-030.

(3) Issue the orders, but not earlier than 9 months prior to the Fleet Reserve date without approval from PERS-836.

(4) Prepare the DD 214 Certificate of Uniformed Service per reference (f).

(5) Update the Service member's official military personnel file per MILPERSMAN 1070-111 and reference (g).

(6) Process Navy strength loss documents per reference (h). Reference (h) is available via the milSuite Web site: https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

(7) Forward the completed DD 2656 Data for Payment of Retired Personnel to DFAS as directed per reference (h).

c. Command or Service Members. Immediately notify PERS-836 of any changes to the following: pay grade, name, or eligibility status (i.e., medical board or PEB).

d. Fleet Reservists

(1) Fleet reservists are required to comply with the following:

(a) Maintain readiness for active service in event of war or national emergency;

(b) Keep contact information updated through the use of the MyNavy Career Center (MNCC) Human Resources Service Center (HRSC): toll-free number 1-833-330-6622, commercial (901) 874-6622, DSN 882-6622, or e-mail at askmncc@navy.mil;

(c) Inform NAVPERSCOM Reserve Retirement Branch (PERS-912) of travel or residency outside the United States for a period in excess of 30 days by submitting a Salesforce ticket through MNCC HRSC;

(d) Promptly respond to all letters addressed to them by proper authority; and

(e) Inform MNCC HRSC of any change in health that might prevent service in time of war.

(2) Fleet reservists are subject at all times to laws, regulations, and orders governing Military Services. In time of peace, fleet reservists may be required to perform not more than 2 months of active service in each 4-year period. They may wear their uniform from place of release to home within 3 months after date of release and subsequently on occasions of ceremony as prescribed per reference (i).

EXHIBIT 1
REQUEST TO CANCEL OR HOLD IN ABEYANCE TRANSFER TO THE FLEET RESERVE
(Use proper letter format)

1830
Ser 00/
Date

From: Commanding Officer, (name of command)
To: Commander, Navy Personnel Command (PERS-836)

Subj: REQUEST TO CANCEL OR HOLD IN ABEYANCE TRANSFER TO FLEET RESERVE IN THE CASE OF (RATING) (NAME), (BRANCH)

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

1. Request the approved Fleet Reserve transfer in the case of Service member effective DD MMM YYYY be cancelled or held in abeyance.

2. Per reference (a), MILPERSMAN 1830-040, Service member is no longer eligible for transfer to the Fleet Reserve due to (select the reason that applies below):

a. Awaiting disciplinary action;

b. Pending courts-martial action, including serving a sentence of a courts-martial and time on probation;

c. Pending resolution of an investigation;

d. Awaiting civil action;

e. Awaiting resolution of unresolved family advocacy issues as determined by Navy Personnel Command Career Progression Department (PERS-8);

f. Awaiting administrative discharge processing action, including a request to transfer to the Fleet Reserve in lieu of administrative separation processing or detachment for cause; or

g. Undergoing garnishment of pay on authorized date of transfer.

3. The command's point of contact in this matter is rank/rating name, (phone number) or (e-mail address).

(CO'S SIGNATURE)

EXHIBIT 2
REQUEST FOR CANCELLATION/MEDICAL DEFERMENT OF TRANSFER TO THE FLEET RESERVE REQUEST
(Use proper letter format)

1830
Ser 00/
Date

From: Commanding Officer, (naval medical treatment facility)
To: Commander, Navy Personnel Command (PERS-836)

Subj: REQUEST FOR CANCELLATION/MEDICAL DEFERMENT OF TRANSFER TO FLEET RESERVE REQUEST IN THE CASE OF (RATING) (NAME), (BRANCH)

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

1. Request the approved Fleet Reserve transfer request in the case of (Service member), effective DD MMM YYYY be cancelled/deferred for (XX months).

2. Per reference (a), MILPERSMAN 1830-040, Service member is no longer eligible for transfer to the Fleet Reserve due to (select the reason that applies)

a. Having been diagnosed with a medical condition or requires surgery or treatment that is non-elective (i.e., acute, grave, or life threatening) (explain condition or surgery, preferably using international classifications of diseases code(s)).

b. Having been referred to a physical evaluation board or having been placed in an accounting category code 355 status awaiting a physical disability evaluation.

3. My command point of contact is (attending physician's rank and name), who can be contacted at (phone number) or e-mail XXXXXX@navy.mil.

(CO'S SIGNATURE)

EXHIBIT 3
EXTRAORDINARY HEROISM DETERMINATION
(Use proper letter format)

Date

From: (Rating name, branch)
To: Secretary of the Navy, Board of Decorations and Medals
Via: (1) Commanding Officer, (name of command)
(2) Commander, Navy Personnel Command (PERS-836)

Subj: EXTRAORDINARY HEROISM DETERMINATION IN THE CASE OF
(RATING/NAME, BRANCH)

Ref: (a) 10 U.S.C.

Encl: (1) Copy of citation(s)

1. Having applied for transfer to the Fleet Reserve per reference (a), section 8330, I request a determination to be made from enclosure (1) as to whether act or acts constitute extraordinary heroism.

(SERVICE MEMBER'S SIGNATURE)

1650
Ser 00/
Date

FIRST ENDORSEMENT on (Rating name, branch) ltr of (date)

From: Commanding Officer, (name of command)
To: Secretary of the Navy, Board of Decorations and Medals
Via: Commander, Navy Personnel Command (PERS 836)

Subj: EXTRAORDINARY HEROISM DETERMINATION IN THE CASE OF
(RATING/NAME, USN)

1. Forwarded for consideration.

(CO'S SIGNATURE)

Copy to:
(Service member submitting request)

MILPERSMAN 1830-060

TRAVEL OR RESIDENCE OUTSIDE THE UNITED STATES BY FLEET RESERVISTS

Responsible Office	NAVPERSCOM (PERS-4823)	Phone:	DSN COM FAX	882-3247 (901) 874-3247 882-2762

1. **Policy**. Fleet Reservists not on active duty who desire to travel or reside outside the United States (U.S.) for a period in excess of 30 days must report their departure, expected duration of travel or residence, countries to be visited, and forwarding address to **Navy Personnel Command (NAVPERSCOM)**, **Reserve Personnel Services (PERS-4912)**, **Millington, TN**. Changes of permanent mailing address shall also be reported to **Defense Finance and Accounting Service Cleveland Center**, **Retired Pay Department**, **Cleveland**, **OH**.

2. **Wearing of Navy Uniform**. A member of the Fleet Reserve shall not wear their Navy uniform while residing or traveling outside the U.S. unless ordered by competent authority to active duty or active duty training.

3. **When Travel is not in the Best Interests of the Navy or the U.S**. When the member's travel or residence outside the U.S. is determined by any command as not in the best interest of the Navy or the U.S., it shall be reported promptly to NAVPERSCOM with a full report of the circumstances.

4. **Applicable Regulations**. Members of the Fleet Reserve on active duty traveling or residing outside the U.S. shall be governed by the same regulations as apply to members of the Regular Navy.

5. **Report Travel Plans of Greater than 6 Months**. Fleet Reservists who plan to reside or travel in a given country for a period in excess of 6 months shall report this fact to the appropriate U.S. Navy Attaché. If it is impractical for the Fleet Reservist to report in person, a letter report shall be made via the most convenient U.S. diplomatic representative.

MILPERSMAN 1830-070

DUTIES OF ENLISTED MEMBERS TRANSFERRED TO THE FLEET RESERVE

Responsible Office	NAVPERSCOM (PERS-4823)	Phone:	DSN COM FAX	882-3247 (901) 874-3247 882-2762

1. **Policy**. Members of the Fleet Reserve may be ordered to active duty without their consent

a. in time of war or national emergency declared by the Congress and for 6 months thereafter.

b. in time of national emergency declared by the President or when otherwise authorized by law. Members of the Fleet Reserve will not, unless urgently required by particular circumstances, be ordered to active duty until examined by a medical officer of the Navy or Navy Reserve and found physically qualified for active duty.

2. **Amount of Active Service Required**. In time of peace, enlisted members of the Fleet Reserve may be required to perform not more than 2 months of active service during each 4-year period when so directed by Navy Personnel Command (NAVPERSCOM). Under such regulations as may be prescribed by NAVPERSCOM, members of the Fleet Reserve may, with their consent, be ordered to active duty at any time.

3. **Who is Authorized to Issue Orders**. Orders shall be issued only by

- NAVPERSCOM,
- Chief of Navy Reserve,
- Navy Fleet Commanders, and
- Navy Force Commanders.

4. **Other Employment**. When not on active duty, members of the Fleet Reserve may accept employment in any civil branch of the public service and may receive the pay and allowances incident to such employment in addition to any pay and allowances to which they may be entitled under the provisions of law.

MILPERSMAN 1850-010

GENERAL INFORMATION REGARDING PHYSICAL DISABILITY RETIREMENT

Responsible Office	NAVPERSCOM (PERS-4821)	Phone:	DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	(a) 10 U.S.C. 1201 and 1202 (b) SECNAVINST 1850.4E

1. **Policy**. Statutory authority for retirement of members of the Navy or the Navy Reserve for service-incurred disabilities is contained in reference (a). Under this law, a member may be permanently retired or placed on the Temporary Disability Retired List, dependent upon a determination that the disability which necessitates retirement is, or may be, of a permanent nature. Policies and procedures for determination of entitlement to disability retirements are set forth in reference (b).

MILPERSMAN 1850-020

ACTION FOLLOWING APPROVED DISABILITY RETIREMENT

Responsible Office	NAVPERSCOM (PERS-954)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) DoDM 1332.18 Volume 2, Disability Evaluation System (DES) Manual: Quality Assurance Program (QAP) of 21 November 2014

1. **Duties of Navy Personnel Command (NAVPERSCOM)**

a. NAVPERSCOM Temporary Disability Retired List (TDRL)/Permanent Disability Retired List (PDRL) Branch (PERS-954) issues the disability authorization message placing a member on the appropriate retired list, temporary or permanent. PERS-954 is without authority to cancel the effective date of retirement, unless so directed by the Secretary of the Navy (SECNAV) via the Physical Examination Board. Cancellation of the effective retirement date, if warranted, must be approved by SECNAV authority prior to the effective date stipulated in the orders.

b. If retirement orders indicate grade or rate, percentage of disability, or years of service questioned by the separating activity or member concerned, processing of such member's case by the separating activity should not be delayed pending clarification from PERS-954. The separating activity should notify (dispatch notification not necessary) PERS-954 in such cases. A modification of orders or superseding orders will be issued by the original order-writing authority, if appropriate.

c. PERS-954 retains the notification and ordering functions involved in periodic physical examinations and reevaluations for members on the TDRL. PERS-954 will also take necessary action to terminate or suspend a member's retired pay account, as appropriate, if the member fails to comply with orders without just cause.

2. **Separation of Active Duty Members on PDRL**. For members released from active duty and transferred to the PDRL, the command effecting the separation must comply with the following procedures in addition to those elsewhere in this manual:

a. Generate an Enterprise Customer Relationship Management (eCRM) case in Salesforce within 5 days of receipt of a member's disability separation authorization.

b. Complete the separation package, with all key supporting documents (KSD), in Salesforce for Transaction Service Center (TSC) Norfolk no later than 14 days from the date of the disability separation authorization message.

c. Ensure members complete NPPSC 1800/1 NPPSC Fleet Reserve/Retirement Checklist or NPPSC 1900/1 Separations Questionnaire as appropriate.

d. A separation physical is not required. A disability examination should have been completed as part of the medical board process; this examination will serve as the separation physical per reference (a).

e. Verify and close the member's electronic service record.

f. Ensure disposition of the health record per instructions contained in NAVMED P-117, Manual of the Medical Department, article 16-20.

3. **Separation of Active Duty Members on TDRL**. For members who are released from active duty and transferred to the TDRL, the command effecting the separation must comply with the following procedures in addition to those elsewhere in this manual:

a. Generate an eCRM case in Salesforce within 5 days of receipt of a member's disability separation authorization.

b. Complete a separation package, with all KSDs, in Salesforce for TSC Norfolk no later than 14 days from the date of the disability separation authorization message.

c. Members must complete NPPSC 1800/1 or NPPSC 1900/1, as appropriate.

d. No separation physical is required. A disability examination will be completed as part of the medical board process and serves as the separation physical per reference (a).

4. **Separation of Selected Reservist (SELRES) on TDRL or PDRL.** A SELRES member can only be transferred to the TDRL or PDRL from a SELRES status. SELRES members cannot be transferred to the TDRL or PDRL from an active duty status. If a SELRES member is on active duty orders, he or she must first be separated and returned to his or her parent command prior to TDRL or PDRL processing. Once the Navy Reserve activity (NRA) receives the disability separation authorization message from PERS-954 directing the processing of a SELRES member to the TDRL or PDRL, the NRA will take the following actions:

a. Ensure the member completes DD 2656 Data for Payment of Retired Personnel.

b. Request statement of service or annual retirement point record from NAVPERSCOM Reserve Retirement Branch (PERS-912) and provide Defense Finance and Accounting Service with a copy of the member's annual retirement point record, completed DD 2656, and the TDRL or PDRL authority message to assist in establishing the member's pay account.

c. Change the member's status in Navy Standard Integrated Personnel System (NSIPS) to duty status code "900 TDRL/PDRL" to ensure eligibility in the Defense Enrollment Eligibility Reporting System (DEERS) and medical care.

d. Direct members to the nearest DEERS/Real-time Automated Personnel Identification System (RAPIDS) site and provide the member with his or her TDRL or PDRL authority message, NAVPERS 1070/613 Administrative Marks, and NAVPERS 1070/615 Honorable Discharge from the United States Navy Reserve to update DEERS eligibility. TDRL members will receive an identification card with a 3-year expiration date.

MILPERSMAN 1850-030

TEMPORARY DISABILITY RETIRED LIST (TDRL)

Responsible Office	NAVPERSCOM (PERS-821)	Phone:	DSN COM FAX	882-3229 (901) 874-3229 882-2622

Governing Directives	10 U.S.C. 12774 10 U.S.C. 1372

1. **Background**. The TDRL is in the nature of a "pending list" (10 U.S.C. 12774) for all members who, through due process of medical procedures, have been found unfit to perform the duties of their office, grade, rank, or rating and who, according to accepted medical principles, may be permanently disabled. In this sense, the list provides a safeguard in the best interests of the government against permanently retiring a member who may subsequently fully recover, or nearly so, from the disability that originally caused the member to be placed on this list; and conversely, the list provides a safeguard in the best interests of the member from being permanently retired with a condition that may develop into a more serious permanent disability.

2. **Assignment of Grade on List**. Unless entitled to a higher grade under some other provisions of law, under authority contained in 10 U.S.C. 1372, any member who is retired for physical disability, or whose name is placed on the TDRL is assigned to the highest grade equivalent to the following:

a. The grade or rank in which the member is serving on the date when the member's name is placed on the TDRL or, if member's name was carried on that list, on the date when he or she is retired.

b. The highest temporary grade or rank in which the member served satisfactorily, as determined by the Secretary of the Navy.

c. The permanent Regular or Reserve grade to which a member would have been promoted had it not been for the physical disability for which he or she is retired and which was found to exist as a result of physical examination for promotion.

d. The temporary grade to which a member would have been promoted had it not been for the physical disability for which he or she is retired, if eligibility for that promotion was required to be based on cumulative years of service or years of service in grade and the disability was found to exist as a result of physical examination for promotion.

3. **Periodic Physical Examination**. Navy Personnel Command (NAVPERSCOM) will issue orders to members on the TDRL for a periodic physical examination to be conducted at a medical activity nearest the residence of the member concerned with proper facilities for conducting the examination, as designated in each case by Chief, Bureau of Medicine and Surgery.

4. **Contents of Orders**.

a. Following is an example of the content of orders that will be issued and a suggested endorsement to be used by commanding officer (CO) of the examining medical activity:

From: Commander, Navy Personnel Command
To:
Via: [CO of medical activity]

Subj: ORDERS TO APPEAR FOR PERIODIC PHYSICAL EXAMINATION

1. When directed by [fill-in the via addressee] during [month,year] you will proceed and report to that command for periodic physical examination to determine any change in the condition for which you were placed on the Temporary Disability Retired List, your condition that is coded in the Department of Defense Disease Injury Code (DDIC) as [fill-in]. [Fill-in the via addressee] is authorized to modify the reporting date to the month preceding or following the month specified above.

2. Your report of last medical examination or medical board report will be sent to the examining activity by Navy Personnel Command (NAVPERSCOM). Upon completion of this examination the commanding officer of the examining activity is requested to forward the medical record and a summary of the findings of the medical board in your case, with special reference to the physical condition for which you were retired, to the Physical Evaluation Board, Arlington, VA.

3. When directed by the commanding officer, examining activity, you will return to the above address. These orders do not constitute assignment to active duty and wearing of naval uniform is not mandatory.

4. Changes of address should be promptly reported to the via addressee and NAVPERSCOM (PERS-821).

5. [Accounting data.]

[Signature]

b. Suggested endorsement:

FIRST ENDORSEMENT on NAVPERSCOM orders [fill-in]

From: Commanding Officer
To:

Subj: ORDERS TO APPEAR FOR PERIODIC PHYSICAL EXAMINATION

1. Per paragraph 1 of basic orders you are hereby directed to report to this activity at [time and date].

2. If for any reason you cannot report on the date specified in paragraph 1 above, you are directed to immediately notify this activity by telephone or letter setting forth the reasons.

[Signature]

5. **Completion of Medical Examination**. Upon completion of the medical examination, the member shall be directed to such office as the CO of the examining activity may designate to complete a voucher form if authorized travel has been performed. The designated office shall complete the appropriate voucher form in as much detail as possible prior to the time the member departs from the activity. Each member shall be instructed as to the exact information necessary to complete the voucher form upon completion of travel and to return the completed voucher to the disbursing officer at the examining activity for payment. In the event the examining activity does not have a disbursing officer attached, the member shall be advised of the address of the appropriate disbursing officer authorized to pay personal travel vouchers.

6. **Failure to Report**. If a member on the TDRL fails to report for periodic physical examination, the CO of the examining activity shall notify NAVPERSCOM (PERS-821) immediately.

MILPERSMAN 1850-040

OFFICERS ON THE TEMPORARY DISABILITY RETIRED LIST (TDRL) FOUND PHYSICALLY FIT OR UNFIT

Responsible Office	NAVPERSCOM (PERS-821)	Phone:	DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	(a) 10 U.S.C. 1211 (b) 10 U.S.C. 1210

1. **Policy**. Per the provisions of reference (a), any officer of the Naval Service whose name is on the Temporary Disability Retired List (TDRL), and who is found to be physically fit to perform the duties of their office and grade, may be appointed or reappointed to active duty (ACDU) or to the Reserve component as soon as practicable with the officer's consent. For the purposes of this article, the physical evaluation board (PEB) is the sole authority for the determination of whether an officer is physically fit or unfit.

a. **Pay**. Officers on the TDRL found physically fit remain on the TDRL and continue to draw retired pay until reappointed or separated. If the officer consents to be reappointed, retired pay continues until reappointed or until the expiration of their 5 years on TDRL, whichever occurs first. If the officer does not consent, disability retired pay shall be terminated as soon as practicable and the member shall be discharged.

b. **Five-Year Period**. If their names are not removed sooner, the disability retired pay of officers whose names are on the TDRL terminates 5 years after the date their names are initially placed on the TDRL.

c. **Termination**. If the officer does not consent or respond to the action proposed under this article after being found physically fit by the PEB, and if the officer is not discharged, retired, or transferred to the inactive Reserve under reference (b), then the officer's status on the TDRL and disability retired pay shall be terminated as soon as practicable and the member shall be discharged.

d. **When Found Fit**. If an officer was in a retired-recall or a retired-retained status when placed on the TDRL, the officer

will resume retirement status in the grade held when his/her name was placed on the TDRL and terminate disability retirement pay when the officer resumes retirement status.

2. **Procedures**. The following procedures apply for processing officers on the TDRL who are found physically fit to perform the duties of their office and grade:

a. **Report of Physically Fit**. Navy Personnel Command (NAVPERSCOM), Disability Retirement/Limited Duty Section (PERS-821) receives from the Central PEB the names of United States Navy (USN)/United States Navy Reserve (USNR) officers on the TDRL who have been found physically fit to perform the duties of their office and grade.

b. **Recommendation as to Eligibility for Reappointment**. NAVPERSCOM (PERS-821) refers the case with a brief sheet (shown in Exhibit 1) to NAVPERSCOM, Progression, Performance, and Security Branch (PERS-83) for a recommendation as to the member's eligibility for reappointment and to perform a routine check for any pending disciplinary actions. NAVPERSCOM (PERS-83) then routes case to NAVPERSCOM, Officer Career Progression Branch (PERS-80) for comment.

c. **Recommendation as to Grade**, **Designator**, **and Date of Grade**. NAVPERSCOM (PERS-80) makes recommendation as to grade, designator, and date of grade per reference (a) as follows:

(1) If the officer’s name was on the Active Duty List (ADL) when name was placed on the TDRL, then the officer may be reappointed by the President, with the advice and consent of the Senate, to the ADL in the grade permanently held when the officer’s name was placed on the TDRL, or in the next higher grade.

(2) If the officer held an appointment in the grade of warrant officer, W-2, on the ADL when name was placed on the TDRL, then the officer may be reappointed by the Secretary of the Navy (SECNAV) in the grade on the ADL permanently held when officer’s name was placed on the TDRL, or may be appointed by the President, with the advice and consent of the Senate, to the grade of chief warrant officer, W-3.

(3) If the officer was a member of the Reserve component at the time placed on the TDRL, the officer shall be reappointed in the Reserve component in the grade permanently held by the officer when name was placed on the TDRL or in the next higher grade in that reserve component.

(4) Whenever seniority in grade or years of service is a factor in determining the qualifications of an officer of the Navy or Navy Reserve for promotion, each officer who has been appointed or reappointed (under reference (a), subsection (b)), shall, when name is placed on

- a lineal list,
- a promotion list,
- an approved all-fully-qualified-officers list, or
- any similar list,

have the seniority in grade and be credited with the years of service authorized by the SECNAV. The authorized strength in any regular grade is automatically increased to the minimum extent necessary to give effect to each appointment made in that grade. An authorized strength so increased, is increased for no other purpose, and while an officer holds that grade the officer whose appointment caused the increase is counted for the purpose of determining when other appointments, not under this article, may be made in that grade.

(5) Action under this article shall be taken on a fair and equitable basis, with regard being given to the probable opportunities for promotion that the officer might reasonably have had if name had not been placed on the TDRL.

(6) NAVPERSCOM (PERS-80) then routes brief sheet back to NAVPERSCOM (PERS-821).

d. **Officer Notification**. NAVPERSCOM (PERS-821) then notifies by letter via certified mail (or by an equivalent form of notice if such service by U.S. Postal Service is not available for delivery at an address outside the U.S.) the officer who has been found physically fit to perform the duties of the officer's office and grade, and accomplishes the following:

(1) Solicits officer's desire by letter as to whether the officer does or does not consent to being ordered to ACDU and to being reappointed as soon as practicable, or to voluntarily retire if eligible.

(2) If the officer has more than 20 years active service, or is otherwise eligible for a non-disability retirement, the officer is also made aware of this fact and informed of the procedures necessary to request a voluntary retirement.

(3) If it is determined the officer was on ACDU beyond the officer's initial obligation and was not scheduled for

release from ACDU at the time placed on the TDRL, the letter advises officers they may return to ACDU provided it is requested within 60 days of the date of the letter.

(4) If the member is a Navy Reserve officer who has not completed the initial ACDU obligation or was not scheduled for release from ACDU at the time he/she was placed on the TDRL, the officer is informed and told that he/she will be reappointed in the USNR on inactive duty; and, if the Navy Reserve officer is eligible for a non-disability retirement with pay, will be informed of the procedures necessary for requesting retirement.

e. **Action**. Depending upon the officer's reply or lack of reply, NAVPERSCOM (PERS-821) takes one of the following actions:

(1) If the officer does not consent to be appointed or reappointed,

- NAVPERSCOM Officer Performance and Separations Branch (PERS-834), or
- if a Reservist, NAVPERSCOM Reserve Personnel Services (PERS-912),

is notified and requested to effect the officer's separation.

(2) If no reply is received within 60 days from the date of the notification letter sent to the officer, NAVPERSCOM (PERS-834)/ NAVPERSCOM (PERS-912) are requested by NAVPERSCOM (PERS-821) to effect the separation.

(3) If the officer does consent to be appointed or reappointed, NAVPERSCOM (PERS-821) sends a letter to Commander, Navy Recruiting Command (COMNAVCRUITCOM) (see Exhibit 2 for format) to complete a Scroll and coordinate officer’s accession physical.

(a) Estimated timeline to get Secretary of Defense (SECDEF) or Senate confirmation for an officer’s Scroll, depending on the officer’s grade, is approximately 90 days for Office of the Secretary of Defense (OSD) consent and 120 or more days for Senate confirmation.

(b) COMNAVCRUITCOM will, via naval letter format, return Scroll and medical examination to NAVPERSCOM (PERS-80) to complete the reappointment document.

(c) NAVPERSCOM (PERS-80) completes the reappointment document and mails it to the officer’s home address with appropriate instructions for accepting reappointment. NAVPERSCOM

(PERS-80) also provides the officer's detailer name, phone number, and E-Mail address for potential assignment.

(d) NAVPERSCOM (PERS-80), once in receipt of the officer's acceptance for reappointment, notifies the officer's community manager that the officer accepted reappointment and is available for reassignment.

(e) Officer's detailer then sends orders directly to the officer's home address and prospective commanding officer.

(4) If a USNR officer consents to be reappointed, NAVPERSCOM (PERS-821) sends a letter to NAVPERSCOM, Reserve Personnel Management Division (PERS-9) to determine whether the officer meets requirements for recall to ACDU.

(5) In cases where a USNR officer is being recalled to ACDU, the assignment officer ensures that an agreement to remain on ACDU until completion of initial obligated service (OBLISERV) or 2 years, whichever is the greater, is included in the orders. If the officer was designated a Full Time Support (FTS) when placed on the TDRL, redesignation as a FTS is included in the recall orders.

f. **Inquiries**. 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 NAVPERSCOM (PERS-821).

EXHIBIT 1
(Page 1 of 2)

OFFICER REAPPOINTMENT GRADE DETERMINATION BOARD SHEET

Ref: (a) 10 U.S.C. 1211
(b) MILPERSMAN Article 1850-040

Encl: (1) Physical Evaluation Board ltr 1850 Ser 10R:111
PEB Index N_____ of _____

1. Reference (a) provides that officers (active or Reserve component) found physically fit who held an appointment in a commissioned grade when their name was placed on the Temporary Disability Retired List (TDRL) shall, with their consent, be recalled to active duty or reappointed to Reserve component, as applicable.

2. The following regular or Reserve officer, whose name was on the TDRL, was found fit per enclosure (1) as the result of a reevaluation review by the Physical Evaluation Board. Reference (b) is policy and procedures.

Name: SSN: xxx-xx-0001 DOB:

Date placed on TDRL: Date found FIT:

NAVPERSCOM (PERS-83): (Provide adverse information on record that may preclude this individual's return to active duty.)

Adverse information: Yes / No

Remarks:

Signature: Date:

EXHIBIT 1
(Page 2 of 2)

NAVPERSCOM (PERS-80): (Provide questionable/derogatory matters of record and approved grade, date of grade, and designator.) When complete, E-Mail this document to NAVPERSCOM (PERS-821) point of contact.

Recommended grade:

Recommended date of grade:

Designator:

Remarks:

Signature: Date:

NAVPERSCOM (PERS-821): Draft letter to the officer who was found fit to determine if the officer consents to return to active duty. When the officer consents to return to active duty, in writing, send a letter to COMNAVCRUITCOM (N3) to complete MEPS accession physical and Scroll document. Use Exhibit 2 letter format.

Date letter forwarded to COMNAVCRUITCOM:

Signature: Date:

Continued steps per reference (b):

1. COMNAVCRUITCOM forwards Scroll document and results of physical examination to NAVPERSCOM (PERS-80) when complete.

2. NAVPERSCOM (PERS-80) creates reappointment document and sends to officer.

3. NAVPERSCOM (PERS-80) informs officer’s community manager that the officer is available for orders.

4. Detailer sends orders to officer and ultimate CO.

EXHIBIT 2

LETTER TO COMNAVCRUITCOM

(Use proper letter format.)

1850
PERS-821
(date)

From: Commander, Navy Personnel Command (PERS-821)
To: Commander, Navy Recruiting Command (N3)

Subj: REAPPOINTMENT ICO (GRADE, NAME, USNR(RET)), xxx-xx-0001/DESIG

Ref: (a) MILPERSMAN Article 1850-040
(b) 10 U.S.C. 1211

Encl: (1) Copy of letter by SNO requesting reappointment
(2) Other supporting documents

1. Reference (a) provides policy and procedures to reappoint an officer to the U.S. Navy who was placed on the Temporary Disability Retired List and was subsequently found physically fit by the Physical Evaluation Board (PEB). Enclosure (1) is officer's request consenting to be reappointed to active duty or to the Reserve component. Other supporting documents are shown in enclosure (2).

2. On (date), the Secretary of the Navy determined subject named officer to be physically fit to perform the duties of his/her grade and office. Refer to Chapter 61 of reference (b) for reappointments.

3. Subject named officer's current address is ( ) and phone number is ( ). The source of officer's original appointment was ( ). His/her date of birth is ( ).

4. Please make contact with subject named officer and schedule an accession physical at a Military Entrance Processing Station (MEPS). Additionally, submit Scroll document for Office of the Secretary of Defense or Senate consent, depending on grade of officer.

5. Once paragraph 4 action is completed, please forward Scroll document and accession physical to COMNAVPERSCOM (PERS-80) to complete reappointment document and coordinate with officer's community manager for orders.

6. Please call NAVPERSCOM (PERS-821) at 901-874-3229, -3230, or -4127 if you have any questions.

MILPERSMAN 1900-015

SEPARATION, FLEET RESERVE, AND RETIREMENT DOCUMENT SUBMISSION

Responsible Office	MNCC	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

Reference	(a) BUPERSINST 1900.8E

1. **Purpose**. To issue procedures and timelines for submission of regular separation, Fleet Reserve, and retirement packages. For the purpose of this article, "separations" refers to separations, retirements, and Fleet Reserve (excluding administrative separations, Temporary Disability Retired List (TDRL) or the Permanent Disability Retired List (PDRL)).

2. **Policy**

a. Complete, actionable separation packages can be submitted to Transaction Service Center (TSC) Norfolk 5-9 months prior to separation. For separation activities to meet Navy standard timelines directed in reference (a) and Defense Finance Accounting Service (DFAS) processing timelines, required key supporting documents (KSD) must be submitted no less than 60 days prior to the start of a Service member's permissive temporary duty (PTDY), separation leave, or separation date, whichever date is earliest. Meeting the required submission timeline prevents undue delays in completing the separation orders and DD-214 Certificate of Release or Discharge from Active Duty and processing final and retirement pay and benefits (if applicable). If a DD-214 is not finalized 14 calendar days prior to the Service member's departure from the command on PTDY or separation leave, TSC personnel may finalize the Service member's DD-214 by marking it "Signature Unattainable."

"Signature Unattainable" does not negatively impact the Service member and does not invalidate the DD-214.

b. **Effective Date**. When submitting separation documents to TSC Norfolk via enterprise Customer Relationship Management (eCRM), command pay and personnel administrators (CPPA) and command separation specialists (CSS) will ensure the "effective date" of the case reflects the start of a Service member's separation leave or separation date, **whichever date is earlier**. An erroneous effective date can lead to delays in processing the Service member's separation.

c. **Required KSDs and Timelines**. The following forms are required per the timelines below when submitting a Service member's separation package.

(1) **Separation Orders: 5-9 Months From Final or Approved Separation/ Date**. MILPERSMAN 1920-140 outlines procedures for officer separation orders. Per MILPERSMAN 1800-020, retirement orders may be issued as early as nine months prior to the approved separation date. Enlisted end of active service separation orders may be issued as early as nine months prior to the final separation date. To obtain separation orders, CPPAs must submit required KSDs to TSC Norfolk as outlined in NPPSC 1900/2 Separations Checklist or NPPSC 1800/1 Fleet Reserve/Retirement Checklist, as appropriate. Service members can retrieve their retirement approval message through the Navy Standard Integrated Personnel System (NSIPS) member self-Service user role by navigating to Employee Self Service > Retirements and Separations > Request Home > View Request (approval letter is available under "Attachments/Comments" tab). To receive separation orders earlier than nine months prior to the separation date, refer to MILPERSMAN 1800-020.

(2) **Begin DD-214 Worksheet: 5-9 Months From Separation Date**. CPPAs will submit initial KSDs outlined in NPPSC 1900/2 or NPPSC 1800/1 to the appropriate separation queue under TSC Norfolk to begin drafting the DD-214 worksheet in NSIPS.

(3) **Complete, Actionable Separation Package: No Less Than 60 Days From PTDY or Separation Leave**. CPPAs and command separation specialist must submit all required initial KSDs per NPPSC 1900/2 or NPPSC 1800/1 no less than 60 days prior to PTDY or separation leave or separation date (whichever is earlier). Do not delay the submission of initial KSDs to ensure a complete package. Additional KSDs may be submitted at a later date, if not yet available.

(4) **Secondary KSDs Not Available 60 Days Prior To PTDY or Separation Leave Date.** If medical and dental endorsements or other secondary required KSDs (e.g., separation evaluation, command check-out sheet, etc.) are not available, **do not delay package submission.** Annotate in eCRM case comments which documents are not yet available and an estimated completion date, if available.

Note 1: Per MILPERSMAN 1900-808, a physical examination should be scheduled immediately following separation approval to preclude undue delay in separation upon receipt of separation authority. The physical examination, including a dental examination, will be given to all members within 6 months of separation.

Note 2: Do not delay obtaining obligated Service (OBLISERV) requirement for high-year tenure separations or Fleet Reserve and Retirements. Upon approved separation date, CPPAs and CSC will request required OBLISERV at the earliest opportunity.

MILPERSMAN 1900-020

CONVENIENCE OF THE GOVERNMENT - SEPARATION BASED ON CONSCIENTIOUS OBJECTION (ENLISTED AND OFFICERS)

Responsible Office	NAVPERSCOM (PERS-834) Officers	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-832) Enlisted	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913) Inactive Enlisted Members	Phone: Toll Free	1-833-330-MNCC (6622)
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1300.06 of 12 July 2017 (b) 50 U.S.C §3806(j) (c) 38 U.S.C. §5303

1. **Policy**. Per reference (a), Service members may be separated based on conscientious objection when their religious training and belief have a firm, fixed, and sincere objection to their participation in war, in any form, or the bearing of arms.

2. **Characterization of Service**

a. Officers - honorable

b. Enlisted - honorable, unless general (under honorable conditions) or entry-level separation is warranted per MILPERSMAN 1910-300

3. **Who is Not Eligible**. Service members who have **outstanding** obligated service (OBLISERV) dates due to transferability of Post 9/11 GI Bill benefits.

a. Service members, whose dependents have not already used Post 9/11 GI Bill benefits, may revoke transferability of benefits and resubmit their requests for separation with proof of revocation.

b. Service members, whose dependents have already used Post 9/11 GI Bill benefits transferred from the them, are not eligible for voluntary separation.

Note: Service members who have transferred Post 9/11 GI Bill benefits and have satisfied OBLISERV requirements are exempt from this restriction and may submit requests for voluntary separation under this article.

4. **Burden of Proof**. Applicants bear the burden of proving their claims of conscientious objection as grounds for separation or assignment to noncombatant training and service. They must show by clear and convincing evidence that:

a. The nature or basis of their claim meets the definition and criteria prescribed per this article, and

b. Their belief, in connection therewith, is honest, sincere, and deeply held. They also have the burden of determining and setting forth the exact nature of their request, i.e., for separation based on conscientious objection (1-0) or assignment to noncombatant training and service based on conscientious objection (1-A-0).

5. **Conditions or Restrictions**

a. After entering the Navy, a request for discharge based solely on conscientious objection which existed, but was not claimed prior to enlistment or notice of induction, will not be considered when such beliefs satisfied the requirements if:

(1) Classified as a conscientious objector under reference (b) and related provisions of law, and

(2) The member failed to request classification as a conscientious objector by the Selective Service System (SSS), or

(3) The member’s request for classification as a conscientious objector before entering the Navy was denied on the merits by the SSS, and his or her present request for

classification as a conscientious objector is based on essentially the same grounds, or

(4) Supported by essentially the same evidence as the request, which was denied by the SSS.

b. Nothing contained in this article renders a member, who possessed conscientious objector beliefs before entering military service, ineligible for classification as a conscientious objector if:

(1) Such beliefs crystallized after receipt of an induction notice or

(2) The applicant could not request classification by the SSS due to regulations prohibiting the submission of such requests after receipt of an induction notice.

c. All claims of conscientious objection will be judged by SSS standards, used in determining 1-0 or 1-A-0 classification of draft registrants prior to induction. Subject to the limitations set forth above, an application for conscientious objector status may be approved for any member who is conscientiously opposed to participation in war, in any form, when opposition is founded on religious training and belief, as defined in MILPERSMAN 1900-010, and whose position is sincere and deeply held.

d. A true conscientious objector must be against all wars, rather than a specific war.

6. **Applicants' Proof of Moral and Ethical Beliefs**. Applicants must show that moral and ethical beliefs are against participation in war, in any form, and that these beliefs have directed their life in the way traditional religious convictions of equal strength, depth, and duration have directed the lives of those whose beliefs are clearly found in traditional religious convictions.

7. **Primary Factors**

a. A primary factor to be considered is the sincerity with the belief that is held. Great care must be exercised in determining whether asserted beliefs are honestly and genuinely held. Sincerity is determined by an impartial evaluation of the applicant's thinking and living in its totality, past and present.

b. Care must be exercised in determining the integrity of belief and the consistency of application.

c. Information presented by applicants should be convincing enough that their personal history reveals views and actions strong enough to demonstrate the belief in which the conscientious objection is based, is the primary controlling force in his or her life, and that expediency or avoidance of military service is not the basis of their claim.

d. The conduct of an applicant, in particular, his or her outward manifestation of the beliefs asserted, will be carefully examined and given substantial weight in evaluating the application.

8. **Relevant Factors**

a. Relevant factors to consider in determining applicant's claim of conscientious objector include:

(1) Training in the home and church,

(2) General demeanor and pattern of conduct that supports asserted beliefs,

(3) Participation in religious activities,

(4) Whether ethical or moral convictions were gained through training, study, contemplation, or other activity comparable in rigor and dedication to the processes by which traditional religious convictions are formulated,

(5) Credibility of the applicant (i.e., applicant made some major commitments during the time his or her beliefs were developing, which are inconsistent with the applicant's claim. Applicant applied for designation as a conscientious objector shortly after applying and denied for a special Navy program or becoming aware of the prospect of hazardous or other undesirable duty. Applicant took the military oath of office shortly before applying for conscientious objector status may be evidence of insincerity in a given case. These examples are noteworthy because of their frequent recurrence. The potential relevant areas of inquiry are limitless.) , and

(6) Credibility of persons supporting the claim.

b. An applicant claiming 1-0 status will not be granted 1-A-0 status as a compromise. An applicant may be assigned noncombatant status if the record clearly indicates beliefs such that the applicant is qualified as a noncombatant, but not for discharge as a conscientious objector.

c. Particular care must be exercised not to deny the existence of genuine beliefs simply because those beliefs are incompatible with one's own. Church membership or adherence to particular theological tenets is not required to warrant separation or assignment to noncombatant training and service for conscientious objectors. Mere affiliation with a church or other group which advocates conscientious objection as a tenet of its creed is not necessarily determinative of an applicant's position or belief. Conversely, affiliation with a church or group, which does not teach conscientious objection beliefs in any given case is also not necessarily determinative of an applicant's position or belief. Where an applicant is or has been a member of a church, religious organization, or religious sect and where his or her claim of conscientious objection is related to such membership, inquiry may properly be made as to the fact of membership and the teaching of the church, religious organization, or religious sect, as well as the applicant's religious activity. The fact that applicants may disagree with, or not subscribe to, some of the tenets of their church does not necessarily discredit their claim. The applicants' personal convictions will be controlling, as long as those convictions derive from their moral, ethical, or religious beliefs. Applicants who are otherwise eligible for conscientious objector status may not be denied that status simply because their conscientious objection influences their views concerning the nation's domestic or foreign policies. The task is to decide whether the beliefs professed are sincerely held and whether they govern the claimant's actions in both word and deed.

9. **Classification of Conscientious Objectors**

a. **1-0:** A person who, by reason of conscientious objection, sincerely objects to participation of any kind in war, in any form.

b. **1-A-0:** A person who, by reason of conscientious objection, sincerely objects to participation as a combatant in any war, in any form, but whose convictions are such as to permit military service in a noncombatant status.

10. **Procedures When Classified 1-A-0 Upon Induction**. Service members classified 1-A-0 by SSS prior to induction will be transferred for recruit training and will be subject to noncombatant service and or duties and training. The member must sign the following NAVPERS 1070/613 Administrative Remarks entry:

(date): "I have been counseled concerning designation as a conscientious objector. Based on my training and belief, I consider myself to be a conscientious objector, within the meaning of the statute and regulations governing conscientious objectors, and I am conscientiously opposed to participation in combatant training and service. I request assignment to noncombatant duties for the remainder of my term of service. I fully understand that on expiration of my current term of service, I am not eligible for voluntary enlistment, reenlistment, extension or amendment of current enlistment, or active service in the Military Services by reason of my class 1-A-O conscientious objector classification."

WITNESSED: SIGNATURE OF MEMBER

11. **Procedures for Requesting Classification as a Conscientious Objector**

a. **Application.** Applicants will use exhibit 1 to apply for designation as a conscientious objector.

b. **Required Interviews.** Before the command processes the application, it will ensure the applicant has been:

(1) Interviewed by a chaplain, who will submit a written report including the chaplain's opinion as to the nature and basis of the applicant's claim and sincerity and depth of conviction. The chaplain's report must also include the reasons for the conclusions contained within his or her report. The chaplain should ensure the applicant is made aware that the conversation is not confidential or privileged and will be used in an official report.

(2) Evaluated by an appropriately credentialed mental health professional (such as a clinical psychologist, psychiatrist, licensed clinical social worker, or psychiatric advanced practice registered nurse, who will submit a written

psychiatric evaluation report, indicating the presence or absence of any mental condition that would warrant treatment or disposition through medical channels for the appropriate administrative action. This opinion and report will become part of the application file.

(3) If an applicant refuses to participate or is uncooperative in the course of the interviews with a chaplain or medical personnel, this fact should be included in the interview report.

(4) Both interviewing officers will provide their personal impressions of the applicant, such as demeanor and manner in which the applicant answers questions. Consideration should be given to all background information and any outward manifestations that tend to support or rebut the applicant's claim.

(5) Applicants should be carefully evaluated to ensure they are not objecting to military service solely based on false premise. Example: Applicants may state that they cannot serve because they are opposed to murder, organized killing for the sake of ideology, military ventures to gain territory or national wealth, and similar reasons indicated to be policies of the Government or the Military Services). Political opposition to national policies is not necessarily an indication of an applicant's objection to war on a moral, ethical, or religious basis.

c. **Investigating Officer (IO)**

(1) The CO will appoint an IO to investigate the claim. The IO must be a chief warrant officer in the grade of CWO-3 or higher or a commissioned officer in the grade of O-3 or higher. The IO will not be in the applicant's chain of command. If the applicant is a commissioned officer in the grade of O-3 or higher, the IO must be senior in grade to the applicant.

Note: The CO may appoint a judge advocate in the grade of O-3 or senior as IO. In this regard, the local region legal service office may provide a judge advocate to act as hearing officer on an "as available" basis.

(2) The IO:

(a) May obtain guidance and assistance from the region legal service office, command judge advocate, or legal officer.

(b) Will conduct a hearing on the application to afford the applicant an opportunity to present any evidence desired in support of the application. This will help the hearing officer to ascertain and assemble all relevant facts to create a comprehensive record and to facilitate an informed recommendation to the CO.

(c) Will actively and critically examine the applicant's beliefs and any failure or refusal to submit to questioning under oath or affirmation. Should the applicant fail to appear, the IO may proceed in the applicant's absence, as the applicant is considered to have waived the right for appearance.

(d) Will fully advise and counsel the applicant concerning the provisions of reference (c), which provides in pertinent part that the discharge of any person on the grounds of conscientious objection, who refused to perform military duty, to wear the uniform, or otherwise to follow lawful orders of competent military authority must bar all rights, except Government insurance, of such personnel under laws administered by the Department of Veterans Affairs (DVA), based upon the period of service from which discharged or dismissed. The only exception is in cases where the DVA confirms that the member was insane. Have the applicant sign the following NAVPERS 1070/613 entry and include in the case file:

"(date): I have been advised of the provisions of 38 U.S.C., section 5303, concerning possible non-entitlement to benefits administered by the Department of Veterans Affairs due to discharge from military service as a conscientious objector under certain conditions. I understand that a discharge as a conscientious objector who refused to perform military duty or refused to wear the uniform, or otherwise to comply with lawful orders of competent military authority, will bar all rights, based upon the period of service from which discharged, under any laws administered by the Department of Veterans Affairs, except my legal entitlement (if any) to any war risk, Government (converted), or veterans life insurance."

d. **Hearing**

(1) The hearing will be informal in character and the rules of evidence employed by court-martial do not apply, except that all oral testimony presented must be under oath or affirmation. Any relevant evidence may be received. Statements obtained from persons not present at the hearing need not be made under oath or affirmation. The hearing is not an adversary proceeding.

(2) A verbatim record of the hearing is not required. If an applicant desires such a record and agrees to provide for it at his or her own expense, it may be done. If elected, a copy will be provided to the IO at the conclusion of the hearing and at no expense to the Government. The IO will summarize the testimony of witnesses and permit the applicant or his or her counsel to examine the summaries and note for the record the differences from the IO's summary.

e. **IO's Documentation**

(1) The IO will provide a written report summarizing the hearing. Indicate if member appeared at the hearing; if member had counsel present, and if so, provide the counsel's identity; and whether the nature and purpose of the hearing was explained to the applicant. Provide conclusions regarding the underlying basis, sincerity, and depth of the applicant's conscientious objection and beliefs.

(2) The IO's report will include his or her recommendations for disposition of the case and the rationale for such disposition. Subject to the provisions that an applicant claiming 1-0 status will not be granted 1-A-0 status as a compromise, the actions recommended will be limited to denial of any classification as a conscientious objector, classification as 1-A-0 conscientious objector, or classification as 1-0 conscientious objector.

(3) The entire package, including all documents that were considered and reviewed during the hearing, will be forwarded to the CO, with a copy provided to the applicant and his or her counsel (if applicable). Have the applicant sign a statement per below, and include a copy of such statement with your report to the CO.

"(date): On this date, I received a copy of the record, as defined in MILPERSMAN 1900-020), of my conscientious objection hearing. I understand that I have the right to submit a written rebuttal to this record, provided my rebuttal is submitted to the investigating officer within 5 working days after this date. I (do/do not) desire to submit a rebuttal."

(Signature)

f. **Applicants' Rights at Hearing**

(1) Applicants are entitled, at their own expense, to be represented by counsel, who will be permitted to be present at the hearing, assist applicants in the presentation of their case, and examine all items in the file.

(2) Applicants may submit additional evidence (including sworn and unsworn statements) and present witnesses on their own behalf; however, they are responsible for securing their attendance. The installation or local commander must render all reasonable assistance in making available witnesses requested by the applicant. The applicant is permitted to question any other witnesses who appear and to examine all items in the file.

g. **Commanding Officers' (CO) Responsibilities**

(1) Review the record (report) for completeness and return to the IO for further investigation, as necessary.

(2) Upon receipt of the member's request, assign the member duties, provide the minimum practicable conflict with his or her professed beliefs, and require the member to maintain the same standards of performance and behavior as other members assigned. If the member is under orders for transfer, he or she is required to carry out orders in effect at the time or subsequently received.

(3) Forward completed case file to Navy Personnel Command (NAVPERSCOM) Enlisted Performance and Separation Branch (PERS-832) at e-mail: PERS832ADSEPS.FCT@navy.mil (for enlisted Service members) or NAVPERSCOM Officer Performance and Separation Branch PERS-834 (for officers) with CO's comments and recommendations. Comments are restricted to those matters contained in the record

(4) If the applicant's request is for assignment to noncombatant services and or duties, provide a recommendation whether the applicant should be detailed to such assignment or training. If so, state whether the applicant is qualified and desires assignment to the Hospital Corps or, in the case of officers, to the Medical Corps, Medical Service Corps, Dental Corps, or Nurse Corps. If the member does not desire such duties and training, or is not qualified, state whether the member's services may be used on board if assigned a limited duty designator L-8.

(5) Comment, as appropriate, on the member's rebuttal of the IO's investigation, if applicable.

(6) Inform all concerned and PERS-832 if the member becomes the subject of disciplinary action and the outcome of that action. If member will be tried by a court-martial, action of his or her request will be held in abeyance pending the outcome of such trial.

(7) Administrative separation for any reasons other than conscientious objection takes precedence over separation as a conscientious objector.

h. **NAVPERSCOM Responsibilities**

(1) When a determination is made that the Service member's application meet the criteria of 1-0 classification, PERS-832 or PERS-834 will direct member's discharge by "reason of convenience of the Government - conscientious objection."

(2) Members classified as 1-A-0 will be reassigned to noncombatant training and services and or duties as indicated below or discharged from the Military Service at the discretion of PERS-832 or PERS-834. Members reassigned must sign NAVPERS 1070/613 entry below for 1-A-0 induction under block "Procedures When Classified 1-A-0 Upon Induction." Add the following statement block above the member's signature.

"I have been counseled concerning designation as a conscientious objector. Based on my training and belief, I consider myself to be a conscientious objector within the meaning of the statute and regulations governing conscientious objectors and am conscientiously opposed to participation in combatant training and service. I request assignment to noncombatant duties for the remainder of my term of service. I fully understand that on expiration of my current term of service I am not eligible for voluntary enlistment, reenlistment, extension or amendment of current enlistment, or active service in the Military Services by reason of my a Class 1-A-O conscientious objector classification."

(3) Determination by NAVPERSCOM is final with respect to administrative separation. Personnel designated as conscientious objectors and retained in the Service for noncombatant training or services and or duties will be assigned as follows:

(a) After completion of recruit training, enlisted or inducted members may be transferred to the Hospital Corps for further training, provided they volunteer and meet the requirements. Qualified members previously classified 1-A-0 and subject to induction into certain staff corps may be transferred to the Hospital Corps (only with the approval of PERS-834). Such members will not be allowed to avoid the important or hazardous duties which are the responsibility of all members of the medical organization. Any member who does not meet the requirements for this training, who fails to complete the prescribed course of instruction, or who otherwise cannot be assigned to this training or duty will be employed in other noncombatant service and or duties, if retained in the Navy.

(b) If a member cannot be utilized in a noncombatant assignment, the CO must report this fact to the cognizant personnel distributor, who will transfer the member to a noncombatant duty assignment.

Exhibit 1
Application for Conscientious Objector Designation

(date)

From: (rank, rating, first, MI, last name, class/DoD ID number)
To: Commander, Navy Personnel Command Enlisted Performance and Separations Branch (PERS-832) or Officer Performance and Separations Branch (PERS-834))
Via: Commanding Officer, (command)

Subj: REQUEST FOR DESIGNATION AS A CONSCIENTIOUS OBJECTOR

Ref: (a) MILPERSMAN 1900-020

Encl: (1) Additional information for consideration (reference Statements recommended)
(2) Privacy Act statement (required)

1. I request (discharge or assignment to noncombatant services/duties) on the grounds of conscientious objection. The following required general information is provided:

a. Name and address of each school and college attended:

School Name/Address	Type School	Inclusive Dates

b. List of all occupations, positions, jobs, or types of work.

Employer/Address	Type Work	Inclusive Dates

c. (Religious denomination of both parents.)

d. I (made or did not make) application to the Selective Service System (local board) for classification as a conscientious objector prior to entry into the Military Services. (If application was made, list local board and decision made by the board (if known).

e. (Description or explanation of the nature of my belief (thoroughly explain the nature of the belief which requires you to seek separation from the Navy or assignment to noncombatant services and or duties by reason of conscientious objection)).

f. (Explanation of how my beliefs changed or developed (includes factors: how, when, from whom, or from what source training was received or belief acquired) which caused the change in or development of conscientious objector beliefs.)

g. (Explanation of when these beliefs became incompatible with military service or combatant duties and why.)

h. (Explanation of the circumstances under which I believe in the use of force, under any foreseeable circumstances (if none, so state.))

i. (Explanation of how my current life style has changed as a result of my belief and the future actions I plan to continue my support of these beliefs.)

j. (Explanation of what, in my opinion, most conspicuously demonstrates the consistency and depth of beliefs, which gave rise to this application.)

k. (Prior service (if any; if none, so state))

Military Service	**Inclusive Dates**	**Type Discharge**

l. The following information is provided regarding my religious sect or organization (if applicable):

Religious Sect/ Organization	**Name & Location of Governing Body/Head**	**Name & Location of Church, Customarily Attending**	**Level of Participation**

(Explain when, where, and how you became a member of said sect or organization.)

m. (Information on the pastor or leader of my (church, congregation, or meeting) (if applicable))

Name	**Title**	**Address**

n. (A description of the creed or official statements (if any, and if known) of said religious sect or organization in relation to participation in war (if applicable))

o. (Additional information, such as letters of reference or official statements from organizations to which the applicant belongs or refers to in the application. The burden is on the applicant to obtain and forward such information.)

p. Enclosures (1) - (X) (as applicable) provide additional information, references, or official statements, which I desire you to consider in review of this application.

Note: Service members will submit a signed copy of the following privacy act statement with their application:

"In accordance with the Privacy Act of 1974, as amended, this notice informs you of the purpose of the application and how it will be used. Please read carefully. AUTHORITY: 50 U.S.C., appendix 456(j) - Deferments and exemptions from training and service; 38 U.S.C., section 3103 - Periods of eligibility; DoD Directive 5124.02 - Under Secretary of Defense for Personnel and Readiness, and DoD Instruction 1300.6 - Conscientious Objectors. PRINCIPAL PURPOSE(S): Requested information will be used to document information upon which a decision may be made by appropriate authority to grant or deny the requested conscientious objector status. ROUTINE USES: To the Selective Service System headquarters for the purpose of identifying individuals who have less than 180 days of active duty, and who have been discharged by reason of conscientious objection. To State and local agencies in the performance of their official duties related to verification of status for determination of benefits and entitlements. For a complete list of routine uses and authorities see the applicable Service system of records notices; A0600-43 DAPE - Department of the Army Conscientious Objector Review Board, F036 AF PC C –

Department of the Air Force Military Personnel Records System; M01070-6, Marine Corps Official Military Personnel Files, N01070-3 - Navy Military Personnel Records System located at: http://dpcld.defense.gov/Privacy/SORNs/. DISCLOSURE: Voluntary; however, failure to furnish the required information may compromise sought for status."

2. My point of contact information: comm (XXX) XXX-XXX, DSN XXX-XXXX; e-mail

(Signature)

MILPERSMAN 1900-030

SEPARATION OF ENLISTED OR OFFICER PERSONNEL BY REASON OF CONVENIENCE OF THE GOVERNMENT - SURVIVING FAMILY MEMBER

Responsible Office	NAVPERSCOM (PERS-832) Officers	Phone: Toll Free	1-833-330-MNCC(6622)
	NAVPERSCOM (PERS-834) Enlisted	Phone: Toll Free	1-833-330-MNCC(6622)
	NAVPERSCOM (PERS-911) Inactive Enlisted Members	Phone: Toll Free	1-833-330-MNCC(6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC(6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) DoD Instruction 1315.15 of 19 May 2017

1. **Policy**. Per reference (a), Service members may request separation based on becoming a surviving family member.

2. **Separation Authority**. Commander, Navy Personnel Command (COMNAVPERSCOM).

3. **Characterization of Separation**. Honorable unless a general or entry-level separation is warranted per MILPERSMAN 1910-300.

4. **Definitions**

a. **Family**. A family is considered a husband, wife, father, mother, son(s), daughter(s), brother(s), and sister(s) in the following categories:

(1) brother or sister of the whole blood,

(2) brother or sister of the half blood,

(3) stepbrother or stepsister, or

(4) brother or sister by adoption.

b. **Surviving Family Member**. A surviving family member is any son or daughter in a family where the father, mother, or one or more sons or daughters:

(1) Have been killed in action or have died from wounds, accident, or disease when serving in the United States,

(2) Are in a captured or missing in action status, or

(3) Have a permanent 100 percent service-related disability, as determined by the Department of Veteran's Affairs, or one of the Military Services, and are not gainfully employed because of the disability.

5. **Who is Not Eligible**. Service members:

a. Who have court-martial charges pending, have been convicted with appellate review in process, are serving a sentence to confinement, or are otherwise undergoing punishment imposed by a court-martial,

b. Being processed for involuntary separation,

c. Are not eligible during a period declared by Congress or national emergency, or

d. Who have an **outstanding** obligated service (OBLISERV) date due to transferability of Post 9/11 GI Bill benefits.

(1) Service members whose dependents have not already used Post 9/11 GI Bill benefits may revoke transferability of benefits and resubmit the request for separation with proof of revocation.

(2) Service members whose dependents have already used Post 9/11 GI Bill benefits transferred from the member are not eligible for voluntary separation.

Note: Service members who have transferred Post 9/11 GI Bill benefits and have satisfied OBLISERV requirements are exempt from this restriction and may submit request for voluntary separation under this article.

6. **Waivers of Eligibility**. Service members previously advised of the separation provisions for surviving family member and who subsequently enlist, reenlist, or voluntarily extend enlistment after having been notified of a family casualty, waive their rights for separation as surviving family member. Subsequent requests will be considered on a case-by-case basis, depending on the merits of each case. NAVPERS 1070/613 Administrative Remarks entry upon enlistment, reenlistment, or extension will be made as follows:

(Date): _____ has been advised that he/she qualifies for requesting discharge from the Navy based on being a surviving family member per MILPERSMAN 1900-030. He/she desires to (enlist/reenlist/extend enlistment) and waives the right to request separation based on being a surviving family member. He/she understands that a request for a waiver of this election may be made at any future time and will be considered on a case-by-case basis, with no guaranteed approval.

_____
(commanding officer or by direction signature)

Acknowledged:

_____
Service member's signature

Note: Paragraph 7 below provides information on reinstatement of these rights.

7. **Restrictive Duty Assignments**. Designation as a surviving family member does not permit a Service member's retention in a restrictive duty assignment, e.g., humanitarian assignment.

8. **Procedures**

a. A Service member will submit a written request for discharge, via his or her commanding officer (CO), to the

following Navy Personnel Command (NAVPERSCOM) branch, as appropriate:

(1) Enlisted Performance and Separations Branch (PERS-832) for active enlisted Service members,

(2) Officer Performance and Separations Branch (PERS-834) for active officers,

(3) Reserve Enlisted Personnel Branch (PERS-913) for inactive enlisted Service members, or the

(4) Reserve Officer Status Branch (PERS-911) for inactive officers.

b. **Enlisted Service Members:**

(1) Provide the nature of the family member's disability

(2) Provide individual's full name, grade or rate, Department of Defense (DoD) identification (ID) number, Military Service branch, and relationship to the member whose status made the member eligible for surviving family member status.

(3) Explain the omission of any information and the rationale for not waiting for the above-mentioned items.

(4) Submit requests for reinstatement of rights for separation as a surviving family member, in writing, to PERS-832, via the member's CO. Include the same documents as requested above and include a written statement of the circumstances, which now prompt the request.

c. **Officers:**

(1) Submit a resignation request per MILPERSMAN 1920-190 and 1920-200. Subject line should read, "RESIGNATION REQUEST BASED ON BECOMING A SURVIVING FAMILY MEMBER."

(2) Ensure the following information is included in enclosure (1) to the request:

(a) Nature of family member's disability

(b) Individual's full name, grade or rate, DoD ID, Military Service branch, and relationship to the member whose status made the member eligible for surviving family member status.

(3) Explain the omission of information and the rationale for not waiting for the above-mentioned item(s).

(4) Submit requests for reinstatement of rights for separation as a surviving family member, in writing, to PERS-834, via the member's CO. Include the same documents as requested above and include a written statement of the circumstances, which now prompt the request.

MILPERSMAN 1900-040

TRANSFER TO THE RETIRED LIST, RETIRED RESERVE, OR THE FLEET RESERVE IN A RESTRICTED STATUS

Responsible Offices	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-834)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 USC 6323 (b) 10 USC 6330 (c) SECNAV 1811.3M

1. **Policy**. Within the parameters of references (a) through (c), Secretary of the Navy (SECNAV) may exercise discretionary authority to make retirement determinations. Servicemembers who commit serious acts of misconduct which demonstrate that they pose a continuing threat to the safety, health, and well being of other servicemembers or their family members; may be transferred to the Retired List, the Retired Reserve, or to the Fleet Reserve, as the case may be; in a restricted status. For such officer or enlisted personnel, access to any naval installation or facility may be denied partially, entirely, or allowed only under escort as directed by SECNAV. The exact conditions under which access is granted will depend on the particular facts and circumstances of each case and will be explained in writing to the servicemember prior to transfer to the Retired List, the Retired Reserve, or to the Fleet Reserve.

2. **Filing of Adverse Matter in the Permanent Record**. Every Sailor granted restricted access to naval installations and facilities must be informed that the documentary evidence that supports being placed in a restricted status will be filed in the member's permanent military record. Prior to the filing of such documents, the servicemember must be given a reasonable amount of time, not to exceed 10 working days, to examine the

documents and submit any matters which the member believes are relevant to the proposed filing. For Navy Reserve members, not serving on full time active duty, the member's command will forward the documentary evidence via certified mail and will give the member 30 days to examine the documents and submit matters that the member believes to be relevant to the proposed filing. The documents and the servicemember's response will then be forwarded to

- Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) for enlisted members;
- NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913) for inactive duty Reserve enlisted members; or to
- NAVPERSCOM, Officer Performance and Separations Branch (PERS-834) for officers;

and filed in Field Code 38 for enlisted, or Field Code 17 for officers, of the permanent Electronic Military Personnel Record System (EMPRS) data base or equivalent.

3. **Debarment from Naval Installations and Facilities**. As delegated by SECNAV, Chief of Naval Personnel (CHNAVPERS) or Commander Naval Installations Command (CNIC) may separately provide official notice of debarment to the servicemember prohibiting access to Department of the Navy (DON) installations, facilities, or property. If not previously provided, such notice shall accompany designation in a Restricted Status and inform the member of the reason for the debarment and explain in detail the restrictions placed on the individual concerning access to all naval installations, facilities, or property. The affected servicemember may request, in writing, to the debarment authority that such debarment be waived, wholly or in part, or may separately appeal the debarment to higher authority per instructions provided in the notification.

4. **Flagging of Permanent Records to Prevent Recall or Return to Active or Reserve Duty**. When retirement in a restricted status is approved by SECNAV, NAVPERSCOM, Career Progression Department (PERS-8) will direct that all such enlisted personnel receive an RE-4 Reentry Code to be placed on DD 214 (2-2000), Certificate of Release or Discharge from Active Duty. For inactive duty Reserve enlisted personnel, NAVPERSCOM, Reserve Personnel Management Department (PERS-9) will direct that such enlisted personnel will not be recommended for retention on NAVPERS

1070/615 (Rev. 8-06), Record of Discharge from the U.S. Navy Reserve (Inactive) and will receive an RE-4 Reentry Code on the discharge NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, required by MILPERSMAN 1070-330. For active and Reserve officers, a Separation Program Designator (SPD) code of RNC (Unacceptable Conduct) will be entered into the officer's DD 214. NAVPERSCOM (PERS-8/PERS-9) will place an electronic Bureau of Naval Personnel (BUPERS) Control Group Flag in the Inactive Manpower Personnel Management Information System data base for all officer or enlisted personnel who are placed in a restricted status for retirement purposes. This electronic flag will alert any reviewing official to see adverse matter filed in Field Code 17 for officers, or 38 for enlisted, of the permanent record. Recruiters and officials responsible for implementing a general recall of personnel in the event of war or national emergency will be alerted as to the restricted status of the individual. In addition, the electronic data base used to recall retirees and members of the Fleet Reserve will be programmed to automatically exclude from consideration any member who has a flagged record.

5. **Debarment Letter**. The debarment letter shall be prepared in the following format: (Use proper letter format.)

5800
Ser xx/xxxx
[Date]

[Name]
[Street Address]
[City, State, ZIP]

Dear [Name]:

Subj: PROHIBITION FROM ENTRY ONTO NAVY AND MARINE CORPS INSTALLATIONS WORLDWIDE

You are hereby advised that, pursuant to authority delegated to me by the Secretary of the Navy, you are prohibited from entering any installation, facility, or property under the cognizance of the Department of the Navy. This barment is based upon your [court-martial/federal/state/foreign court] conviction as a sex offender. [Provide additional detail as necessary.] Such conduct is plainly disruptive to good order and discipline aboard a military installation, and raises serious concerns for the welfare of base residents.

Current lists of Navy and Marine Corps facilities are available on line at http://doni.daps.dla.mil/sndl.aspx and http://www.marines.mil/units/Pages/category.aspx, respectively. Should you enter upon or be found within the limits of any of these restricted areas, you will be apprehended, delivered to appropriate authorities, and

prosecuted. Your conduct will constitute trespassing in violation of Title 18, United States Code, Section 1382. If found guilty of this offense, you could be fined and/or imprisoned for up to 6 months.

This order is effective immediately, and will remain in effect indefinitely. Should you require access to any of the restricted areas for any reason, you must provide advance written notice to the installation Staff Judge Advocate, to request permission and make appropriate arrangements. Address information can be found for each installation at the Web sites listed above.

You may appeal this order of debarment in writing within 10 days of your receipt of this notice. Your appeal should be addressed to Assistant Secretary of the Navy (Manpower and Reserve Affairs), 1000 Navy Pentagon, Room 4D548, Washington, D.C. 20350-1000. While your appeal is being considered, this order of debarment shall be effective and enforced. If you believe any compelling reason exists sufficient to justify modification or termination of this order, you may submit a request for consideration to my Staff Judge Advocate, at the above address.

Sincerely,

I. N. CHARGE
Rear Admiral, U.S. Navy

Copy to: [Modify as necessary]
Commander, Navy Installations Command (N00J)
Commandant, Naval District Washington DC
Commander, Navy Region Mid-Atlantic
Commander, Navy Region Southeast
Commander, Navy Region Midwest
Commander, Navy Region Northwest
Commander, Navy Region Southwest
Commander, Navy Region Hawaii
Commander, Navy Region Marianas
Commander, Navy Region Korea
Commander, Navy Region Japan
Commander, Navy Region Europe
Commander, Navy Region Southeast Asia
Area Coordinator, Singapore
Marine Corps Installations East
Marine Corps Installations West
Marine Corps Installations National Capital Region
Marine Corps Bases Japan

6. **Notice of Intent to File Adverse Matter in Permanent Military Record**. Upon receipt of SECNAV/NAVPERSCOM direction, commands will prepare the notice in the following format:

5800
Ser
(Date)

From: Commanding Officer, (Appropriate Command)
To: Rank/Rate/Name/Branch/SSN (XXX-XX-1234, last four digits)

Subj: NOTICE OF INTENT TO FILE ADVERSE MATTER IN THE PERMANENT MILITARY RECORD OF RANK/RATE/NAME

Ref: (a) Navy Regulations, Article 1122

Encl: (1) (Adverse documents to be filed)

1. Enclosure (1) (description of documents), are being forwarded to Commander, Navy Personnel Command for filing in your permanent military record.

2. You are hereby given official notice of the intended action and an opportunity to respond, per reference (a), in writing prior to the final decision in this matter. You have 10 working days (30 for inactive duty Reserve personnel) from the date of delivery of this correspondence to respond. Your written reply, if any, should be directed to:

Commander,
Navy Personnel Command
PERS-(832/834/913) (as appropriate)
5720 Integrity Drive
Millington, TN 38055

Your attention is directed to the provisions of reference (a) concerning the scope and tone of any written reply, which will be included in your permanent military record along with enclosure (1), should Commander, Navy Personnel Command choose to do so.

SIGNATURE

_____

Date DDMMMYY

I, (Rank/Rate/Name/Branch/SSN (XXX-XX-1234, last four digits), hereby acknowledge delivery and receipt of the Notice of Intent to File Adverse Matter in my permanent military record.

SIGNATURE OF MEMBER

6. **Notice of Intent to File Adverse Matter in Permanent Military Record**. Upon receipt of SECNAV/NAVPERSCOM direction, commands will prepare the notice in the following format:

5800
Ser
(Date)

From: Commanding Officer, (Appropriate Command)
To: Rank/Rate/Name/Branch/SSN (XXX-XX-1234, last four digits)

Subj: NOTICE OF INTENT TO FILE ADVERSE MATTER IN THE PERMANENT MILITARY RECORD OF RANK/RATE/NAME

Ref: (a) Navy Regulations, Article 1122

Encl: (1) (Adverse documents to be filed)

1. Enclosure (1) (description of documents), are being forwarded to Commander, Navy Personnel Command for filing in your permanent military record.

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Commander,
Navy Personnel Command
PERS-(832/834/913) (as appropriate)
5720 Integrity Drive
Millington, TN 38055

Your attention is directed to the provisions of reference (a) concerning the scope and tone of any written reply, which will be included in your permanent military record along with enclosure (1), should Commander, Navy Personnel Command choose to do so.

SIGNATURE

Date DDMMMYY

I, (Rank/Rate/Name/Branch/SSN (XXX-XX-1234, last four digits), hereby acknowledge delivery and receipt of the Notice of Intent to File Adverse Matter in my permanent military record.

SIGNATURE OF MEMBER

MILPERSMAN 1900-808

PHYSICAL EXAMINATION FOR SEPARATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM	882-3045 (901)874-3045
	NAVPERSCOM (PERS-834)	Phone: DSN COM	882-2090 (901)874-2090

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

References	(a) NAVMED P-117, Manual of the Medical Department (b) SECNAVINST 1850.4F

1. **Policy**. Per reference (a), a complete physical examination, including a dental examination, will be given to all Service members within 6 months of separation, with the exception of personnel authorized for discharge in absentia or those members on appellate leave. Separation physicals will be conducted within 4 weeks after notification of involuntary or administrative separation (ADSEP) processing, or when in receipt of separation orders where applicable, and prior to transfer of members to be separated at an activity other than his or her duty station.

NOTE 1: Members awaiting human immunodeficiency virus test results should not be held on active duty.

NOTE 2: If the member has had a physical examination for any other purpose within the past 5 years that met the requirements of reference (a), article 15-29, then a new physical examination need not be performed. Instead, the examiner may annotate on SF-600 Chronological Record of Medical Care that the previous physical was reviewed for separation purposes.

2. **Service Members Processed for or on Appellate Leave**

a. Members with unsuspended punitive discharges (bad conduct discharge, dishonorable discharge, or dismissal) who are processed for appellate leave will be given a complete physical examination prior to commencement of appellate leave.

b. Forward completed documents from examination to command holding member's health record, if still on active duty, or to:

Commanding Officer
Navy and Marine Corps
Appellate Leave Activity (NAMALA)
1325 10th ST SE, BLDG 196 RM 303
Washington DC 20374-5147

Phone: DSN 325-0103/Commercial (202) 685-0134

c. Regardless of length of appellate leave, further physical examinations are not required unless there is a significant change in the member's health condition prior to actual discharge. In such instances, it is the member's responsibility to report to a Military Service medical facility, preferably Navy, to receive an examination and to document change in his or her condition.

d. Members placed on appellate leave before a separation physical is completed may not be discharged until

(1) such physical examination is completed; or

(2) member is notified via registered mail or in person to complete such examination within 60 days of being so notified and either fails to do so, or fails to advise NAMALA (or current appellate leave activity) before expiration of 60-day period of difficulties in complying with deadline imposed.

NOTE: The 60-day period begins with post-marked date of letter of notification (if notified via mail). Failure by member to obtain a physical, or to keep Navy advised of member's appellate leave address, is a waiver of the physical examination requirement.

3. **If There are Medical Problems.** Per reference (b) and MILPERSMAN 1910-216, members who have received an unsuspended punitive discharge, unsuspended administrative discharge for misconduct, or are being transferred to the Fleet Reserve or Retired List in lieu of ADSEP processing, will not be afforded medical board action or retained on active duty for further medical treatment, regardless of separation physical determination. Medical examiners will note physical defects on DD 2808 Report of Medical Examination or DD 2807-1 Report of Medical History, and command will separate the member without further medical action or finding.

Note: Exception. If a member is in immediate danger of death if not treated or is not ambulatory, hold discharge in abeyance and notify Navy Personnel Command (NAVPERSCOM) Enlisted Performance and Separations Branch (PERS-832) with details of the exception. The final decision on discharge or retention will be made solely by PERS-832.

MILPERSMAN 1900-120

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - MEDICAL CONDITIONS NOT AMOUNTING TO A DISABILITY

Responsible Offices	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-834)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1332.14 of 27 January 2014 (b) DoD Instruction 1332.30 of 11 May 2018 (c) SECNAVINST 1920.6C (d) DoD Instruction 1332.18 of 5 August 2014 (e) SECNAVINST 1850.4E (f) OPNAVINST 1300.20 (g) DoD Instruction 6490.04 of 4 March 2013 (h) BUMEDINST 1300.2B (i) 38 CFR 4.129 (j) SECNAVINST 5300.30E

1. **Policy**

a. Medical conditions interfering with a member's performance of duty, but not specifically listed as compensable under the veterans affairs schedule for rating disabilities, may be eligible for separation for conditions not amounting to a disability (CnD) as outlined in references (a) through (e), and covered under this article. Interference with a member's performance of duty specifically includes non-deployability as described in reference (f).

b. Separation on the basis of a mental health condition not constituting a physical disability (including personality disorders) is only authorized if a diagnosis by an authorized mental health provider, as defined in reference (g) and the American Psychiatric Association, "Diagnostic and Statistical

Manual of Mental Disorders," concludes that the disorder does not constitute a disability, and is so severe that the member's ability to function effectively in the military environment is significantly impaired.

c. Some non-disabling medical conditions may preclude the member from overcoming the deficiency (i.e., asthmas or allergies). Commanding officers (CO), based on a written opinion of appropriate medical providers, will determine if the condition warrants an opportunity to overcome the medical condition and the resulting negative impact on performance.

d. Authorization from Office of the Chief of Naval Operations, Nuclear Propulsion Program Manager (OPNAV N133) must be attained, per reference (h), prior to commencing administrative separation (ADSEP) processing for nuclear-trained Sailors under this section.

e. Sailors may not be separated for chronic adjustment disorder without being medically evaluated for possible referral into the Disability Evaluation System (DES) per references (d) and (e).

f. Separation is **not** appropriate, nor should it be pursued under this article, when separation is warranted on the basis of unsatisfactory performance or misconduct.

g. The command or the member may initiate a separation request per this article.

(1) **Command-Initiated Request.** Involuntary separation processing may not be initiated until the enlisted Service member has been notified formally via NAVPERS 1070/613 Administrative Remarks entry, or until the commissioned officer has been formally counseled about performance deficiencies related to the medical condition and the Service member has been advised of medical resources (if applicable) that may assist in the member's retention, exhibit 1 refers. The CO must provide reasonable time to the Service member to overcome deficiencies as reflected in appropriate counseling or personnel records, unless an appropriate medical provider finds that the condition precludes the member from overcoming deficiencies. Documentation will include history from supervisors, peers and others as necessary to establish that the behavior is persistent, interferes with assignment to or performance of duty

and has continued after the member was counseled and afforded an opportunity to overcome the deficiencies.

(2) **Service Member-Initiated Request**. The Service member may request separation based on CnD that the Service member's attending military physician believes exists and hinders the member's potential for continued naval service. The member may request separation only after all medical avenues of relief have been exhausted, exhibit 2 refers. This request is considered a voluntary separation and the Service member will not receive separation pay entitlements. Selective reenlistment bonus, enlistment bonus, officer educational costs, and or officer community managed bonuses (if applicable) will be recouped.

h. Whether initiated by the command or the Service member, a letter from a medical officer recommending ADSEP for CnD is required. Medical officer recommendations must document

(1) diagnosis warranting recommendation for ADSEP,

(2) rationale for ADSEP recommendation,

(3) determination that no conditions potentially warrant a DES referral and

(4) international statistical classification of diseases and related health problems (ICD-10) code(s).

i. All medical officer recommendations for ADSEP for CnD must be endorsed by a Bureau of Medicine and Surgery (BUMED)-appointed medical evaluation board (MEB) prior to separating a Service member.

j. A flag medical officer review is required when one or more of the following conditions apply:

(1) personality disorder is the basis for CnD ADSEP,

(2) Service member has greater than 4 years of service,

(3) Service member has deployed to an imminent danger pay area in the last 24 months or

(4) Service member has ever completed or flagged to complete a post-deployment health assessment.

Note: For Service members who have served or are currently serving in imminent danger pay areas, a diagnosis of a mental disorder not constituting a disability must be corroborated by a peer or higher-level mental health professional and endorsed by a full MEB prior to separation. Additionally, post-traumatic stress disorder (PTSD) and other mental illness co-morbidity must be addressed. Unless found fit for duty by the DES, separation for a mental disorder not constituting a physical disability or personality disorder is not authorized if Service-related PTSD, another trauma-related disorder, or any condition that may trigger the protections of reference (i) is also diagnosed.

k. Convening authorities will forward the convening authority separation recommendation to Commander, Navy Medicine East or West for endorsement (as appropriate). For Navy Service members assigned to U.S. Marine Corps activities, convening authorities will forward the convening authority separation recommendation to the Director of Health Services/Medical Officer of the Marine Corps.

Note: If the request is forwarded to Navy Personnel Command (NAVPERSCOM) for disposition without the specific documentation mentioned above, the request will be disapproved.

l. Members found fit for continued naval service by a physical evaluation board and found not world-wide assignable after completing a medical assignment screening will **not** be involuntarily administratively separated for the condition(s), per this article, **nor** will the member be denied reenlistment, per reference (d), unless the ADSEP is approved by the Secretary of Defense.

2. **Separation Authority (SA)**

a. Commanding officer, Navy Recruit Training Command (NAVCRUITRACOM) serves as SA for recruit personnel.

b. For all cases in which enlisted Service members are diagnosed with PTSD or traumatic brain injury (TBI), the SA is Chief of Naval Personnel (CHNAVPERS) or higher authority. For such cases, see MILPERSMAN 1910-702 for guidance regarding required screening for Service members.

c. The first flag officer in the chain of command is the SA for all enlisted Service members who have not been diagnosed with PTSD or TBI.

d. For all commissioned officers, the SA and show cause authority (SCA) are listed in references (b) and (c). SA is delegated from the Secretary of the Navy (SECNAV) to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)). The SCA is CHNAVPERS.

3. **Procedures**. ADSEP packages must include the following:

a. NAVPERS 1070/613 (exhibit 1) or official officer counseling (as appropriate) which specifically addresses performance deficiencies related to the medical condition and resources available, unless the Service member has requested the separation,

b. when initiated by an enlisted Service member, a request for separation from the member (exhibit 2) and letter of transmittal per MILPERSMAN 1910-600,

c. when initiated by an enlisted member's command, ADSEP notification per MILPERSMAN 1910-402, and Letter of transmittal per MILPERSMAN 1910-600,

d. when initiated by a commissioned officer, CO's request for ADSEP for cause via the officer concerned and the first flag officer in the chain of command. Also include an unqualified resignation request, per MILPERSMAN 1920-190, when an officer requests separation and

e. letter signed by a medical officer recommending ADSEP due to CnD which is endorsed by a BUMED-appointed MEB.

f. All requests should be sent via e-mail to: Enlisted Performance and Separations, PERS-832 at pers832adseps@navy.mil, Officer Performance and Separations, PERS-834 at pers-834@navy.mil and Reserve Enlisted Status, PERS-913 at pers-913_midlant@navy.mil, PERS-913_northwest(at)navy.mil, pers-913_southeast@navy.mil or pers-913_southwest@navy.mil. All disability related e-mail communication should be encrypted when possible. If unable to encrypt e-mail, use the Department of Defense (DoD) Safe Access File Exchange (SAFE) Web site to forward documents with personal identifiable information (PII) to COMNAVPERSCOM. When mailing PII, double wrap documents,

label the inside package "FOR OFFICIAL USE ONLY, PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties." Ensure a Privacy Act Cover Sheet (DD Form 2923) is attached to the inside package. It is recommended (not mandatory) that mailing envelopes contain Tyvek when mailing PII. When mailing more than 25 SSNs the package must be tracked.

4. **Completed Cases**. Forward complete cases by letter or e-mail (as applicable):

a. Enlisted (Active Duty or Full Time Support). NAVPERSCOM, Enlisted Performance and Separations Branch (PERS-832).

b. Enlisted (Reserve). NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913) for Reserve Enlisted.

c. All Officers. NAVPERSCOM, Officer Performance and Separations Branch (PERS-834) for all officers.

Note 1: If separating condition also disqualifies the member from special duties (e.g., submarine duty, nuclear field duty, diving duty, etc.), the medical qualification package must be submitted concurrent to processing the separation package. In the case of nuclear trained personnel, OPNAV N133 is required to be notified prior to separation.

Note 2: Per MILPERSMAN 1910-514 and 1611-010, if an administrative board or board of inquiry is required prior to a separation determination, the board may not disregard or change the approved diagnosis of a medical officer. Members may introduce evidence as to the impact that such a diagnosis may have on their potential for productive future naval service.

Note 3: If a member is being processed for a CnD that renders the member non-deployable, and the only interference with performance is the member's non-deployability, the member may request retention using the procedures in reference (f) after routing the request through the member's commanding officer.

5. **CO's Endorsement**. CO's endorsement must verify information provided in paragraph 2 of member's letter is correct and include why member's condition renders him or her incapable of completing obligated service in any capacity.

6. **Characterization of Service**. Honorable, unless an entry level separation (ELS) for Enlisted (MILPERSMAN 1910-308) or General (under honorable conditions) (MILPERSMAN 1910-304) is warranted. Selected Reserve personnel are not eligible for ELS.

7. **Human Immunodeficiency Virus (HIV) Personnel**. Personnel enrolled in the HIV Program are governed under reference (j) and not included in this article.

Exhibit 1
NAVPERS 1070/613 Administrative Remarks

The following NAVPERS 1070/613 entry must be presented to enlisted Service members for signature and witnessed.

(Date): ADMINISTRATIVE COUNSELING

1. You are hereby being counseled regarding your medical condition. You were diagnosed with (explain briefly the circumstances). Your present medical condition is not considered a physical disability; however, it may be a disqualifying factor in determining your suitability for further naval service.

2. You are being afforded any and all medical assistance as required by your medical condition. You will adhere to any and all of the recommendations of your attending physician and or medical board.

3. Further assistance is available through: LPO, DEPARTMENT HEAD, COMMAND MASTER CHIEF, CHAPLAIN, XO, CO, AND MEDICAL CORPS OFFICER.

4. This counseling is made to afford you an opportunity to undertake the recommended corrective action. Any failure to adhere to the guidelines cited above will make you eligible for administrative separation processing.

_____ _____
(Member's Signature) Witness

Note: If the Sailor refuses to sign, print "SAILOR REFUSED TO SIGN" above the signature line and have a commissioned officer print and sign as the witness.

Exhibit 2
MEMBER'S REQUEST FOR ADMINISTRATIVE SEPARATION

(Use standard naval letter format)

(Date)

From: (Rank/Rate First MI. Last, USN/USNR
To: Separation Authority (first flag officer in chain of command/higher)
Via: Commanding Officer,

Subj: REQUEST FOR SEPARATION BASED ON MEDICAL CONDITION(S) NOT AMOUNTING TO A DISABILITY

Ref: (a) MILPERSMAN 1900-120

Encl: (1) Copy of medical officer evaluation and medical evaluation board endorsement
(2) Copy of investigation (if applicable)

1. Per reference (a), I request separation based on the medical condition for which my attending physician believes to exist, but does not amount to a disability per current Navy guidance. The medical condition is (briefly describe and explain medical condition) and is supported by enclosure (1).

2. The following information is provided:

a. Active Duty Start Date:

b. Expiration of Service:

c. Date Reported Current Command:

d. Projected Rotation Date (PRD):

e. This medical condition (existed/did not exist) upon my entry into Navy.

f. (If applicable) Enclosure (2) is an investigation into the circumstances surrounding this medical injury/problem.

3. I acknowledge that I am not entitled to separation pay, and any applicable bonuses or educational costs accrued may be recouped.

4. Remarks: Explain the history of your medical condition and why it prevents you from completing your obligated service **in any capacity**.

_____
(Signature)

MILPERSMAN 1910-010

ENLISTED ADMINISTRATIVE SEPARATION (ADSEP) POLICY AND GENERAL INFORMATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-6622

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1332.14 of 27 January 2014 (b) Uniform Code of Military Justice (UCMJ) (c) Manual for Courts-Martial, United States, 2019 (d) 10 U.S.C.

1. **Policy**. Achieving best-ever operational performance from Sailors and teams requires an enduring commitment to achieving strong character and professional expertise. This includes an unrelenting focus on demonstrating signature behaviors, actions that build both individual and team excellence that instill pride and strengthen the trust and confidence within our ranks and with the American people. The enlisted separation policy promotes readiness by providing a means to:

a. Assess the suitability of persons to serve on the basis of their conduct and their ability to meet the required standards of performance,

b. Maintain standards of performance and conduct through characterization of service in a system that emphasizes the importance of honorable service,

c. Achieve authorized force levels and grade distribution, and

d. Provide for the administrative separation of enlisted personnel in a variety of circumstances.

2. **Concept**

a. Enlisting in the Navy involves commitment to the United States, the Service, and one's fellow citizens and

Service members in order to complete a successful period of obligated service (OBLISERV). Early separation for failure to meet these required standards of performance or discipline represents a failure to fulfill that commitment. When persons enter the Service, the Navy invests substantial resources in their training, equipment, and related expenses. Separation prior to completion of OBLISERV represents a loss of this investment and requires increased accessions.

b. Under these circumstances, it is often in the best interests of the Navy to take administrative action. Retaining individuals who do not conform to naval standards of conduct, discipline, and performance creates waste in terms of pay and administrative efforts, degradation of trust and confidence, and substandard mission performance. These situations represent an inefficient use of limited defense resources; therefore, every reasonable effort must be made to:

(1) Identify, in a timely manner, Service members whose behavior is symptomatic of character flaws that do not meet our high standards, and who exhibit a likelihood for early separation; and

(a) Either improve their chances of retention through counseling, retraining, and rehabilitation; or

(b) Separate promptly, those Service members who do not demonstrate potential for further service.

(2) Recoup, pro rata, money expended for paid bonuses and or education and training funds paid to a Service member in return for extending a service obligation, when that service is administratively terminated prior to successful completion.

3. **Completion of Total Military Obligation**. Service members separated from active duty or from the Selected Reserve who have any potential for future mobilization will normally be transferred to the Individual Ready Reserve (IRR) to complete the remainder of their military obligation. The following individuals will not be transferred to the IRR:

a. Service members whose service is characterized as "under other than honorable," or

b. Service members with medical problems that would prevent them from meeting mobilization requirements.

4. **Processing Time Goals**. Commands should adhere to the following time goals for processing separations in cases where the special court-martial convening authority or general court-martial convening authority is the separation authority. Failure to meet these time goals is not a bar for separation or type of characterization.

WHEN the Service member	THEN the member should be separated within
is not entitled to, or waives an administrative board,	15 working days of notification.
elects an administrative board,	45 working days of notification.

5. **Periodic Explanation**

a. Per reference (a), a periodic explanation must be given to all enlisted Service members concerning:

(1) Types of separations;

(2) Basis for separation issuance;

(3) Possible effects of various actions upon reenlistment, civilian employment, veterans' benefits, and related matters;

(4) Denial of certain benefits to Service members who fail to complete at least 2 years of an original enlistment; and

(5) The purpose and authority of the Board for Correction of Naval Records (see MILPERSMAN 1000-150) and the Naval Discharge Review Board (NDRB)(see MILPERSMAN 1000-160).

b. Such explanation may be provided in the form of a written fact sheet or similar document. The periodic explanation must take place each time certain provisions of reference (b) are explained per article 137; reference (c), appendix 2; and reference (d), section 937.

c. The requirement that the effect of the various types of separations be explained is a command responsibility, not a procedural entitlement. Failure on the part of the Service member to receive or to understand such explanation is not a bar to separation or characterization.

6. **Information during Processing**

a. Service members being separated with an "other than honorable conditions" discharge must be informed (in writing) that they may petition the Veterans Benefits Administration of the Department of Veterans Affairs for certain benefits under the laws administered by the Secretary of Veterans Affairs, despite the characterization of the member's service.

b. Specific counseling is required, per reference (a), which states that a discharge "under other than honorable conditions" resulting from a period of continuous unauthorized absence of 180 days or more is a conditional bar to benefits administered by the Department of Veterans Affairs, notwithstanding any action by the NDRB.

c. Service members should be informed that they are not eligible for transfer, reenlistment, or advancement until administrative separations processing actions are complete.

d. The information required by this paragraph should be provided in the form of a written fact sheet or similar document. Failure on the part of the Service member to receive or to understand such explanation is not a bar to separation or characterization.

MILPERSMAN 1910-050

ENLISTED INVOLUNTARY SEPARATION PAY (NON-DISABILITY) – RESERVE REQUIREMENTS AND OBLIGATIONS

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-5478 (703) 604-5478 604-5943

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Points of Contact Table	**Overall separation processing (including separation payments)**	Personnel Support Detachment (PSD) or Personnel Office	COM (as applicable)
	Ready Reserve Individual Ready Reserve (IRR) Transition (including enlistment contracts)	NAVPERSCOM, IRR Mobilization and Force Management Division (PERS-93)	COM 901-874-4842 DSN 882-4842
	Ready Reserve Selected Reserve (SELRES) Transition (including enlistment contracts and SELRES gains)	NAVPERSCOM, Career Transition Office (PERS-97)	COM 901-874-4108 DSN 882-4108

References	(a) 10 U.S.C. §1174 Separation Pay Upon Involuntary Discharge or Release from Active Duty (b) DoD Instruction 1332.29 of 03 Mar 2017 (c) DoD 7000.14-R, DoD Financial Management Regulation, (DoD FMR), Volume 7A, May 2014 (d) BUPERSINST 1001.39F (e) BUPERSINST 1900.8D

1. **Policy**

a. As a supplemental instruction to references (a) through (c), this article outlines one of the conditions of eligibility for involuntary separation pay (ISP). Service members must agree to serve for 3 years in the Ready Reserve, in addition to any other remaining service obligation. ISP will not be paid without a signed Reserve contract or a Reserve enlistment denial letter; there are no exceptions.

b. Ready Reserve consists of both Selected Reserve (SELRES) and Individual Ready Reserve (IRR). SELRES is composed of drilling reservists in a pay status, and IRR is composed of non-drilling reservists in a non-pay status. Service members desiring a direct affiliation with SELRES must obtain approval through Career Waypoint-Reenlistment via Bureau of Naval Personnel (BUPERS), SELRES Enlisted Community Manager (BUPERS-352), and be processed via Navy Personnel Command (NAVPERSCOM), Career Transition Office (PERS-97). Service members desiring a direct affiliation with IRR will be processed via NAVPERSCOM, IRR Mobilization and Force Management Division (PERS-93).

c. Affiliation with SELRES or IRR is the Service member’s choice and either obligation will satisfy the 3-year Reserve obligation required for ISP.

d. For a complete listing of eligibility criteria and restrictions for ISP (non-disability), see MILPERSMAN 1920-040.

e. For complete instructions on affiliating with SELRES, see MILPERSMAN 1306-1501 and reference (d).

2. **Agreement to Serve**

a. A Service member who enters into this written agreement and who is qualified for the Ready Reserve must, upon separation from active duty, be enlisted as a Reserve Service member. If the Service member has a service obligation under initial military service obligation (MSO) or any other law that is not completed at the time of separation from active duty, the 3-year Reserve obligation for ISP purposes will be in addition to the remainder of MSO.

Example: If separation date is 1 January 2017, but MSO ends on 1 January 2019, then block 6 on DD 214 Certificate of Release or Discharge from Active Duty (RESERVE OBLIGATION TERMINATION DATE) will have an entry date of '20190101' (date of 1 January 2019). The Reserve contract will begin on the date after the separation, which is 2 January 2017 and will end 1 January 2022.

b. To become eligible for ISP, Service members who are otherwise eligible must sign a prerequisite written agreement to serve using permanent NAVPERS 1070/613 Administrative Remarks (Page 13) entry (exhibit 1) via electronic service record in Navy Standard Integrated Personnel System (NSIPS). NAVPERS 1070/613 will be filed in the official military personnel file (OMPF). A link to NAVPERS 1070/613 (fillable) is provided below: http://www.public.navy.mil/bupers-npc/reference/forms/ NAVPERS/Documents/NAVPERS 1070-613 Rev08-12.pdf.

3. **Ready Reserve Process**

a. Upon receipt of Service member's official separation orders, the supporting personnel office or servicing personnel support detachment (PSD) will initiate the preparation of DD 214 per reference (e) via the NSIPS Retirement and Separation (R&S) module.

b. Service member will receive an e-mail notification from NSIPS R&S to review the DD 214 for completeness and accuracy.

c. To support a request for affiliation with SELRES or IRR, Service member must provide DD 214 and official separation orders to the command career counselor (CCC) for

completion of Agreement to Serve (exhibit 1) entry on NAVPERS 1070/613 discussed in paragraph 2b above.

d. Service member's command will add the data collected by the CCC to NAVPERS 1070/613 and forward a signed copy to NAVPERSCOM (PERS-93) or NAVPERSCOM (PERS-97).

e. If Service member is not qualified for IRR, NAVPERSCOM (PERS-93) will notify Service member's command and personnel office or PSD via naval letter stating that the Service member is not eligible for Navy Reserve enlistment, but may be eligible for ISP by virtue of agreeing to serve.

f. For personnel eligible to enlist in the Ready Reserve:

(1) **Service Member Present at Separating Command:**

(a) NAVPERSCOM (PERS-93) (for IRR affiliation) or NAVPERSCOM (PERS-97) (for SELRES affiliation) will prepare an enlistment contract for Service member's signature. The prepared contract will be forwarded to Service member's command.

(b) Once enlistment contract has been signed by Service member and reenlisting officer, Service member's command will immediately forward original signed contract to NAVPERSCOM (PERS-93) for IRR or NAVPERSCOM (PERS-97) for SELRES, and provide a copy of signed contract to personnel office or PSD for ISP payment.

(c) Service member's command will advise ISP recipient that ISP payment is subject for recoupment by Department of Veteran's Affairs (VA) when Service member becomes eligible to receive VA disability compensation.

(d) NAVPERSCOM (PERS-93) or NAVPERSCOM (PERS-97) will forward original signed contract to NAVPERSCOM Records Management Policy Branch (PERS-313) for inclusion of the document into the Service member's OMPF. For IRR Service members, NAVPERSCOM (PERS-93) will gain Service member into Inactive Manpower and Personnel Management Information System (IMAPMIS).

(2) **Service Member Not Present at Separating Command.** Special accommodations will be required for Service member not present at separating command (e.g., separation leave) to reenlist and sign enlistment contract.

(a) NAVPERSCOM (PERS-93) (for IRR affiliation) or NAVPERSCOM (PERS-97) (for SELRES affiliation) will prepare an enlistment contract for Service member's signature. The prepared contract will be forwarded to Navy Reserve activity of Service member's choice.

(b) Once enlistment contract has been signed by Service member and the reenlisting officer, the Navy Reserve activity will forward the original signed contract to NAVPERSCOM (PERS-93) for IRR or NAVPERSCOM (PERS-97) for SELRES. A copy of the signed contract will be forwarded to Service member's last command.

(c) Service member's last command will forward a copy of signed contract to personnel office or PSD for ISP payment.

(d) NAVPERSCOM (PERS-93) or NAVPERSCOM (PERS-97) will forward original signed contract to NAVPERSCOM (PERS-313) for inclusion of the document into Service member's OMPF. For IRR Service members, NAVPERSCOM (PERS-93) will gain Service member into IMAPMIS.

g. The personnel office or PSD will make appropriate ISP payment and DD 214 payment entry in block 18 (REMARKS) separation payment section per reference (e).

h. Navy Reserve activity will advise ISP recipients that ISP payment is subject for recoupment by VA when Service member becomes eligible to receive VA disability compensation.

Exhibit 1
Agreement to Serve (NAVPERS 1070/613)

Date): As a condition of eligibility for involuntary separation pay (ISP), I understand I must enlist in the Ready Reserve, Selected Reserve (SELRES), or Individual Ready Reserve (IRR) for a period of 3 years, in addition to any remaining service obligation I have incurred under law. I understand this agreement is made without regard to the reason for my separation or my eligibility for affiliation with the Ready Reserve. Furthermore, should I be accepted for enlistment in the Ready Reserve, I must immediately reenlist upon discharge from active duty as a condition of qualifying for ISP.

In addition to any remaining service condition that I have incurred under law, I fully understand that my refusal to enlist (if eligible) in the Ready Reserve upon discharge from active duty will render me ineligible for ISP and result in immediate recoupment for any incorrect ISP payments.

I understand that I may enlist in the Navy SELRES with prior Career Waypoint-Reenlistment (C-WAY-REEN) approval via the Navy Personnel Command (NAVPERSCOM), Career Transition Office (NAVPERSCOM (PERS-97)), or that I may enlist in the IRR by applying for affiliation at NAVPERSCOM (PERS-93).

I further understand that if I enlist in the IRR I may request to become a SELRES any time afterwards by applying for affiliation at a Navy Reserve recruiting office or Navy operational support center.

I also agree that if accepted in the Navy Ready Reserve, I will keep NAVPERSCOM (PERS-93) informed of any changes in my address, physical status, or dependency status, per Title 10 U.S.C, section 1174, DoDI 1332.29, DoD 700.14-R, and BUPERSINST 1001.39F.

My contact/contract information:
Home of record:
Leave address:
Mailing address:
Home phone:
Cell phone:
E-mail address:
Prospective place of reenlistment:
Prospective date of reenlistment:
Name and rank of reenlisting officer (if available):
Title of reenlisting officer (if available):
Separation date:
Active service this period:
Prior inactive service:
Prior active service:
Separation code:
Reentry code:

I certify that the information provided by myself is true and complete to the best of my knowledge, and that I have provided this information of my own free will.

_____
Service member's Signature

Witnessed by: _____
Name, Rank
By direction

MILPERSMAN 1910-100

REASONS FOR SEPARATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM	882-4280 (901)874-4280

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil

1. **Voluntary Reasons**. The following table lists reasons for administrative separation (ADSEP) that are considered voluntary. **(Convenience of the Government (COG) is referred.**)

Reason	**See MPM**
COG – Conscientious objection	1900-020
COG – Surviving family member	1900-030
COG - Medical condition not amounting to a disability	1900-120
Selected changes in service obligation (active duty)	1910-102
Expiration of active obligated service	1910-104
In lieu of trial by court-martial	1910-106
COG - Early release to further education	1910-108
COG - Hardship	1910-110
COG - Pregnancy	1910-112
COG - When a reservist becomes a minister	1910-118

2. **Involuntary Reasons**. The following table lists reasons for ADSEP that are normally considered involuntary unless the specific circumstances of the separation indicate otherwise.

Reason	**See MPM**
COG - Medical condition not amounting to a disability	1900-120
COG - Parenthood	1910-124
COG - Review action	1910-126
COG - Being an alien	1910-127
Defective enlistments and inductions - minority	1910-128
Defective enlistments and inductions - erroneous enlistment	1910-130
Defective enlistments and inductions – defective enlistments	1910-132

Reason	**See MPM**
Failure to complete change of rating (conversion) process	1910-133
Defective enlistment and inductions - fraudulent entry into the naval service	1910-134
Delayed Entry Program	1910-136
Misconduct - Minor disciplinary infractions	1910-138
Misconduct - Pattern of misconduct	1910-140
Misconduct - Commission of a serious offense	1910-142
Misconduct - Civilian conviction	1910-144
Misconduct - Drug misuse	1910-146
Unsuccessful or non-completion of alcohol rehabilitation treatment	1910-152
Multiple incidents of driving under the influence or driving while intoxicated	1910-153
Entry level performance and conduct	1910-154
Unsatisfactory performance	1910-156
Failure to maintain security clearance	1910-157
Unsatisfactory participation in the Ready Reserve	1910-158
Supremacist and extremist conduct	1910-160
Unsuccessful or non-completion of Family Advocacy Program rehabilitation	1910-162
Best interest of the Service	1910-164
Administrative action for Fleet Reserve and Retired Reserve eligible personnel	1910-166
Physical disability	1910-168

3. **Other Reasons**. The following table lists other reasons for ADSEP that are considered involuntary.

Reason	**See MPM**
Disposition of enlisted personnel disenrolled from a Navy officer candidate program (including the Naval Academy)	1910-182
Disposition of enlisted personnel accepted for appointment to the Military Academy, Air Force Academy, or Coast Guard Academy	1910-184
Disposition of enlisted personnel disenrolled from the Military Academy, Air Force Academy, or Coast Guard Academy	1910-186

MILPERSMAN 1910-102

SEPARATION BY REASON OF CHANGES IN SERVICE OBLIGATION (ACTIVE DUTY AND INACTIVE NAVY RESERVISTS)

Responsible Office	NAVPERSCOM (PERS-832)	Phone Toll Free	1-800-330 MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone Toll Free	1-800-330 MNCC (6622)
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) BUPERSINST 1001.39F (b) 10 U.S.C. §651

1. **Policy**

a. Commander, Navy Personnel Command (COMNAVPERSCOM) may authorize or direct separation of enlisted personnel prior to their expiration of active obligated service (EAOS) due to the following reasons:

(1) A reduction in authorized strength, and or

(2) Acceptance of an active duty commission of permanent appointment or acceptance into a program leading to an active duty commission of appointment in any branch of the Military Services.

b. Commanding officers (COs) are authorized to separate or transfer enlisted personnel for separation within 90 days of their EAOS in the following situations:

(1) A ship or mobile unit is about to deploy with the probability of not returning to the United States before the member's EAOS and (type commander's approval is required),

(2) The homeport of a ship or command changes and there is insufficient time to return the member to the old home port for separation processing or to complete separation processing at the new home port prior to member's EAOS,

(3) A Service member is in a temporary duty under treatment status or has been found physically qualified to resume full duty, regardless of duty status within 3 months or less of EAOS and does not desire to reenlist. The CO of the medical activity or the member's parent CO is authorized to separate or transfer the member for separation,

(4) A Service member was received from an overseas activity and is awaiting separation at a separation activity (see MILPERSMAN 1910-812) by reason of EAOS and member has not indicated a desire to reenlist, or

(5) A unit is deactivating and a Service member's separation date is during the month of deactivation.

2. **Separation Authority**. Commander, Navy Personnel Command (COMNAVPERSCOM).

3. **Characterization of Separation**. Using notification procedures referenced in MILPERSMAN 1910-402, the least favorable characterization of service is general. If Service member is in entry-level status, the description of service may be entry-level separation. This does not apply to inactive Navy reservists.

4. **Service Members Transferred to Another Activity**. If a Service member is transferring to another activity for separation, complete the separation within 10 calendar days of transfer, unless the CO determines special circumstances exist and the member should be discharged at a later date.

Note: Do not transfer personnel to another activity for separation solely to await their EAOS.

a. A member may be separated:

(1) Up to 3 days prior to his or her EAOS, when the EAOS expires on a Saturday, Sunday, holiday, or a day preceding a national holiday,

(2) Up to 90 days prior to EAOS upon completion of a deployment, when the member extended his or her enlistment for the express purpose of participating in or completing the deployment,

(3) Up to 31 days prior to the EAOS, when assigned to a ship or unit that returns from an extended deployment of 6 months or more, or

(4) No earlier than 14 December of the year of the member's EAOS, if EAOS expires between 21 December and 3 January of the following year.

b. Early separation need not be authorized for a Service member who:

(1) In the judgment of the CO, cannot be spared,

(2) Does not desire early separation,

(3) Is a reservist undergoing active duty for training,

(4) Has an EAOS that will occur during the period listed in subparagraphs 3a(1) through (4) above as a result of any other early release program,

(5) Is scheduled for transfer to the fleet reserve or retirement,

(6) Is returning from a permanent overseas duty station and does not desire early separation, or

(7) Is serving overseas and is entitled to, and elects, transportation to an area outside of the continental United States (CONUS); however, member may request separation prior to arrival in CONUS.

5. **Two-Crew Trident Submarines**. Due to the unique nature of trident submarine patrols versus standard 6-month deployments, trident COs may, with concurrence of the submarine group commander, separate onboard-crew members who are within 90 days of their EAOS upon return from a strategic patrol of 60 days or more and who do not intend to reenlist. Personnel whose EAOS is greater than 90 days on the date of return from patrol will be reassigned per the force commander’s guidance.

6. **Criteria for Reduction in Authorized Strength**. COMNAVPERSCOM may approve a Service member's voluntary separation request when all of the following criteria are met:

a. The Service member's CO has approved and forwarded an endorsement,

b. The Navy is in an authorized period of end-strength reduction or the detailer and enlisted community manager support separating in the best interest of the Navy,

c. Member is within 1 year of his or her EAOS, or as allowed by an authorized early out program,

d. Member is not serving in a rating, Navy enlisted classification (NEC) code, occupational field, or military occupational specialty in which COMNAVPERSCOM determines to be undermanned,

e. A contact relief is not required and the command is willing to gap the billet, and

f. Early separation will not affect the command's mission.

7. **Commission in Another Branch of Service**

a. Service members interested in obtaining a commission or an inter-Service transfer for enlistment into another branch of Service must **first** request a conditional release, via their CO, using NAVPERS 1306/7 Electronic Personnel Action Request. Upon CO's approval, forward NAVPERS 1306/7 to Navy Personnel Command (NAVPERSCOM) Enlisted Performance and Separations Branch (PERS-832). If approved, member may then apply for a commissioning program.

Note: COs are not the approval authority for conditional releases. Only PERS-832 or the Chief of Naval Personnel (CHNAVPERS) may approve conditional releases. In addition, Service members must not apply for a commission or inter-Service transfer in another branch of Service without the aforementioned authority's approval.

b. Generally, the following cases will not be approved:

(1) Members who incurred additional obligated service (OBLISERV) or any other NEC-producing schools with OBLISERV,

(2) Members in critical ratings or with critically undermanned skills or NECs, or

(3) When higher authority, such as the CHNAVPERS has restricted early release from active duty. In those cases, only CHNAVPERS may authorize approval of a conditional release prior to a member's EAOS.

c. Upon official notification of selection for appointment or commission in another branch of the Military Services, Service members must request separation, via their CO, from NAVPERSCOM (PERS-832), using NAVPERS 1306/7 and including a copy of the acceptance or appointment letter and reporting requirement from the officer program.

d. Selective reenlistment bonus may be recouped if released for commissioning under this article.

8. **Selected Reserve Personnel**

a. Reserve members may request a conditional release from the Navy Reserve via DD 368 Request for Conditional Release. All DD 368s must be submitted via the Navy Reserve activity CO to NAVPERSCOM Reserve Enlisted Status Branch (PERS-913) for final determination. Requests from members who fall into the following categories will be adjudicated per reference (a):

(1) Members who have been accepted for enlistment in a Reserve Component of another branch of the Military Services for the purpose of enrolling in officer training programs,

(2) Members desiring a transfer to enroll in an officer candidate program, including college-level Reserve Officer Training Corps, and who are accepted by the prospective gaining component,

(3) Members who have not received an enlistment or reenlistment bonus for current term of enlistment,

(4) Members who have been accepted for appointment to commissioned status in the Active or Reserve Component of any branch of the Military Services,

(5) Members who have been accepted for enlistment in the Active Component of any branch of the Military Services, or

(6) Reserve members who have been accepted for enlistment into the Active Component of the Navy.

b. Generally, requests from new accession training personnel in an inactive status with fewer than 24 months of mandatory service as drilling reservists will not be approved.

c. Once permission is granted, an inter-Service transfer will be accomplished by discharge from the Navy Reserve for immediate enlistment or appointment to the gaining component. Do not interrupt continuity of the reservist's total military service. Members will be credited with the total amount of service accrued as of the effective date of discharge. A separation, for the purpose of inter-Service transfer, will not constitute release from, or fulfillment of, military service obligation established by reference (b). Additional service performance after the discharge will be counted toward fulfillment of obligation. The gaining Reserve Component will furnish a copy of DD 4 Enlistment/Reenlistment Document Armed Forces of the United States (page 1) or appointment order to losing unit or activity within 15 days to permit timely discharge action. The losing command must ensure proper Navy Standard Integrated Personnel System (NSIPS) loss entries are entered without delay.

9. **Who is Not Eligible for Voluntary Separation**. Service members:

a. serving in ratings, specialty fields, occupational fields, or military occupational specialties that COMNAVPERSCOM determines to be critically undermanned.

b. with OBLISERV required for schooling or training.

c. who have an **outstanding** OBLISERV date due to transferability of Post 9/11 GI Bill benefits.

(1) whose dependents have not already used Post 9/11 GI Bill benefits, may revoke transferability of benefits and resubmit their request for separation with proof of revocation.

(2) whose dependents have already used Post 9/11 GI Bill benefits transferred from them, are not eligible for voluntary separation.

Note: Service members who have transferred Post 9/11 GI Bill benefits and who have satisfied OBLISERV requirements are exempt from this restriction and may submit request for voluntary separation under this article.

MILPERSMAN 1910-104

SEPARATION BY REASON OF EXPIRATION OF ACTIVE OBLIGATED SERVICE (EAOS)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM	882-4280 (901)874-4280
MyNavy Career Center		Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil

Reference	(a) BUPERSINST 1610.10F

1. **Separation Authority**. Commanding officer.

2. **Policy**. A member may be separated upon expiration of enlistment or fulfillment of service obligation. Separation up to 30 days prior to a member's expiration of active obligated service (EAOS) is authorized if:

a. the member is serving outside the continental United States (OCONUS), or

b. the member is a resident of a State, territory, or possession OCONUS and is serving outside the member's State, territory, or possession of residence.

3. **Characterization of Separation**

a. Honorable unless a general is warranted on the basis of the Enlisted Performance Evaluation System (reference (a)). A member is eligible for a characterization of service as general (under honorable conditions) if during the current enlistment the member's final evaluation average is 2.49 or below. (This average is determined by averaging the individual trait averages of all evaluations during the current enlistment.)

b. A Service member will also receive a general discharge if during the last year of the current enlistment he or she was convicted by a general or special court-martial, did not receive

a punitive discharge, or there was insufficient time remaining on the enlistment to process for administrative separation.

4. **Explanation**. The spirit and intent of an honorable discharge will not be diluted simply because one was allowed to reach his or her EAOS (as extended, either voluntarily or involuntarily) after a court-martial conviction. All general discharges are "under honorable conditions" and the individual receiving such a discharge receives most of the same entitlements as those separating with an honorable discharge. The only difference is he or she did not maintain the minimum acceptable standards of performance and conduct required for an honorable discharge.

5. **Separation Program Designator (SPD)**. The following SPD codes are to be used:

SPD CODE	EXPLANATION
JBK	Service-initiated discharge directed by established directive upon completion of required active service
KBK	Service member-initiated discharge allowed by established directive upon completion of required active service
LBK	Service-initiated release or transfer to another Service component or component status upon completion of required active service
MBK	Service member-initiated release or transfer to another Service component or component status upon completion of required service

MILPERSMAN 1910-106

SEPARATION IN LIEU OF TRIAL BY COURT-MARTIAL

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVSO P-6064 Manual for Courts-Martial United States (b) DoD Instruction 1332.14, Enlisted Administrative Separations, of 27 Jan 2014 (c) BUPERSINST 1900.8D

1. **Policy**. Service members may request separation in lieu of a trial by court-martial if:

a. the preferred charges could result in a punitive discharge, per reference (a), appendix 12, Maximum Punishment Chart and

b. the commanding officer determines that the Service member is unqualified for further service.

2. **Request For Separation**

a. Service members requesting a discharge must submit a signed request using proper letter format. When counsel is consulted, the counsel's signature is also required. Use the following format:

From: (rate, name, branch of service)
To: (general court-martial convening authority/
special court-martial convening authority
(as appropriate) having jurisdiction over the Service member)
Via: (commanding officer)

Subj: REQUEST FOR SEPARATION IN LIEU OF TRIAL BY COURT-MARTIAL

Ref: (a) MILPERSMAN 1910-106

Encl: (1) Copy of court-martial charges
(2) Copy of a summary of the evidence or list of documents provided to Service Member
(3) Service member's statement (if applicable)
(4) Appointed counsel statement (if applicable)

1. Per reference (a), I fully understand the elements of the offense(s) charged in enclosure (1) and I hereby voluntarily submit this request, free from any duress or promises of any kind for separation in lieu of trial by court-martial.

2. I have been afforded an opportunity to consult with counsel, and I (initial as appropriate):

(____) did consult with counsel.

(____) waive my right to consult with counsel.

3. I admit that I am guilty of: (List the offenses of which the Service member acknowledges guilt. These may be lesser included offenses, which have been referred to a special court-martial or general court-martial). A summary of the evidence provided to me pertaining to the offenses to which I acknowledge guilt is included in enclosure (2).

4. I understand that if my discharge is under other than honorable conditions, it may deprive me of virtually all veterans' benefits based upon my current period of active service. I may expect to encounter substantial prejudice in civilian life where the type of service rendered in any branch of the Armed Forces, or the character of discharge received, may have a bearing.

5. I understand that I may submit a sworn or unsworn statement on my behalf. I also understand that statements submitted by me or by my counsel, in connection with this request, are not admissible against me in a court-martial, except as provided by Military Rule of Evidence 410. I (do/do not) desire to submit a (sworn/unsworn) statement. (If applicable add the following: My (sworn/unsworn) statement is submitted as enclosure (3)).

6. I have retained a copy of this request for separation in lieu of trial by court-martial, including all enclosures.

_____
(Signature of Service member)

Witnessed: (Signature of counsel(s))
(name, grade, corps, branch of service,
name and address of civilian counsel (if applicable),
state licensed/date)

b. If the Service member elects to have civilian counsel at their own expense, the record must indicate the name, address, and qualification of the civilian counsel.

Rule: If the Service member waives the right to consult with counsel, the command must prepare a statement to this effect, which must be enclosed, and disregard completing the witness block area, per reference b, Enclosure 3, Para. 11c(2).

c. Special court-martial convening authorities may approve or disapprove requests for Service members who have been absent without leave for more than 30 days, dropped from the rolls of their parent unit as a deserter, returned to military control, and assigned to a separation processing activity, however the Service member can only be charged with the unauthorized absence of more than 30 days. If other charges are preferred and not dismissed by the convening authority, separation per this article must be referred to a general court-martial convening authority.

d. For all cases in which Service members are diagnosed with post-traumatic stress disorder or traumatic brain injury, the separation authority is the Chief of Naval Personnel or higher authority. For such cases, see MILPERSMAN 1910-702 for guidance regarding required screening for Service members. Contact Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch(PERS-832) or the Reserve Enlisted Status Branch (PERS-913) for further guidance.

e. Since separation in lieu of court-martial is based on the voluntary request of the Service member and is considered comparable to a plea bargain, it may be approved even after the Service member’s expiration of active obligated service or expiration of service.

3. **Characterization of Service**

a. Separation authority determines characterization of service, which is normally other than honorable, however general (under honorable conditions) or entry level separation may be assigned (as appropriate).

(1) Honorable characterization is not authorized under this reason for processing.

(2) See MILPERSMAN 1910-300 for guidance on characterization of service.

(3) If the Service member has less than 180 days of service, an entry level separation may be appropriate. See MILPERSMAN 1910-308.

b. A separation program designator must be assigned per reference (c).

MILPERSMAN 1910-108

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - EARLY RELEASE TO FURTHER EDUCATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1332.14 of 12 April 2019

1. **Separation Authority (SA)**

a. Per reference (a) and MILPERSMAN 1910-704, commanding officers (COs) with special courts-martial convening authority, or higher, serve as the SA for education separation requests that are within 90 days of a Service member's soft expiration of active obligated service (OBLISERV).

b. Commander, Navy Personnel Command (COMNAVPERSCOM) serves as the SA for all education separation requests that are for more than 90 days.

c. COs retain disapproval authority. If a member wishes to cancel an approved early separation request, a new NAVPERS 1306/7 Electronic Personnel Action Request must be submitted, via his or her chain of command, to Navy Personnel Command (NAVPERSCOM) Enlisted Performance and Separation Branch (PERS-832). COMNAVPERSCOM is the final cancellation authority in all cases.

2. **Characterization of Separation**. The characterization of separation will be honorable (HON).

3. **Command-Level Separation**. Members may request separation to attend an institution of higher education (e.g., college, university, or vocational or technical school). Performance of duty must meet HON conditions and be of such that the member is

deserving of consideration for early separation. If separation is done locally, COs should be willing to accept a billet gap.

4. **Navy Personnel Command (NAVPERSCOM) Separation**. Service members must submit their separation requests, in writing, using NAVPERS 1306/7 via their chain of command. The CO's favorable endorsement must justify the request for early separation, as well as acceptance of a gapped billet. Requests will be denied if the CO is not willing to accept a gap.

5. **College or University**

a. Submit the following documentation with the application to attend an institution of higher education (college or university):

Documentation showing acceptance for a specific school term (includes registration and class convening dates) in a full-time course of instruction leading to an associate or baccalaureate, or higher, degree.

b. COs are responsible for verifying the school is listed in the education directory for post-secondary education, which is published yearly by the National Center for Education Statistics, Department of Education (the directory is located at local educational services office (ESO)).

6. **Vocational or Technical School**

a. Submit the following documentation with the application to attend a vocational or technical school:

Documentation showing acceptance for a specific school term (includes registration and class convening dates) in a full-time course of instruction of not less than 3 months duration.

b. COs are responsible for verifying the school is approved by the cognizant State Board for Vocational Education or the school is accredited by a nationally-recognized accrediting agency or association listed by the U.S. Commissioner of Education (listing is located at local ESO).

7. **Applicant Requirements for Education**. Applicants must:

a. Demonstrate, via a financial counseling worksheet, their ability and willingness to pay any required entrance fee(s), and

b. Submit justification that the specific school term is the most opportune time, academically, to begin or resume applicants' education, and that delay of enrollment until normal end of OBLISERV could cause an undue hardship or failure to meet requirements for course completion and graduation.

8. **Who is Not Eligible**. Service members:

a. whose services are essential to their commands' mission,

b. who are ordered to active duty (ACDU) due to unsatisfactory participation in a Selected Reserve unit,

c. who are aliens seeking to qualify for citizenship by completion of 3 years of ACDU service, unless they are to be transferred to inactive duty in a Reserve Component,

d. who are currently pending disciplinary action or administrative separation, and

e. who have **outstanding** (OBLISERV) dates due to transferability of Post 9/11 GI Bill benefits.

(1) Service members, whose dependents have not already used Post 9/11 Bill benefits, may revoke transferability of benefits and resubmit their requests for separation with proof of revocation, and

(2) Service members, whose dependents have already used Post 9/11 GI Bill benefits transferred from them, are not eligible for voluntary separation.

Note: Service members who have transferred Post 9/11 GI Bill benefits and have satisfied OBLISERV requirements are exempt from this restriction and may submit requests for voluntary separation under this article.

MILPERSMAN 1910-110

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT – DEPENDENCY OR HARDSHIP

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1332.14 of 27 Jan 14

1. **Policy**

a. Active duty Service members with hardships, meeting the criteria outlined in paragraph 3 below, may request separation from the Navy from the special court-martial convening authority (SPCMCA), per MILPERSMAN 1910-704, within their chain-of-command. Members must be in either a **for duty** (**ACC 100**) or **temporary duty** (**TEMDU**) status, not **temporarily additional duty** (**TEMADD**).

b. Members do not have an absolute right to discharge from the Navy due to hardship.

c. A hardship discharge is intended to be used as an instrument to alleviate personal hardship encountered by an enlisted member's immediate family when discharge is the only solution. It will not be used as a means to rid the Service of a burden to the command.

2. **Separation Authority**. It is at the discretion of the SPCMCA whether a hardship should be granted.

3. **Characterization of Service**. Characterization of service or description of separation will be "honorable," "general," or "entry level separation" under the guidance provided in MILPERSMAN 1910-300.

4. **Hardship Status Criteria**. The Service member's request must show that the hardship meets the following criteria:

a. A severe hardship exists that is not normally encountered and resolved by other members of the Navy.

b. The hardship affects the Service member's immediate family. **Immediate family is defined as** a spouse, son, daughter, stepchild, parent, brother, sister, or other person, including a stepparent acting in loco parentis for a period of 5 years before the member became 21 years of age, or any bonafide dependent of the Service member. In-laws and grandparents are not considered members of the immediate family solely by virtue of their relationship as in-laws or grandparents.

c. The hardship is not of a temporary nature and cannot reasonably be expected to be resolved within the near time frame by using leave (including emergency leave) if overseas or a period of TEMDU for humanitarian reasons to better the situation.

d. The hardship has occurred or has been severely aggravated since entry into the Service.

e. The member and family have made every reasonable effort to alleviate the hardship.

f. There are no other family members or relatives nearby who are capable of providing the necessary assistance.

g. The discharge or release of the member will result in the elimination or material alleviation of the hardship.

5. **Reasons for Not Disapproving Separation**. A separation will not be disapproved for the sole reason that the Service member is:

a. Required in assigned duties or

b. Indebted to the Government or to an individual. Although SPCMCAs are responsible for closely monitoring special entitlement programs (e.g., selective reenlistment bonus), disapproval is not authorized solely based on failure of the Government to recoup monies for a hardship discharge.

6. **Extraordinary Circumstances**. Extraordinary circumstances involving members of the applicant's family normally warrant special consideration when it is proved that the Service member's presence is essential to alleviate the hardship and, in addition to other requirements, includes, but is not limited to the following:

a. The death of, or final divorce from, a spouse where the Service member is left as sole parent of a minor child or children, other arrangements cannot be made for their continued care, and the Service member cannot continue at present duties and properly care for them. To be eligible for separation under this subparagraph, the member must be a single parent serving on, or under orders to, sea duty, or be in a deployable status and have a final divorce decree with permanent physical custody awarded to the member.

b. The long-term physical or mental illness of the spouse that does not allow the Service member to perform duties as assigned and the member's continued presence is required.

Note: Whether the mental illness of the Service member's spouse is severe enough to warrant a hardship discharge, is a determination within the discretion of the appropriate SPCMCA.

c. As a result of the disability or death of a parent, the separation of the Service member from the Navy is essential for the financial and physical support of a member(s) of the family. Undue hardship does not necessarily exist solely due to altered present or anticipated income. Consideration must be given to Social Security, disability payments, other Federal and State assistance programs, and any other income or assets of the member or other family members.

7. **Reasons for Not Authorizing Separation**. Except under extraordinary circumstances, as determined by the appropriate SPCMCA, separation under this article will not be authorized when the Service member is under charges or confined, nor will it be authorized solely for the reasons listed below:

a. Financial or business reasons, including the operation of a family business, unless the business is the sole income of the family and there are no other family members capable or willing to operate it,

b. Indebtedness,

c. Personal convenience,

d. The member's physical or mental health,

e. Moral support to an immediate family member whose life expectancy is, estimated by the attending physician, less than 6 months. This situation should be handled through the submission of a humanitarian reassignment request per MILPERSMAN 1300-500, or

f. Custody battles or divorce proceedings.

8. **Who is Not Eligible**. Service members who have who have an **outstanding** obligated service (OBLISERV) date due to transferability of Post 9/11 GI Bill benefits.

a. Service members whose dependents have not already used Post 9/11 GI Bill benefits may revoke transferability of benefits and resubmit the request for separation with proof of revocation.

b. Service members whose dependents have already used Post 9/11 GI Bill benefits transferred from the member are not eligible for voluntary separation.

Note: Service members who have transferred Post 9/11 GI Bill benefits and have satisfied OBLISERV requirements are exempt from this restriction, and may submit request for voluntary separation under this article.

9 **Counseling Applicants**

a. Enlisted personnel who desire to request separation for hardship reasons must be informed of the proper procedures It should be clearly explained to each applicant that:

(1) A request must be submitted, via official channels,

(2) Submission of a request is no assurance the discharge or release to inactive duty will be authorized, and

(3) The decision is within the sole discretion of the appropriate SPCMCA.

b. Each request will be carefully and sympathetically considered and a final decision will be based upon its individual merits.

c. Prior to submission of a request for hardship discharge such a request for hardship discharge, once approved by the appropriate SPCMCA, is **irrevocable** except in the most unusual circumstances. In instances of this nature, it will be necessary for the member to submit a request for cancellation of discharge authority to the appropriate SPCMCA via official channels, stating how the hardship has been eliminated, including affidavits attesting to this fact.

10. **Application Procedure**

a. A written request for separation for hardship must be addressed to the appropriate SPCMCA, see exhibit 1.

b. **Requests While in Leave Status.** In unusual circumstances, Service members in an authorized leave status may submit requests for hardship discharge.

(1) To expedite the procedure, the nearest naval activity should submit a properly prepared request to the appropriate SPCMCA, via the member's parent command in pdf format using encrypted e-mail, with the assisting command's synopsis and endorsement. If it is not possible to send encrypted e-mail, the package must be sent using the Department of Defense (DoD) Secure Access File Exchange System (SAFE). Ensure the "E-mail" certificate is used when accessing DoD SAFE. All requests must be accompanied by affidavits substantiating the hardship claim. Where practical, one affidavit should be submitted from the family member(s) concerned.

(2) The preparing activity must immediately inform the Service member's parent command of the pending request and ask for a leave extension, if warranted.

(3) If the amount of leave granted is insufficient to enable submission of a request for hardship discharge, the assisting activity should direct a request for extension of leave to the Service member's parent command.

(4) When a bona fide emergency hardship exists that meets the criteria for hardship discharge, and insufficient time remains to request extension of leave or further leave would

cause the Service member to be in excess of leave (i.e., more than 30 days or in excess of that which could be earned in Service member's remaining OBLISERV), the assisting command will send a message to the Service member's parent command with the following information:

(a) A brief, meaningful explanation of the hardship, along with the following statement:

"Unless otherwise directed, the Service member will be retained on board 15 days in a no-cost TEMDU status pending decision of Navy Personnel Command."

(b) Effective time and date of retention.

(5) Final determination of a Service member's retention at an assisting command rests with the Service member's commanding officer (CO) at the permanent duty station.

(6) If retention is authorized, the Service member will be issued TEMDU orders or an endorsement of present orders, which will include the statement in subparagraph 10b(4)(a) above, concerning no cost.

(7) TEMDU 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 TEMDU.

(8) If the Service member does not have health, and dental records in possession, **do not** request these from the parent command prior to receiving disposition of the request.

(9) In the case of a disapproved request, the Service member will be detached in a leave status within 3 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 for the reason why the Service member is not being detached by message.

(10) This article is not authorization for a CO to issue TEMDU orders to a Service member for the purpose of proceeding to the area of a hardship and gathering documentation for submitting a request; the Service member must use leave for that purpose.

c. Process Service member under any other convenience of the Government separations if it pertains.

11. **Application** See exhibit 1 for proper letter format.

12. **Additional Enclosures in Application**. Applicants may provide any of the following documents with their request. This is not an inclusive list; keep in mind that each statement made in the request must be backed with a written statement from a professional aware of the hardship:

a. Individual letters from all immediate family members stating why they cannot or will not contribute to the necessary care or support of those enduring the hardship, letters should include their monthly income.

b. A certified copy of final divorce decree and court awarded physical custody is mandatory when requesting discharge for reasons of a dependency hardship due to single parenthood through divorce.

c. Medical documentation must be current, within 2 months, and from the attending physician or psychiatrist. Medical terminology should be defined to a degree sufficient to allow a layman to understand the nature of the illness. When applicable, specific dates should be used. Include both diagnosis and prognosis. Specify type and length of treatment or hospitalization. Include life expectancy, when applicable. Pertinent background information and possibility or probability of recurrence is required.

d. Financial statements

(1) A statement on the Service member's financial status, including a copy of the latest leave and earnings statement, is required on all requests and on other family members, when member's request involves financial situations. The statements consist of:

(a) Complete itemized budget for the Service member and family, including: rent, food, clothing, utilities, fuel, medical expenses, and other regular expenses,

(b) List of existing debts, including names of creditors, original amount and monthly payments, date debt contracted, and purposes, and

(c) Specific amounts and modes of contributions of Service member to family members or others during the current enlistment.

(2) For the Service member, include allotments, date started, and for whom.

(3) Family members' statements must also include other income and assets (e.g., pensions, insurance, Department of Veterans Affairs compensation, ownership, rental or sale of real estate, investments, bank deposits and income thereon, fees, alimony, or monies in their possession, anticipated and or received of any description whatsoever, whether regular or occasional, or Social Security benefits or trust funds).

e. **Letters from persons familiar with the hardship** (e.g., chaplain, social workers, friends, and relatives).

f. **Statements from law enforcement agencies, schools, lawyers, etc.** will be included as the request warrants.

13. **Requesting Red Cross Reports**. By mutual agreement, military authorities will not request and the Red Cross will not provide reports at the time an application is being submitted. If the application and supporting evidence do not contain sufficient, factual information on which to base a decision, a CO or military headquarters having authority of discharge, reassignment, or deferment decisions may request the Red Cross to supply the specific additional information required. When a Red Cross report is desired, the request will include a brief summary of the information already provided.

14. **Service Members Awaiting Disciplinary Action**. Cases of Service members awaiting disciplinary action will be held in abeyance until disciplinary action has been resolved.

15. **Disposition**

a. The eligible Service member who does not have an additional service obligation may be discharged.

b. The eligible Service member who has an additional service obligation under any provision of law may be transferred to the Navy Reserve, if otherwise eligible therefore, and released to inactive duty or, if already a member of the Navy

Reserve released to inactive duty to serve the remainder of the OBLISERV.

c. A Service member of the Navy Reserve, serving on inactive duty, may be transferred to the Individual Ready Reserve or Standby Reserve when the hardship prevents participation in the Selected Reserve, but not mobilization of the member, or may be discharged when the hardship would prevent the member's mobilization.

d. Cases of Service members on inactive duty may be approved by the appropriate SPCMCA and upon completion, forwarded to Navy Personnel Command (NAVPERSCOM) Reserve Enlisted Personnel Branch (PERS-913) via encrypted e-mail. If it is not possible to send encrypted e-mail, the package must be sent using DoD SAFE. Ensure the "E-mail" certificate is used when accessing DoD SAFE.

16. **SPCMCA Procedures**. When the discharge is approved, the SPCMCA needs to contact the servicing personnel support detachment to authorize the discharge. Authorization needs to include the date and characterization of service for the preparation of DD 214 Certificate of Release or Discharge from Active Duty. Upon separation of Service member, SPCMCA will forward all approved hardship requests to NAVPERSCOM Enlisted Performance and Separations Branch (PERS-832) for active duty or PERS-913 for reservist for record purposes. Letters must be sent via encrypted e-mail. If it is not possible to send encrypted e-mail, the package must be sent using DoD SAFE. Ensure the "E-mail" certificate is used when accessing DoD SAFE. Submit letter to NAVPERSCOM per MILPERSMAN 1910-600. In addition, include the following as enclosures to the letter of transmittal:

a. Member's request and all supporting documentation, as outlined in "Application Format" of this article,

b. Copy of member's DD 214, if appropriate, and

c. Command to which member was transferred TEMDU for separation and the date discharge is to be accomplished, if appropriate.

17. **Members with Remaining Military Service (MSO) Obligation**. Procedures for effecting separation due to hardship of Service members who have a MSO obligation remaining are:

a. **Active Duty Personnel.** Enlisted or inducted, when transfer to the Navy Reserve and release to inactive duty are directed by the appropriate SPCMCA, the prescribed procedures must be followed with the exception that such members must be assigned to the Standby Reserve-Active instead of the Ready Reserve.

b. **Members of the Navy Reserve Serving on Inactive Duty.** Once discharge is authorized, complete NAVPERS 1070/613 Administrative Remarks in lieu of NAVPERS 1070/615 Honorable Discharge from the United States Navy Reserve, per MILPERSMAN 1070-330, with the following additional statement:

"Not eligible for enlistment/reenlistment in the Navy Reserve or the Regular Navy without prior approval from the Chief of Naval Personnel."

18. **Disclosure of Information.** Any information concerning the private affairs of Service members of the Navy or of their families is intended "for official use only" and must not be disclosed to persons other than in connection with their official duties, nor will the source of such information be disclosed.

Exhibit 1

(Use proper letter format)

(Date)

From: Rate, Name, Branch of Service
To: (Special Court-Martial Convening Authority)
Via: (if applicable)

Subj: REQUEST FOR HARDSHIP DISCHARGE

Ref: (a) MILPERSMAN 1910-110
(b) 5 U.S.C. §301

Encl: (1) Current NAVPERS 1070/602 Dependency Application/Record of Emergency Data
(2) NAVPERS 1070/605 History of Assignments
(3) Latest Orders
(4) Letter from person(s) experiencing hardship
(5) Letter(s) from prospective employer(s)
(6) Member's financial statement, including the latest leave and Earnings statement (LES)
(7) List all additional letters as individual enclosures

1. I request a hardship discharge, per reference (a) and (b), for the following reasons:

a. Description of hardship: (A complete and specific description of hardship in Service member's own words, using names, dates, and places. Include history of problem, if any.)

b. Description of action taken: (Indicate what the Service member has done to solve problem (be specific.))

c. How applicant expects to alleviate or resolve the hardship if the request is approved (be specific).

2. Necessary information to facilitate decision:

a. Names, addresses, and ages of Service member and family.

b. Names, addresses, ages of other immediate family members.

c. Dates of previous requests, if any, for humanitarian reassignments or hardship discharges.

d. Location and weight of household effects:

e. Location of records:

3. PRIVACY ACT STATEMENT:

The authority to request this information is per reference (b) and departmental regulations. The purpose of this request is to request discharge due to hardship reasons. The information is used to determine approval or disapproval for the requested status. The application is voluntary; however, failure to provide the required information will result in an inability to process the request and the Service member would not be able to receive the requested status.

[Service Member's Signature]

Witnessed:
Copy to:

MILPERSMAN 1910-112

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT – PREGNANCY

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1332.14 of 27 January 14 (b) SECNAVINST 1000.10B

1. **Policy**. Per references (a) and (b), pregnant Service Members may request separation due to pregnancy. They must provide certification of pregnancy from a physician assigned to a military treatment facility.

a. The Navy is an inclusive organization that does not generally consider pregnancy on active duty or reserve an impediment for continued service in the Military Services. Therefore, a **request will normally be denied,** unless it is determined to be in the best interest of Navy, or if the member demonstrates compelling factors of personal need, which could not be addressed by alternate means.

b. This article must not be used for the purpose of determining a Service Member's future potential for failure to comply with a required family care plan. Cases of this nature should use MILPERSMAN 1910-124 at the time of failure.

c. Per MILPERSMAN 1910-130, Service Members who are pregnant at the time of entry into service will be separated by reason of defective enlistment and inductions – erroneous enlistment and without medical benefits. Medical authorities must certify (in writing) the pregnancy existed prior to entry into service.

2. **Separation Authority (SA)**. Commander, Navy Personnel Command (COMNAVPERSCOM) serves as SA for all pregnancy separation requests.

3. **Characterization of Separation**. Honorable, unless a general (under honorable conditions) or entry-level separation (ELS) is warranted per MILPERSMAN 1910-300. Selected Reserve personnel are not eligible for ELS.

4. **Who is not Eligible**. Service Members who:

a. Serve in ratings, specialty fields, occupational fields, or military occupational specialties which COMNAVPERSCOM determines to be critically undermanned,

b. Have obligated service (OBLISERV) required for schooling or training purposes,

c. Have executed permanent change of station orders while pregnant, or

(1) Service Members whose dependents have not already used Post 9/11 GI Bill benefits may revoke transferability of benefits and resubmit their requests for separation with proof of revocation.

(2) Service Members whose dependents have already used Post 9/11 GI Bill benefits, transferred from the member, are not eligible for voluntary separation.

Note 1: Service Members who have transferred Post 9/11 GI Bill benefits and satisfied OBLISERV requirements are exempt from this restriction and may submit requests for voluntary separation under this article.

d. Have an **outstanding** OBLISERV date, due to transferability of Post 9/11 GI Bill benefits.

5. **Selected Reserve Personnel**. Selected Reserve personnel may transfer to the Individual Ready Reserve or be separated (as appropriate) with the following exception: Non-prior Service members who have not satisfied their initial requirements must be separated.

6. **Counseling**. Prior to any separation action, counsel the Service Member concerning maternity care benefits after separation, per MILPERSMAN 1740-030 and reference (b).

7. **Requesting Separation Date**

a. A Service Member should submit a request, via the chain of command, no later than 5 months prior to the requested separation date (if possible). A separation date of 1 month prior to delivery due date is encouraged, although separation may be requested up to the due date for delivery. Separation date determination should take into consideration:

(1) Welfare of member, and

(2) Time required to provide a relief.

b. If the Service Member is assigned to a ship or deployable operational command, refer to reference (a) for additional requirements. Separation will not be approved prior to 5 months gestation, unless extenuating circumstances apply.

c. If a Service Member's request is approved, the command must notify Navy Personnel Command Enlisted Distribution Division (PERS-40).

d. This request is considered a voluntary separation; therefore, there are no separation entitlements and any selective reenlistment bonus or enlistment bonus will be recouped.

MILPERSMAN 1910-118

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - WHEN A RESERVIST BECOMES A MINISTER

Responsible Office	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-911)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. 12681 and 12682

1. **Policy**

a. A member of the Reserve who becomes a regular or ordained minister of a religious faith group is entitled, upon their request, to be discharged from the Navy Reserve per reference (a). The member must satisfactorily establish that

(1) they (regularly/will) engage in religious preaching and teachings;

(2) the ministry (is/will be) their main and primary calling - a vocation rather than avocation;

(3) their standing in the congregation (is/will be) recognized as that of a minister or leader of a group of lesser members; and

(4) their religious faith group is organized exclusively or substantially for religious purposes.

b. This **does not include** a person who irregularly or incidentally preaches and teaches the principles of religion of a church, religious sect, or organization. It does not include a person who may have been duly ordained a minister by the

ceremonial rite or discipline of a church, religious sect, or organization, but who does not regularly, as a vocation, teach or preach the principles and administer the ordinances of public worship as embodied in the creed or principles of that person's church, sect, or organization.

Note: This article does not apply, nor are there any procedures similar, for active duty personnel applying for a separation based on becoming a minister.

2. **Separation Request**. A member must request separation from Navy Personnel Command (NAVPERSCOM),

- Reserve Enlisted Personnel Section (PERS-913) or
- Reserve Officer Status Section (PERS-911),

the separation authority. Such request shall be accompanied with a statement or certificate, signed by the appropriate official of the religious order, showing acceptance into the religious order. The letter must also state that the member regularly engages in religious preachings and teachings and that ministry (is/will be) their main and primary calling.

3. **Characterization of Service**. Characterization of service or description of separation is normally Honorable, unless General (Under Honorable Conditions) is warranted per MILPERSMAN 1910-300.

MILPERSMAN 1910-124

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - PARENTHOOD (FAILURE TO MAINTAIN CURRENT FAMILY CARE PLAN)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1740.4E (b) SECNAVINST 1000.10B (c) DoD Instruction 1332.14 of 27 January 2014 (d) DoD Instruction 1342.19 of 7 May 2010

1. **Policy**

a. Per references (a) through (d), all Navy personnel on active duty or in the Selected Reserve must be ready to deploy throughout the world on short notice and be able to fully execute their military and professional duties.

b. Per references (a), (b), and (d), formal documentation of a Service member's family care plan (FCP) is required, using NAVPERS 1740/6 Department of the Navy Family Care Plan Certificate and NAVPERS 1740/7 Family Care Plan Arrangements, under any of the following conditions:

(1) Service members with primary or shared physical custody of a minor child or children who are not married to the other natural or adoptive parent of the minor child or children.

(2) Both members of a married dual military couple where one or both have primary or shared physical custody of a minor child or children,

(3) Service members who are legally responsible for an adult family member who is incapable of providing for himself or herself in the absence of the Service member, or

(4) Family circumstances or other personal status changes that may result in a Service member becoming legally and primarily responsible for the care of another person, which then necessitates implementation of an FCP.

c. Commands may also require married Service members with civilian spouses to complete an FCP, per reference (a). The FCP provides commands with a detailed plan to ensure members can fulfill military duties (e.g., deployment, normal and extended work hours, temporary additional duty assignments, weekend duty, etc.).

d. The FCP requires provisions for deployment, regardless of current type duty assigned (e.g., shore duty, sea duty, reserve, etc.).

e. Members must submit a new or updated FCP upon reporting to a new duty station or a change in caregiver, personal, or family circumstances (e.g., birth or adoption of a child, assumption of sole care for an elderly or disabled family member, etc.). Commands must verify the FCP upon receipt of a new or updated plan and annually thereafter prior to reenlistment or extension of obligated service (OBLISERV), or prior to execution of permanent change of station (PCS) orders. Verification must ensure capability to meet requirements for overseas and sea duty PCS orders.

f. Per reference (a), commanding officers (CO) **will** ensure that administrative separation (ADSEP) processing is initiated for members who are unable to or refuse to maintain a current FCP. However, noncompliance **does not** equate to a mandatory separation determination by the separation authority (SA).

(1) **Cases in which a CO with Special Courts-martial Convening Authority (SPCMCA) is the SA.** If the command presents resources and options to assist the Service member and he or she refuses to take advantage of the available resources and options (e.g., affordable childcare, flexible work schedule, or even shore duty orders), separation is appropriate. However, if the CO determines that a member has potential for continued naval service, despite inability to fully execute the FCP and:

(a) If the member's soft expiration of active obligated service (SEAOS) date is prior to the projected rotation date (PRD), the CO may, depending upon needs of the command and its ability to accommodate the member's circumstances, choose to retain the member until SEAOS.

(b) If the member's PRD is before his or her SEAOS, defer SA to Commander, Navy Personnel Command (COMNAVPERSCOM) and submit ADSEP package with CO's recommendation for retention to Navy Personnel Command Enlisted Performance and Separation Branch (PERS-832) for adjudication.

(c) Reenlistments will be approved by COMNAVPERSCOM on a case-by-case basis.

(2) **Cases in Which COMNAVPERSCOM is the SA.** If a CO determines a member has potential for continued naval service, submit an ADSEP package with CO's recommendation for retention. The package will be reviewed by COMNAVPERSCOM and the appropriate enlisted community manager within Bureau of Naval Personnel Enlisted Community Management Branch (BUPERS-32). Retention will be determined based on needs of the Navy.

g. If separation is the final option, refer as follows:

(1) **Active Duty.** For enlisted dual Navy couples, Service members married to civilians with extenuating circumstances (as outlined in reference (a)), single Service members with more than 1 year remaining on their enlistments, or Service members who received benefits (specialized training or monetary) or are serving in critical Navy enlisted classification codes forward ADSEP package(s) to PERS-832.

(2) **Reserve Members.** For enlisted dual Navy couples, Service members married to civilians with extenuating circumstances (outlined in reference (a)), or single Service member's forward ADSEP package(s) to NAVPERSCOM Reserve Enlisted Status Branch/Full-Time Support (FTS) Recall and Disability Branch (PERS-913).

Note. Selective reenlistment bonus or enlistment bonus (if applicable) will be recouped.

h. A separation package must reflect the CO's evaluation of the member's ability to effectively perform occupational specialty or assigned duties and potential to make meaningful contributions to naval service on the letter of transmittal, using MILPERSMAN 1910-600 paragraph 3 template. Specifically, address if the member is:

(1) Unable to perform duties because of parenthood,

(2) Repetitively absent because of parenthood,

(3) Unable to deploy because of parenthood, or

(4) Not world-wide assignable.

i. In the case of a dual Navy couple, COMNAVPERSCOM will make the determination as to which member will be retained and which member will be separated (if applicable). Recommendations from both members' COs are required.

j. Service members who are pregnant and express or display a potential future inability to comply with an FCP do not meet the requirements for separation for parenthood under this article. In these cases, members should be referred to MILPERSMAN 1910-112.

2. **SA**

a. COMNAVPERSCOM is the SA for all personnel with more than 1 year remaining on their enlistments and for all dual Navy couples.

b. COs with SPCMCA or higher are the SAs for personnel with less than 1 year remaining on their enlistments.

3. **Procedures**

a. ADSEP packages must include the following:

(1) NAVPERS 1740/6 (from each member, if dual Navy) showing:

(a) Member wrote "I cannot comply" on any of items 1-10, 16-18, or 19 (if applicable). Sign and date the signature block and provide details in block 20 as to why member cannot comply or

(b) CO determines, in block 22, by circling "I am" or "I am not" convinced that the member has or has not made adequate dependent care arrangements.

(2) NAVPERS 1070/613 Administrative Remarks (from each member (if dual Navy)) that specifically address noncompliance, see MILPERSMAN 1910-202 (if processing dual military couple then one from each member);

(3) NAVPERS 1070/602 Record of Emergency Data/Dependency Application contained within the Navy Standard Integrated Processing System (NSIPS) from each member (if dual Navy),

(4) Notification Procedure. Use NAVPERS 1910/31 Administrative Separation Processing Notification Procedures per MILPERSMAN 1910-402 for each member of dual military or single parent, and

(5) Letter of transmittal with recommendation (from each member's command, if dual Navy), per MILPERSMAN 1910-600.

(a) CO's comments must be used to document why the member cannot comply and must contain a statement of the command's efforts to confirm and alleviate the member's situation.

(b) CO's recommendation will be documented with regard to ADSEP.

b. **ADSEP packages for dual Navy couples must be coordinated through each command. The command recommending separation of one member must send its package via the command recommending retention of the other member. Both packages must be completed per sample format provided and submitted together to PERS-832 for active duty personnel or PERS-913 for Selected Reserve personnel for final disposition.**

4. **Characterization of Separation**. Honorable, unless an entry level separation (ELS) or general (under honorable conditions) is warranted per MILPERSMAN 1910-300. Selected Reserve personnel are not eligible for ELS.

5. **Forms**. NAVPERS 1070/602 is contained within NSIPS. NAVPERS 1740/6, NAVPERS 1740/7 and NAVPERS 1910/31 are available at https://www.public.navy.mil/bupers-npc/reference/form/NAVPERS/Pages/default.Aspx

MILPERSMAN 1910-125

FAILURE TO COMPLETE INITIAL SKILLS TRAINING PIPELINE

Responsible Office	OPNAV (N132)	Phone: DSN COM FAX	223-2305 (703) 693-2305 (703) 614-1189

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVEDTRA 135C (b) SECNAVINST 1770.3D (c) NAVADMIN 124/11

1. **Background**. The term “initial skills training pipeline” refers to “A” and “C” school training required of both new accessions to the Navy and Navy veterans who are reclassifying into another rating. Due to the increasingly technical nature of Navy rating training, many initial training pipelines are longer than 180 days. Once beyond first 180 days of continuous active duty, a member can no longer be separated under MILPERSMAN 1910-154 Separation by Reason of Entry Level Performance and Conduct.

2. **Policy**. Per reference (a), every effort will be made to help students succeed. However, there are times when the student is clearly unsuited, unable, and or unwilling to complete the initial accession training pipeline. A member may be separated under MILPERSMAN 1910-156 Separation by Reason of Unsatisfactory Performance for failure to complete the initial accession training pipeline when:

a. The Service Member is in initial Navy skills pipeline training (e.g., “A” school preparation courses, “A” school, “C” school, etc.) and has not reported for duty to his or her first permanent fleet assignment in that rating; or

b. It is determined that the Service Member failed to complete the initial training pipeline by reason of incapability, lack of reasonable effort, minor disciplinary infractions, and or inability to adapt; but not due to personal issues outside the control of the student (i.e., family emergencies, emergency leave situations, etc.); and

c. Based on a whole-person assessment. **Bureau of Naval Personnel (BUPERS), Director Enlisted Community Management (BUPERS-32) has determined** the Service Member does not qualify for another rating in which there are vacancies.

Note 1: As contractually agreed upon at enlistment, failure to complete the initial training pipeline will result in the loss of an enlistment guarantee, and at the Navy's option, the Sailor may remain subject to continued naval service or be discharged.

Note 2: Do not process under this article if the member qualifies for misconduct processing. Sailors who **fail to complete "A" or "C" school for disciplinary reasons** may be processed for administrative separation under the applicable MILPERSMAN article. Sailors involved in incidents that require disciplinary action while at "A" or "C" school shall be adjudicated at the "A" or "C" school training command.

Note 3: Do not process under this article if the member qualifies for separation by reason of entry level performance and conduct per MILPERSMAN 1910-154.

3. **Failure to Complete Initial Skills Training Pipeline**

a. Prior to initiating separation processing for failure to complete initial skills training, the command must contact **BUPERS (BUPERS-32)** to determine if the member qualifies for reclassification into another rating in which a vacancy exists. In the case of attrites from the nuclear propulsion pipeline, the Office of the Chief of Naval Operations (OPNAV), Director, Nuclear Propulsion Program Management Branch (N133) will approve or disapprove the reclassification or initiation of separation processing of the Sailor after receiving a recommendation concerning reclassification opportunity from BUPERS, Production Management Office (BUPERS-00C2) via BUPERS (BUPERS-32). BUPERS (BUPERS-00C2) will then either authorize reclassification or authorize the Sailor's command to initiate administrative processing.

b. Active Component Sailors who fail to complete "A" or "C" school due to injury, illness, or disease will be treated medically under the Limited Duty Program as outlined in MILPERSMAN 1306-1200. Reserve Component Sailors who fail to complete "A" or "C" school due to injury, illness, or disease will follow guidelines established in references (b) and (c) for

requesting medical hold (MEDHOLD) orders or line of duty (LOD) determinations. The training command medical department representative will immediately initiate the process. NAVPERSCOM, Line of Duty/Medical Hold/Medical Retention Review Division (PERS-95) will determine whether the member will receive medical care while on active duty under MEDHOLD orders or be released from orders and receive care under the LOD Program. Members found medically unfit for duty shall have medical separation procedures completed at the training command and shall not be transferred to the prospective Navy Reserve activity.

c. Sailors who successfully complete "A" school, but **fail to complete a required follow-on "C" school,** will not be separated per this section if the member is reclassified into another rating for which they are qualified and a vacancy exists.

4. **Separation Procedures**. NAVPERS 1910/32 Administrative Separation Processing Notification Procedure will be used per MILPERSMAN 1910-402 Notification Procedure to process members for separation under MILPERSMAN 1910-156.

5. **Characterization of Separation**. Per MILPERSMAN 1910-156.

MILPERSMAN 1910-126

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - REVIEW ACTION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**. Members may be separated by reason of convenience of the Government if they are placed on appellate leave awaiting review of a punitive discharge, and their punitive discharge is later set aside, suspended, remitted or disapproved during the review process. Use this reason only if the active obligated service has not expired. If the member's obligated service has expired, the proper basis for discharge will be expiration of obligated service.

2. **Procedures**. The **notification procedure** per MILPERSMAN 1910-402 will be used.

3. **Characterization of Separation**

a. The least favorable characterization is **general (under honorable conditions)**. Use separation program designator "KND".

b. MILPERSMAN 1910-300 provides guidance for characterization.

c. If the member has less than 180 days of service, an entry level separation may be appropriate per MILPERSMAN 1910-308.

d. If commanding officer desires, member may be recalled to active duty and processed for an **under other than honorable discharge**, as appropriate.

MILPERSMAN 1910-127

SEPARATION BY REASON OF CONVENIENCE OF THE GOVERNMENT - BEING AN ALIEN

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 8 U.S.C. 1426

1. **Separation Authority**. Commander, Navy Personnel Command (COMNAVPERSCOM).

2. **Definition**. A member who is neither a natural born nor a naturalized citizen of the United States.

3. **Policy**

a. A member who is an alien may be separated upon member's request.

b. The request will normally be denied when a member

(1) is subject to disciplinary actions.

(2) has not completed obligated service (OBLISERV) incurred for fully funded or partially funded education; e.g., Naval Academy, Naval Reserve Officer Training Corps (NROTC), Enlisted Commissioning Program.

(3) is serving in a rating, Navy enlisted code, occupational field, or military occupational specialty determined to have significant personnel shortages.

(4) has not completed OBLISERV incurred for enlisted education and training, to include

a. initial and advanced skill training schools which require obligation beyond initial enlistment contract.

b. nuclear power field.

c. advanced electronics field.

d. advanced technical field programs and similar programs.

e. receipt of special compensation, e.g., Enlistment Bonus (EB) or Selective Reenlistment Bonus (SRB) during the current enlistment.

c. Exceptions to the conditions described above may be made by Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-832) or Reserve Enlisted Performance and Separations Section (PERS-913) if the request demonstrates overriding and compelling factors of a personal need justifying separation.

NOTE: This article does not limit the separation of the member under any other MILPERSMAN article.

4. **Ineligible to Become a Citizen**. Notify the member that discharge from the Armed Forces of the United States on this ground will make the member permanently ineligible to become a citizen of the United States, except if member is exercising treaty rights and served in the armed forces of the country in which the member is a citizen (reference (a) refers).

5. **Commanding Officer's Responsibility**

a. Forward the following information to NAVPERSCOM (PERS-832 or PERS-913) as appropriate:

(1) A copy of the member's separation request.

(2) The commanding officer's recommendation.

(3) A copy of NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History.

(4) A copy of any receipt for payments of bonuses.

6. **Characterization of Service/Description of Separation**. Honorable, General, or Entry Level Separation (ELS) under the guidance provided in MILPERSMAN 1910-300, 1910-302, 1910-304, 1910-306, and 1910-308.

MILPERSMAN 1910-128

SEPARATION BY REASON OF DEFECTIVE ENLISTMENTS AND INDUCTIONS – MINOR

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: DSN COM FAX	882-4511 (901) 874-4511 882-2673

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) 10 U.S.C.

1. **Policy**

a. Members may be separated for a defective enlistment and induction on the basis of being a minor (under the age of 18 years); however, if the member turned 18 prior to discovery of defective enlistment or induction, retain unless the Commanding officer (CO) determines it is in the Navy's best interest to separate the member.

b. Age 17: Void enlistment and separate per reference (a), section 1170, in the following circumstances, except when retained for the purpose of trail by courts-martial:

(1) Satisfactory evidence of member's age, e.g., birth certificate is provided.

(2) Member enlisted without written consent of parent or guardian.

(3) Member's separation request is submitted to the Navy by the parent or guardian within 90 days of the member's enlistment in the Navy.

2. **Separation Authority**. CO with Special Courts-Martial Convening Authority (SPCMCA) have separation authority for defective enlistments and inductions of minors.

3. **Procedures**

a. Notification procedure per MILPERSMAN 1910-402 will be used.

b. Members discharged are not considered to have acquired a service obligation per reference (a), section 651, nor is service under enlistment or induction creditable toward fulfillment of any subsequently acquired service obligation.

c. Where applicable, ensure the enlisted service record is corrected prior to discharge to ensure the member's true age, name, and status are correct.

4. **Characterization of Separation**. The characterizations of separation per MILPERSMAN 1910-308.

a. Age 17 - Entry-level Separation.

b. Under Age 17 - Issues an order of release from custody and control of the Naval service by reason of void enlistment and induction.

5. **Separation Program Designator (SPD**. Use the following SPD code:

SPD CODE	EXPLANATION
YFC	Released from custody and control by reason of void enlistment or induction

MILPERSMAN 1910-130

SEPARATION BY REASON OF DEFECTIVE ENLISTMENTS AND INDUCTIONS - ERRONEOUS ENLISTMENT

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) SECNAVINST 1850.4E (c) BUPERSINST 1900.8D

1. **Separation Authority**

a. Commanding officers (COs) with special courts-martial convening authority or higher.

b. For Selected Reserve personnel, separation authority is Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Status Branch/FTS Recall and Conversations (PERS-913).

2. **Policy**. A member may be separated on the basis of erroneous enlistment, reenlistment, induction, or extension of enlistment when:

a. The enlistment would not have occurred if relevant facts had been known by Department of the Navy (DON) or had appropriate directives been followed;

b. The enlistment was not the result of fraudulent conduct on the part of member; and

c. The defect is unchanged in any material respect.

Note: Processing under this article is mandatory if the underlying reason for processing is mandatory per MILPERSMAN 1910-233.

3. **Alcohol and or Drug Dependency**. A member may be separated under this article on the basis of alcohol and or drug dependency, provided member was diagnosed as alcohol and or drug dependent within the first 180 days of initial entry on active duty. The diagnosis must have been completed by a physician or clinical psychologist. The diagnosis itself may exceed the 180-day limit if based upon an incident committed within the 180-day period. If member has misconduct in the record, which meets minimum criteria for processing, member must be dual or multiple processed per MILPERSMAN 1910-410.

4. **Not Meeting Physical Standards**. A member may be separated under this article on the basis of not meeting physical standards for enlistment as set forth in reference (a), provided:

a. Member did not meet minimum physical standards for enlistment or induction upon entry, but the problem was revealed or discovered during in-processing at Recruit Training Command (RTC) and or at a Naval Training Center (NTC). While a medical board is not required, the condition will be verified and documented by a medical officer and member may be separated with an uncharacterized entry level separation (ELS). If there is any question as to whether the condition actually existed prior to entry or whether the condition was aggravated at any time after member was enlisted or inducted, convene a medical board;

b. Member has no unfitting physical disability as defined in reference (b), incurred in, or aggravated by, active military service, either for the current period or any prior period of service; and

c. There is no disciplinary action pending.

5. **Medical Board**. A member may be separated if member has not been granted a "waiver" of physical standards for enlistment. If a waiver was granted for the defect for which member is now considered to be not physically qualified, member's case must be processed under provisions of reference (b).

6. **Notification Procedure**

a. The notification procedure, per MILPERSMAN 1910-402, will be used. If, after discovering a member's enlistment may be erroneous and special court-martial convening authority recommends retention, separation processing is not required if the defect is no longer present or the defect (other than a medical condition) is waived by NAVPERSCOM, Enlisted Unfavorable Separations (PERS-832) for active duty personnel and NAVPERSCOM (PERS-913) for Reserve personnel.

b. Forward all completed cases by letter of transmittal to NAVPERSCOM (PERS-832) for active duty personnel or NAVPERSCOM (PERS-913) for Reserve personnel for review and or final determination.

7. **Erroneous Enlistment Detected Immediately**

a. When an erroneous enlistment is detected immediately after the swearing-in ceremony at Military Entrance Processing Station (MEPS), take the following action:

(1) Commander, MEPS revoke the travel order issued assigning individual to recruit training or other assigned command and issue an order assigning individual to the sponsoring Navy recruiting district for appropriate ELS discharge processing or an order of release from custody and control of service.

(2) Navy Recruiting District notify individual of erroneous enlistment and order individual home awaiting disposition. Coordinate with the servicing personnel support detachment (PERSUPP DET) to determine pay entitlement.

b. Within 24 hours, commanding officer of the Navy recruiting district will follow procedures outlined in notification procedures above and separate individual through ELS, discharge, or release from custody and control, as appropriate.

8. **Characterization of Service**. Honorable, unless an ELS, or void (an order of release from custody and control of military services) enlistment is required. See MILPERSMAN 1910-300).

MILPERSMAN 1910-132

SEPARATION BY REASON OF DEFECTIVE ENLISTMENTS AND INDUCTIONS - DEFECTIVE ENLISTMENTS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) BUPERSINST 1900.8A

1. **Separation Authority**

a. Commanding Officer, Recruit Training Command (RTC) is authorized to discharge a member who enlisted with a guarantee of training in a particular rating, occupational field, or advanced program and, who, during subsequent screening processes at RTC, is determined to be disqualified for the specific program guaranteed.

b. For members not assigned to RTC, separation authority is member's Special Court-Martial Convening Authority (SPCMCA) or higher.

c. For Selected Reserve personnel, separation authority is Navy Personnel Command (NAVPERSCOM), Reserve Enlisted Personnel Section (PERS-913).

2. **Policy**. A member may be separated by reason of defective enlistment or induction on the basis of a defective enlistment.

3. **Defective Enlistment**. A defective enlistment exists in the following circumstances:

a. The member reasonably relied upon a material misrepresentation by recruiting personnel and was induced to enlist by a commitment for which member was not qualified.

b. The member received a written enlistment commitment from recruiting personnel for which member was qualified, but which cannot be fulfilled by the Naval Service.

c. The enlistment was involuntary (induced by fraud, duress, or undue influence and not the product of a free and unconstrained choice) and exemplified by

(1) enlistment of an individual who lacks capacity to understand the significance of enlisting in the armed services.

(2) enlistment of a member whose enlistment is involuntary by reason of coercion resulting from being offered the option to enlist or being subjected to sentence(s) to confinement by a court of competent jurisdiction.

4. **Basis for Separation**. A request from a member for separation is appropriate under these provisions only if member

a. did not knowingly participate in creation of the defective enlistment;

b. brings the defect to attention of appropriate authorities within 30 days after the defect is discovered, or reasonably should have been discovered, by member; and

c. requests separation instead of other authorized corrective action.

5. **Alternatives to Discharge**. Prior to discharge, advise member of alternate programs for which member is qualified and offered every encouragement to remain in service. Retention will be effected only upon full concurrence of member. If member accepts the alternate program, acceptance will be documented on NAVPERS 1070/613 (10/81), Administrative Remarks and the defect in enlistment will be considered cured.

6. **Disciplinary Action**. The processing for discharge under these provisions does not bar appropriate disciplinary action or other administrative separation proceedings regardless of when the defect is raised.

7. **Procedures**

a. The member will certify he/she has been advised of all options available, including discharge from Navy, by signing an entry on NAVPERS 1070/613 of the service record.

b. Forward the processed case by letter of transmittal to NAVPERSCOM (PERS-832), indicating date and characterization of service awarded.

8. **Characterization of Service**. Characterization of service will be Honorable, unless an Entry-Level Separation (ELS) or an order of release from custody and control of Naval Service is warranted per MILPERSMAN 1910-300.

9. **Separation Program Designator (SPD)**. Per reference (a), the following SPD codes are to be used:

SPD CODE	EXPLANATION
KDS	Voluntary discharge allowed by established directives.
MDS	Voluntary release or transfer to another service component.

MILPERSMAN 1910-133

FAILURE TO COMPLETE CHANGE OF RATING (CONVERSION) PROCESS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **General Information**. Members who fail to complete the change of rating process, as approved or directed through lateral or forced conversion, must be separated under the following articles as appropriate:

a. MILPERSMAN 1900-120 Separation by Reason of Convenience of the Government - Medical Conditions not Amounting to a Disability

b. MILPERSMAN 1910-156 Separation by Reason of Unsatisfactory Performance

c. MILPERSMAN 1910-164 Separation by Reason of Best Interest of the Service

2. **Policy**. Personnel approved through the lateral or forced conversion process must complete the conversion and change ratings. Sailors who fail to successfully convert for any reason listed below may be processed for administrative separation (ADSEP):

a. Disqualification or loss of eligibility for new rating,

b. Failure to execute orders required for the conversion process,

c. Failure to meet obligated service requirement for training and or first duty station in new rating,

d. Program and or rating training disenrollment and or failure for any reason, or

e. When forced conversion from current rating is directed and the Bureau of Naval Personnel (BUPERS) Enlisted Community Management

Division (BUPERS-32) "Needs of the Navy" process does not result in selection to another rating.

3. **Separation Procedures**. The process for separation by either notification or administrative board procedures is under MILPERSMAN 1910-402. Members meeting the criteria for ADSEP due to **misconduct** must be processed for ADSEP under the appropriate MILPERSMAN article(s) within the 1910 series.

4. **Characterization of Separation**. Per MILPERSMAN 1900-120, MILPERSMAN 1910-156, or MILPERSMAN 1910-164 (as applicable).

MILPERSMAN 1910-134

SEPARATION BY REASON OF DEFECTIVE ENLISTMENTS AND INDUCTIONS - FRAUDULENT ENTRY INTO NAVAL SERVICE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) COMNAVCRUITCOMINST 1130.8J

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. When administrative separation (ADSEP) board is held, refer to MILPERSMAN 1910-710 for guidance in determining SA.

2. **Policy**. Members may be separated for effecting a fraudulent enlistment, induction, or period of service by falsely representing or deliberately concealing any qualifications or disqualifications prescribed by law, regulation, or orders. Reference (a) refers.

3. **Processing Procedures**

   a. Use this table to determine processing procedures.

IF fraudulent enlistment involves	THEN use
concealing a prior separation that resulted in a punitive or Under Other Than Honorable (OTH) discharge; or concealing an offense warranting OTH, if offense occurred while on active duty and would have prevented their enlistment;	Administrative Board Procedure (MILPERSMAN 1910-404).
any other type of concealment,	Notification Procedure (MILPERSMAN 1910-402).

b. Commanding officers (COs) should consider circumstances of each case in determining whether to pursue an OTH using administrative board procedures. In most instances, notification procedures are appropriate. Processing for an OTH (using administrative board procedures) should only be used for the most serious offenses. Examples where processing for an OTH would be appropriate include, but are not limited to drug trafficking, concealing a prior service dishonorable discharge, bad conduct discharge, or OTH discharge, and crimes of violence.

c. If fraudulent enlistment is detected immediately after the swearing-in ceremony at Military Entrance Processing Station (MEPS), MEPS commander will revoke any travel orders and transfer member temporary duty (TEMDU) to sponsoring Navy Recruiting District (NAVCRUITDIST). NAVCRUITDIST will process member using above procedures.

Note 1: Processing under this article is mandatory if the underlying reason for processing is mandatory per MILPERSMAN 1910-233.

4. **Limitation**. Separations for fraudulent entry may not be suspended.

5. **Granting a Waiver**. A general court-martial convening authority (GCMCA) may grant a processing waiver when CO desires member to be retained and defect is no longer present. Exceptions are on the following table:

EXCEPTIONS	
Only Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832)or Reserve Enlisted Status Branch (PERS-913) may grant all waivers for any of the below offenses:	**or any combination of three or more of the following offenses:**
• Assault with dangerous weapon • Assault, intentionally inflicting great bodily harm • Assault with intent to commit felony • Carnal knowledge of female under 16 • Car-jacking • Grand larceny; embezzlement over $500 • Indecent acts or liberties with child under 16 • Indecent assault • Kidnapping • Manslaughter • Murder • Rape • Sedition • Sodomy • Stalking	• Accessory before or after the fact of a felony • Adultery • Altering, concealing, destroying, mutilating, obliterating, or removing public records • Arson • Attempt to commit a felony • Bomb threat • Bribery • Check, worthless, making or uttering, with intent to defraud or deceive (over $500) • Child abuse • Concealing knowledge of a felony • Criminal libel • Depositing obscene or indecent matters in mail • Extortion • Forgery • Graft • Housebreaking • Knowingly receiving stolen property (value over $500) • Mail matter: abstracting, destroying, obstructing, opening, secreting, stealing, or taking • Pandering • Perjury • Possession or use of narcotics, dangerous drugs, or marijuana • Riot

6. **Waiver Contents**. Waiver requests must contain the following:

a. A description of all addressed allegations.

b. Any finding, decision, sentence, judgment, or disposition recorded or entered by jurisdictional authority.

c. If disposition is still outstanding, a written statement of actions taken to resolve and estimated completion date.

d. Member's written statement explaining why fraudulent enlistment was effected, circumstances surrounding the issue, and why the issue was not disclosed at recruit training's moment of truth.

e. CO's statement addressing fraudulent enlistment issue, member's performance of duty, and potential for further service.

7. **If Waiver is Approved**

a. GCMCA shall direct requesting command to prepare the following NAVPERS 1070/613 Administrative Remarks for counseling and warning, see MILPERSMAN 1910-204. Modify paragraph 1 of NAVPERS 1070/613 as follows:

"You are being retained in naval service despite your defective enlistment and induction due to fraudulent entry into naval service as evidenced by your failure to disclose (reason for requesting waiver). AUTHORITY: (GCMCA waiver authority letter or message)."

Note 2: This is a permanent NAVPERS 1070/613 which must be entered and verified in the electronic service record and submitted to the official military personnel file.

b. A complete copy of waiver package, to include approval and NAVPERS 1070/613, will be submitted to NAVPERSCOM (PERS-832) or NAVPERSCOM (PERS-913) (as appropriate) for filing in member's permanent record.

8. **Characterization of Service**

a. Further guidance on characterization of service is provided in MILPERSMAN 1910-300. This table provides general information based on type of procedures used:

IF	THEN least favorable characterization
Notification Procedure is used,	is GEN per MILPERSMAN 1910-300.
Administrative Board Procedure is used,	is OTH, per MILPERSMAN 1910-300.

b. If member has less than 180 days of service, an entry level separation may be appropriate. See MILPERSMAN 1910-308 for further guidance.

9. **Exception to Rule for Navy Recruit Training Command (NAVCRUITRACOM) and Naval Service Training Command (NSTC)**

a. Recruits must be administratively separated and assigned an RE-3J reenlistment code provided they:

(1) Failed entry-level drug testing **for marijuana only;**

(2) Did not use any illegal drugs other than marijuana while in the Delayed Entry Program; and

(3) There is no indication that the recruit is drug dependent.

b. This exception allows potentially good recruits to overcome their drug abuse and opportunity to reenlist after a minimum 6-month waiting period.

c. If recruit does not meet criteria, process for all other reasons for which minimum criteria is met and assign RE-4 reenlistment code.

MILPERSMAN 1910-136

SEPARATION FROM THE DELAYED ENTRY PROGRAM (DEP)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) DoDD 1304.26 of 21 Dec 93

1. **Policy**. Members in the Delayed Entry Program (DEP) (inactive reserve status) will be separated prior to coming on active duty if they no longer meet the qualifications for enlistment as prescribed by reference (a), or by Commander, Navy Recruiting Command (COMNAVCRUITCOM).

2. **Procedures**. Notice of Notification Procedure (MILPERSMAN 1910-402) shall be used.

3. **Characterization of Separation**. Characterization will always be Entry Level Separations (ELS). See MILPERSMAN 1910-308.

MILPERSMAN 1910-138

SEPARATION BY REASON OF MISCONDUCT - MINOR DISCIPLINARY INFRACTIONS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Uniform Code of Military Justice (UCMJ) (b) Manual for Courts-Martial (MCM) (c) BUPERSINST 1900.8D

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. When an administrative separation board is held, refer to MILPERSMAN 1910-710 for guidance in determining SA.

2. **Policy**. Members may be processed for separation based upon a series of at least three, but not more than eight, minor violations (specifications) of reference (a), provided:

a. None of the reasons could have resulted in a punitive discharge. See reference (b), Appendix 12, for list of maximum punishment for each article of reference (a);

b. Offenses are documented in the member's service record;

c. Offenses have occurred during the current enlistment;

d. Member was disciplined by one nonjudicial punishment; and

e. Member has violated a NAVPERS 1070/613 Administrative Remarks Counseling and or Warning as explained in MILPERSMAN 1910-204, or other form of counseling as explained in MILPERSMAN 1910-202 prior to processing.

3. **Exception to this Policy**. If the member is in entry level status as defined in MILPERSMAN 1910-010, the reasons for processing are based solely on minor violations of reference (a) and the member does not meet eligibility of any other type of misconduct, then the processing should then be under MILPERSMAN 1910-154, Separation by Reason of Entry Level Performance and Conduct.

4. **Procedures**. MILPERSMAN 1910-402, Notice of Notification Procedures shall be used.

5. **Characterization of Separation**. The least favorable and accepted characterization is "General (Under Honorable Conditions)", although "Honorable" may be assigned if appropriate.

6. **Separation Program Designator (SPD)**. Per reference (c), the following SPD codes are to be used:

SPD CODE	EXPLANATION
GKN	Involuntary discharge, approved recommendation of a board. (Use when admin board was held.)
HKN	Involuntary discharge in lieu of further processing or convening of a board. (Use when admin board was waived.)
JKN	Involuntary discharge, no board entitlement. (Use when member has less than 6 years of total active service.)

MILPERSMAN 1910-140

SEPARATION BY REASON OF MISCONDUCT - PATTERN OF MISCONDUCT

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. Refer to MILPERSMAN 1910-710 for guidance in determining SA when an administrative separation board is held.

2. **Policy**

a. Members may be separated when during the current enlistment they have:

(1)	Two or more nonjudicial punishments (NJP), courts-martial, or civil convictions (or combination thereof);
(2)	Three or more unauthorized absences (each is more than 3 days, but less than 30 days duration);
(3)	A set pattern of failure to pay just debts; or
(4)	A set pattern of failure to contribute adequate support to dependents or failure to comply with civil court orders, decrees, or judgments concerning dependent support.

b. A member must have violated a NAVPERS 1070/613 warning or other form of counseling as explained in MILPERSMAN 1910-202 prior to processing. The typical correct sequence is NJP, counseling, then NJP. There is no requirement for a commanding officer (CO) to award a NAVPERS 1070/613 following NJP. That decision should be based on the circumstances of the situation. A common error occurs when commands issue a NAVPERS 1070/613 warning following the second NJP. In those instances, the member is essentially being given another opportunity by the CO to correct the deficiency, and processing for pattern of misconduct is inappropriate. Another common error is initiating

processing for pattern of misconduct without completed counseling per MILPERSMAN 1910-202.

c. All offenses processed or considered under pattern of misconduct must have occurred in the current enlistment.

3. **Procedures**. Use this table to determine processing procedures.

WHEN...	THEN use...
One of the offenses requires mandatory processing or the CO believes the circumstances surrounding the offense warrant an under other than honorable (OTH) discharge per MILPERSMAN 1910-300,	MILPERSMAN 1910-404, Notice of Administrative Board Procedure.
The CO believes the circumstances surrounding the offense do not warrant an OTH,	MILPERSMAN 1910-402, Notification Procedure

4. **Characterization of Separation**

a. Further guidance on characterization of service is provided in MILPERSMAN 1910-300. This table provides general information based on type of procedures used.

IF...	THEN the least favorable characterization...
The Notification Procedure is used,	Is a general discharge per MILPERSMAN 1910-300.
The Administrative Board Procedure is used,	Is an OTH discharge per MILPERSMAN 1910-300.

b. If the member has less than 180 days of service, an entry level separation may be appropriate. Refer to MILPERSMAN 1910-308 for further guidance.

MILPERSMAN 1910-142

SEPARATION BY REASON OF MISCONDUCT - COMMISSION OF A SERIOUS OFFENSE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM	882-3045 (901) 874-3045
	NAVPERSCOM (PERS-913)	Phone: DSN COM	882-4368 (901) 874-4368

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1332.14 of 27 January 2014 (b) Manual for Courts-Martial United States, 2024 (c) 18 U.S.C.

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine the SA. When an administrative separation board is held, refer to MILPERSMAN 1910-710 for guidance in determining action by the SA.

2. **Policy**

a. Per reference (a), Service members may be separated based on commission of a serious military or civilian offense if a punitive discharge would be authorized for the same or a closely related offense per reference (b), appendix 12.

b. Commission of a serious offense does not require adjudication by non-judicial or judicial proceedings; however, offense must be substantiated by a preponderance of evidence (e.g., copy of police record, Naval Criminal Investigative Service investigation).

c. Service members who lose their ability to carry or handle weapons in the performance of their duties due to a qualifying conviction for misdemeanor crimes of domestic violence (DV), per reference (c), section 922(g)(9), must be processed for separation for the corresponding DV incident(s).

3. **Mandatory Processing**. See MILPERSMAN 1910-233 for a complete list of offenses for which administrative separation processing is mandatory.

4. **Procedures**. Use the following table to determine processing procedures:

When...	Then use	Except when...	Then use...
Commanding officer (CO) believes circumstances surrounding the offense warrants an "under other than honorable" (OTH) characterization pursuant to MILPERSMAN 1910-300	Administrative board procedure per MILPERSMAN 1910-402	Offense occurred pre-service or in a prior enlistment and was unknown to the Navy at the time of enlistment or reenlistment and processing for fraudulent enlistment is not appropriate	Notification procedure per MILPERSMAN 1910-402 and process for erroneous enlistment
CO believes circumstances do not warrant an OTH characterization pursuant to MILPERSMAN 1910-300	Notification procedure per MILPERSMAN 1910-402.		

5. **Characterization of Separation**

a. Further guidance on characterization of service is provided in MILPERSMAN 1910-300. This table provides general information based on type of procedures used:

If...	Then least favorable characterization is...
Notification procedures are used	General (under honorable conditions) per MILPERSMAN 1910-402.
Administrative board procedures are used	OTH per MILPERSMAN 1910-402.

b. If a Service member has less than 365 days of service, an entry-level separation may be appropriate. See reference (a) and MILPERSMAN 1910-308 for further guidance.

MILPERSMAN 1910-144

SEPARATION BY REASON OF MISCONDUCT - CIVILIAN CONVICTION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Manual for Courts-Martial United States of 2019 (b) SECNAVINST 5820.4G

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine the SA. When an administrative separation (ADSEP) board is held, refer to MILPERSMAN 1910-710 for guidance in determining the SA.

2. **Policy**

a. Members may be separated based on civilian convictions or actions tantamount to:

(1) Findings of guilt,

(2) Adjudication withheld,

(3) Deferred prosecution,

(4) Entry into an adult/juvenile pretrial intervention program, or

(5) Any similar disposition of charges, which includes:

(a) Imposition of fines, probation, or community service;

(b) When offense would warrant a punitive discharge, per reference (a), appendix 12, for the same or closely related offense;

(c) Specific circumstances of offense warrant separation; or

(d) Civil sentence includes confinement for 6 months or more without regard to suspension, probation, or early release.

b. All civilian convictions (Federal, State, and local), including any actions tantamount to findings of guilt are binding on the issue of whether misconduct has occurred and an administrative discharge board is required to find that misconduct did occur.

c. Foreign court convictions are not binding on administrative boards and do not preclude processing due to misconduct (serious offense and or civil conviction).

Note: Members confined in foreign jails may be processed for separation, but may not be discharged or separated from Service until completion of imprisonment and return to the United States. In unusual cases (i.e., life sentence without possibility of parole), separation may be authorized by the Secretary of the Navy per reference (b).

3. **Mandatory Processing**. See MILPERSMAN 1910-233 for a complete list of offenses for which ADSEP processing is mandatory.

4. **Procedures**. All available arrest, investigative, and court adjudication documentation must be submitted as part of recorder's exhibits at any administrative board. If members waive their boards, these same documents must be submitted as enclosures to the Letter of Transmittal (see MILPERSMAN 1910-600). Use the following table to determine processing procedures.

WHEN..	THEN use..	EXCEPT when..	THEN use..
commanding officer (CO) believes circumstances surrounding offense warrant under other than honorable (OTH) per MILPERSMAN 1910-300,	administrative board procedures per MILPERSMAN 1910-402,	conviction occurred preservice or in a prior enlistment and was unknown to Navy at time of enlistment or reenlistment, and processing for fraudulent enlistment is not appropriate,	notification procedures per MILPERSMAN 1910-402 and process for erroneous enlistment per MILPERSMAN 1910-130.
CO believes circumstances do not warrant an OTH per MILPERSMAN 1910-300,	notification procedures per MILPERSMAN 1910-402.		

5. **Characterization of Separation**

a. Further guidance on characterization of service is provided in MILPERSMAN 1910-300. This table provides general information based on type of procedures used:

IF...	THEN least favorable characterizations is...
notification procedures are used,	"general" (under honorable conditions) per MILPERSMAN 1910-402.
administrative board procedures are used,	"under other than honorable" per MILPERSMAN 1910-402.

b. If member has less than 180 days of service, an "entry level separation" may be appropriate. See MILPERSMAN 1910-308 for further guidance.

MILPERSMAN 1910-146

SEPARATION BY REASON OF MISCONDUCT – DRUG ABUSE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM FAX	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: DSN COM FAX	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 5350.4D (b) SECNAVINST 5300.28F

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine the SA. When an administrative separation (ADSEP) board is held, refer to MILPERSMAN 1910-710 for guidance in determining the SA.

2. **Policy**

a. Processing is mandatory for the following:

(1) Positive urinalysis tested and confirmed positive at a Navy drug screening lab (NAVDRUGLAB) or other Department of Defense (DoD) approved lab. If the commanding officer (CO) determines the urinalysis result was caused by administrative errors (e.g., faulty local chain of custody, evidence of tampering) or the drug use was not wrongful (e.g., prescribed medication, unknowing ingestion), then the member must not be identified as a drug abuser and the positive urinalysis is not a drug abuse incident. When this determination is made, the command must notify, via official correspondence:

(a) Office of the Chief of Naval Operations (OPNAV), Total Sailor Fitness Branch (OPNAV N170), **and**

(b) the command's immediate superior in command of the circumstances that warranted such a determination.

(2) Admission of drug use

(3) One or more military drug-related offense(s)

(4) Nolo contendere, no contest plea in civil courts

(5) Civil conviction for a drug-related offense(s)

(6) Actions tantamount to findings of guilt in civil courts:

(a) Deferred prosecution

(b) Entry in a pretrial intervention program

b. Drug-related offenses include the following:

(1) **Drug Abuse** - illegal or wrongful use, possession of controlled substances, or attempts to commit drug offenses.

(2) **Drug Trafficking** - the sale, transfer, or possession with the intent to sell or transfer controlled substances.

3. **Procedures**

a. Separation on the basis of drug abuse may be processed using notification procedures when the CO believes the circumstances surrounding the offense and its disposition do not warrant an "other than honorable" (OTH) characterization pursuant to MILPERSMAN 1910-300. Administrative board procedures should be used when the CO believes circumstances surrounding the offense warrant an OTH pursuant to MILPERSMAN 1910-300.

b. Per reference (b), drug abuse is defined as the illegal or wrongful use or possession of a controlled substance or prescription medication, including steroid usage other than that specifically prescribed by competent authority, or attempts to commit drug offenses. The wrongful use of inhalants (huffing) or the misuse of designer drugs must be processed under MILPERSMAN 1910-142.

c. If board procedures are used and member waives right to an administrative board, under administrative board procedures, only

the general court-martial convening authority or higher serves as SA.

Note: Policy and procedures apply to both Active and Reserve Service members (e.g., drilling reservists who test positive on urinalysis must be processed for separation, regardless of when the drugs were ingested.

4. **Use of Urinalysis Results**

a. Use this table to determine basis for separation and characterization of service:

Type	**Usable in Disciplinary Proceedings**	**Usable as Basis for Separation**	**Usable for GEN/OTH Characterization**
Search or Seizure			
- Member's consent	Yes	Yes	Yes
- Probable cause	Yes	Yes	Yes
Inspection			
- Random sample	Yes	Yes	Yes
- Unit sweep	Yes	Yes	Yes
Medical – General			
- Diagnostic purposes (e.g., emergency room treatment, annual physicals, etc.) (see subparagraph 4b(1) rule)	Yes	Yes	Yes
Fitness for Duty			
- Command directed	No	Yes	No
- Competence for duty (see subparagraph 4b(1) rule)	No	Yes	No
- Mishap/safety investigation	No	Yes	No
Service-Directed			
- Treatment facility staff (military)	Yes	Yes	Yes
- Alcohol rehab testing	No	Yes	No

- Naval brigs and military confinement facilities	Yes	Yes	Yes
- Entrance testing	No	Yes	No (see sub-paragraph 4b(2) rule)
- Accession training pipeline	Yes	Yes	Yes

Note: Only urinalysis results from a NAVDRUGLAB or other DoD-certified lab will be used to refer a military member for appropriate disciplinary action and to establish the basis for separation and characterization of discharge.

b. **Rules.** The medical facility should immediately notify the member's command of a positive urinalysis or blood test. This notification should prompt the CO or acting CO to authorize an immediate probable cause urinalysis, conducted by the command's designated urinalysis coordinator. If the CO or acting CO will not be available in excess of 24 hours, then the command duty officer or officer of the day should authorize an immediate command-directed urinalysis. Immediate action is necessary to preclude further degradation of possible controlled substances in the system due to the passage of time. An exception to this policy is if the member is unconscious and unable to deliberately provide a urine sample.

Note: Reservists recalled to active duty (AD) only.

5. **Characterization of Separation**. Further guidance on characterization of service is provided in MILPERSMAN 1910-300. This table provides general information based on type of procedures used:

IF ...	**THEN least favorable characterization ...**
notification procedures are used,	is GEN per MILPERSMAN 1910-402.
administrative board procedures are used,	is OTH per MILPERSMAN 1910-402.

If AD Service member has less than 180 days of service, an entry-level separation may be appropriate. See MILPERSMAN 1910-308 for further guidance.

MILPERSMAN 1910-152

SEPARATION BY REASON OF NON-COMPLIANCE WITH ALCOHOL REHABILITATION TREATMENT

Responsible Offices	NAVPERSCOM (PERS-832)	Phone: COM DSN	(901) 874-3045 882-3045
	NAVPERSCOM (PERS-913)	Phone: COM DSN	(901) 874-4368 882-4368

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 5350.4E (b) SECNAVINST 5300.28F (c) 10 U.S.C.

1. **Policy and Procedure**. Per references (a) and (b), unless a written waiver is obtained, commands must process all Service members, to include Selected Reserve (SELRES) in an active status or SELRES currently serving on active duty, who are considered not having successfully completed an alcohol rehabilitation treatment, for administrative separation (ADSEP) using notification procedure under MILPERSMAN 1910-402. Additional guidance in processing SELRES members is outlined in reference (a), chapter 5.

2. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. When an ADSEP board is held, refer to MILPERSMAN 1910-710 for additional guidance in determining SA.

3. **Characterization of Separation**. General (under honorable conditions), unless an entry-level separation (MILPERSMAN 1910-308) or honorable is warranted, per MILPERSMAN 1910-304.

4. **Treatment Non-Compliance**. Per reference (a), the following are examples of situations when a Service member does not demonstrate the expected level of recovery or does not successfully complete treatment:

a. Any Service member who incurs a subsequent alcohol incident at any time in his or her career after a period of treatment at level 2 or above, precipitated by a prior alcohol incident.

b. Any Service member who has been screened by medical personnel and found in need of treatment and who commences but subsequently does not complete any prescribed treatment (i.e., formal care). All instances when Service members do not complete treatment are not automatically considered to have an incomplete treatment (e.g., leaving treatment due to emergency). Commands may contact the Office of the Chief of Naval Operations (OPNAV) Drug and Alcohol Deterrence Office (OPNAV N173) for additional assistance.

c. Any Service member who incurs an alcohol incident at any time during outpatient, intensive outpatient, or residential treatment that resulted from an alcohol incident, command-referral, or self-referral (even though treatment may not have been completed).

d. Any Service member who does not participate in, follow, or successfully complete any medically-prescribed and command-approved recovery aftercare plan. This determination must be made by the Service member's commanding officer (CO) in consultation with the Drug and Alcohol Program advisor (DAPA) and Substance Abuse Rehabilitation Program (SARP) counselor.

Note 1: Conduct, which amounts to a refusal, failure to complete, or non-amenability, must be determined by a medical officer or licensed independent practitioner. Conduct, which amounts to an alcohol incident, must be determined by the Service member's CO.

Note 2: In the event a Service member incurs an alcohol incident subsequent to screening, but prior to the commencement of formal care, he or she must be reevaluated by a SARP counselor and then allowed to receive appropriate treatment.

5. **What is an Alcohol Incident**? An offense punishable under reference (c), chapter 47, or civilian authority, committed by a Service member where, in the judgment of the Service member's CO, the consumption of alcohol was a contributing factor.

6. **Waiver Requests**. Waiver requests will be submitted to Navy Personnel Command (NAVPERSCOM) Enlisted Performance and Separations Branch (PERS-832) (for active duty and Training and Administration the Reserve personnel) or NAVPERSCOM Reserve Enlisted Personnel Branch (PERS-913) (for Selected Reserve), via OPNAV (N173B) and the appropriate echelon 3 commander. A sample waiver request can be found on the MyNavy HR Web site at https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/Publications-Resources/Sample-Letters/.

MILPERSMAN 1910-153

SEPARATION BY REASON OF MULTIPLE INCIDENTS OF DRIVING UNDER THE INFLUENCE (DUI)/DRIVING WHILE INTOXICATED (DWI)

Responsible Offices	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 5350.4D (b) SECNAVINST 5300.28F

1. **Policy and Procedure**. Unless a written waiver is obtained, per references (a) and (b), commands must process all Service members who incur a second or greater substantiated incident of driving under the influence (DUI) or driving while intoxicated (DWI) during their military careers for administrative separation (ADSEP). Process Service members' multiple incidents of DUI and DWI under misconduct per MILPERSMAN 1910-142 or 1910-144 (as appropriate).

Note: The second or greater DUI/DWI which occurred in a Service member's career must have occurred after 04 June 2009 to be processed under this article.

Note: A court's acceptance of a deferment program or plea bargain to a lesser offense (e.g., reckless driving) does not cancel the requirement for mandatory ADSEP processing.

2. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. When an ADSEP board is held, refer to MILPERSMAN 1910-710 for guidance in determining the SA.

3. **Characterization of Separation**. The characterization of separation for multiple incidents of DUI and DWI will be determined by the severity of incidents per MILPERSMAN 1910-142 or 1910-144 (as appropriate).

4. **Waiver Requests**. Submit waiver requests per reference (a), enclosure (1). Waiver requests will be submitted to Navy Personnel Command (NAVPERSCOM) Enlisted Performance and Separations Branch (PERS-832) or Reserve Enlisted Personnel Branch (PERS-913) via Office of the Chief of Naval Operations (OPNAV) Navy Alcohol and Drug Abuse Prevention Office (OPNAV-N170A).

MILPERSMAN 1910-154

SEPARATION BY REASON OF ENTRY-LEVEL PERFORMANCE AND CONDUCT

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM	882-3045 (901)874-3045
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1332.14 of 27 January 2014 (b) Manual for Courts-Martial (MCM), United States, 08 August 2023

1. **Policy**. Per reference (a), Service members may be separated for entry-level performance and conduct when:

a. **In an entry-level status** on the date of notification of administrative separation processing;

b. **It is determined members are unqualified for further naval service** by reason of unsatisfactory performance and conduct as evidenced by incapability, lack of reasonable effort, failure to adapt to the naval environment, or minor disciplinary infractions; and

c. **Have violated a NAVPERS 1070/613 Administrative Remarks counseling and or warning,** which specifically addresses Service member's unsatisfactory performance and or conduct per MILPERSMAN 1910-202. A Service member must have violated a NAVPERS 1070/613 warning prior to processing for separation under this category.

2. **Entry-Level Status**

a. Upon enlistment a Service member qualifies for entry-level status during:

(1) The first 365 days of continuous active military service, or

(2) The first 365 days of continuous active military service after a break in service of more than 92 days of active service.

b. A Service member of a Reserve Component who is not on active duty, or who is serving under a call or order to active duty for 365 days or less, begins entry-level status upon enlistment in a Reserve Component. Entry-level status for such a Service member of a Reserve Component terminates:

(1) 365 days after beginning training if the Service member is ordered to active duty for training for one continuous period of 180 days or more; or

(2) 180 days after the beginning of the second period of active duty training if the Service member is ordered to active duty for training under a program that splits the training into two or more separate periods of active duty.

3. **Separation Procedures**. Notice of Notification Procedure will be used to process members for separation per MILPERSMAN 1910-402.

4. **Characterization of Separation**. Description of separation will always be an entry-level separation. MILPERSMAN 1910-308 provides further guidance.

NOTE 1: For the purposes of characterization of service or description of separation, the Service member's status is determined by the date of notification as to the initiation of separation proceedings.

NOTE 2: If the reason(s) for separation processing could result in a punitive discharge under reference (b), then processing under this article is not appropriate.

MILPERSMAN 1910-156

SEPARATION BY REASON OF UNSATISFACTORY PERFORMANCE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVADMIN 061/11 (b) 18 U.S.C. §922(g)(9)

1. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. When an administrative board is held, refer to MILPERSMAN 1910-710 for guidance in determining SA.

2. **Policy**. Members may be separated when they are unqualified for further naval service as demonstrated by any of the following reasons:

a. Receipt of an enlisted performance evaluation with one or more 1.0 marks in any performance trait. Counseling, per Note 1, must be completed and subsequently violated. Physical fitness assessment failures must be processed under MILPERSMAN 1910-170;

b. An overall 2.49 cumulative performance mark average, or less for two consecutive evaluations. Per Note 1, counseling must be completed;

c. Promotion recommendation less than **promotable** with no improvement in the recommendation (i.e., significant problems to progressing) for 2 consecutive cycles (e.g., member receives two consecutive **progressing** evaluations). Per Note 1, counseling must be completed;

d. Denial or revocation of security clearance, thereby precluding ability to perform duties in assigned rating. For

information regarding rate conversions see MILPERSMAN 1440-011. Member must sign the letter of intent provided by the Department of the Navy Central Adjudication Facility or be counseled, per Note 1, prior to processing;

e. Chief petty officers (E-7 through E-9) and petty officers detached for cause (DFC) due to substandard performance per MILPERSMAN 1616-010. Required counseling, per Note 1, must be completed prior to DFC action, except in cases involving a DFC action for significant event in which case required counseling must be completed prior to processing. Separation processing may only be directed by the Commander, Navy Personnel Command;

f. Failure to participate in or complete mandatory training or education for their rating (e.g., Legalman-Paralegal Education Program per reference (a)). Per Note 1, counseling must be completed prior to processing;

g. Failure to complete initial skills training pipeline as outlined in MILPERSMAN 1910-125. Per Note 1, counseling must be completed prior to processing;

h. Failure to complete the change of rating conversion process outlined in MILPERSMAN 1910-133. Per Note 1, counseling must be completed prior to processing; or

i. Reduced in rate due to disciplinary action, the expiration of active obligated service (EAOS) exceeds the reduced pay grade high year tenure (HYT) limit, and the basis for the reduction in rate does not meet any other basis for separation. If reduced in rate due to misconduct falls within a misconduct section of MILPERSMAN 1910 series, process under that section. Refer to MILPERSMAN 1160-120 for established HYT limits, separation processing timelines, and exceptions.

Note 1: Counseling and or warning that specifically addresses deficiencies (i.e., performance of assigned tasks and duties in a manner that is not contributory to unit readiness and or mission accomplishment, and or failure to maintain required proficiency in rate as evidenced by ....) must be documented per MILPERSMAN 1910-202. The member must have been afforded the opportunity to overcome those deficiencies prior to processing.

Note 2: Members who lose their ability to carry or handle weapons in the performance of their duties due to a qualifying

conviction for domestic violence (DV), per reference (b), should be processed for separation under MILPERSMAN 1910-142 for the actual DV incident(s).

3. **Policy Exception**

a. If the member is in entry level status, as defined per MILPERSMAN 1900-010, process under entry level performance and conduct per MILPERSMAN 1910-154.

b. Do not process under this article if the member qualifies for misconduct processing.

c. At the SA's discretion, member may request separation under MILPERSMAN 1910-102, if member does not qualify for misconduct processing.

4. **Procedures**. The notice of notification procedure, per MILPERSMAN 1910-402, shall be used to process the member for separation.

5. **Characterization of Separation**. For members separated under paragraphs 2a through 2e of this article, the characterization of separation should be under honorable conditions (general), unless an entry level separation (ELS) or honorable is warranted per MILPERSMAN 1910-304. For members separated under paragraphs 2f through 2i of this article, the characterization of separation should be honorable, unless an ELS or under honorable conditions (general) is warranted per MILPERSMAN 1910-304. Selected Reserve personnel are not eligible for ELS.

MILPERSMAN 1910-157

SEPARATION BY REASON OF FAILURE TO MAINTAIN SECURITY CLEARANCE

Responsible Office	NAVPERSCOM (PERS-832)	Email:	pers832adseps.fct@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc.fct@navy.mil https://my.navy.mil/

Reference	(a) SECNAVINST 5510.30C

1. **Policy**

a. Enlisted members may be processed for administrative separation (ADSEP) when they are unqualified for further naval service, as demonstrated by the denial or revocation of a necessary security clearance that precludes their ability to perform duties in their assigned rating.

b. Per reference (a), enlisted members will not be separated from Service under this article if they meet the requirements to be separated under a different article.

c. Per reference (a), if an enlisted member has held access to sensitive compartmented information (SCI) and or special access programs (SAP) within 18 months prior to separation, the member will not be awarded a characterization of service of other than honorable conditions without the approval of the program manager (i.e., Office of Naval Intelligence Director of Naval Intelligence for SCI access or the Office of the Chief of Naval Operations (OPNAV) Special Programs Division (OPNAV N9SP) for SAP access).

2. **Separation Authority (SA)**. Refer to MILPERSMAN 1910-704 to determine SA. When an administrative board is held, refer to MILPERSMAN 1910-710 for further guidance.

3. **Forced Conversion**

a. Bureau of Naval Personnel and Navy Personnel Command may direct forced conversion, an involuntary change of rating, based on the loss of eligibility to further serve in present rating or specialty in an Active Component. For more information on forced conversion, refer to MILPERSMAN 1440-011.

b. Enlisted members who fail to successfully complete the change of rating process directed by forced conversion will be processed for ADSEP.

4. **Procedure**. MILPERSMAN 1910-402 dictates the process for ADSEP by either notification or administrative board procedures. Enlisted members meeting the criteria for ADSEP due to misconduct must be processed for ADSEP under the appropriate MILPERSMAN article(s) within the 1910 series, rather than under this article.

5. **Characterization of Separation**. For enlisted members separated under this article the characterization of separation should be General (under honorable conditions), unless an entry level separation or Honorable is warranted per MILPERSMAN 1910-304.

MILPERSMAN 1910-158

SEPARATION BY REASON OF UNSATISFACTORY PARTICIPATION IN THE READY RESERVE

Responsible Office	NAVPERSCOM (PERS-913)	My Navy Career Center	1-833-330-MNCC

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1215.13 of 5 May 2015 (b) DoD Instruction 1332.14 of 27 January 2014 (c) DoD Instruction 1304.25 of 31 October 2013 (d) COMNAVRESFORNOTE 1001 of 22 August 19 (Canc: Aug 20) (e) 10 U.S.C. Chapter 47, Uniform Code of Military Justice (UCMJ)

1. **Discussion**. This article outlines separation criteria and options for enlisted drilling reservists only (Selected Reserve (SELRES) and Individual Ready Reserve (IRR) - voluntary training unit). Refer to MILPERSMAN 1001-150 for detailed enlisted and officer reservist participation requirements.

2. **Separation Authority (SA)**

a. Refer to MILPERSMAN 1910-704 and 1910-708 before sending an administrative separation (ADSEP) case to Navy Personnel Command (NAVPERSCOM) Reserve Enlisted Status Branch (PERS-913) for adjudication.

b. The following cases must be forwarded to PERS-913 for adjudication:

(1) All cases for which an administrative board or separation authority recommends retention,

(2) All cases for which an other than honorable discharge is recommended, and

(3) All cases for reservists who have remaining military service obligation (MSO), calculated from their pay entry base date (PEBD).

Note: All ADSEP packages, including those reservists discharged locally, must be forwarded to PERS-913 using a letter of transmittal (LOT). "By direction" signatures are not authorized. If discharged locally, the LOT must include the effective date of discharge and a copy of the required NAVPERS 1070/613 Administrative Remarks service record entry found in MILPERSMAN 1070-330, paragraph 3. See MILPERSMAN 1910-600, paragraphs 3 and 4 for sample LOT format.

3. **Policy**

a. Per MILPERSMAN 1001-150 and references (a), (b), and (c), enlisted reservists may be separated when they:

(1) Acquire a combined total of nine unsatisfactory inactive duty training (IDT) periods (Admin Us) or unexcused absences (UA) from scheduled training in a rolling 12-month period, or

(2) Fail to satisfactorily complete required active duty (AD) requirements (e.g., 12 or more days annual training (AT), active duty for training, active duty for special work, recall, mobilization, Active Component, or a combination thereof). An approved AT waiver satisfies the AD requirement per reference (d).

b. Per MILPERSMAN 1001-150, an IDT period is considered unsatisfactory when a reservist fails to meet the minimum standards required to maintain the proficiency of the unit and the skill of the individual, or when disciplinary action has been taken per reference (e). More specifically, Admin Us may be issued when a reservist fails to:

(1) Report for a scheduled physical examination (e.g., annual periodic health assessment, flight physical, dental exam, mobilization screening, physical fitness assessment, etc.),

(2) Comply with mobilization medical readiness requirements,

(3) Submit, or purposefully omits, pertinent information in connection with a physical examination (i.e., health-related matters not yet documented or solely documented with civilian provider),

(4) Keep the Navy reserve activity (NRA) commanding officer (CO) advised of pertinent mobilization information or changes to mailing address, marital status, number of dependents, civilian employment, civilian occupational skills, and any change in physical condition that would prevent the reservist from meeting the physical or mental standards prescribed for mobilization readiness,

(5) Respond to official correspondence within prescribed time period, or

(6) Comply with verbal or written orders of the NRA CO, to include requirements contained within the plan of the month.

c. Commands must provide supporting documentation for each applicable unsatisfactory participation reason listed in subparagraphs 3a(1) through 3b(6). Examples include:

(1) The Navy Standard Integrated Personnel System (NSIPS) enhanced drill management IDT history review showing the reservist has received at least nine Admin Us or UAs in a rolling 12-month period. A record of his or her drilling history, both satisfactory and unsatisfactory, must be maintained in NSIPS.

(2) Copy of command's official correspondence documenting failed medical readiness compliance or other mobilization readiness compliance requirements.

Note: Correspondence that cannot be hand-delivered must be sent to the reservist's official NSIPS mailing address using certified mail (with return receipt requested) to verify that the documentation was mailed. Attach the receipt to a copy of the noncompliance documentation and include in reservist's personnel file.

(3) NAVPERS 1070/613 Administrative Remarks, NAVPERS 1616/26 Evaluation Report & Counseling Record (E1-E6), or NAVPERS 1616/27 Evaluation & Counseling Record (E7-E9) documenting reasons listed in paragraphs 3b(1) through 3b(6).

(4) Any other supporting documentation (e.g., e-mails, plans of the month, etc.) the NRA CO deems pertinent.

Note: This article is not to be used to administratively separate reservists who do not report as ordered for mobilization. Refer to MILPERSMAN 1610-030.

4. **Procedures**

Note: When reservists fail to meet satisfactory participation requirements, they will no longer be eligible for incentive bonuses, the Montgomery GI Bill Selected Reserve entitlement, transferability of the Post-9/11 GI Bill, or recommendation for advancement or promotion.

a. Use notification procedures in MILPERSMAN 1910-402.

b. After notification procedures are complete, the NRA CO may:

(1) Place reservist on probation for 6 months per MILPERSMAN 1001-150,

(2) Request NAVPERSCOM Individual Ready Reserve Force Management Division (PERS-93) transfer reservist with no MSO remaining to the Standby Reserve-Inactive (S-2) per MILPERSMAN 1001-125, or

(3) Process reservist for ADSEP under this article.

c. Per MILPERSMAN 1910-402, reservists with 6 or more years of total military service, calculated from member's PEBD, are entitled to elect an administrative board. COs should consult with legal counsel and MILPERSMAN 1910-414 for further guidance when determining the disposition of an ADSEP case.

d. The NRA CO's recommendation concerning transfer to S-2 status or discharge must be included in the LOT.

e. All LOTs under this section must be endorsed by the NRA's immediate superior in command or more senior echelon commander in any case where:

(1) One or more Admin Us are used as evidence of unsatisfactory participation and the reservist is **not** entitled to elect an administrative board (due to having fewer than 6 years of service); or

(2) Transfer to S-2 status is recommended.

5. **Characterization of Service**. Refer to MILPERSMAN 1910-300 for characterization of service. This will generally be "honorable" or "general" (under honorable conditions) for unsatisfactory participation.

MILPERSMAN 1910-160

SEPARATION BY REASON OF SUPREMACIST OR EXTREMIST CONDUCT

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: DSN COM FAX	882-4503 (901) 874-4503 882-2673

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) Uniform Code of Military Justice (UCMJ)

1. **Policy**

a. Members must be processed following disciplinary or administrative action for any substantiated incident of serious misconduct resulting from participation in supremacist or extremist activities. The prescribed misconduct must relate to

(1) illegal discrimination based on race, creed, color, sex, religion, or national origin; or

(2) advocating the use of force or violence against any federal, state, or local government or agency thereof, in violation of federal, state, or local laws.

b. Most cases will involve one or more violations of reference (a), including but not limited to the following:

	Violation	Article
(1)	Insubordinate conduct, disobedience, and orders violations, including violations of lawful general orders established in Navy regulations or other authoritative Navy instructions.	90, 91, 92
(2)	Cruelty and maltreatment of subordinates.	93
(3)	Riot or breach of peace.	116

(4)	Provoking speech or gestures.	117
(5)	Various degrees of assault.	128
(6)	Disloyal statements; drunkenness and/or disorderly conduct; communicating a threat; carrying a concealed weapon; soliciting another to commit an offense; requesting commission of an offense; and wearing unauthorized insignias, decorations, badges, ribbons, devices, or lapel buttons on uniforms or civilian clothing.	134

c. An incident of misconduct is substantiated by one or more of the following:

(1) A conviction by a court-martial or civil criminal court system.

(2) Imposition of nonjudicial punishment under article 15 of reference (a).

(3) A determination by the convening authority, the preponderance of evidence standard that the member has engaged in supremacist or extremist conduct.

2. **Procedures**. Contact Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832) or Reserve Enlisted Personnel Section (PERS-4913) for processing guidance for cases involving supremacist or extremist conduct. Cases will normally be processed under Misconduct - Commission of a Serious Offense (MILPERSMAN 1910-142) or Best Interest of the Service (MILPERSMAN 1910-164).

MILPERSMAN 1910-162

SEPARATION BY REASON OF FAMILY ADVOCACY PROGRAM (FAP) REHABILITATION FAILURE

Responsible Office	NAVPERSCOM (PERS-83CC)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. Members may be processed under this category for separation when they

(1) are identified as perpetrators of child abuse, child sexual abuse, or spousal abuse; and fail to complete or are involuntarily disenrolled from a FAP rehabilitation, education, and counseling program (programs under the direction of either Commander, Navy Installations (CNI) or local installations); or

(2) subsequently engage in abusive behavior. (Dual process for misconduct as appropriate.)

b. The local FAP Case Review Committee will make the determination as to whether rehabilitation failure has occurred. Commanding officers (COs) shall normally process rehabilitation failures for administrative separation. In those cases where COs determine retention of the servicemember is warranted, they shall forward their recommendation to Navy Personnel Command (NAVPERSCOM), Conduct and Separation Branch (PERS-483), who will make the final determination.

c. All substantiated child sexual abuse cases must be processed for misconduct due to commission of a serious offense (MILPERSMAN 1910-142), using administrative board procedures (MILPERSMAN 1910-402), unless findings of **not guilty** are rendered at courts-martial or civil/criminal proceedings.

d. Processing under this category is for rehabilitation program failure only. Actual spousal abuse or child abuse should be processed under misconduct due to commission of a serious offense.

2. **Procedures**. Contact NAVPERSCOM (PERS-483) for processing guidance for cases involving FAP rehabilitation failure. Cases will normally be processed under Best Interest of the Service (BIOTS) pending establishment of a Separation Program Designator (SPD) by Department of Defense (DOD) for this reason.

3. **Characterization of Service**. The least favorable characterization of service is General (Under Honorable Conditions).

MILPERSMAN 1910-164

SEPARATION BY REASON OF BEST INTEREST OF THE SERVICE (BIOTS)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-NMCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-NMCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy and Guidance**

a. The Secretary of the Navy (SECNAV) can approve a best interest of the service (BIOTS) separation. SECNAV has plenary authority to direct a BIOTS separation of any member prior to the member's expiration of active service, after determining such separation is in the BIOTS.

b. BIOTS processing normally should not be used when there is a more appropriate basis for processing, such as misconduct or unsatisfactory performance. Commands must have prior approval from Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) or NAVPERSCOM, Reserve Enlisted Personnel Branch (PERS-913) prior to initiating BIOTS procedures.

2. **Procedures**. The notice of notification procedures, outlined in MILPERSMAN 1910-402, with the following modifications will be used:

a. Delete the option of electing an administrative board, and

b. Ensure reason for processing cited in the notification procedure clearly explains:

(1) Specific circumstances, acts, or omissions alleged; and

(2) Why separation is in the best interest of naval service.

3. **Characterization of Service**. The characterization of service is **general (under honorable conditions)**, unless an **entry level separation** is required per MILPERSMAN 1910-308, or **honorable** per MILPERSMAN 1910-300, 1910-302, 1910-304, and 1910-306.

MILPERSMAN 1910-166

ADMINISTRATIVE ACTION FOR FLEET RESERVE/RETIRED RESERVE ELIGIBLE PERSONNEL

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy for Active Duty Personnel**. Congress has granted authority to the Secretary of the Navy (SECNAV) to approve requests to transfer those enlisted personnel who complete 20 years of creditable active duty service to the Fleet Reserve. The discretion of SECNAV to approve such transfers is absolute. SECNAV may deny or modify such requests so that the member is transferred in a reduced pay grade based on the member's service, conduct, performance, or for any other reason which is supported by sufficient evidence. Any enlisted member with sufficient service who is recommended for transfer in a reduced pay grade may request an administrative separation (ADSEP) board in which to argue that transfer should be approved in the member's current pay grade. The recommendation of the ADSEP board is not binding on SECNAV. After completing NAVPERS 1910/31 Administrative Separation Processing Notification Procedure, the Service Member may waive appearance before such board by submitting a waiver request (use letter format provided in exhibit 1).

2. **Policy for Reservists**. Enlisted Navy Reserve members on inactive duty may request transfer to the Retired Reserve when they have completed 20 years of qualifying service and have received a Notice of Eligibility for retirement from Navy Personnel Command (NAVPERSCOM), Reserve Retirements Branch (PERS-912). The discretion of SECNAV to approve such transfers is absolute. SECNAV may approve or modify such requests as described in paragraph 1 of this article.

3. **Characterization of Service**. When approving requests to transfer to the Fleet Reserve or to the Retired Reserve, SECNAV will assign an appropriate characterization of service per

guidelines set forth in MILPERSMAN 1910-300 series. In cases of misconduct, an Other Than Honorable characterization of service may be assigned based on these guidelines and with due consideration to the member's service record in the current enlistment and the particular facts and circumstances of the basis for transfer.

4. **Waiver of Administrative Processing**

a. Personnel in the following categories may request a waiver of ADSEP processing in order to be eligible to request transfer to the Fleet Reserve or Retired Reserve (use letter format provided in exhibit 1).

(1) Awaiting disciplinary action;

(2) Serving sentence of a court-martial (including time on probation);

(3) Awaiting civil action;

(4) Awaiting family advocacy action; or

(5) Awaiting administrative discharge action.

b. Such requests do not preclude or suspend disciplinary action at discretion of their commanding officers. In all cases, the Service Members must be informed that they have the right to present their case before an ADSEP board which will make a recommendation to SECNAV on pay grade at retirement.

c. Regardless of any recommendation by a member's chain of command, ADSEP board, or NAVPERSCOM, SECNAV may transfer the member in current or reduced pay grade, or deny transfer to the Fleet Reserve as deemed appropriate.

d. For Reserve Component personnel (not including Full Time Support), modify active duty procedures as follows:

(1) Send requests to NAVPERSCOM, Reserve Enlisted Status Branch (PERS-913).

(2) Modify subject line to the following: "Retired Reserve (With/Without Pay)."

(3) Modify NAVPERS 1070/613 Administrative Remarks to the following: "Retired Reserve (With/Without Pay)" vice "Fleet Reserve."

5. **Requests Received for Waiver of Proceedings After the Initiation of ADSEP Processing**. Requests received for waiver of proceedings after initiation of separation processing do not require approval by the command or NAVPERSCOM.

6. **If Waiver is Approved**. If authority is granted to allow member to transfer to Fleet Reserve/Retired Reserve in lieu of ADSEP processing, prepare the following NAVPERS 1070/613 entry for inclusion in member's service record:

"I understand that I have been afforded opportunity to transfer to the Fleet Reserve/Retired Reserve effective (date provided by NAVPERSCOM). I further understand that I am not eligible to be recalled without express written permission from NAVPERSCOM, and that I will be assigned a reenlistment code of "RE-4 AUTHORITY: NAVPERSCOM (message date time group)."
WITNESS' SIGNATURE MEMBER'S SIGNATURE

Exhibit 1

Waiver Request for ADSEP Board Processing

(Use proper letter format)

(Date)

From: (Rate/name/branch/Last 4 SSN)
To: Commander, Navy Personnel Command (PERS-832), (or (PERS-913) for Non-Full Time Support Navy Reserve personnel)
Via: Commanding Officer/Commander

Subj: REQUEST FOR WAIVER OF ADMINISTRATIVE SEPARATION (ADSEP) BOARD PROCESSING IN ORDER TO TRANSFER TO FLEET RESERVE/RETIRED RESERVE

Ref: (a) MILPERSMAN 1910-166
(b) MILPERSMAN 1830-040

1. Per reference (a), I request that administrative separation (ADSEP) processing be waived in order to transfer to the Fleet Reserve/Retired Reserve. I understand that my request to transfer in my current pay grade may be accepted, or that the Secretary of the Navy (SECNAV) may approve my transfer in a reduced pay grade. I further understand that this request does not preclude or suspend command disciplinary action. (**For active duty and Full Time Support only.**) If my request is approved, I understand that I will be required to transfer to the Fleet Reserve/Retired Reserve, per reference (b), with an effective date directed by Navy Personnel Command.

2. I acknowledge that I have the right to present my case before an ADSEP board which has the prerogative of recommending to SECNAV that I retire in my current pay grade; that SECNAV may accept or reject the board's recommendation; and that I expressly and knowingly waive that right.

3. If I am making this request following convening of an ADSEP board, I acknowledge that recommendation of the ADSEP board as to pay grade at retirement may be accepted or rejected at the discretion of SECNAV.

4. I understand that approval to transfer to the Fleet Reserve/Retired Reserve list is at the sole discretion of SECNAV, and I fully understand that my request may be disapproved.

5. With the foregoing knowledge of my rights and prerogative of SECNAV to determine pay grade at retirement, I request transfer to Fleet Reserve/Retired Reserve in pay grade of _____.

6. Additionally, I understand that approval of this request may result in an Other Than Honorable (OTH) characterization of service.

SIGNATURE OF MEMBER

FOR OFFICIAL USE ONLY

Exhibit 2
Command's First Endorsement
(Use proper letter format)

1910
Code/Ser
(Date)

FIRST ENDORSEMENT on (Rate/name/branch/Last 4 SSN) request of (date of request))

From: Commanding Officer/Commander
To: Commander, Navy Personnel Command (PERS-832), (or
(PERS-913) for Non-Full Time Support Navy Reserve personnel)

Subj: REQUEST FOR WAIVER OF ADMINISTRATIVE SEPARATION BOARD PROCESSING IN ORDER TO TRANSFER TO FLEET RESERVE/RETIRED RESERVE

Ref: (a) Uniform Code of Military Justice (UCMJ)

Encl: (1) Last 5 years of evaluations/fitness reports

1. Forwarded, recommending approval or disapproval. List all applicable articles the service member was notified for which meet minimum criteria.

2. Basic record data:
.
a. Date of current enlistment:
b. Expiration of active obligated service (EAOS)/expiration of service (EOS):
c. Active duty service date (ADSD):
d. Months onboard current command:
e. Total active federal military service as of (date):
f. Total satisfactory service creditable toward Reserve retirement (Non-Full Time Support Navy Reserve personnel only).

3. Involvement with civilian authorities: (If none, so state; otherwise, provide details of events, circumstances, and facts surrounding offense(s); and action by civil authorities. Include citation of civil statute(s) violated, charge(s) on which arraigned and or pleaded guilty or tried and or convicted, and sentence of court (if any).)

4. Summary of military offense(s): (If none, so state; otherwise, list chronological date of nonjudicial punishment (NJP)/court-martial (CM), reason/offense, including the reference (a) article and specification; and in case of CM indicate date of convening authority final action (approved findings and sentences).)

5. Administrative board results: findings, recommendations for pay grade and characterization of service.

6. MILPERSMAN 1910-702 screening requirements.

a. Did member serve in an imminent danger zone in the 2-year period prior to notification of separation processing? (Yes or No)

b. Was member's record screened for PTSD/TBI as a contributing factor per MILPERSMAN 1910-702 ? (Yes or No)

Subj: REQUEST FOR WAIVER OF ADMINISTRATIVE SEPARATION BOARD PROCESSING IN ORDER TO TRANSFER TO FLEET RESERVE/RETIRED RESERVE

c. Was PTSD/TBI determined to be a contributing factor? (Yes or No)

7. Psychiatric, medical and or PTSD/TBI evaluation complete or not applicable: (as required).

8. Commanding officer's comments: (Provide a recommendation regarding whether member should be allowed to transfer in a current or reduced pay grade and characterization of service.)

9. Point of contact/location of command/telephone (DSN/COMM)/mail:

SIGNATURE OF CO/ACTING
(NOT BY DIRECTION)

FOR OFFICIAL USE ONLY

MILPERSMAN 1910-168

SEPARATION BY REASON OF PHYSICAL DISABILITY

Responsible Office	NAVPERSCOM (PERS-83)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) SECNAVINST 1850.4E (b) SECNAVINST 1770.3D (c) 10 U.S.C. 1214

1. **Policy - Members on Active Duty in Excess of 30 Days.** A member on active duty or active duty for training in excess of 30 days may be separated by reason of physical disability upon determination that member is physically unfit to perform the duties of member's rating in a reasonable manner. When separation from Naval Service is indicated by reason of physical disability, the member concerned will be reported upon by a medical board. The determination of a member's fitness for active Naval Service and/or entitlement to disability benefits, where found unfit, rests with Secretary of the Navy (SECNAV) as contained in reference (a).

2. **Policy - Members on Inactive Duty.** Members on inactive duty may be separated by reason of physical disability upon determination that they are not physically qualified to perform the duties of their rating on active duty in the Navy Reserve in a reasonable manner due to disease or injury.

3. **Policy - Members on Active Duty for 30 Days or Less.** When a member incurs a physical disability on

- active duty of 30 days or less,
- active duty for training, or
- inactive duty training (drill),

separation is authorized under this article following the guidelines established in reference (b).

4. **Policy - Members in the Navy Reserve**

a. Members not physically qualified for active duty or retention in the Navy Reserve shall not be involuntarily discharged upon expiration of their enlistment, or enlistment as extended, until the action pertaining to the resolution of their physical status is completed.

b. When the member's enlistment, or extension of enlistment, expires before their physical status is resolved, the member may be administratively retained in the service beyond the expiration date with their consent.

c. When such action is necessary, the retention and the expression of consent shall be set forth in writing on NAVPERS 1070/613 (7-06), Administrative Remarks and shall be signed by the member. If mental incompetency or other impairment precludes member indicating consent, tacit consent will be assumed. Retention for this purpose will be in training pay "Category H."

d. If members do not consent to the retention, their discharge shall be executed in the normal manner and an entry made on NAVPERS 1070/613 denoting their desire to be discharged in lieu of retention.

5. **Commander's Responsibility to Inform the Member**. This procedure is used when an inactive duty member incurs a physical disability on active duty of 30 days or less, active duty for training, or inactive duty training (drill), and is determined by Chief, Bureau of Medicine and Surgery (BUMED) to be not physically qualified for active duty or retention. The

- Navy Reserve Readiness Commander; or
- Commanding Officer of the Naval Air Station, Naval Air Reserve Unit, Naval Air Reserve Center, or Naval Air Facility under either

    - Commander, Naval Reserve Force, or
    - Commanding Officer, Naval Reserve Personnel Center (NAVRESPERSCEN)

to which the member is assigned shall inform the member by letter using the following format: (Use proper letter format.)

From: Commander/Commanding Officer, command
To: (rate, first, middle, last name; branch of service;
social security number (xxx-xxx-0000))
(street address)
(city, state, zip code)

Subj: FINDING OF PHYSICAL DISQUALIFICATION

Ref: (a) 10 U.S.C.
(b) MILPERSMAN 1001-010

1. I regret to inform you that Chief, Bureau of Medicine and Surgery, Department of the Navy, has found that you are not physically qualified for retention in the Navy Reserve by reason of (state defect) (example: diabetes mellitus).

2. Section 12644 of reference (a) provides for the Honorable Discharge, or transfer to the Retired Reserve (without pay) if otherwise eligible, of any member who is not physically qualified for assignment to active duty.

3. In view of the foregoing, it is requested that you take one of the following courses of action:

a. Request discharge by reason of being not physically qualified.

b. Request transfer to the Retired Reserve if eligible under provisions of reference (b).

c. Request a review by the Physical Evaluation Board (PEB) on the basis of available medical records. You will be notified of the Board's recommended findings and given an opportunity to accept or rebut, or to demand a formal hearing before a hearing panel empowered to conduct formal hearings. Appearance before a hearing panel must be at your own expense. You are not eligible to receive retirement pay, severance pay, or any other benefits specified in chapter 61 of reference (a).

4. If a reply is not received from you within 30 days, it will be considered that you do not desire a review, and action will be taken to discharge you involuntarily by reason of being not physically qualified.

COMMANDER'S/COMMANDING OFFICER'S SIGNATURE

6. **Member's Response**. Members shall reply to the commander/commanding officer (CO), within 30 days of receipt of their letter, using the following format: (Use proper letter format.)

From: (rate, first, middle, last name; branch of service; social security number (xxx-xx-0000))
(street address)
(city, state, zip code)
To: Commander/Commanding Officer, command

Subj: RESPONSE TO FINDING OF PHYSICAL DISQUALIFICATION

Ref: (a) CO, _____ ltr of _____

1. Having been informed in reference (a) that Chief, Bureau of Medicine and Surgery, Department of the Navy, has found that I am not physically qualified for retention in the Navy Reserve, I request (initial as appropriate)

( ) discharge by reason of being not physically qualified.

( ) transfer to the Retired Reserve (if eligible).

( ) a review by the Physical Evaluation Board on the basis of available medical records.

MEMBER'S SIGNATURE

7. **CO's Follow-up Responsibilities**. The CO shall follow up as indicated below, depending on the circumstances:

IF...	THEN...
discharge is requested, or if no reply to the letter informing reservist of their status is received within 30 days,	issue the appropriate discharge certificate citing as authority this article and the letter informing the member of their status. Make appropriate field service record (FSR) entries and forward the closed FSR to NAVRESPERSCEN.
transfer to the Retired Reserve is requested and the reservist is eligible,	reservist will be transferred.
a Physical Evaluation Board (PEB) review is desired,	authorization will be issued by the • Navy Reserve Readiness Commander, or • Commander, Naval Air Reserve Activity, as appropriate, citing this article as authority.
the member desires to rebut the findings of the PEB and a formal hearing with personal appearance before a hearing panel is demanded,	the Office of Naval Council of Personnel Boards will request the • Naval Reserve Readiness Commander, or • Commander, Naval Reserve Force, as appropriate, to issue authorization orders for the reservist to appear before the hearing panel located in Washington, DC. See "Requesting Authorization to Appear Before a Hearing Panel."

8. **Requesting Authorization to Appear before a Hearing Panel**. When the member requests a formal hearing panel the CO will prepare the following: (Use proper letter format.)

From: Commander/Commanding Officer
To: (rate, first, middle, last name; branch of service; social security number (xxx-xx-0000))
(street address)
(city, state, zip code)
Via: President, Physical Evaluation Board Hearing Panel,
720 Kennon Street SE, RM 309,
Washington Navy Yard, DC 20374-5023

Subj: AUTHORIZATION TO APPEAR BEFORE A HEARING PANEL

Ref: (a) SECNAVINST 1850.4D (Department of the Navy Disability Evaluation Manual)

1. Per reference (a), when notified by the via addressee that the necessary records are available for presentation of your case, you are authorized to report to that officer for an evaluation of your present physical condition.

2. In the evaluation of your physical condition, the Hearing Panel board will conduct the proceeding in all respects as provided for hearings in the case of active duty members, except that it will make only the recommended finding that you are or are not physically qualified for active service, and if not so qualified, will set forth the disqualifying defect or disability with the diagnostic nomenclature number (International Classification of Diseases (ICD) code) noted, and an opinion whether such disability is or is not due to intentional misconduct or willful neglect.

3. The above is authorized with the understanding that you will not be entitled to reimbursement for mileage or expense in connection therewith. In case you do not desire to bear this expense or, if for any reason, you fail to report to the Hearing Panel on the date specified, you will regard paragraph 1 of this authorization revoked.

4. You are advised that if, for any reason, you are unable to report in person to the Hearing Panel on the date specified, you may waive your right to appear in person. If you waive your right to appear in person, and elect not to have your counsel appear on your behalf and represent you at the hearing, your case will be considered by the Hearing Panel on the record.

5. Whether you appear in person to waive your right to appear in person, a counsel will be appointed to represent you. You will be given the opportunity to consult with counsel, after which you may waive counsel if you so desire. You may, if you so desire, also employ civilian counsel at your own expense, and retain your designated counsel, or you may waive designated counsel. If you choose not to appear in person at the hearing, you may elect to have your counsel appear on your behalf and represent your interest during the hearing.

6. By endorsement hereon the via addressee is requested to notify you of the date and place you are to appear and of your designated counsel. You are requested to advise President, Hearing Panel, (address), whether you desire to appear in person.

COMMANDER'S/COMMANDING OFFICER'S SIGNATURE

Copy to:
BUMED (MED-3361)
NAVPERSCOM (PERS-83 and PERS-4913)

9. **Advisability of Requesting a Hearing**. Do not include entitlement to travel allowances in the authorization to appear before the panel since such must be at the member's expense. As explained in the letter to the member, the option of requesting a hearing before a hearing panel is offered solely to comply with the provision of reference (c), which states that no member of the Armed Forces may be retired or separated for physical disability without a full and fair hearing if member demands it. Since such hearing does not normally alter the findings of the board, particularly in cases of members who have never served on active duty and who are not qualified for retention in the Navy Reserve by reason of conditions arising in civilian life, members who inquire relative to the advisability of requesting a hearing should be so advised and discouraged from requesting a hearing due to the time and expense involved.

10. **If the Member has reported for Active Duty**. In any case where the member has reported for active duty, Navy Personnel Command (NAVPERSCOM), Disability/Retirement/LIMDU Section (PERS-83) shall be notified of this fact together with return of the BUMED recommendation or request.

11. **Separations for Members on Inactive Duty**

a. NAVPERSCOM, Reserve Enlisted Personnel Section (PERS-4913) shall authorize separations for those members listed in the "Policy - Members on Inactive Duty" paragraph of this article who are not separated locally by the CO.

b. Characterization of service or description of separation shall be Honorable, General (Under Honorable Conditions), or Entry Level Separation following guidance in MILPERSMAN 1910-300.

MILPERSMAN 1910-182

DISPOSITION OF PERSONNEL DISENROLLED FROM A NAVY OFFICER CANDIDATE PROGRAM

Responsible Office	NSTC	Phone: DSN COM FAX	792-3400 (847)688-3400 (847)688-4235

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Policy**. Provided that the member does not have a remaining active duty obligation, a member may be separated from a Navy officer candidate program when

a. member requests disenrollment; or

b. member is disenrolled or fails to satisfactorily meet any of the requirements for completion of the program in which enrolled.

2. **Separation Authority**

a. **Commander, Naval Service Training Command (CNSTC).** Serves as separation authority for all students at Officer Candidate School (OCS). CNSTC may delegate separation authority to Commanding Officer, Officer Training Command, Newport. This separation authority applies to students in the following designators:

(1)	Surface Warfare Officer
(2)	Special Warfare Officer
(3)	Special Operations Officer
(4)	Naval Flight Officer
(5)	Aviation Officer
(6)	Surface Warfare – Engineering Duty Officer Option
(7)	Aerospace Engineering Duty (Aviation Maintenance) Officer
(8)	Special Duty Officer - Intelligence Officer
(9)	Special Duty Officer - Information Warfare Officer
(10)	Special Duty Officer - Public Affairs Officer
(11)	Supply Corps Officer
(12)	Civil Engineer Corps Officer

b. **Chief of Naval Operations (CNO), Nuclear Propulsion Program Management Branch (N133).** Serves as separation authority for all nuclear propulsion officer candidate (NUPOC) students.

c. **Commander, Navy Recruiting Command (COMNAVCRUITCOM).** Serves as separation authority for the following:

(1) Students in the Baccalaureate Degree Completion Program (BDCP) who are waiting to attend OCS. Once a BDCP candidate commences training at OCS, separation authority resides with CNSTC;

(2) Students in the Civil Engineer Corps Collegiate Program (CECCP) who are waiting to attend OCS; and

(3) Inactive members who no longer meet the eligibility criteria and are waiting to attend OCS.

MILPERSMAN 1910-184

DISPOSITION OF ENLISTED PERSONNEL ACCEPTED FOR APPOINTMENT TO THE U.S. MILITARY ACADEMY, AIR FORCE ACADEMY, OR COAST GUARD ACADEMY

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) 10 U.S.C. §516

1. **Scope**. Provisions of this article govern disposition of enlisted Service members of the Regular Navy or Navy Reserve appointed to the U.S. Military Academy, Air Force Academy, or Coast Guard Academy.

2. **Designated Commander - Appointment to the Military Academy**. Commanding Officer, Naval Support Activity, Saratoga Springs, NY is designated the administrative commander responsible for further disposition of enlisted Service members serving on active duty who receive notification from the Department of the Army they have qualified for, and will be accepted for appointment to the U.S. Military Academy.

3. **Designated Commander - Appointment to the Air Force Academy**. Commanding Officer, Naval Reserve Center, Colorado Springs, CO is designated the administrative commander who is responsible for further disposition of enlisted Service members serving on active duty who receive notification from the Department of the Air Force they have qualified for, and will be accepted for, appointment to the Air Force Academy.

4. **Designated Commander - Appointment to the Coast Guard Academy**. Commanding Officer, Naval Submarine Base, New London, Groton, CT is designated the administrative commander responsible for further disposition of enlisted Service members serving on active duty who receive notification from the Commandant of the Coast Guard they have qualified for, and will be accepted for, appointment to the Coast Guard Academy.

5. **Transfer of Service Member – U.S. Military Academy**. Upon executing a signed statement of intent to accept the appointment on permanent NAVPERS 1070/613 Administrative Remarks in the electronic service record (ESR), Service member must be transferred to Naval Support Activity, Saratoga Springs, NY in sufficient time for Service member to report to the U.S. Military Academy on the date and hour specified in the notification.

6. **Transfer of Service Member - Air Force Academy**. Upon executing a signed statement of intent to accept the appointment on permanent NAVPERS 1070/613 in the ESR, Service member must be transferred to Naval Reserve Center, Lake and Logan Avenues, Colorado Springs, CO in sufficient time for Service member to report to the Air Force Academy on the date and hour specified in the notification.

7. **Transfer of Service Member - Coast Guard Academy**. Upon executing a signed statement of intent to accept the appointment on permanent NAVPERS 1070/613 in the ESR, Service member must be transferred to Naval Submarine Base, New London, Groton, Connecticut in sufficient time for Service member to report to Superintendent, Coast Guard Academy on the date and hour specified in the notification.

8. **Administrative Command's Procedures Upon Appointment**. The administrative commands designated above must comply with the following procedures for enlisted Service members appointed for active duty status to the Service academy for which they have responsibility:

a. **Step 1** - When a Service member reports to the administrative command from active duty status, an agreement in the following format must be executed by the Service member and witnessed by a commissioned officer:

(date): "Upon acceptance of appointment as (cadet/midshipman) in the U.S. (Military, Air Force, Coast Guard) Academy effective (date), I understand according to provisions of reference (a), section 516, should my appointment be terminated for reasons other than acceptance of a commission in a Regular or Reserve Component of the Armed Forces, or the physical disability, I will be reverted to my former enlisted or inducted status in effect immediately prior to my entry into the U.S. (Military, Air Force, Coast Guard) Academy for the purpose of completing any remaining active and inactive service required under my enlistment contract or my service obligation under the Military Selective Service Act, or both (as appropriate). I further understand any time served as a (cadet/midshipman) must be counted as time served under my enlistment contract or period of obligated service, or both (as appropriate)."

_____
(Service member's signature)

Witness: _____

b. **Step 2** - Orders must be issued to Service member to report to the Service Academy on the date and time specified in the official notification received from the military department concerned. The individual transfer directive and this article must be shown as authority for this transfer.

c. **Step 3** - Health, dental, and pay records only must be transferred with Service member concerned. The enlisted transfer files must be retained and kept at the administrative command.

d. **Step 4** - Appropriate strength loss entry must be made in the personal diary via NSIPS.

9. **Administrative Command's Procedures Upon Acceptance of Appointment**. The commanding officer designated above must comply with the following steps upon the Service member's acceptance of appointment:

Step	Action
1	Enlisted and inducted Service members of naval service who accept an appointment as cadet or midshipman at a Service academy must not be discharged from their enlisted contract and or period of obligated service during the continuation of their cadet or midshipman status, except for reasons which reflect a lack of potential for further military service or for expiration of enlistment or obligated service per reference (a).
2	Upon receipt of notification from a Service academy, that Service member has executed the oath of acceptance as a cadet or midshipman. The following entry must be made on a permanent NAVPERS 1070/613 of the ESR, with a copy forwarded to Navy Personnel Command: "Accepted appointment as (cadet or midshipman) in the U.S. (Military, Air Force, Coast Guard) Academy effective (date). Enlisted status remains in effect until normal expiration of obligated service, acceptance of commission, or otherwise terminated by proper authority, whichever occurs first per MILPERSMAN 1910-184."
3	A Service member must be paid active duty pay and allowances through the date prior to acceptance of appointment as cadet or midshipman. Service members may be paid lump-sum leave payments, if so authorized, but not mileage payment. Allotments of Service members concerned must be cancelled since cadet or midshipman pay cannot be allotted.

MILPERSMAN 1910-186

DISPOSITION OF ENLISTED PERSONNEL DISENROLLED FROM THE MILITARY ACADEMY, THE AIR FORCE ACADEMY, OR THE COAST GUARD ACADEMY

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Scope**. The provisions of this article govern the disposition of enlisted members of the Regular Navy or Navy Reserve disenrolled from the Military Academy, the Air Force Academy, or the Coast Guard Academy. Policy and procedures governing the disposition of midshipmen disenrolled from the Naval Academy are contained in MILPERSMAN 1531-020.

2. **Member's Status**. Members disenrolled from a service academy, except for reasons of acceptance of commission, physical disability, or for reasons which reflect a lack of potential for further military service, shall revert to their former enlisted status. Members so reverted to enlisted status shall continue in such a status for the remainder of their enlistment, or for the remainder of their obligated service (OBLISERV), as applicable, unless sooner discharged.

3. **Computing Time Served**

a. In computing the unexpired portion of an enlistment contract or period of OBLISERV, time served as a cadet or midshipman shall be counted as time served under such contract or period of OBLISERV. Time served at the academy concerned is also counted as active duty for the purpose of completing the active duty obligation, if incurred, under the terms of the member's enlistment contract whether the member entered the academy from either active or inactive duty.

b. It is not counted toward completion of the active duty, which is required for exemption from induction under the Military Selective Service Act (MSSA). Selective Service regulations provide that individuals will not be inducted for

active duty if they are either performing satisfactorily in the Ready Reserve or have completed 6 years of satisfactory service in a Reserve component and have been discharged.

4. **Disenrollment Processing**

a. Cadets and midshipmen reverted to former enlisted Navy status shall be processed per the following procedures:

Members appointed from	who have	shall be
active duty in the regular Navy or the Navy Reserve	12 months or more remaining on their enlisted or active duty obligation,	made available to the Navy Personnel Command (NAVPERSCOM), for assignment under the applicable provisions of MILPERSMAN 1306-1700. An appropriate gain entry shall be made in the personnel diary and, upon receipt of transfer directive from NAVPERSCOM, an appropriate loss entry shall be executed.
the regular Navy or Navy Reserve	less than 12 months active duty obligation remaining, and who have more than 3 months remaining on an enlistment contract or military selective service obligation,	released from active duty. A NAVPERS 1070/613 (10/81), Administrative Remarks service record entry shall be executed stating the circumstances, citing this article as authority, and a copy shall be forwarded to NAVPERSCOM. A DD 214 (Rev. 2/00), Certificate of Release or Discharge from Active Duty, shall be prepared and separation processing shall be completed.
the regular Navy	less than 12 months remaining on enlistment contract and more than 3 months remaining on military selective service obligation,	transferred to the Navy Reserve and released to inactive duty. A DD 214 shall be prepared and separation processing shall be completed.

active duty in the regular Navy or Navy Reserve	3 months or less remaining on an enlistment contract or military selective service obligation,	discharged. A DD 256 (5/50), Honorable Discharge Certificate, and DD 214 shall be issued. The DD 214 shall be completed to indicate fulfillment of service obligation or separation within 3 months of expiration of OBLISERV. Separation processing shall be completed.

b. Upon acceptance of commission, a cadet or midshipman who has enlisted status shall be discharged and the discharge dated the day prior to acceptance of commission. DD 256 and DD 214 shall be issued. The reason for discharge shall be entered on NAVPERS 1070/613 of the service record. The service record shall be closed and forwarded to Commanding Officer, Navy Reserve Personnel Center (NAVRESPERSCEN).

5. **Characterization of Separation**. The characterization of separation should be Honorable, unless an Entry Level Separation (ELS) or General (Under Honorable Conditions) is warranted per MILPERSMAN 1910-300 to 1910-308.

MILPERSMAN 1910-202

COUNSELING AND REHABILITATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Why and When Required**

a. There is substantial investment in the training of personnel in the Navy. All reasonable efforts at rehabilitation should be made prior to initiating any separation proceedings.

b. Counseling is intended to give a member the opportunity to improve by identifying specific, undesirable behavior, which the member must alter or cease.

c. Separation processing for the reasons listed below may not be initiated until the Service member has been formally counseled concerning deficiencies and has been afforded an opportunity to overcome those deficiencies, as reflected in appropriate counseling or personnel records. Many forms of counseling are available to commanding officers or representatives and may include, but are not limited to, the following:

- NAVPERS 1070/613 Administrative Remarks;
- Letter of Instruction;
- Letter of Reprimand;
- Letter of Caution (punitive or non-punitive);
- Evaluation or mid-term counseling;
- Letter of Intent to Revoke Security Clearance; or
- Any other written form of counseling.

Note: Any of the above examples of counseling or any other written counseling that specifically addresses the member's shortcomings meet the criteria for use in the administrative separation of a member, as follows:

(1)	Convenience of the Government (COG) – parenthood
(2)	COG - personality disorder
(3)	COG - physical or mental conditions
(4)	Entry level performance and conduct
(5)	Unsatisfactory performance
(6)	Misconduct - a pattern of misconduct
(7)	Misconduct - minor disciplinary infractions
(8)	COG – physical fitness assessment failure

2. **Violating Counseling**. Counseling may be considered violated based on further misconduct or deficiencies in performance/ behavior and does not require disciplinary or civil court action, though the violation must be substantiated.

MILPERSMAN 1910-206

TEMPORARY DUTY (TEMDU) TRANSFER FOR SEPARATION PROCESSING

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 5400.24D (b) COMNAVRESFORINST 1001.5E

1. **Policy**

a. Per reference (a), commanding officers (COs) may only process for separation those personnel who are permanently assigned to their command; therefore, when circumstances warrant, commands may transfer a member of their command temporary duty (TEMDU) (**not** temporary additional duty (TEMADD)) to be processed and/or separated at another command. Prior to transfer, the member must meet minimum criteria for processing, and transferring command must have full concurrence of the receiving command and immediate superior in command.

b. The transferring command shall ensure the separation physical is complete and forward a copy of the administrative separation package and all supporting documentation to the processing command. In cases where the separation physical cannot be completed due to operational commitments, advise the gaining command. The transferring command should provide the gaining command the member's scheduled date/time of arrival.

c. When a member is in civilian confinement or required by civilian authorities to remain in a geographical area pending trial, the command may request authority from the area coordinator (see reference (a)) where the member is located to designate an activity to investigate, track, and process for administrative separation. Upon designation from the area coordinator, the command shall transfer the member TEMDU to that command.

2. **Policy for Inactive Duty Navy Reserve Enlisted Personnel**

a. This article does not apply to Inactive Duty Navy Reserve enlisted personnel in a drilling status.

b. Refer to reference (b) for policy concerning the transfer of Inactive Duty Navy Reserve enlisted personnel being processed for administrative separation.

MILPERSMAN 1910-208

ADMINISTRATIVE SEPARATION (ADSEP) PROCESSING FOR MEMBERS BEYOND EXPIRATION OF ACTIVE OBLIGATED SERVICE (EAOS) OR EXPIRATION OF OBLIGATED SERVICE (EOS)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. Members may not be involuntarily extended beyond expiration of active obligated service (EAOS), or expiration of obligated service (EOS) for Selected Reserve (SELRES) members for the sole purpose of administrative separation (ADSEP) processing. This includes members who are held beyond EAOS/EOS for special court-martial or general court-martial and do not receive punitive discharges; however, voluntary extensions may be requested from Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) or Reserve Enlisted Status Branch/FTS Recall and Conversions (PERS-913).

b. Members who have voluntarily extended service beyond their EAOS or EOS for the specific purpose of medical treatment and are being processed for ADSEP, must be advised that they may decline further medical treatment and request immediate separation without further ADSEP processing.

c. A member who has been processed for ADSEP due to misconduct and is subsequently determined to be not medically qualified for separation, shall not be retained on active duty for medical treatment without the written consent of NAVPERSCOM (PERS-832) or NAVPERSCOM (PERS-913) for SELRES members. (See MILPERSMAN 1910-218).

MILPERSMAN 1910-210

PROCESSING FOR ALL REASONS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. The administrative separation (ADSEP) process encompasses a performance review of a service member's entire military record, especially the current enlistment; accordingly, commands are required to process members for all reasons for which minimum criteria are met. This enables the separation authority (SA) to approve separation for the most appropriate reason and prevents processing a member one offense at a time.

b. SAs may, if necessary to approve the most appropriate reason for separation, direct reprocessing when commands fail to process members for all reasons.

MILPERSMAN 1910-212

FACTORS CONSIDERED IN RETENTION OR SEPARATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Factors**. The following factors should be considered on the issue of retention or separation:

a. The seriousness of the offense.

b. The likelihood of a recurrence.

c. Member's potential for further service.

d. Member's military record.

MILPERSMAN 1910-214

ADVERSE MATTER FROM A PRIOR ENLISTMENT

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Guidance on Adverse Matter from a Prior Enlistment**

a. Adverse matter from a prior enlistment should be used as a basis for separation if the adverse matter was unknown to competent authority at the time of reenlistment.

b. Adverse matter from a prior enlistment, such as records of nonjudicial punishment and convictions by court-martial, may be considered when such records would have a direct value in determining whether separation is appropriate.

c. Adverse matter from a prior enlistment may not be considered in recommending or authorizing characterization of service.

MILPERSMAN 1910-216

MEMBERS AWAITING MEDICAL BOARD ACTION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. A member who is pending medical board action for a possible disability discharge shall be separated when

(1) awarded an unsuspended punitive or administrative discharge for misconduct,

(2) separated in lieu of trial by court-martial, or

(3) being transferred to the Fleet Reserve/Retired List/Retired Reserve in lieu of administrative separation (ADSEP) processing.

b. Punitive or ADSEPs for misconduct take precedence over medical disability considerations. In such instances, completion of

(1) DD 2808 (Rev. 10/05), Report of Medical Examination, or

(2) DD 2807-1 (Rev.3/07), Report of Medical History, with physical defects noted, shall be completed and made a permanent part of the member's Health Record. If applicable, the member's medical board report shall also be filed in the member's Health Record. The member may then be separated with no further medical action or findings.

c. **Exception**: For members in immediate danger of death or where the medical condition is extremely severe, hold administrative discharge in abeyance and contact Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) and medical facility where patient is located,

for further guidance. The final decision on discharge or retention will be made solely by NAVPERSCOM.

MILPERSMAN 1910-218

MEMBERS ASSIGNED TO LIMITED DUTY (LIMDU)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**. A member assigned to limited duty (LIMDU) will be discharged when awarded an unsuspended punitive or administrative discharge for any reason. The medical condition of the member is not a bar to separation and does not provide the member the right to suspend separation actions. In unusual cases of hardship, the commanding officer (CO) may petition Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) to retain the servicemember for further medical treatment.

2. **Exception**. For members on LIMDU while awaiting medical board action for disability consideration, refer to MILPERSMAN 1910-216.

MILPERSMAN 1910-220

LIMITATIONS ON SEPARATION ACTIONS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Limitations**. A member may not be separated on the basis of:

CONDUCT that has been...	**EXCEPT WHEN...**
the subject of judicial proceedings resulting in an acquittal or action having the effect thereof,	• such action is based upon a judicial determination not addressing the guilt or innocence of the respondent (nolo contendere, deferred prosecution, etc.). • the judicial proceeding was conducted in a State or foreign court and the separation is approved by the Secretary of the Navy (SECNAV) in the Best Interest of the Service (BIOTS), or • the acquittal from the judicial proceedings was based on a finding of not guilty only by reason of lack of mental responsibility. Members in this category normally shall be separated under BIOTS (see MILPERSMAN 1910-164) unless separation for disability (see MILPERSMAN 1910-168) is appropriate.
the subject of an administrative separation (ADSEP) proceeding resulting in a final determination by a separation authority (SA) that the member should be retained,	• there is subsequent conduct or performance forming the basis, in whole or in part, for a new proceeding, or • there is newly discovered evidence that was not reasonably available at the time of the prior proceeding.

subject to a prior administrative board in which the board found that the evidence did not sustain the allegations (finding of no misconduct or other reason),	• the conduct is the subject of a rehearing ordered on the basis of fraud or collusion by the respondent.

MILPERSMAN 1910-222

SUSPENSION OF SEPARATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Rules on Suspension**. Follow this guidance on suspension of separation:

a. Unless prohibited by this manual (e.g., fraudulent enlistment), a separation may be suspended for a period of not more than 12 months, if the circumstances of the case indicate a reasonable likelihood of rehabilitation. Navy Personnel Command (NAVPERSCOM) will serve as the separation authority (SA) for all cases involving recommendations for suspension if separation processing is based on mandatory reason(s).

b. During the suspension, the member shall be afforded an opportunity to meet appropriate standards of conduct and performance.

c. Unless sooner vacated or remitted, execution of approved separation shall be remitted upon completion of the probationary period, upon termination of the member's enlistment or period of obligated service (OBLISERV), or upon decision of the SA that the goal of rehabilitation has been achieved.

MILPERSMAN 1910-224

ACTION DURING THE PERIOD OF SUSPENSION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **What Can Happen During Suspension**? If there is misconduct, or further deficiencies in performance or behavior during the period of suspension, one or more of the following actions may be taken:

a. Disciplinary action (nonjudicial punishment or court-marital).

b. New administrative separation (ADSEP) processing action.

c. Vacation of the suspended discharge and execution of the separation.

2. **Vacating Suspension**. Prior to vacation of a suspension, the member shall be notified in writing of the basis for the action, be afforded the opportunity to consult with counsel, and given the opportunity to submit a statement in writing to the separation authority (SA). The respondent shall be provided a reasonable period of time, but not less than 2 working days, to act on the notice. If the respondent identifies specific legal issues for consideration by the SA, the matter shall be reviewed by a judge advocate or civilian lawyer employed by Navy prior to final action by the SA.

MILPERSMAN 1910-226

CONDITIONAL WAIVERS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC 6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) 10 U.S.C. Uniform Code of Military Justice (UCMJ), subchapter 10

1. **Conditional Waiver** - A conditional waiver (see exhibit 1) is a request initiated by a respondent waiving the right to an administrative board, contingent upon receiving a "general" (GEN) (under honorable conditions) characterization of service, vice "under other than honorable" (OTH).

2. **Restrictions**. Conditional waivers may **not** be used when processing for misconduct due to commission of a serious offense based on any of the following violations of reference (a):

UCMJ Section/Article	Title
section 894, article 94	Mutiny or Sedition
section 895, article 95a	Disrespect Toward Sentinel or Lookout
section 899, article 99	Misbehavior Before Enemy
section 900, article 100	Subordination Compelling Surrender
section 101, article 901	Improper Use of Countersign
section 902, article 102	Forcing a Safeguard
section 903, article 103	Spies
section 903, article 103a	Espionage
section 903, article 103b	Aiding the Enemy
section 918, article 118	Murder

3. **Commanding Officer's (CO) Action**. The CO has two options when a Service member requests a conditional waiver:

a. Favorably endorse the conditional waiver request and forward to the general court-martial convening authority (or higher), who then serves as separation authority (SA). The SA may approve and direct the discharge of the Service member, for the reason(s) processed, with a GEN characterization of service, or disapprove the conditional waiver request and direct the command to continue administrative separation (ADSEP) processing.

b. Return the request with an appropriate endorsement, indicating why the conditional waiver will not be approved, and continue with ADSEP processing.

Note: A copy of the conditional waiver request, whether favorably endorsed or not, must be forwarded to the SA and Navy Personnel Command (NAVPERSCOM), Records Management Policy Branch (PERS-313) for Service members E-5 and below and NAVPERSCOM, Enlisted Performance and Separations Branch (PERS-832) for E-6 and above, with the complete ADSEP package for filing.

Exhibit 1

(Use proper letter format)

(Date)

From: [Service member]
To: [Convening authority]

Subj: CONDITIONAL WAIVER REQUEST

Ref: (a) Commanding Officer, (letter identifying notification of administrative separation processing)
(b) MILPERSMAN 1910-226

1. I understand that I am being considered for administrative separation from naval service by reason of _____, as stated in reference (a), and that such discharge could result in under other than honorable characterization of service.

2. In lieu of electing an administrative board for which I am entitled, per reference (b), I request a "general" (under honorable conditions) discharge from naval service for the reason(s) stated above, and if granted, I will waive my right to any administrative board action.

3. I have been given a reasonable opportunity to consult with counsel and (have/have not) consulted with legal counsel prior to making this decision. I understand that this characterization of service as "general" (under honorable conditions), with the basis for my administrative separation, may deprive me of certain veteran's benefits based upon my current period of active service, and that I may expect to encounter substantial prejudice in civilian life in situations wherein the type of separation and service rendered in any branch of the Military Services or the character of discharge received may have a bearing.

4. I enter into this conditional waiver free of duress or other promises of any kind.

5. I understand that if this request is disapproved, administrative separation processing will continue, and I will have the right to elect an administrative board.

6. (I have no other statements to make/my personal statement is enclosed.)

SIGNATURE OF MEMBER

MILPERSMAN 1910-228

UNIFORMS AND PAY UPON SEPARATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DOD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay, Chapter 35 (b) 10 U.S.C. 771a

1. **Pay**. Refer to reference (a) for entitlement to discharge gratuity.

2. **Uniforms**

a. Per reference (b), enlisted members who are discharged for reasons other than misconduct, or who are not discharged with a Dishonorable, Bad Conduct, or OTH discharge, are entitled to retain their uniforms per the following:

(1) Members may wear their uniform only from place of discharge to home.

(2) Only one complete uniform appropriate to the season may be retained by a member who has served less than 6 months active duty after last authorization to an initial clothing allowance (except when discharged to accept a direct commission).

b. Enlisted members who are separated for misconduct, or who are discharged for any reason with a Dishonorable, Bad Conduct, or OTH characterization or description of service, shall surrender all their outer garments and distinctive parts of their uniforms. The following rules apply:

(1) When the items of clothing retained by the member are insufficient to provide the member with one outfit of civilian clothing suitable for the season to wear home, a suit

of civilian clothing and an overcoat when necessary, both to cost not more than $30, may be issued. These items of clothing will be issued regardless of the state of member's military pay account or amount of personal funds in the member's possession.

(2) Spare clothing, luggage, umbrellas, etc., will not be issued.

(3) Members transferred to another activity for actual discharge shall take all their uniforms with them. Those items not retainable by the member will be collected by the separation activity.

(4) Clothing will not be issued to a member discharged from appellate leave.

MILPERSMAN 1910-230

ADMINISTRATIVE SEPARATION PROCESSING & DISCHARGE IN ABSENTIA

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM	882-4280 (901)874-4280

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil

References	(a) DoD Instruction 1332.14 of 27 January 2014 (b) DoD Instruction 1325.02 of 26 October 2021

1. **Policy**. Per reference (a), members may be processed for administrative separation and discharged in absentia under the following circumstances:

a. Members confined by civil authorities.

(1) Members will be notified of administrative separation processing using notification or administrative board procedures as appropriate. Using NAVPERS 1910/31 Administrative Separation (ADSEP) Processing Notice, the member will be advised of the reason(s) for ADSEP processing.

(2) The notice will be delivered personally to the respondent or sent by registered mail or certified mail with return receipt requested. Receipt will be acknowledged in writing when delivered in person. If the respondent does not acknowledge receipt when delivered personally, the notification will be sent using the described mailing procedure. If the respondent refuses to acknowledge receipt of notice, the individual who mails the notification will prepare a sworn affidavit of service by mail which will be inserted in the respondent's official military personnel file.

(3) The notice will state processing has been suspended until a specific date (not less than 30 days from the date of delivery) in order to give the respondent the opportunity to exercise the rights set forth in the notice.

(4) The notice will contain the name and address of the military counsel appointed for consultation purposes.

(5) If the case involves entitlement to an administrative board, the respondent will be notified the board will proceed in the respondent's absence and the case may be presented on the respondent's behalf by counsel for the respondent.

Note: Personnel detained or incarcerated by foreign civilian or military authorities outside the jurisdiction of the United States (U.S.) will not be discharged in absentia. However, this does not preclude processing the member for separation under the provisions of this article which will be carried out upon return to U.S. custody and jurisdiction.

b. Members beyond military control by reason of unauthorized absence (UA). Member will be notified of ADSEP processing per subparagraph 1a with the following exception: Members will be notified of the imminent action of ADSEP processing by registered mail or certified mail with return receipt requested (or by an equivalent form of notice if such service by U.S. mail is not available for delivery at an address outside of the United States) to the member's last known address or to the next of kin identified on the member's DD 93 Record of Emergency Data.

2. **Separation Authority (SA)**

a. The SA will be the general court-martial convening authority or higher; however, Navy separation activities identified in MILPERSMAN 1910-812 with special court-martial convening authority are authorized to discharge in absentia Sailors who are in a UA status on their scheduled date of separation.

b. Members who are UA in excess of 30 days will be notified using administrative board procedures.

3. **Discharge in Absentia for Alien Unauthorized Absentees**

a. As an exception to subparagraph 1b and per reference (a), when an enlisted member who is an alien is absent without leave and appears to have gone to a foreign country where the U.S. has no authority to apprehend, the member may be separated without return to military control.

b. Prior to execution of the separation, the enlisted member will be notified of the imminent action by registered or certified mail with return receipt requested (or by an equivalent form of notice, if such service by U.S. mail is not available for delivery at an address outside the U.S.) to the member's last known address or to the next of kin identified on the member's DD 93. The notice must specify the action has been suspended until 45 days from the date of mailing to give the respondent the opportunity to return to military control. If the respondent does not return to military control or return NAVPERS 1910/31 by such date, the SA will discharge the member in absentia.

c. Per enclosure 3, subparagraph 5f of reference (b), to avoid the Department of State issuing unwarranted visas, when alien deserters are discharged in absentia, personnel support detachments and personnel offices must forward copy 7 of the DD 214 Certificate of Release or Discharge from Active Duty, to:

U.S. Department of State Visa Office-CANO State Annex No. 2 Washington, DC 20520

4. **Characterization of Service**

a. Awarding an honorable or general (under honorable conditions) characterization of service while a member is in a UA status is not appropriate. Discharges with a general or honorable characterization should be held in abeyance when members enter a UA status prior to the separation taking place. Upon a member's return from UA of less than 30 days, the SA may use discretion to either carry out the previously authorized discharge with the honorable or general (under honorable conditions) characterization of service or reprocess using administrative board procedures to seek an other than honorable (OTH) characterization. However, UA in excess of 30 days is a serious offense and reprocessing for an OTH is appropriate.

MILPERSMAN 1910-232

PRE-SEPARATION TREATMENT FOR DRUG/ALCOHOL DEPENDENT PERSONNEL

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. Members separated for any reason who have demonstrated an ongoing, excessive involvement with drugs and/or alcohol must be medically screened for a drug or alcohol problem. If found dependent on drugs or alcohol by competent medical authority, appropriate treatment must be offered prior to separation. A medical screening will be required, even if the member has been previously diagnosed as dependent, to evaluate member's history of previous screening and treatment, elapsed time since prior treatment, and the member's amenability to treatment, in order to determine the intensity and extent of treatment to be offered.

b. Members previously screened for alcohol problems and diagnosed as not dependent or abusive need only be reevaluated if they have demonstrated an ongoing, excessive involvement with drugs and/or alcohol, or they have incurred a drug and/or alcohol incident within the last 6 months. Use the following guidelines and procedures:

(1) Make a NAVPERS 1070/613 (Rev. 07-06), Administrative Remarks entry advising member of the right to accept rehabilitation treatment, and have member sign, annotating whether they desire rehabilitation treatment;

(2) Treatment will be completed at an authorized Department of Defense (DoD) Military Treatment Facility (MTF). Department of Veterans Affairs (VA) treatment is not authorized;

(3) If separation is authorized prior to a dependent member's expiration of active obligated service (EAOS) and

treatment is elected, then voluntary extension of member's EAOS for treatment is authorized;

(4) Transfer member for temporary duty (TEMDU) to a MTF within 3 days of the scheduled start date. The MTF and/or servicing Personnel Support Activity Detachment (PERSUPP DET) will effect discharge either upon completion of, or disenrollment from treatment;

(5) The member's separation physical must be completed prior to transfer; and

(6) Copy of all separation documents and separation authority (SA) letters must be enclosed in member's field service records upon transfer.

2. **Exception to this Policy**. Treatment will not be authorized if member

a. has previously received treatment, and is currently in a prescribed aftercare status; or

b. is incarcerated in a civilian facility; or

c. is discharged in absentia.

MILPERSMAN 1910-233

MANDATORY SEPARATION PROCESSING

Responsible Offices	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-Mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) SECNAVINST 5300.28F (c) DoD Instruction 1304.33 of 28 January 2015

1. **Rationale**. Certain bases for administrative separation (ADSEP) are so detrimental to good order and discipline, mission readiness, and appropriate standards of performance and conduct, that processing for ADSEP is mandatory. Use administrative board procedures per MILPERSMAN 1910-402 when the commanding officer (CO) believes circumstances surrounding the offense(s) warrant an under other than honorable characterization pursuant to MILPERSMAN 1910-300. Use notification procedures in all other cases. COs must process individuals for separation who have committed the following, based on reliable evidence:

		MILPERSMAN
a.	Sexual Misconduct – Lewd and lascivious acts, rape, sexual assault, stalking, forcible sodomy, child sexual abuse, possession or distribution of child pornography, incestuous relationships, or any sexual misconduct that could be charged as a violation of or an attempt to violate reference (a) articles 120, 120a, 120b, or 120c; or equivalent criminal statute as a result of either misconduct due to commission of a serious offense or civilian conviction. If child sexual abuse (including incest) occurs, immediately notify: **Commander, Navy Installations Command (CNIC) Detachment Millington Counseling, Advocacy, and Prevention Branch(N911) and Navy Personnel Command (NAVPERSCOM) Enlisted Performance and Separations Branch (PERS-832) or Reserve Enlisted Status Branch (PERS-913) as applicable.** If Service member is	1910-142 or 1910-144

	retained, PERS-832 or PERS-913 will forward case to CNIC Detachment Millington for evaluation and recommendation of long-term treatment. Regardless of acceptance into rehabilitation, PERS-832 or PERS-913 may direct separation of Service member at the end of active obligated service with an RE-4 reenlistment code. If Service member is accepted, but later evaluated as a rehabilitation failure, reprocess per MILPERSMAN 1910-162.	
b.	Sexual harassment under the following circumstances: (1) Threats or attempts to influence another's career or job in exchange for sexual favors; (2) Rewards (including bribes to influence favorably another's career) in exchange for sexual favors; or (3) Unwanted physical contact of a sexual nature, which, if charged as a violation of reference (a), could result in a punitive discharge.	1910-142
c.	Violent misconduct that resulted in, or had potential to result in, death or serious bodily injury (e.g., homicide, arson, armed robbery, assault with a deadly weapon, etc.).	1910-142 or 1910-144
d.	Possession of drug paraphernalia, which includes all equipment, products, and materials that are used, intended for use, or designed for use in injecting, inhaling, or otherwise introducing controlled substances into the human body in violation of law.	1910-142
e.	Misconduct - drug abuse including the misuse of steroids.	1910-146
f.	The unlawful use of controlled substance analogues (designer drugs), natural substances (e.g., fungi, excretions), products made or derived from hemp (including cannabidiol (CBD), regardless of the products tetrahydrocannabinol (THC) concentration), chemicals (e.g., chemicals wrongfully used as inhalants), propellants and or a prescribed drug, over-the-counter drug, or pharmaceutical compound with the intent to induce intoxication, excitement, or stupefaction of the central nervous system as defined per reference (b). The following are examples, but are not all inclusive, nor limited to the examples: spice, huffing, and natural substances such as salvia divinorum and mushrooms.	1910-142
g.	Supremacist or extremist conduct. Processing will be for misconduct (serious offense), (civil conviction), (as appropriate) or best interest of the Service.	1910-160 1910-142 1910-144 1910-164
h.	Family Advocacy Program failure, unless a waiver is obtained from PERS-832. Processing will be for misconduct (serious offense), (sexual perversion) (if applicable), (civil conviction) or best interest of the Service.	1910-162 1910-142 1910-144 1910-164
i.	Alcohol rehabilitation failure, unless waiver is obtained from PERS-832 via Office of the Chief of Naval Operations (OPNAV) Total Sailor Fitness Branch (OPNAV N170).	1910-152

j.	Multiple driving under the influence (DUI) or driving while intoxicated (DWI) counts.	1910-152 1910-142 1910-144
k.	Nonconsensual distribution or broadcasting of an intimate image that could be charged as a violation of or an attempt to violate U.S. Navy Regulations, article 1168. Processing will be for misconduct (serious offense).	1910-142
l.	Substantiated violations, as defined by reference (c), by any military recruiter or military trainer providing entry-level training.	1910-142 1910-144
m.	Any offense or situation meeting criteria for mandatory administrative separation in this table from either a prior enlistment or prior to military service (see note), use notification procedures.	1910-130 1910-134

Note: A Service member meeting the criteria for mandatory administrative separation that was not processed for separation, or was processed for separation and retained but no longer met the criteria for re-enlistment, must be processed for ADSEP under MILPERSMAN 1910-130 or 1910-134 (as appropriate).

2. **Policy**. NAVPERSCOM retains authority to direct separation processing even for misconduct not listed above. Separation processing directed by NAVPERSCOM is mandatory. In mandatory processing cases in which an administrative board makes findings of no misconduct or recommends retention or suspended separation, forward cases to PERS-832 for active duty or PERS-913 for final action.

If a member is processed for separation by reason of misconduct for both mandatory and non-mandatory reasons, and an administrative board makes a finding of no misconduct for the mandatory reason(s) but makes a finding of misconduct and recommends separation or suspended separation for the non-mandatory reason(s), a special or general court-martial convening authority may act as the separation authority when otherwise authorized by MILPERSMAN 1910-704. However, in the event the board makes a finding of no misconduct, or recommends retention for the non-mandatory reason, then the mandatory processing case must be forwarded to PERS-832.

A NAVPERS 1070/613 Administrative Remarks counseling and warning that states the Service member is being retained, and that was issued after an incident that requires mandatory processing or for which processing is directed by NAVPERSCOM, is considered invalid and will not preclude separation processing.

MILPERSMAN 1910-300

GUIDELINES ON CHARACTERIZATION OF SERVICE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Characterization**. The following types of separation are authorized:

a. Honorable (HON).

b. General (Under Honorable Conditions) (GEN).

c. Under Other Than Honorable (OTH).

d. Entry Level Separation (ELS).

e. Order of release from the custody and control of the Naval Service by reason of void enlistment or induction.

2. **This Section Covers**. This section covers the following:

Topic	See MILPERSMAN
General Considerations on Characterization of Service	1910-302
Description of Characterization of Service	1910-304
Limitations on Characterization of Service	1910-306
Entry Level and Uncharacterized Separations	1910-308

MILPERSMAN 1910-302

GENERAL CONSIDERATIONS ON CHARACTERIZATION OF SERVICE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**. Characterization of service upon separation shall be based on the following:

NOTE: For determining characterization of service for members separating at expiration of active obligated service (OBLISERV) refer to MILPERSMAN 1910-104.

a. The quality of the member's service, including the reason for separation, subject to the limitations set forth under the specific reason for separation. The quality of service shall be determined according to standards of acceptable personal conduct and performance of duty.

b. The reason for separation, the specific circumstances that form the basis for the separation, as well as the military record, shall be considered on the issue of characterization. Generally, characterization will be based upon the member's total performance of duty and conduct during the current enlistment; however, there are circumstances where the conduct or performance of duty reflected by a single incident may form the basis of characterization. A single adverse incident such as discreditable involvement with civil/military authorities that is prejudicial to good order and discipline may be used to characterize a Sailor's overall service. The incident does not have to result in punishment (nonjudicial punishment (NJP), court-martial, civil conviction).

c. Due consideration shall be given to the member's length of service (LOS), grade, aptitude, and physical and mental condition.

MILPERSMAN 1910-304

DESCRIPTION OF CHARACTERIZATION OF SERVICE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM	882-3045 (901) 874-3045

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil

References	(a) DoD Instruction 1332.14 of 27 January 2014 (b) SECNAVINST 5510.30C

1. **Types of Characterization**. Reference (a), MILPERSMAN 1910-302, and the table below will be used to determine a member's characterization of service upon separation, with the exception of entry-level separation and uncharacterized separations which will be governed by MILPERSMAN 1910-308.

NOTE: For determining characterization of service for members separating at expiration of active obligated service (EAOS) refer to MILPERSMAN 1910-104.

Assign	When
Honorable (HON)	the quality of the member's service generally met the standards of acceptable conduct and performance of duty for naval personnel, or is otherwise so meritorious that any other characterization of service would be clearly inappropriate.
General (under honorable conditions) (GEN)	the quality of the member's service has been honest and faithful; and the positive aspects of the member's conduct or performance of duty outweigh the negative aspects of his or her conduct or performance of duty as documented in his or her service record. In the absence of a specific finding from an administrative board, a characterization of service as GEN may be awarded based on a review of a member's overall service record.

Assign	When
Under other than honorable conditions (OTH)	When the reason for separation is based on one or more acts or omissions that constitute a significant departure from the conduct expected of members of the naval service. Examples of factors that may be considered include the use of force or violence to produce serious bodily injury or death, abuse of special position of trust, disregard by a superior of customary superior-subordinate relationships, acts or omissions that endanger the security of the United States or the health and welfare of other members of the Military Services, and deliberate acts or omissions that seriously endanger the health and safety of other persons. OTH can be awarded only if administrative board procedures were used, regardless of whether the board was held; when a member requests an OTH in lieu of trial by court-martial per MILPERSMAN 1910-106; or when a member requests transfer to the Fleet Reserve in lieu of administrative processing per MILPERSMAN 1910-166. The OTH must be approved by the Secretary of the Navy; Chief of Naval Personnel; Commander, Navy Personnel Command; or a general court-martial convening authority per MILPERSMAN 1910-704. In cases when members had held a clearance prior to any separation, contact the servicing Special Security Office or security manager to ensure all reporting requirements and or incident reports have been entered into the Defense Intelligence System for Security for adjudication, as appropriate, per reference (b).

MILPERSMAN 1910-306

LIMITATIONS ON CHARACTERIZATION OF SERVICE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) OPNAVINST 5350.4C

1. **Limitations**. Characterization will be determined solely on the member's service record during the current enlistment or period of service to which the separation pertains, plus extensions prescribed by law, regulations, or effected with the consent of the member. The following may not be used when characterizing service:

a. Records of activities from prior enlistments or periods of service, including court-martial convictions, unauthorized absences, and other offenses.

b. Voluntary submission to a Department of Defense (DoD) treatment and rehabilitation program and voluntary disclosed evidence of prior personal drug use by the member as part of a course of treatment in such a program except as provided in reference (a).

c. Preservice activities, except when separation proceedings concern Defective Enlistments and Inductions - Fraudulent Entry (MILPERSMAN 1910-134).

d. Conduct in the civilian community of a member of the Navy Reserve who is not on active duty (ACDU) or active duty for training (ADT), except when the conduct

(1) directly affects the performance of the member's military duties (i.e., member is incarcerated and prohibited from attending drills or being mobilized).

(2) has an adverse impact on the overall effectiveness of the Naval Service, including good order, discipline, morale, and unit efficiency.

MILPERSMAN 1910-308

ENTRY-LEVEL AND UNCHARACTERIZED SEPARATIONS

Responsible Office	NAVPERSCOM (PERS-832)	Phone:	(901) 874-3045
	NAVPERSCOM (PERS-913)	Phone:	(901) 874-4556

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 38 CFR 3.12 (b) 10 U.S.C. (c) DoD Instruction 1332.14 of 27 January 2014

1. Uncharacterized Separations

a. Per reference (a), there are three types of administrative enlisted separations that do not require characterization of service: entry-level separation (ELS), void enlistment or induction, and dropped from the rolls.

b. This article applies to active duty (AD), Training and Administration of the Reserves (TAR), and all members of the Selected Reserve (SELRES), Individual Ready Reserve (IRR) to include the Voluntary Training Unit (VTU), and Active Status Pool (ASP) communities within the Navy Reserve. References within this article to the United States Navy Reserve (USNR) include SELRES and IRR - encompassing the VTU and ASP, unless otherwise specified.

2. Entry-Level Separation (ELS)

a. Entry-Level Status. ELS is a separation that is initiated while a member is in an entry-level status and results in an uncharacterized discharge, except in the following circumstances:

(1) **"Under Other Than Honorable (OTH)"** is authorized under reasons for separation and is warranted by circumstances of the case for administrative separation.

(2) **Honorable (HON)** is clearly warranted by presence of unusual circumstances involving personal conduct and performance, and is approved on a case-by-case basis by the Secretary of the Navy. An HON will be considered only for the following reasons:

Reason	MILPERSMAN
Reasons for Separation	1910-100
Separation by Reason of Changes in Service Obligation (Active Duty and Inactive Navy Reservist)	1910-102
Separation by Reason of Best Interest of the Service (BIOTS)	1910-164
Separation by Reason of Physical Disability	1910-168

b. Separation for Cause. Per reference (b), section 12685, an ELS of a USNR member for cause, except under section 12684 of reference (b), will be "under honorable conditions."

c. Entry-Level Status. Per reference (c), a member is considered to be in an entry-level status during:

(1) The first 365 days of continuous active military service; or

(2) The first 365 days of continuous active service after a service break of more than 92 days of active service; and

(3) A USNR member who is not on AD, active duty for training (ADT), or who is serving on recall or mobilization orders to AD for 365 days or less begins entry-level status upon enlistment into the Navy Reserve. Entry-level status for a USNR member terminates:

(a) 365 days after beginning training if the member is ordered to ADT for a continuous period of 180 days or more;

(b) 180 days after the beginning of the second period of ADT, if the member is ordered to ADT under a program that splits the training into two or more separate periods of AD. For the purposes of characterization of service or description of separation, the USNR member's status is

determined by the date of notification as to the initiation of separation proceedings.

3. **Void Enlistments and Inductions**. A member will not receive a discharge, characterization of service at separation, or an ELS except when a constructive enlistment occurs. If characterization or an ELS is not required, the separation will be described as an order of release from custody or control of the Military Service.

a. Void and Constructive Enlistment Determination. Use the table below to determine if an enlistment is void and when a constructive enlistment arises.

AN/A...	WHEN...
enlistment or induction is void	• it was effected without the voluntary consent of a person enlisting in the United States Navy, including enlistment of a person who was intoxicated or insane at time of enlistment, or when one was coerced into enlisting by being presented with the option of either enlisting or being subjected to a sentence of confinement by a court; or • the person is under 17 years of age; or • the person is a deserter from another military service.
constructive enlistment arises	• member submitted voluntarily to military authority, • member performed military duties, • member received military pay or allowances, and • member met the mental competency and minimum age qualifications at the time of voluntary submission to military authority.

b. Characterization of Separation. Use the below table to determine characterization of service or description of separation.

IF the enlistment...	THEN...
is void and a constructive enlistment has not resulted,	member will be separated by an order of release from custody and control of naval service.

is void at its inception and is followed by a constructive enlistment within the same term of service,	characterization of service per MILPERSMAN 1910-302 and 1910-304 is appropriate.
was void by reason of desertion from another service,	member will be separated by an order of release from custody and control of naval service, regardless of any subsequent constructive enlistment.

NOTE: If the separation is described as "**an order of release from custody and control of the naval service,**" member will not receive

a. a discharge certificate,

b. characterization of service at separation, or

c. an ELS.

4. **Dropped From the Rolls**. A type of release that may be used to separate an enlisted member who has been absent without leave for 30 days or more and has been reported as a deserter or has been confined by civilian authorities for at least 6 months.

5. **Separation Authority**. Refer to MILPERSMAN 1910-704 for guidance on separation authority. However, for the separation of a USNR member because of entry level performance or conduct, separation requests must be submitted to Navy Personnel Command Reserve Enlisted Personnel Branch (PERS-913) for adjudication and processing. If a USNR member is on Initial AD or New Accession Training orders, the AD command must process the separation.

MILPERSMAN 1910-402

ADMINISTRATIVE BOARD AND NOTIFICATION PROCEDURES

Responsible Offices	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-913)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

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1. **Notice**. A Service member may be processed for administrative separation (ADSEP) by either Notification or Administrative Board Procedures. The primary difference between these two procedures is as follows:

a. **Notification Procedure** - The Service member is notified that the least favorable characterization of service possible is general, and that the Service member has a right to elect an administrative board only if Service member has 6 or more years of total service and or reserve military service at the time of notification.

b. **Administrative Board Procedure** - The Service member is notified that the least favorable characterization of service possible is under other than honorable, and that the Service member has the right to elect an administrative board regardless of the number of years of active and or reserve military service.

The processing command will retain a signed copy pending receipt of the Service member's response. After the Service member responds, the processing command will maintain the original response for the ADSEP package. The Service member will be given a completed signed copy.

Notes:
(1) When ADSEP processing is started for any nuclear-trained enlisted member, the processing command must notify the Office of Chief of Naval Operations (OPNAV), Nuclear Enlisted Program Branch (OPNAV N133).

(2) Processing commands, separation authorities (SA), and separation activities are urged to pursue adherence at every

level to the established Navy ADSEP processing goals in MILPERSMAN 1910-010.

(3) Commanding officers (CO) may only process for separation those personnel who are permanently assigned to their command; therefore, when circumstances warrant, commands may transfer a Service member temporary duty (TEMDU) (not temporary additional duty (TEMADD)) to another command to be processed and or separated. MILPERSMAN 1910-206 refers. Service members being processed for separation should not be permanently transferred, reenlisted, or advanced until administrative actions are complete.

2. **Forms**

a. NAVPERS 1910/31, Administrative Separation Processing Notice, commands must use in place of previously prescribed methods to notify Service members that they are being processed for administrative separation by either an administrative board procedure or a notification procedure (as appropriate). The standard format for either procedure appears on NAVPERS 1910/31 when the user selects the corresponding radio button located above the top margin of the form.

b. Open NAVPERS 1910/31 and choose the appropriate procedure by selecting the corresponding radio button located above the top margin of the form:

(1) Notification procedure or

(2) Administrative board procedure.

3. **Reason(s) for ADSEP Processing**. List the basis of the proposed separation, including the circumstances upon which the action is based, and a reference to the applicable provisions of the Navy Department's implementing policy regulation (Naval Military Personnel Manual (MILPERSMAN)). When more than three reasons for ADSEP processing apply, list all the reasons for which the Service member qualifies and the corresponding references for each on a plain sheet of paper, which must then be attached to the form, and enter "See attached" in Block 4a.

4. **Associated Information:**

Topic	See MILPERSMAN
Consultation with Counsel Prior to Electing Rights	1910-406
Response Time to Notice	1910-408
When a Member is Processed for Multiple Reasons	1910-410
How to Prepare a Sworn Affidavit of Service by Mail	1910-412
Actions of the Commanding Officer	1910-414

MILPERSMAN 1910-406

CONSULTATION WITH COUNSEL PRIOR TO ELECTING RIGHTS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Qualified Counsel**. Use the following table to determine a member's right to consult with counsel:

The member...	Except WHEN...	THEN...
has the right to consult with qualified counsel prior to electing any rights,	member is away from or deployed outside the United States or away from an overseas home port, or deployed to a shore activity remote from Judge Advocate resources,	nonlawyer counsel shall be appointed. Any appointed nonlawyer counsel shall be a commissioned officer with no prior involvement in the circumstances leading to the basis of the proposed separation, and no involvement in the separation process itself. The nonlawyer counsel should seek advice from any judge advocate on legal issues relevant to the case whenever necessary.
	no qualified counsel is assigned or reasonably available in the activity's geographical area (normally within 50 miles),	
	the commanding officer (CO) does not anticipate having access to qualified counsel from another vessel, unit, or activity, for at least the next 10 calendar days,	
	the CO determines that needs of the Naval Service require processing before qualified counsel will be available,	

may consult with civilian counsel at the member's own expense, **NOTE:** The member's use of civilian counsel does not eliminate the requirement of the CO to furnish qualified counsel or nonlawyer counsel as appropriate.	consultation with civilian counsel will delay orderly processing,	

MILPERSMAN 1910-408

RESPONSE TIME TO NOTICE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Response Timetable**. Use this table to determine a member's response time to a notice of processing.

IF the member is...	THEN the member has a minimum of...	AND a maximum...
on active duty and **not** in civilian confinement,	2 working days to respond to the notice,	number of working days to respond as determined by the commanding officer (CO).
in civilian confinement,	30 days from the date the notice is delivered personally or received by mail at the confinement address,	
an inactive duty reservist,	30 days from the date the notice is delivered personally or received by mail at the designated mailing address (suggest return receipt),	

RULE: Failure to respond to the notice constitutes a waiver of rights and an appropriate notation will be made on the command copy of the member's notice. If applicable, the individual who mailed the notice shall prepare a sworn affidavit of service by mail per MILPERSMAN 1910-412.

MILPERSMAN 1910-410

WHEN A MEMBER IS PROCESSED FOR MULTIPLE REASONS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Guidance**. When members are processed for separation for multiple reasons, the following guidelines apply:

a. The requirements for each reason will be applied to the fullest extent practicable;

b. if a reason for separation set forth in the notice of proposed action requires processing under the Administrative Board Procedure, the entire matter shall be processed under the Administrative Board Procedure;

c. if more than one reason for separation is approved by an administrative board, the guidance on characterization that provides for the least favorable discharge should be applied;

d. if administrative board was waived or Notification Procedures were used, the guidance on characterization that provides for the least favorable discharge should be applied; and

e. if a conflict in procedures cannot be resolved on the basis of the foregoing principles, the procedure most favorable to the respondent shall be used.

NOTE: Separation for misconduct should normally take precedence over all other reasons for separation unless the misconduct is minor in nature and/or far removed in time.

MILPERSMAN 1910-412

How to Prepare a Sworn Affidavit of Service by Mail

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **When Member does not Respond**. If members do not respond to their notice of separation processing by the allotted time, the person who mailed the notice shall prepare the below affidavit and forward it to the separation authority (SA) along with PS 3800, Receipt for Certified Mail and PS 3811, Domestic Return Receipt.

SWORN AFFIDAVIT OF SERVICE BY MAIL	
STATE	**COUNTY**

I, _____, have been duly sworn,

declare that on the _____ day of _____, 20____, I mailed the original notice, a true copy of which is attached hereto, by Certified Mail (return receipt requested) (or by an equivalent form of notice if such service by U.S. Mail is not available outside of the United States) to:

_____

_____

_____

_____

in a securely wrapped and sealed official postal envelope with a PS 3811, Domestic Return Receipt attached. A PS 3800, Receipt for Certified Mail attesting to such action is attached to this affidavit.

SIGNATURE OF INDIVIDUAL MAILING NOTICE	**SWORN BEFORE ME THIS _____DAY OF _____ 20 _____.**
RANK AND JOB TITLE	**RANK/RATE AND JOB TITLE**

MILPERSMAN 1910-414

ACTIONS OF THE COMMANDING OFFICER (CO)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Commanding Officer's (CO) Action**. The CO will use this table to determine disposition of administrative separation (ADSEP) case.

IF the member	**AND the commanding officer**	**THEN**
elects an administrative board	does **not have** Special Court-Martial Convening Authority (SPCMCA)	forward the case to an officer having SPCMCA to convene an administrative board. Member may need to be transferred temporary duty (TEMDU) to the SPCMCA.
	has SPCMCA	go to MILPERSMAN 1910-500 to convene an administrative board.
waives or is not entitled to an administrative board	**has** SPCMCA	go to MILPERSMAN 1910-700 to determine separation authority (SA).
requests a conditional waiver	**has** SPCMCA	forward the case to an officer having General Court-Martial Convening Authority (GCMCA) (or higher) (see MILPERSMAN 1910-700).
elects GCMCA review	**has** SPCMCA	forward case to officer having GCMCA for review. GCMCA, after review, returns case to processing activity directing applicable actions.

elects GCMCA review	**has** GCMCA	forward case to another officer having GCMCA or Navy Personnel Command (NAVPERSCOM) for review.

MILPERSMAN 1910-500

GUIDELINES ON CONDUCTING AN ADMINISTRATIVE BOARD

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **In This Section**. This section covers the following:

Topic	**See MILPERSMAN**
Administrative Board Composition	1910-502
Right to Counsel	1910-504
Senior Member of Board	1910-506
Witnesses at Administrative Board	1910-508
Presentation of Evidence	1910-510
Rights of the Respondent	1910-512
What is Binding on Administrative Boards?	1910-514
Record of Proceedings for Administrative Separation Boards	1910-516
Findings and Recommendations	1910-518

MILPERSMAN 1910-502

ADMINISTRATIVE BOARD COMPOSITION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1332.14 (b) OPNAVINST 1752.2B

1. **Composition**

a. Convening authority shall ensure women and minorities are given equal opportunity to serve on administrative boards. Mere appointment or failure to appoint a member of such a group to board, however, is not a basis to challenge proceeding.

b. Per reference (a), use this guidance to compose an administrative board:

APPOINT to board...	AND if...	THEN...
at least three experienced commissioned, warrant, or noncommissioned officers to serve as voting members, • Senior member must be in Navy and grade O-4 or higher. • Majority of board members must be commissioned and or warrant officers. • Enlisted personnel appointed to board shall be in grade E-7 or above and be senior in pay grade to respondent.	member is a reservist, to include any of the following categories, • USNR (active); • USNR-R (selected Reserves (SELRES)/ individual ready reserves (IRR)); • USNR-S1/S2 (Stand-by reserves); • USNR (FTS); • any reservist performing active duty (i.e., active duty for special work (ADSW), mobilization, annual training (AT));	at least one member must be a reserve officer and all members must be commissioned officers.

a non-voting recorder,	board is for child and or spouse abuse cases,	recorder should be judge advocate per reference (b).
a non-voting legal advisor to assist board (if desired).		

c. Respondent's commanding officer and executive officer may not act as recorder or sit as members.

2. **Appointment Letter**. Use this format when appointing an administrative board. Send this letter to all three members. (Use proper letter format.)

From: Convening Authority
To: (senior member (or member) of board - rank, name, component)

Subj: APPOINTMENT OF AN ADMINISTRATIVE BOARD FOR (RATE, NAME, COMPONENT, SSN (XXX-XX-1234, LAST FOUR DIGITS)) WHO IS BEING PROCESSED FOR ADMINISTRATIVE SEPARATION BY REASON(S) OF _____

Ref: (a) MILPERSMAN 1910-502
(b) MILPERSMAN 1910-516

1. Per reference (a), you are assigned as senior member (or member) of an administrative board to be convened at (time, date, location), or as soon as practicable thereafter. Other individuals assigned to board are:

_____ Member
_____ Member
_____ Recorder
_____ Counsel for Respondent
_____ Legal Advisor

2. General procedural instructions are contained in reference (b). You and other board members should become familiar with reference (b) prior to convening of board.

3. You are admonished not to discuss pending case with anyone and not to review any documents, including service record of respondent, prior to convening of board.

_____
(Signature of convening authority;
commanding officer,
acting commanding officer, or
By direction)

Copy to:
Respondent/Counsel
Board members
Recorder
Legal advisor

MILPERSMAN 1910-504

RIGHT TO COUNSEL

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Counsel for the Respondent**

a. The convening authority (CA) shall assign a qualified counsel, or may appoint qualified counsel of the member's own choice. If reasonably available, the member's choice of qualified counsel is assigned duties as defense counsel at the servicing command.

b. Unless otherwise directed, appointment of a qualified counsel of member's own choice relieves the previously assigned counsel. If the member so requests in writing and if the interest of fair procedure so requires, the CA may continue the previously assigned counsel in representing the member. Approval is within the sole discretion of the CA and that decision is final.

c. The CA may appoint nonlawyer counsel to represent the member at an administrative board if the member expressly declines appointment of qualified counsel and requests a specific nonlawyer counsel, or the CA assigns nonlawyer counsel as assistant counsel.

d. The CA shall allow the member to be represented by civilian counsel, all at the member's expense, if such representation does not delay orderly processing.

NOTE: The member's use of civilian counsel does not eliminate the requirement to furnish qualified counsel or nonlawyer counsel as appropriate. Appointed military counsel is not relieved until expressly stated by respondent in writing.

MILPERSMAN 1910-506

SENIOR MEMBER OF BOARD

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Responsibilities**

a. Senior member shall

(1) be a U.S. Navy (Active or Reserve) officer in paygrade O-4 or above,

(2) preside over proceedings of board, and

(3) rule on all matters of procedure (to include granting of continuances) and evidence.

b. Rulings of senior member may be overruled by a majority of board.

NOTE: Convening authority (CA) or assigned legal advisor will rule on all challenges for cause.

MILPERSMAN 1910-508

WITNESSES AT ADMINISTRATIVE BOARD

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Requesting Witnesses**

a. Respondents or their counsel may request the attendance of witnesses on their behalf at the hearing. Requests shall be submitted to the convening authority (CA) via the senior member of the board.

b. If witnesses require temporary additional duty (TEMADD) or invitational travel orders, requests shall contain

(1) a synopsis of the testimony that the witness is expected to give,

(2) an explanation of the relevance of such testimony, and

(3) an explanation as to why written or recorded testimony would not be sufficient to provide for a fair determination.

2. **Witness Availability**. Follow this table if respondent submits a request for witnesses.

IF ...	**THEN the hearing ...**
the senior member of the board determines that the personal testimony of the witness is not required,	shall be postponed to provide the respondent with a reasonable opportunity to obtain a written statement from the witness.
the commanding officer (CO) of a military witness determines that military necessity precludes the witness' attendance at the hearing,	
a civilian witness declines to attend the hearing, (This provision does not authorize a Federal employee to decline to appear as a witness if directed to do so per applicable procedures of the employing agency.)	
the CA determines the personal testimony of a witness is required,	will be postponed, if necessary for a reasonable time, to permit the attendance of the witness.

3. **Funding for Production of Witnesses**. The CA may authorize funding for production of witnesses only if the senior member of the board (after consultation with a judge advocate) or the legal advisor (if appointed) determines

a. the testimony of a witness is not cumulative;

b. the personal appearance of the witness is essential to a fair determination on the issues;

c. written or recorded testimony will not accomplish adequately the same objective;

d. the need for live testimony is substantial, material, and necessary for a proper disposition of the case; and

e. the significance of the personal appearance of the witness, when balanced against the practical difficulties in producing the witness, favors production of the witness. Factors to be considered in relation to the balancing test include, but are not limited to;

(1) the cost of producing the witnesses,

(2) the timing of the request for production of the witness,

(3) the potential delay that may be caused by producing the witness, or

(4) the likelihood of significant interference with military operations.

MILPERSMAN 1910-510

PRESENTATION OF EVIDENCE

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Evidence**

a. The rules of evidence for court-martial and other judicial proceedings do not apply in an administrative board hearing.

b. Reasonable restrictions shall be observed, however, concerning authenticity, relevancy, and competency of evidence presented.

MILPERSMAN 1910-512

RIGHTS OF THE RESPONDENT

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Uniform Code of Military Justice (UCMJ), Article 31(b)

1. **Rights of the Respondent**

a. In addition to the respondent's right to testify on his or her own behalf, subject to the right against self-incrimination under reference (a), the respondent or respondent's counsel may

(1) challenge a voting member of the board or the legal advisor, if any, for cause only;

(2) at any time during the proceedings, submit written or recorded matter for consideration by the board;

(3) call witnesses on behalf of the respondent;

(4) question any witness who appears before the board; and

(5) present argument prior to the closing of the hearing for deliberation on findings and recommendations.

b. Inactive duty Navy reservists in Records Review (non-drilling) status may be issued permissive (no-cost) orders to attend the administrative board hearing.

MILPERSMAN 1910-514

WHAT IS BINDING ON ADMINISTRATIVE BOARDS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. When processing includes

(1) any court-martial conviction;

(2) a civilian conviction, or finding tantamount to a finding of guilty by a civil court system; or

(3) an approved diagnosis of a medical officer;

the board may not render its own findings because these matters have already been judicially/medically determined to have occurred.

b. Unless there are additional reasons for separation, the board will proceed directly to the separation/retention recommendation phase of the hearing.

c. The only exception is civil conviction from a foreign nation, which is not binding on administrative boards.

MILPERSMAN 1910-516

RECORD OF PROCEEDINGS FOR ADMINISTRATIVE SEPARATION (ADSEP) BOARDS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM	882-3045 (901)874-3045

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc.fct@navy.mil https://my.navy.mil/

References	(a) Uniform Code of Military Justice (UCMJ) (b) Manual for Courts-Martial (MCM), United States, 08 August 2023 (c) JAGINST 5800.7G (sections 0145 and 0146) (d) DoD Instruction 1332.14 of 27 January 2014

1. **Preparation of the Records**. References (a) through (d) pertain.

a. The record of proceedings will be kept in summarized form unless the convening authority (CA) or the separation authority (SA) directs that a verbatim record be kept.

EXCEPTION: When the case involves child sexual abuse (including incest), a verbatim record will be kept. Navy Personnel Command (NAVPERSCOM) Enlisted Performance and Separations Branch (PERS-832) will grant exceptions to this policy on a case-by-case basis. The failure to keep a verbatim record is not a basis to challenge the proceeding.

b. The following abbreviations will be used throughout the record of proceedings. A recording device should be used in order that an accurate summary may be prepared.

Abbreviation	**Title**
SM	Senior Member
MEM	Member of Board
REC	Recorder
RESP	Respondent
CR	Counsel for the Respondent
WIT	Witness
LA	Legal Advisor

2. **The Script**. Follow this script when conducting and preparing the record of proceedings below **(references cited within the script refer to those listed within the letter format):**

SCRIPT:
From: (Senior Member of the Board)
To: (Convening Authority)

Subj: RECORD OF PROCEEDINGS OF AN ADMINISTRATIVE BOARD IN CASE OF (respondent)

Ref: (a) NAVPERS 15560D, Navy Military Personnel Manual(MILPERSMAN)
(b) JAGINST 5800.7G
(c) Uniform Code of Military Justice (UCMJ)

Encl: (1) Appointment of an Administrative Board
(2) Respondent's Administrative Separation Processing Notice
(3) Government Exhibits
(4) Respondent's Exhibits (if any)
(5) Any supporting documents presented to the Board
(6) Privacy Act Statement (if applicable)
(7) Board Findings/Recommendations Sheet

1. Per reference (a), MILPERSMAN 1910-500, the following record of proceedings of an administrative board in case of (respondent) is submitted:

SM: The board will come to order. The recorder shall record the time, date, and place of hearing.

NOTE: The recorder should record the time and date of the opening and closing of each session of the board and the

presence (or absence) of all parties (board members, recorder, respondent, and counsel for the respondent).

SM: The board is convened by an order of the convening authority (CA) _____, dated _____, a copy of which has been furnished to each member of the board, the recorder, the respondent and counsel for the respondent.

The following persons named in the appointing order are present:

Members	
	Senior Board Member
	Member
	Member
	Recorder
	Legal Advisor (if applicable)
	Respondent
	Counsel for the Respondent
	Reporter (if applicable)

The following person(s) named in the appointing order (is) (are) absent, having been excused by the CA: _____

NOTE: If a reporter has been made available for the purpose of making a verbatim record of testimony, the reporter's presence is also noted. The reporter need not be sworn.

SM: Will counsel for the respondent state his or her legal qualifications?

CR: Counsel for the respondent is (not) a lawyer within the meaning of article 27(b) of the UCMJ. (If a civilian, include mailing address and phone number.)

SM: Will the recorder state his or her legal qualifications?

REC: The recorder is (not) a lawyer within the meaning of article 27(b) of the UCMJ.

SM: This board has been convened for the purpose of considering the pertinent facts relating to the case of (**rate, name, component, Department of Defense identification number**), who is being processed for administrative separation (ADSEP) by reason(s) of (state reason(s) from respondent's notice). Should any basis for separation be established, the board will make

findings of fact for each reason and will make a recommendation with respect to final action of retention, separation, or suspension, and characterization of service or description of separation. If discharge is recommended, the reason(s) will be stated along with the type and characterization of discharge recommended.

(**RESP'S NAME**), I shall now review with you your rights in connection with this hearing. If you have any questions about any of these rights, do not hesitate to ask me, or if you wish, you may discuss your questions with your counsel.

NOTE: Respondents may waive reading of their rights and procedures.

a. You may appear in person before this board with or without counsel. In your absence, you may be represented by counsel at all open proceedings of the board. You may have a military counsel of your own choice, provided proper authority determines the counsel requested is reasonably available. You may use civilian counsel at no expense to the Government.

b. You may challenge any voting member of the board for cause; that is, by showing that the member cannot render a fair and impartial decision. You or your counsel may question any voting member to determine whether a basis for challenging exists. The CA (or assigned legal advisor) will rule on the challenge. If any member is successfully challenged, this board proceeding will be suspended pending appointment of qualified substitute.

c. You may submit an oral or written statement on your own behalf; you may testify on your own behalf; or you may remain silent. If you choose to testify under oath, you may be cross-examined on your testimony. In the alternative, you may make an unsworn statement, personally or through counsel. You may not be cross-examined on such an unsworn statement unless you choose to answer questions about it; however, the recorder may introduce evidence to rebut anything contained in such a statement. If you decide not to testify under oath, or if you decide not to make any statement at all, that fact will not be considered against you in any way.

d. You may request the attendance of witnesses at the hearing. The request shall be in writing, dated, signed by you or your counsel, and submitted to the CA via the senior member

of the board once the need for the witness is known to you or your counsel. Failure to submit a request for witnesses in a timely fashion shall not automatically result in denial of the request, but it may be considered along with other factors in deciding whether or not to provide the witness. Further, the testimony of a witness may be excluded if the legal advisor or, in the absence of a legal advisor, the senior member of the board, determines that its value to determine the truth of the allegations against you is substantially outweighed by considerations or undue delay, waste of time, or needless presentation of cumulative evidence.

(1) If production of a witness requires funding by the CA, the written request shall contain the following information:

(a) A synopsis of the testimony that the witness is expected to give;

(b) An explanation of the relevance of the testimony; and

(c) An explanation as to why written or recorded testimony would not be sufficient.

(2) The CA may authorize funding for production of witnesses only if the senior member of the board (after consultation with the legal advisor or another judge advocate, if reasonably available) determines that:

(a) The testimony of a witness is not cumulative;

(b) The personal appearance of the witness is essential to a fair determination on the issues;

(c) Written or recorded testimony will not adequately accomplish the same objective; and

(d) The significance of the personal appearance of the witness, when balanced against the practical difficulties in producing the witness, favors production of the witness. Factors to be considered in relation to the balancing test include, but are not limited to, the cost of producing the witness; the potential delay in the proceeding that may be caused by producing the witness; or the likelihood of significant interference with military operational deployment, mission accomplishment, or essential training.

(3) If the CA determines that the personal testimony of a witness is required, the hearing shall be postponed, if necessary, to permit the attendance of the witness. Military witnesses required shall be issued temporary additional duty (TEMADD) travel orders and civilian witnesses shall be issued invitational travel orders. Guidance for funding the travel of required witnesses may be found in reference (b), sections 0145 and 0146.

(4) The hearing shall be postponed to provide you a reasonable opportunity to obtain a written statement from the witness if the witness requested by you is unavailable when:

(a) The senior member of the board or legal advisor determines that personal testimony of the witness is not required;

(b) The commanding officer (CO) of a military witness determines that military necessity precludes the witness' attendance at the hearing; or

(c) A civilian witness declines to attend the hearing.

e. You may, at any time before or during the proceedings, submit any answers, depositions, sworn or unsworn statements, affidavits, certificates, or stipulations. This includes, but is not limited to, depositions of witnesses not deemed to be reasonably available or witnesses unwilling to appear voluntarily.

f. The provisions of reference (c), section 831, article 31, apply to all proceedings of the board. You may submit to examination by the board if you desire. If you choose not to submit to examination by the board, the fact will not be considered against you in any way.

g. You and your counsel may question any witness who appears before the board.

h. Your failure to invoke any of these rights cannot be considered as a bar to the board proceedings, findings, or recommendations.

Now, (**respondent**), there are some procedural rules in connection with this board which I shall explain to you.

First, these proceedings are administrative in nature and the board is not bound by formal rules of evidence. Thus, the board may consider information which might not be admissible at a court-martial. Also, you should be aware that the board's decision will be based upon a preponderance of the evidence presented.

Second, if you or your counsel have any objection to any matters introduced or to any proceedings of the board, you or your counsel may state your objection and the reasons for it. As senior member, I shall rule finally on all matters of procedure and evidence; however, a majority of the board may overturn any ruling that I make.

(**Respondent**), do you have any questions concerning your rights or procedures before this board?

RESP: (No, Sir/Ma'am.) (_____).

SM: Does the recorder, counsel for the respondent, or respondent wish to question any member of this board in relation to any matter which may constitute a ground for challenge for cause?

REC: (The recorder has no questions.) (_____).

RESP or CR: (The respondent has no questions.) (_____).

SM: Does either side have a challenge for cause against any voting member of this board?

REC: (The recorder does not.) (_____).

RESP or CR: (The respondent does not.) (_____).

NOTE: Grounds for challenge must show that the member cannot render a fair and impartial decision. The CA, upon being informed of the circumstances of the challenge and the recommendation of the other members, may appoint a substitute for the challenged member. At this point in the proceedings the senior member should ensure that all persons scheduled to testify as witnesses are excluded from the proceedings except when actually testifying before the board.

SM: Does either the recorder, counsel for the respondent, or respondent desire to make an opening statement?

REC: (_____).

RESP or CR: (_____) (may be made now or before respondent's case).

SM: Is the recorder ready to present the Government's case in this matter?

REC: The recorder is ready to proceed. The recorder presents the following documents for the board's consideration in this case.

GOVERNMENT'S CASE

Exhibit 1: Appointment of an Administrative Board

Exhibit 2: Respondent's Administrative Separation Processing Notice

Exhibit 3: Copy of the most recent NAVPERS 1070/613 Administrative Remarks from respondent's service record (if such exists).

Exhibit 4: **NOTE:** Recorders must present, at a minimum, the information which caused the CA to convene the board.

SM: Does respondent have any objections to the board's consideration of any of these exhibits?

RESP or CR: (We have no objections.) (We object to exhibit __ because _____).

SM: (Your objection and my ruling will be noted for the record. Do either of the other members wish to challenge my ruling or discuss it further? [If either member indicates an interest in discussing the ruling, the board will close for deliberations on the issue. All three board members will deliberate out of hearing of other participants. At the conclusion of the deliberations, the board will re-open, and the senior member will state for the record the ruling.]) Exhibits 1 through ___ are accepted and will be made a part of the record.

REC: The recorder intends to call the following witnesses:

REC: The first witness is (**full name, grade, and duty station**).

REC: Do you swear (or affirm) that the evidence you shall give in the case now in hearing shall be the truth, the whole truth, and nothing but the truth?

WIT: I do.

REC: Would you state your name, rank, unit, and armed force? (If civilian, state name and mailing address.)

WIT: (_____).

REC: Do you know the respondent in this case?

WIT: (_____).

NOTE: The recorder, counsel for the respondent, and the board members will now be afforded a full opportunity to question the witness.

SM: You may be excused.

REC: (After all witnesses have testified.) I have nothing further to present.

SM: (Respondent), you have already indicated an understanding of your rights at these proceedings. Are you and your counsel ready to proceed?

RESP: Yes (Sir) (Ma'am).

RESPONDENT'S CASE

CR: Yes, (Sir) (Ma'am). (If he or she has not already done so, counsel for the respondent may now make an opening statement).

NOTE: At this point in the proceedings, counsel for the respondent may present documentary or real evidence, stipulations, affidavits, etc., and may call witnesses to testify. The recorder may object to any documentary evidence. If an objection is registered, the senior member should rule and review with the other members, as was done during the recorder's case above. This is also the time for respondent to testify, either by way of sworn or unsworn testimony, or to make any other statement, either personally or through counsel. If counsel for the respondent calls witnesses to testify, the recorder should administer the required oaths.

Counsel for the respondent should have the opportunity to conduct direct examination. Thereafter, the recorder and board members may question the witness. Should the respondent elect to provide information to the board, the board may wish to solicit personal information from the respondent. Before the respondent provides personal information in response to such a request, the respondent must be given a Privacy Act Statement. It is recommended that, if the Privacy Act Statement is provided to the respondent in writing, a copy signed by the respondent be included in the record. The Privacy Act Statement should be signed before the board convenes, if possible.

CR: We have nothing further to present.

NOTE: Rebuttal and surrebuttal witnesses may be called, or recalled, at this point. The recorder and counsel for the respondent will then be given an opportunity to make an argument.

REC: The recorder (has a) (waives) closing argument.

CR: Counsel for the respondent (has a) (waives) closing argument.

REC: The recorder (has a) (waives) rebuttal argument.

SM: Has the recorder anything further to offer?

REC: I (do) (do not).

SM: This board will close for deliberations.

NOTE: When the board deliberates, only the voting members will be present. Prior to deliberations, the board members should review the appropriate board findings worksheet. Upon completion of the deliberations, but before the findings are announced, the board must complete the appropriate findings worksheet.

SM: This board will come to order. This administrative board has concluded its deliberations and has completed the board findings sheet with all signatures affixed. (Read the board's findings/recommendations for the record.)

_____
_____
_____
_____

SM: The board is adjourned (time and date).

_____
(Signature of senior member)

BOARD FINDINGS/RECOMMENDATIONS SHEET

Findings:

By a vote of		The preponderance of evidence		
		Supports	Does Not Support	Basis
				(1)
				(2)

Specific evidence considered relating to acts, omissions, or circumstances alleged in the Administrative Separation Processing Notice includes:
(1)
(2)
(3)
(4)
(5)

Recommendations (separation or retention):

By a vote of		Recommendation for (retention, separation, or suspended separation for ( ) months)

Recommendation (only one (1) characterization if recommending separation):

By a vote of		The board recommends (Entry Level Separation (ELS)/Honorable (HON)/General (GEN)/Under Other Than Honorable (OTH)

Recommendation (regarding transfer to Individual Ready Reserve (IRR) to fulfill total military obligation per MILPERSMAN 1910-518):

By a vote of		**The board recommends/does not recommend transfer to the IRR**

NOTE: This option does not apply to personnel separated with an OTH discharge or by reason of drug abuse or defective enlistment or induction.

Recommendation (Transfer to Fleet Reserve/Retired List if member has 20 years total active Federal military service.):

By a vote of		**The board recommends transfer to Fleet Reserve/Retired List in:**	
		Current Pay Grade	**Reduced Pay Grade (Specify Pay Grade)**

We certify that records of activities from prior enlistments or periods of service, including courts-martial convictions, unauthorized absences, and other offenses were not considered in our recommendation of characterization of service.

Signatures:

_____ _____ _____
Senior Member of Board Member Member

Dissenting member comments and signature:

_____
_____
_____
_____

_____
(Dissenting signature and name)

I do/do not intend to submit a Letter of Deficiency

_____
(Signature, Counsel for Respondent)

NOTE 1: A letter of deficiency must be received by the CA no later than the end of the fifth working day (or more if approved by the CA in writing) from the conclusion of the board, or 10 days prior to member's expiration of active obligated service (EAOS), whichever is sooner. If no letter of deficiency is received by the time designated, such will be deemed a waiver, and the record will be forwarded without it. CAs are not required to allow the counsel for the respondent (or respondent) to review the record of proceedings, summarized testimony of witnesses, or exhibits before sending the case to the SA. Counsel for the respondent will receive a copy of the record of proceedings when it is forwarded to the SA.

NOTE 2: All board members and counsel for the respondent **must sign** this form prior to the conclusion of the board.

MILPERSMAN 1910-518

FINDINGS AND RECOMMENDATIONS

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Board Guidelines**. The board will make its findings and recommendations in closed sessions with only voting members present.

a. **Findings**. The board must determine whether each basis set forth in the notice of proposed separation is supported by a preponderance of evidence under the guidance of MILPERSMAN 1910-212.

b. **Recommendations**. The board next will make a single recommendation to separate or retain the respondent in the Navy. If the board recommends separation, it may recommend that the separation be suspended per the guidance in MILPERSMAN 1910-222. A recommendation to suspend the separation is not binding on the separation authority (SA). If separation or suspended separation is recommended, the board will recommend a characterization of service or description of separation per the guidance in MILPERSMAN 1910-300. Except when the board has recommended characterization of service of under other than honorable (OTH) conditions, the board shall recommend whether respondent should be retained in the Ready Reserve (RR) as a mobilization asset to fulfill the total military obligation of respondent.

NOTE 1: When respondent has been convicted by summary, special, or general court-martial (GCM) or when convicted by civilian authorities (except foreign jurisdictions) including civil actions tantamount to a criminal conviction, the board must find that the preponderance of evidence supports the basis set forth in the notice of proposed separation. The board must accept that respondent is guilty.

NOTE 2: If the board finds that a **mandatory processing basis** is not supported by a preponderance of evidence (i.e. a board

finding of no misconduct), or if the board finds misconduct, and recommends retention or suspended separation for a **mandatory processing basis,** then the findings and recommendations must be forwarded to Navy Personnel Command (NAVPERSCOM) for final action; respondent may not be retained without the expressed approval of NAVPERSCOM.

Step	**Action**		
1	Determine whether each reason in the notification letter is supported by a preponderance of evidence.		
	IF	**THEN**	
	a reason is supported by a preponderance of evidence	**go to Step 2.**	
	a reason is not supported	**stop.** No further action required for non-mandatory reason(s). Mandatory processing reason cases must be forwarded to NAVPERSCOM.	
	NOTE: When processing includes a court-martial conviction or a civilian conviction (or civil action tantamount to a civil conviction), the board may not render its own findings, because these matters have already been judicially determined to have occurred. The only exception is civil convictions from a foreign court, which are not binding on administrative boards.		
2	Recommend whether the findings warrant separation or retention.		
	IF	**THEN**	
	the findings warrant separation	recommend separation and **go to Step 3.**	
	the findings do not warrant separation	recommend retention. No further action required for non-mandatory reason(s). Mandatory processing reason cases must be forwarded to NAVPERSCOM.	
3	Recommend characterization of service or description of separation using the guidelines of MILPERSMAN 1910-300 and the reason for separation.		

4	Recommend under the guidelines of MILPERSMAN 1910-010 whether the member should be retained in the Individual Ready Reserve (IRR) as a mobilization asset to fulfill the respondent's total military obligation. **NOTE:** This option applies to cases involving separation from active duty (ACDU) or from the Selected Reserve (SELRES). Personnel separated by reason of: • drug abuse, • defective enlistment, or • induction will not be transferred to the IRR. Personnel who receive an OTH characterization or are discharged with a medical condition that would make the member unavailable to meet mobilization requirements will not be transferred to the IRR.
5	If member has 20 years total active Federal military service (TAFMS), recommend whether member should be transferred to Fleet Reserve/Retired List in current or reduced pay grade.

MILPERSMAN 1910-600

FORWARDING CASES TO THE SEPARATION AUTHORITY (SA)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (662)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) SECNAVINST 5210.8D

NOTE: Prior to acting as the Separation Authority (SA) or forwarding cases to the SA, commands shall screen the personnel records of all members being administratively separated for service in an imminent danger pay area per MILPERSMAN 1910-702, para. 1a.

1. **Methods**. Processing activities may forward most cases to the SA by letter of transmittal or message. The following cases must be submitted by letter only:

a. Cases where an administrative board was held.

b. Cases involving United States Navy Reserves-Ready (USNR-R) members.

c. Cases where Secretary of the Navy (SECNAV) is SA.

NOTE: Processing commands, separation authorities, and separation activities are urged to pursue adherence at every level to the established Navy administrative separation (ADSEP) goals in MILPERSMAN 1910-010.

2. **Enclosures**. The following supporting documents should be enclosures to the letter unless already part of the record of proceedings:

a. Member's Notice of Notification Procedure or Notice of Administrative Board Procedure (as appropriate).

b. Member's written statement (if submitted).

c. Other pertinent documentation (examples below).

d. Applicable NAVPERS 1070/613 (Rev. 07/06), Administrative Remarks (if required under the reason for processing).

e. Drug laboratory message.

f. NAVPERS 1070/606 (08/07), Record of Unauthorized Absence.

g. NAVPERS 1070/607 (08/07), Court Memorandum.

h. Copies of any other relevant NAVPERS 1070/613s.

i. Copy of medical officer's evaluation.

j. Copy of member's DD 1966 (Rev. 03-07), Record of Military Processing-Armed Forces of the United States (for fraudulent enlistment).

k. For members processed for unsatisfactory participation in the Ready Reserve, copy of the drill muster record, NAVRES 1570/2 (Rev. 04-09), Satisfactory Participation Requirements/Record of Unexcused Absences; notices to report for physical examinations; and letters trying to locate the Reservist.

l. Record of proceedings of an administrative board (if applicable).

m. Appointing letter for board.

n. Sworn affidavit of service by mail (if applicable).

NOTE: Commands are required to retain a complete file copy of all ADSEP cases for 2 years, per reference (a).

3. **Letter of Transmittal Format**. Use the below format when submitting an ADSEP case to the SA via letter, or when forwarding the case to Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) in cases where member was locally discharged. (Use proper letter format.)

From: Command
To: Separation Authority (or NAVPERSCOM (PERS-832))

Subj: (RATE/NAME/USN (R)(TAR)); RECOMMENDATION FOR/OR REPORT OF (AS APPLICABLE) ADMINISTRATIVE SEPARATION

Ref: (a) MILPERSMAN 1910-600

Encl: (1) As required

1. Per reference (a), the following information is submitted:

a. Reason for processing.

b. Basic record data. Active duty start date; date of current enlistment; EAOS/EOS; race/ethnicity; marital status and dependents; months on board; date and amount of most recent enlistment/ reenlistment bonus; deployment status: deployed/pending deployment (number of months)/not deployed; is member pending orders (YES/NO/NA); age; total service (active, inactive); participated in Montgomery GI Bill (YES/NO/NA); specialized training (i.e., nuclear power).

c. Involvement with civil authorities. (If none, annotate NA.)

d. Summary of military and civilian offenses.

e. Findings of the administrative board.

f. Recommendations of administrative board.

g. Type of discharge recommended by administrative board.

h. MILPERSMAN 1910-702 Screening requirements.

(1) Did member serve in an imminent danger zone in the 2-year period prior to notification of separation processing (Yes or No)? (If Yes, answer (2) and (3))

(2) Was member’s record screened for PTSD/TBI as a contributing factor per MILPERSMAN 1910-702 (Yes or No)?

(3) Was PTSD/TBI determined to be a contributing factor (Yes or No)?

i. Psychiatric, medical and/or PTSD/TBI evaluation complete or not applicable (as required).

j. Most recent NAVPERS 1070/613 (Rev. 07-06), Administrative Remarks warning (critical if required under reason for processing).

k. Comments of the commanding officer. (Ensure a clear picture of what/when/why is provided.)

l. If member was separated locally under authority granted by MILPERSMAN 1910-700, provide date, reason, and characterization (ensure a copy of DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty is attached as an enclosure).

m. Point of contact/location of command/telephone (DSN/COMM)/ E-Mail:

/s/ CO or ACTING CO
(**not by direction**)

Copy to:
(ISIC, TRANSITPERSU, PERSUPPDET where applicable)

4. **Message Format**. Use the below format when submitting an ADSEP case to the SA via message. Message format cannot be used if administrative board was held, SECNAV is SA, or cases involving USNR-R personnel. (Use proper message format.)

FM: (COMMAND)
TO: SEPARATION AUTHORITY (OR NAVPERSCOM)
INFO: ISIC, TRANSITPERSU, PERSUPPDET WHERE APPLICABLE
BT
UNCLAS //N01910//

SUBJ/(RATE, NAME, USN(R), (R-TAR)): RECOMMENDATION FOR/OR REPORT OF (AS APPLICABLE) ADMIN SEPARATION

MSGID/GENADMIN/_____//

REF/A/DOC/NAVPERSCOM/ //

AMPN/REF A IS MILPERSMAN 1910 ARTICLES WHICH PROVIDE POLICY AND GUIDANCE CONCERNING ADSEPS//

POC/NAME/RANK/PRIMARY PHONE NO/-/POC LOCATION/SECONDARY PHONE NO/-//

RMKS/1. PER REF A, FOLLOWING REQUEST FOR ADMIN DISCH SUBMITTED.

CO HAS REVIEWED REF A AND CERTIFIES THAT THIS MESSAGE SUBMISSION SUPPORTS THE MOST APPLICABLE REASON(S) FOR PROCESSING. AN ADMIN BOARD HAS NOT BEEN CONVENED IN THIS CASE.

2. REASON FOR SEPARATION PROCESSING. (LIST VERBATIM FROM MBR'S NOTICE.)

3. BASIC RECORD DATA. ACTIVE DUTY START DATE; DATE OF CURRENT ENLISTMENT; EAOS/EOS; RACE/ETHNICITY; MARITAL STATUS AND DEPENDENTS; MONTHS ON BOARD; DATE AND AMOUNT OF MOST RECENT ENLISTMENT/REENLISTMENT BONUS; DEPLOYMENT STATUS: DEPLOYED/ PENDING DEPLOYMENT (NUMBER OF MONTHS)/NOT DEPLOYED; IS MEMBER PENDING ORDERS (YES/NO/NA); AGE; TOTAL SERVICE (ACTIVE, INACTIVE); PARTICIPATED IN MONTGOMERY GI BILL (YES/NO/NA); SPECIALIZED TRAINING (I.E., NUCLEAR POWER).

4. INVOLVEMENT WITH CIVIL AUTHORITIES: (IF NONE, ANNOTATE N/A.)

A. CIRCUMSTANCES OF OFFENSE(S). (INCLUDE FACTS AND CIRCUMSTANCES SURROUNDING OFFENSE(S) IN SUFFICIENT DETAIL TO INDICATE NATURE AND SERIOUSNESS OF OFFENSE(S).)

B. ACTION BY CIVIL AUTHORITIES. (CHARGE(S) ON WHICH ARRAIGNED; FINAL OUTCOME (I.E., PLEAD GUILTY, TRIED AND CONVICTED, OR ACQUITTED), AND SENTENCE OF COURT OR PENDING TRIAL.)

C. CIVIL CONVICTION APPEAL INFO. (MBR DOES/DOES NOT INTEND TO FILE AN APPEAL. IF MBR INTENDS TO FILE, ADVISE IF MBR REQUESTS SEPARATION PRIOR TO FINAL ACTION ON APPEAL.)

5. SUMMARY OF MILITARY OFFENSE(S): (LIST IN CHRONOLOGICAL ORDER BY SUBPARAGRAPH DATE OF NJP/CM; TYPE (NJP/CM); OFFENSE(S); DATE OF OFFENSE(S). NOTE: IDENTIFY OFFENSE(S) TO INCLUDE ALL SPECIFICATIONS WITH NARRATIVE REASONS (E.G., DATE/LENGTH OF UA, SLEEPING ON WATCH, ETC.). ICO COURT-MARTIAL, INDICATE DATE OF CONVENING AUTHORITY (CA) FINAL ACTION, APPROVED FINDINGS, AND SENTENCE.)

6. RECOMMENDATION REGARDING RETENTION/REENLISTMENT.

7. PROCEDURE USED. (NOTICE OF NOTIFICATION PROCEDURE (MILPERSMAN 1910-402) OR NOTICE OF ADMINISTRATIVE BOARD PROCEDURE (MILPERSMAN 1910-404) SIGNED BY MBR ON (FILL IN DATE), LIST THE FOLLOWING SPECIFIC VERBATIM REASON(S) FOR PROCESSING. (FILL IN - DO NOT USE ABBREVIATIONS.) (THIS PARAGRAPH SHOULD MIRROR EXACTLY THE REASON AS CITED ON THE LETTER OF NOTIFICATION.))

8. DATE MBR ACKNOWLEDGED RECEIPT OF NOTICE.

9. DATE MBR RESPONDED: (IF LESS THAN 2 DAYS SINCE RECEIPT OF NOTICE, EXPLAIN WHETHER MEMBER KNEW HE/SHE HAD A MINIMUM OF 2 DAYS TO RESPOND.)

10. THAT IF SEPARATION IS APPROVED, CHARACTERIZATION OF SERVICE MAY BE (FILL-IN). MBR REQUESTED FOLLOWING RIGHTS. (LIST ALL RIGHTS ELECTED.) SNM WAIVED ALL OTHER RIGHTS.

11. MBR'S WRITTEN STATEMENT IS QUOTED VERBATIM AS FOLLOWS. (IF NONE, SO STATE.)

12. PSYCHIACTRIC, MEDICAL AND/OR PTSD/TBI EVALUATION COMPLETE OR NOT APPLICABLE (AS REQUIRED). (BRIEFLY LIST PERTINENT FINDINGS, DIAGNOSIS, RECOMMENDATION(S), AND ADVISE IF MEMBER CONSIDERED A DANGER TO SELF OR OTHERS.) MEDICAL OFFICER/ CLINICAL PSYCHOLOGIST SIGNED EVALUATION ON (DATE). (ANNOTATE IF MEMBER SCREENED FOR DRUG/ALCOHOL ABUSE, AND RECOMMENDATIONS OF EVALUATION AS APPLICABLE.)

13. MILPERSMAN 1910-702 SCREENING REQUIREMENTS.
    A. DID MEMBER SERVE IN AN IMMINENT DANGER ZONE IN THE 2-YEAR PERIOD PRIOR TO NOTIFICATION OF SEPARATION PROCESSING (YES OR NO)? (IF YES, ANSWER B AND C.)
    B. WAS MEMBER'S RECORD SCREENED FOR PTSD/TBI AS A CONTRIBUTING FACTOR AS PER MPM 1910-702 (YES OR NO)?
    C. WAS PTSD/TBI DETERMINED TO BE A CONTRIBUTING FACTOR (YES OR NO)?

14. MOST RECENT NAVPERS 1070/613 ISSUED TO MBR. (MANDATORY IF REQUIRED UNDER REASON FOR PROCESSING. ALSO STATE HOW THE COUNSELING/WARNING ENTRY WAS VIOLATED. IF NO NAVPERS 1070/613 HAS BEEN ISSUED TO MBR - SO STATE.)

15. COMMENTS AND RECOMMENDATION OF CO: (ICO ALCOHOL OR DRUG ABUSE REHAB FAILURE, PROVIDE DATES OF TREATMENT OR DATE MBR SIGNED NAVPERS 1070/613 REFUSING TREATMENT. IF SEPARATION IS RECOMMENDED, CO SHALL MAKE SPECIFIC RECOMMENDATION AS TO CHARACTERIZATION OF SERVICE OR DESCRIPTION OF SEPARATION, AND TRF TO THE IRR (IF APPROPRIATE).)

16. STATE LOCATION OF SNM IF TRANSFERRED TEMADD/TEMDU SUBSEQUENT TO COMPLETION OF CASE PROCESSING. (INCLUDE AS INFO ADDEE.)

17. LOCATION/HOMEPORT OF COMMAND: (DEPLOYED OR (FILL IN)). UIC: (FILL IN.)

18. POC E-MAIL: (FILL IN.)

19. CO SENDS. (MSG MUST BE RELEASED BY CO OR ACTING CO.)// BT

NOTES:

(1) Forward a complete copy of the ADSEP package and SA action, with a copy of member's DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty, to the appropriate NAVPERSCOM code for review and filing in member's permanent personnel record for historical purposes.

(2) Commanding officers (COs) may only process for separation those personnel who are permanently assigned to their command; therefore, when circumstances warrant, commands may transfer a member of their command temporary duty (TEMDU) (not temporary additional duty (TEMADD)) to be processed/separated at another command. MILPERSMAN 1910-206 refers.

MILPERSMAN 1910-700

SEPARATION AUTHORITY

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **In This Section**. This section covers:

Topic	SEE MILPERSMAN
General Separation Authority Guidance	1910-702
Determining Separation Authority	1910-704
Separation Authority Action when Notification Procedures or Administrative Board is Waived	1910-708
Procedures when an Administrative Separation Board was Held	1910-710
GCMCA Letter and Message Formats for Directing Administrative Separation	1910-712

MILPERSMAN 1910-702

GENERAL GUIDANCE FOR SEPARATION AUTHORITIES (SA)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) SECNAVINST 5820.4G (b) Department of Defense Financial Management Regulation Volume 7A, Chapter 9

1. **Separation Authority (SA) Pre-Decision Review:** Prior to approving any involuntary administrative separation (ADSEP), the SA must take the following steps:

a. Ensure a review of the Service member's record has been conducted to determine whether the Service member served in an imminent danger pay area in the 2-year period prior to initiation of ADSEP processing.

b. If the Service member has served in an imminent danger pay area, ensure that the member has completed all post-deployment surveys and medical evaluations. Involuntary separations will be held in abeyance until any required evaluations and follow-on diagnoses are complete.

c. For involuntary separation cases, if a Service member has been diagnosed with post-traumatic stress disorder (PTSD) or a traumatic brain injury (TBI), a determination must be made as to whether the diagnosed condition was a contributing factor to the conduct forming one or more of the bases supporting the ADSEP. This determination must not be made by the SA, but by a mental health professional diagnosing the PTSD or TBI, or a higher-level mental health professional. A Service member who has been diagnosed with PTSD must be evaluated by either a psychiatrist or a clinical psychologist. A Service member who has been diagnosed with a TBI must be evaluated by either a psychiatrist, clinical psychologist, or a treating physician. Evaluations must include specific comments on the presence or

absence of PTSD and or a TBI, and if present, the extent to which the diagnoses affected the Service member's judgment and behavior, and may have been a contributing factor in the basis for separation. Contact Navy Personnel Command (NAVPERSCOM), Enlisted Separations Branch (PERS-832) for further guidance. Per MILPERSMAN 1910-704, the Chief of Naval Personnel (CNP) is the SA for members diagnosed with either PTSD or a TBI who are being processed for involuntarily separation. If CNP determines that separation is still appropriate, the final decision document will specify that the member's medical condition evaluation was reviewed and considered prior to rendering a decision, and that separation was appropriate despite the Service member's medical condition.

d. Determine if the member is also being processed by the Disability Evaluation System to identify dual processing cases. MILPERSMAN 1910-216 refers.

2. **Deliberating Final Action**. In deliberating final action, SAs should understand the following:

a. SAs may not approve findings and characterization recommendations less favorable to the respondent than those rendered by an administrative board.

b. If SAs believe that the respondent has been processed contrary to policy, and that the deviation from policy disparaged the enumerated rights of the respondent, or that the board's findings were obtained by fraud or collusion, the case may be referred to a new board made up of all new members. The new board may not make findings and recommendations less favorable than the member's previous board, unless the SA finds that fraud or collusion in the previous board was attributable to the respondent or to individuals acting on the respondent's behalf (witness, counsel, etc.).

c. Members confined in foreign jails may be processed for separation but may not be discharged or separated from the Service until the completion of imprisonment and return to the United States. In unusual cases, (i.e., life sentence without possibility of parole) separations may be authorized by the Secretary of the Navy per reference (a).

d. SAs will ensure maximum recoupment of bonuses and debts to the Government prior to separation, when appropriate, per reference (b).

e. For every case that the recommended characterization of service of under Other Than Honorable conditions, the record of the board's proceedings will be reviewed by a judge advocate or civilian attorney employed by the Navy prior to action by the SA. Typically, this review will be conducted by the SA's staff judge advocate (SJA), or if the SA has no SJA, the region legal service office should conduct this review. Such review is not required when another characterization (Honorable, General (Under Honorable Conditions), or Entry Level Separation) is recommended, unless the respondent identifies specific legal issues for consideration by the SA.

f. Any SA can refer a case to NAVPERSCOM for final decision. This can be useful if unique circumstances are present. When an SA refers a case to NAVPERSCOM for final decision, the SA must provide reasons for the referral in an endorsement or letter of transmittal (as appropriate).

g. Members may not be involuntarily held past their end of active obligated service (EAOS) for the purpose of administrative separation processing. All review actions must be completed, the discharge authorized, and the DD-214 ready for delivery as of 2359 on the day of member's EAOS. If administrative separation processing cannot be completed prior to the member's EAOS, separate the member at EAOS with a characterization of discharge warranted by service record. Members may not be involuntarily held past their expiration of active obligated service (EAOS) for the purpose of administrative discharge processing; therefore, all review actions must be completed, discharge authorized, and the member's DD214 ready for delivery as of 2359 on the day of EAOS. If this cannot be done, separate the member at EAOS with a discharge characterized by the service record review. MILPERSMAN 1910-104 refers. The CO may assign an "RE-4" reenlistment code (not recommended for reenlistment) and document such action on NAVPERS 1070/613 Administrative Remarks. NAVPERS 1070/613 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

3. **Final Action When a Member is Not Separated**

a. If any basis for separation was met and the member is being retained in the Navy, the convening authority (CA) must issue NAVPERS 1070/613 counseling/warning per MILPERSMAN 1910-204, outlining the deficiency (i.e., the board's findings and recommendations).

b. If no basis for separation was met and the SA finds no errors in the board, the SA should advise the CA in writing:

"No further action on the case is considered appropriate because member's administrative board of (date) found member did not commit [basis] as evidenced by (nonjudicial punishment, NCIS report, etc.)."

MILPERSMAN 1910-704

DETERMINING SEPARATION AUTHORITY

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) JAGINST 5800.7 (b) OPNAVINST 5400.45 (c) OPNAVINST 1752.1C (d) Pub. L. 112-239 (NDAA FY 2013) (e) DODI 1332.14 (f) DoDM 1332.18, V2 (g) 10 U.S.C. §12686

1. **Separation Authority (SA)**. Use the guidance below to determine the appropriate SA. There are certain cases that meet the criteria outlined in paragraphs 3 and 4, but must be elevated to a higher SA for ultimate disposition (see paragraphs 5 through 10). In cases which the SA disagrees with a recommendation for a suspended separation, the SA retains authority to execute the separation.

2. **Commanding Officer (CO)**. The CO is the SA in the following situations when an administrative separation board is not required: (Per reference (a), COs of inactive duty training naval Reserve units are not the SA, unless the unit is a commissioned unit as defined by reference (b)).

a. Selected changes in service obligation for Inactive Reserve;

b. Selected changes in service obligation to accommodate immediate reenlistment;

c. Selected changes in service obligation within 90 days of expiration of active obligated service; or

d. Expiration of service obligation.

3. **Special Court-Martial Convening Authority (SPCMCA)**. The SPCMCA is the SA when

a. notification procedures are used;

b. board procedures are used, the board recommends separation with an honorable or general (under honorable conditions) characterization of service, and the SPCMCA recommends separation; or

c. board procedures are used for non-mandatory processing reasons, the board finds a basis, the board recommends retention, and the SPCMCA recommends retention.

4. **General Court-Martial Convening Authority (GCMCA)**. The GCMCA is the SA when

a. board procedures are used and the board recommends an other than honorable (OTH) discharge;

b. the member waived a board for an offense for which an OTH discharge is authorized; or

c. the member is separated in lieu of trial by court-martial. If the request is based solely on an absence without leave of more than 30 days, then the SPCMCA is the SA.

5. **First Flag Officer in the Chain of Command**. The first flag officer in the chain of command is the SA for Service members who are the alleged victims of sexual assault and recommended for involuntary separation within 1 year of the final disposition of the sexual assault case (references (c) and (d) refer).

6. **Region Commander (REGCOM)**. The REGCOM is the SA when the sole basis for separation is a serious offense that resulted in a conviction by a special or general court-martial that did not impose a punitive discharge. This authority may be exercised when an administrative board has recommended an OTH discharge, including a board waiver that is part of a pretrial agreement.

7. **Commander Navy Personnel Command** (COMNAVPERSCOM). COMNAVPERSCOM is the SA for

a. selected changes in service obligations due to general demobilization or reduction in authorized strength;

b. selected changes in service obligations for acceptance of active duty commission or appointment;

c. convenience of the Government (COG) due to conscientious objection (approval only);

d. COG due to being an alien;

e. suspended separations for cases in which processing was mandatory; or

f. members who have physical evaluation board (PEB) action completed or pending, and at the same time are being administratively processed for separation (references (e) and (f) refer).

8. **Chief of Naval Personnel (CHNAVPERS)**. CHNAVPERS is the SA for

a. involuntary separation of active duty members with 18 or more years of total active duty military service; or

b. involuntary separation of members with post-traumatic stress disorder (PTSD) or traumatic brain injury (TBI).

9. **Secretary of the Navy (SECNAV)**. SECNAV is the SA

a. for involuntary separation of active duty reservists within 2 years of retired or retainer pay (reference (g) refers);

b. when an SA above determines that an honorable discharge is clearly warranted by the presence of unusual circumstances involving personal conduct and performance of naval duty for a member in an entry-level status who is being separated by reason of selected changes in service obligations, COG, disability, or best interest of the service;

c. when a member is being processed for misconduct-civilian conviction, the final action on the appeal has not been

taken, and the member does not request separation before final action on the appeal is taken;

d. when a member undergoes mandatory processing for separation, the board finds any basis, and the board and higher authorities recommend retention or suspended separation;

e. when a member undergoes mandatory processing for separation and the board finds no basis;

f. when a basis for separation is met at an administrative board, the board recommends retention, but higher authority disagrees with the board's retention recommendation (board overturn);

g. when COMNAVPERSCOM recommends disapproval of a conscientious objector case; or

h. when a member is being processed for separation for best interest of the service (BIOTS) or for Family Advocacy Program rehabilitation failure.

Note: In all cases where SECNAV is the SA, COMNAVPERSCOM or CHNAVPERS may take final action to retain an enlisted member. If COMNAVPERSCOM or CHNAVPERS recommends separation for the member, the case must be forwarded to SECNAV for final disposition.

10. MILPERSMAN articles that are specific to an individual case provide more guidance than the simplified chart below and adherence thereto must always be required. The chart below provides simplified guidance for determining the SA. It is broken into sections by hierarchy with the lowest SA first and the highest SA last.

If member is being separated by reason of...	**Then separation authority is...**
• Selected changes in service obligation – Inactive Reserve • Selected changes in service obligation - immediate reenlistment • Selected changes in service obligation - within 90 days of expiration of active obligated service • Expiration of service obligation	**Commanding officer (CO)** **Note:** Per reference (a), COs of inactive duty naval Reserve units are not the SA, unless the unit is a commissioned unit as defined by reference (b).
• Convenience of the Government (COG) - pregnancy or childbirth • COG - reservist becomes a minister • COG - other designated physical or mental conditions (except gender dysphoria) • COG - personality disorder • COG – parenthood (if less than 1 year obligated service and not in critical rating) • COG - review action • COG - early release to further education (up to 90 days early) • Entry-level performance and conduct • Unsatisfactory performance • Drug abuse rehabilitation failure • Alcohol abuse rehabilitation failure • Defective enlistments and inductions - erroneous • Defective enlistments and inductions - minority • Defective enlistments and inductions - defective enlistment agreements • Defective enlistments and inductions - separation from Delayed Entry Program • Physical fitness assessment failure	**Special court-martial convening authority (SPCMCA)**

• **If member is being separated by reason of...**	**Then separation authority is...**
• Misconduct - a pattern of misconduct • Misconduct - commission of a serious offense • Misconduct - civilian conviction • Misconduct - drug abuse • Defective enlistments and inductions - fraudulent entry into naval service • Unsatisfactory participation in Ready Reserve	General court-martial convening authority (GCMCA) when administrative board procedure was used and any of the following conditions are met: • board recommended other than honorable • board recommended retention (for cases where mandatory processing was not required) • member waived a board • member requested a conditional waiver if applicable Special court-martial convening authority (SPCMCA) • notification procedure was used; or • administrative board procedure was used and board recommended separation with honorable, general, or entry-level separation
Separation in lieu of trial by court-martial	**General court-martial convening authority (GCMCA).** Unless request is based solely on an absence without leave of more than 30 days, then **SPCMCA** is SA.

If member is being separated by reason of...	Then separation authority is...
• For active duty members who are the alleged victims of sexual assault and recommended for involuntary separation within 1 year of the final disposition of the sexual assault case	First flag officer in the chain of command
• When the sole basis for separation is a serious offense that resulted in a conviction by a special or general court-martial that did not impose a punitive discharge.	Region commander (REGCOM)
• Selected changes in service obligation - general demobilization or reduction in authorized strength • Selected changes in service obligation - acceptance of active duty commission or appointment • COG - Conscientious objection (for approvals only) • COG - Being an alien • When member has physical evaluation board action completed or pending, and at the same time is being administratively processed for separation	Commander, Navy Personnel Command (COMNAVPERSCOM)
• For involuntary separation of active duty members with 18 or more years of total active military service • For involuntary separation of members with post-traumatic stress disorder (PTSD)/traumatic brain injury (TBI).	**Chief of Naval Personnel (CHNAVPERS)**

If member is being separated by reason of...	Then separation authority is...
• Best interest of the Service (BIOTS) • Separating a member when an administrative board recommends retention (board overturn) • Separating a member that is eligible for transfer to the Fleet Reserve (over 20 years of active duty service) • For involuntary separation of active duty reservists within 2 years of retired or retainer pay • When a member is being processed for misconduct - civilian conviction, the final action on the appeal has not been taken, and the member does not request separation before final action on the appeal is taken • COG - conscientious objection (for disapprovals only)	**Secretary of the Navy (SECNAV)**

MILPERSMAN 1910-708

SEPARATION AUTHORITY ACTION WHEN USING NOTIFICATION PROCEDURES OR ADMINISTRATIVE BOARD IS WAIVED

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) BUPERSINST 1900.8A (b) SECNAVINST 5212.5D

1. **Notification Procedures or Administrative Board Waived.** When member waives right to an administrative board, or when using notification procedures, command should

a. process for all reasons for separation per MILPERSMAN 1910-210.

b. assign characterization (see MILPERMAN 1910-300) for primary reason for separation. Characterization should normally be commensurate with least favorable reason for processing. Normally, misconduct takes precedence over other reasons for separation.

c. determine, under guidelines of MILPERSMAN 1910-010, whether member should be retained in Individual Ready Reserve (IRR) to fulfill his/her total military obligation. This applies in cases involving separation from active duty or from Selected Reserve.

d. if member (with less than 6 years of service) requests, forward case to General Court-Martial Convening Authority (GCMCA) for review. GCMCA then becomes separation authority (SA).

e. forward all cases where administrative board procedures were used, and administrative board was waived, to GCMCA or higher for action. Navy Personnel Command (NAVPERSCOM) will serve as SA for all cases involving recommendations for

retention or suspended separation if separation processing is based on mandatory reason(s).

f. execute discharge, forward administrative separation (ADSEP) package and GCMCA action (if applicable), with a copy of DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty, to NAVPERSCOM, as appropriate. Ensure correct Separation Program Designator (SPD) code per reference (a) and correct reason for discharge is documented on DD 214.

NOTE: Commands are required to retain a complete file copy of all ADSEP cases for 2 years per reference (b).

MILPERSMAN 1910-710

PROCEDURES WHEN AN ADMINISTRATIVE SEPARATION BOARD WAS HELD

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Procedure**. Separation authority (SA) shall take following action upon receipt of an administrative separation (ADSEP) case where an administrative board was held:

IF administrative board...	**THEN SA...**	**BUT modify administrative board's recommendation by...**
a. finds a preponderance of evidence supports one or more of the reasons for separation and recommends **separation**,	may approve board's findings and recommendations.	
	may approve board's findings,	suspending execution of separation (non-mandatory processing reasons only) per MILPERSMAN 1910-222;
		suspending execution of separation pending member's agreement to transfer to Fleet Reserve/Retired List within 60 days in current or next inferior paygrade; **NOTE: Applies to Fleet Reserve/Retired List, Retired Reserve eligible members only.**
		changing recommended characterization of service or description to a more favorable characterization or description;
		changing board's recommendation concerning transfer to Individual Ready Reserve (IRR); or

		disapproving board's recommendation and forwarding case to Commander, Navy Personnel Command (COMNAVPERSCOM) to retain member.
IF administrative board...	**THEN SA...**	**BUT modify administrative board's recommendation by...**
b. finds a preponderance of evidence supports one or more of the reasons for separation and recommends **suspended separation,**	may approve board's findings and recommendations only for cases involving non-mandatory reasons for processing. **NOTE: Only Commander, Navy Personnel Command (COMNAVPERSCOM) can approve suspended separation in mandatory processing cases.**	
	may approve board's findings,	disapproving suspension of separation.
c. finds a preponderance of evidence supports one or more of the reasons for separation and recommends **retention,**	may approve board's findings and recommendations only for cases involving non-mandatory reasons for processing. **Mandatory processing cases must be forwarded to COMNAVPERSCOM.**	

	may approve board's findings,	submitting case to Secretary of the Navy (SECNAV), via COMNAVPERSCOM, recommending separation for one of the specific reasons supported by a preponderance of evidence.
IF administrative board...	**THEN SA...**	**BUT modify administrative board's recommendation by...**
d. finds a preponderance of evidence does **not** support one or more of the reasons for separation alleged and recommends **retention**, **NOTE: Board is required to find misconduct when processing includes any court-martial conviction, or a civilian conviction, or finding tantamount to a finding of guilty by a civil court-system.**	must approve board's findings and recommendations unless the overwhelming weight of evidence of record was not recognized by administrative board, in which case convening authority may reprocess case under Best Interest of the Service (BIOTS) for submission to SECNAV for final action. **NOTE 1: All mandatory processing cases must be forwarded to COMNAVPERSCOM.** **NOTE 2: If SA finds findings of board were obtained by fraud or collusion on part of respondent, case may be referred to a new board.**	

2. **What Next**. Based on procedures above, SA shall take following steps.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Choose most appropriate reason for separation.</td></tr>
<tr><td>2</td><td>Forward action taken to processing activity for appropriate action.</td></tr>
<tr><td>3</td><td>Processing activity will take following actions:
<table>
<tr><th>IF...</th><th>THEN...</th><th>AND...</th></tr>
<tr><td>separation is directed,</td><td>forward case and SA action to personnel office/Personnel Support Activity Detachment (PERSUPP DET) to effect discharge,</td><td>forward a complete copy of ADSEP package and SA action, with a copy of member’s DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty, to appropriate COMNAVPERSCOM code for review and filing in member’s permanent personnel record for historical purposes.</td></tr>
<tr><td>suspended separation is directed or retention is directed,</td><td>forward case and SA action to appropriate COMNAVPERSCOM code for review and/or filing in member’s permanent personnel record for historical purposes.</td><td></td></tr>
</table>
NOTE: Commands are required to retain a complete file copy of all ADSEP cases for 2 years.</td></tr>
</table>

MILPERSMAN 1910-712

GENERAL COURT-MARTIAL CONVENING AUTHORITY (GCMCA) LETTER AND MESSAGE FORMATS FOR DIRECTING ADMINISTRATIVE SEPARATION (ADSEP)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **GCMCA Action (Message)**. Below is the recommended message format for directing the separation of a Sailor: (Use proper message format.)

```
FROM:  GCMCA
TO:    CONVENING AUTHORITY
INFO:  DON CAF WASHINGTON DC//29A//
       PERSUPP DET _____ (if applicable)
       NAVPERSCOM MILLINGTON TN//PERS-832 or 4913, as appropriate//
BT
UNCLAS //N01910//
SUBJ/ADMIN DISCHARGE ICO//
REF/A/-/-/-//
REF/B/DOC/CHNAVPERS/28JUN93//
NARR/REF A IS ADSEP REQ. REF B IS BUPERSINST 1900.8A.//
POC/-/-/-/PHONE//
RMKS/1.  PER REF A, DISCH MBR WITHIN 10 DAYS OF RECEIPT OF THIS MSG.
PREPARE DD 214 PER REF B, ENTER ON DD 214:
BLK 23:  DISCHARGED
BLK 24:  (CHARACTERIZATION OF DISCHARGE)
BLK 25:  (MILPERSMAN ARTICLE FOR WHICH SEPARATION IS AUTHORIZED)
BLK 26:  SPD CODE (PER BUPERSINST 1900.8A)
BLK 27:  REENLISTMENT CODE (PER BUPERSINST 1900.8A)
BLK 28:  (NARRATIVE REASON LISTED FOR MILPERSMAN ARTICLE CITED BLK 25)
2.  IF APPLICABLE, RECOUP ANY UNEARNED BONUS PAID AND COLLECT ALL
EXISTING INDEBTEDNESS PER DODFMR.
3.  ENSURE COMPLIANCE WITH OPNAVINST 1900.2A REGARDING TRANSITION
ASSISTANCE SERVICES.
4.  IF MEMBER IS DRUG/ALCOHOL DEPENDENT, OFFER APPROPRIATE TREATMENT
PRIOR TO SEPARATION (MILPERSMAN 1910-232 REFERS).
5.  FWD COMPLETE COPY OF ADSEP PKG WITH COPY OF MBR'S
```

DD 214 TO APPROPRIATE PERS CODE FOR REVIEW AND FILING IN MBR'S PERMANENT SERVICE RECORD FOR HISTORICAL PURPOSES.//
BT

2. **GCMCA Action (Letter)**. Below is the recommended letter format for directing the separation of a Sailor: (Use proper letter format.)

From: Commander, (GCMCA)
To: Convening Authority

Subj: ADMIN DISCHARGE ICO (RATE/NAME/SSN)

Ref: (a) Your ADSEP package ...
(b) MILPERSMAN 1910- (appropriate article)
(c) BUPERSINST 1900.8A

1. In response to reference (a) which processed member for administrative separation per reference (b), authority is granted to discharge member within 10 working days after receipt of this letter. Prepare DD 214 per reference (c), entering the following:

BLK 23: "DISCHARGED"
BLK 24: (CHARACTERIZATION)
BLK 25: (MILPERSMAN ARTICLE FOR WHICH SEPARATION IS APPROVED)
BLK 26: (SPD CODE FOR REASON WHICH SEPARATION IS APPROVED)
BLK 27: (RE CODE PER REFERENCE (C))
BLK 28: (NARRATIVE REASON FOR WHICH SEPARATION IS APPROVED)

2. If applicable, recoup any unearned bonus paid and collect all existing indebtedness per DODFMR.

3. Ensure compliance with reference (c) regarding transition assistance services.

4. If member is drug/alcohol dependent, offer appropriate treatment prior to separation. MILPERSMAN 1910-232 refers.

5. Forward a complete copy of the ADSEP package and separation authority action, with a copy of member's DD 214, to the appropriate PERS code for review and filing in member's permanent service record for historical purposes.

s/Commander/Acting/By direction

Copy to:
DON CAF Washington DC (Code 29A)

PERSUPP DET (serving convening authority, if applicable) NAVPERSCOM (PERS-832 or 4913, as appropriate)

MILPERSMAN 1910-800

ACTIONS WHICH EFFECT THE SEPARATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**. The obligation to Navy members does not cease when members elect to be separated. The following MILPERSMAN articles delineate actions that must be completed in connection with enlisted separations. This section covers the following topics.

Topic	See MILPERSMAN
Preseparation Interview of Enlisted Personnel	1910-802
Information to be Provided Upon Separation Regarding Claims for Compensation, Pension, or Hospitalization to be Filed with the Department of Veterans Affairs (DVA)	1910-804
Acknowledgment of Service upon Separation	1910-806
Physical Examination for Separation	1900-808
Issuance of Certificates, Buttons, and Pins upon Separation	1910-810
Place of Separation	1910-812

NOTE: Processing commands, separation authorities (SAs), and separation activities are urged to pursue adherence at every level to the established Navy administrative separation (ADSEP) processing goals in MILPERSMAN 1910-010.

MILPERSMAN 1910-802

PRE-SEPARATION INTERVIEW OF ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 1160.5C (b) 10 U.S.C. 651

1. **Policy**. Prior to separation, all enlisted personnel shall be interviewed and informed as to whether or not they are recommended for reenlistment, and afforded an opportunity to express their desires regarding reenlistment intentions. In the case of members who are transferred for separation, compliance with this article is the direct responsibility of the last permanent duty station - not the activity to which member was transferred. The reenlistment recommendation of the former commanding officer (CO) is the guide for effecting a separation.

2. **What to Do**

a. When member **is not** recommended for reenlistment, advise in writing using NAVPERS 1070/613 (10/81), Administrative Remarks the reason for non-recommendation. Reference (a) provides additional guidance.

b. When member **is** recommended for reenlistment,

(1) advise member of the Navy career advantages (i.e., training, promotions, pay and allowances, retirement benefits, etc.);

(2) brief the various deadlines for reenlistment bonus eligibility;

(3) if eligible, provide the opportunity to reenlist in the Naval Reserve for inactive duty. Provide the address and

telephone number of Navy Reserve recruiter nearest to member's home of record; and

(4) where there is no intent to immediately reenlist, advise the member that future reenlistments may require Navy Personnel Command (NAVPERSCOM) approval and application via a Navy recruiter.

c. **In all cases**, prepare a NAVPERS 1070/613 entry, reflecting at a minimum, interview date, member's reenlistment intentions, and CO's recommendation regarding retention. Provide rationale for non-recommendations. Include DD 2648 (Rev. 11/99), Pre-Separation Counseling Checklist.

d. Per reference (b), instruct members on their obligation regarding service requirements. Advise 8-year military service obligators with reserve affiliation requirements, and after active duty release, Chief of Navy Reserve will notify them of their nearest Navy Reserve training activity and direct them to report for interviews were required.

MILPERSMAN 1910-804

INFORMATION TO BE PROVIDED UPON SEPARATION REGARDING CLAIMS FOR COMPENSATION, PENSION, OR HOSPITALIZATION TO BE FILED WITH THE DEPARTMENT OF VETERANS AFFAIRS (DVA)

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. 1218

1. **Policy**

a. Per reference (a), prior to discharge/release from active duty members with disabilities must

(1) file/refuse to file a claim with the Department of Veterans' Affairs (DVA) for compensation, pension, or hospitalization; or

(2) sign/refuse to sign a statement acknowledging that claim procedures were fully explained.

b. A right that members may assert after failing/refusing to sign a claim is not affected by that failure/refusal.

c. This section does not prevent the immediate transfer of a member to DVA facilities for needed hospital care.

2. **Rules**

a. Designated separation activities must ensure disabled members are not discharged, retired, or released from active duty until they are fully briefed on the right to file a claim for compensation, pension, or hospitalization.

b. Instruct members that any hospitalization or benefits from the DVA at a later date are generally contingent upon the filing of a claim. Delay in filing may result in the eventual loss of monetary benefits or deprivation of hospitalization.

c. Advise member in some instances DVA benefit payments may exceed their retirement pay entitlement.

d. Commanders of separation activities are responsible for DVA claims submission. Where practicable use DVA counselors for assistance.

3. **Separation Activity Actions**

a. Within 5 days of separation, separation activity will submit a member's claim form VA-21-526 (02-04), Veterans Application for Compensation or Pension at Separation from Service, to the DVA regional office serving the locality where member intends to live (VA Bulletin I-IV refers). Use the following to complete the claim:

(1) VA 21-526

(2) DD 214 (Rev. 2-00), Certificate of Release or Discharge from Active Duty (copy 3)

(3) a certified and legible complete copy of member's military health records (medical) (less jacket cover), including enlistment and separation physical examination records

(4) one copy of the NAVMED 6100/1 (Rev. 09-04), Medical Board Report Cover Sheet, including all attachments if applicable

(5) a certified and legible copy of member's complete military dental treatment record (less jacket cover).

b. Omission of any document or record could cause undue delay in adjudicating the claim by the DVA resulting in undue hardship for the member.

4. **SF 600 (Rev. 6-97), Chronological Record of Medical Care**

a. When the member does not desire to file a claim, request them to sign the following statement on SF 600:

"I have been told that I am to be (discharged/retired/released) from active duty in the Naval Service by reason of disability and have been advised of my right to file a claim with the Department of Veterans Affairs for compensation, pension, or hospitalization. I have decided not to submit a claim for any of those benefits at this time. I understand that my failure to file a claim at this time does not prejudice any right to submit a claim in the future."

_____ _____

SIGNATURE OF MEMBER WITNESS' SIGNATURE

b. While the above statement is not a waiver of any rights, it should be forwarded to the Navy Personnel Command (NAVPERSCOM), Reserve Personnel Services (PERS-4912) with the member's closed health record. If the member later files a claim, this along with a copy of the health record, must be forwarded to the DVA.

5. **Others Filing for Compensation**. Members being separated for reasons other than disability may also file compensation claims with the DVA under this article. All claims are submitted per this article.

MILPERSMAN 1910-806

ACKNOWLEDGMENT OF SERVICE UPON SEPARATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. Commanding officers (COs) (or executive officers (XOs)) will personally convey to members detaching from their permanent duty station, expressions of appreciation for service on behalf of the President of the United States, Secretary of Defense (SECDEF), Secretary of the Navy (SECNAV), and Chief of Naval Operations (CNO). If undue delay/inconvenience to the separating member would be caused by CO/XO absence, another officer should render this honor.

b. Prior to detachment, commands are encouraged to present a personalized letter, summarizing the member's naval duties and expressing the Navy's appreciation for honorable and faithful service.

c. Accord members transferring to the Fleet Reserve or Retired List special recognition for their long and faithful service in a preseparation ceremony with an appropriate letter and certificate described in MILPERSMAN 1800-010. A formal letter of appreciation citing member's duty stations, assignments and awards will be delivered to those transferring to the Fleet Reserve or Retired List.

d. Formal ceremonies are encouraged, but the decision rests with the separating member.

2. **Exceptions**. Discretion shall be exercised in determining to whom letters shall be delivered. Members who are being separated for reasons of poor performance shall not be given letters of appreciation; under no circumstances shall members being separated Under Other Than Honorable conditions or as a result of the execution of a punitive discharge awarded by

court-martial, be given a letter of appreciation under this article for their service.

MILPERSMAN 1910-810

ISSUANCE OF CERTIFICATES, BUTTONS, AND PINS UPON SEPARATION

Responsible Office	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Uniform Code of Military Justice (UCMJ), Article 137 (b) 10 U.S.C. 651

1. **Policy**

a. Certificates of discharge, Honorable discharge buttons and pins, Navy Reserve membership buttons and pins, and appropriate identification cards (as applicable) will be delivered upon separation to all personnel entitled thereto, by the commanding officer (CO) or designated representative.

b. All certificates, buttons, and pins shall be safeguarded against access by unauthorized persons and against loss or misuse.

c. If a unit is placed out of commission, excess certificates, buttons, and pins will be transferred to the command's Immediate Superior in Command (ISIC) or returned to the place of issuance.

2. **Require Explanations**. Reference (a) shall be complied with for each enlistment, extension of enlistment (voluntary or involuntary), reenlistment, and entrance on active duty or within 6 days thereafter, and upon completion of 6 months of active duty. Personnel shall be advised of the various types of discharges (and certificates) and the basis for issuance and the possible effects of such discharge relative to reenlistment, civilian employment, veteran's benefits and related matters. Failure on the part of the member to receive or to understand

such explanation is not considered a defense in an administrative discharge proceeding or a bar.

3. **Honorable Discharge Buttons**. The Honorable discharge button or pin (pin for women) (regular Navy or Navy Reserve design) is awarded to enlisted personnel who are entitled to a DD 256N (5-50), Honorable Discharge Certificate. Personnel who completed an enlistment in the regular Navy as part of their obligations under reference (b) and who were transferred to the Navy Reserve to fulfill the terms of their obligation, shall receive (if otherwise qualified) the Honorable discharge button or pin. It may be worn on civilian clothes only by eligible personnel, active or separated. Any entry will be made noting the award on NAVPERS 1070/613 (10/81), Administrative Remarks.

4. **Naval Reserve Membership Buttons or Pins**. Buttons (pins for women) indicating membership in the Navy Reserve may be issued by separating commands and enlisting activities, to members of the Navy Reserve on inactive duty. These buttons/pins will not be given to members of the Navy Reserve Officer Training Corps (NROTC) or to members already in possession of such button/pin. They may be worn with civilian clothing only.

5. **Discharge Certificates**. Entries on DD 256N will be in ink or typewritten, with the rate, full name, and branch of service entered after the words "This is to certify that...". In the case of reserve personnel, type "U.S. Navy Reserve" following the member's name. Duplicate certificates are not to be issued. Upon request to Navy Personnel Command (NAVPERSCOM), Records Support Branch (PERS-312D1), a certificate in lieu of a lost or destroyed certificate may be issued.

MILPERSMAN 1910-812

PLACE OF SEPARATION

Responsible Office	MNCC	Phone: Toll Free	1-833-330-MNCC (6622)
	NAVPERSCOM (PERS-832)	Phone: DSN COM	882-3045 (901)874-3045

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JTR) (b) BUPERSINST 1900.8E

1. **Policy**

a. **Inside the 48 Contiguous United States (CONUS)**. Active duty and Reserve members eligible for separation while serving in CONUS will normally be separated on board their current command, unless there are extenuating circumstances which do not permit this, i.e., Skillbridge, no medical facility near parent command, legal separation, or medical issue preventing an on-time separation or retirement.

b. **Outside Contiguous United States (OCONUS)**. Active duty and Reserve members eligible for separation under honorable conditions while serving on a permanent station OCONUS or deployed ship homeported in CONUS, except Hawaii, unless immediately reenlisted on board, may travel directly to leave address, home of selection (HOS), home of record (HOR), or place from which called or ordered to active duty (PLEAD) if and when all separation requirements are completed prior to departure. If requirements for separation are not complete, members will be transferred to the separation activity nearest the port of debarkation to complete separation requirements, unless approved to an alternate separation activity per paragraph 4 of this article.

c. **Hawaii**. Members eligible for separation while serving in Hawaii will be separated at their duty station unless

requirements are not complete as described in subparagraph 1b. Exceptions apply, per paragraph 5.

d. **Timeline**. If a Service member is transferring to another activity for separation, complete the separation within 10 calendar days of transfer, unless the Commanding Officer (CO) determines special circumstances exist and the member should be discharged at a later date. Do not transfer personnel to another activity for separation solely to await their end of active obligation of Service (EAOS).

NOTE 1. Prior to effecting transfer to a separation activity, ensure members have a completed separation physical and all separation processing documents.

NOTE 2. Members whose HOR/PLEAD is Guam or Hawaii may elect transfer to the commands listed in paragraph 6 for temporary duty pending separation.

NOTE 3. Type commanders may exempt ships or other mobile units from separating members onboard. See paragraph 3.

NOTE 4. For Skillbridge, all separation processes must be complete before the start of Skillbridge. Service member will be retained by their current command until normally separated unless otherwise transferred to complete Skillbridge.

2. **Complete, Actionable Separation Package**. Packages must be submitted per MILPERSMAN 1900-015.

3. **Exceptions to the Policy**

a. Members eligible to be separated or discharged while deployed from their homeport or permanent duty station (PDS) may be authorized travel via their homeport or PDS when it is determined that it is necessary for the member to travel via homeport or PDS to arrange shipment of household goods, pick-up personal possessions, or to arrange for movement of dependent(s) (hereafter referred to as family member(s)) and or settle personal affairs.

b. At members request and with approval of their CO, members eligible to be separated or discharged under honorable conditions, while serving at an overseas shore station, including Alaska, ships homeported overseas, or on board a ship with separation capabilities while in port OCONUS in other than

belligerent countries, may be separated at their duty station subject to the following conditions:

(1) Member has submitted an application for a passport and visa for the area in which member will reside or travel at a time substantially prior to the normal date of separation, which will be accompanied by a statement from the CO relative to the date the member will be eligible for separation (under honorable conditions).

(2) Member's request to the CO contains a statement that application has been made for a passport, that such passport will be granted upon separation, and that permission to remain in the foreign area has been, or will be, obtained.

(3) Enlisted members will have an entry to this effect made on a NAVPERS 1070/613 Administrative Remarks of the service record.

(4) Officers will have their orders modified as follows:

"Your separation at (duty station) is per your request. Active duty pay and allowances are authorized until actual separation; however, any travel necessary for physical examination or other procedures incident to your separation processing will be at your expense and you will not be entitled to per diem while on temporary duty in connection with separation processing. Your attention is directed to NAVSO P-6034, chapter 5, section U5125 for time limitations on entitlements for transoceanic travel."

4. **CONUS Rules**

a. Members may request separation at a CONUS activity, not their PDS, provided the request appears to be reasonably justified and is approved by the CO. Transfer is authorized at no additional expense to the government than would be incurred for travel to the Service member's HOR, PLEAD, or HOS. When considering these types of requests, COs should consider differences in entitlements and duration of temporary duty (e.g, basic allowance for housing increase for a significant timeframe). If member is authorized separation or retirement leave, an appropriate NAVPERS 1070/613 entry is made, and the following statement is signed by the member and included in the endorsement on officer's orders or under supplemental instructions on enlisted orders:

"(date): At your request, you have been authorized to report to (activity and location) instead of (activity and location), your normal separation activity, for temporary duty in connection with separation processing, with the understanding that you are not entitled to reimbursement for additional mileage or expenses in connection with such transfer. Your entitlement to mileage allowance upon separation will be computed not to exceed that allowed for travel from your old duty station (to which you would have normally been transferred for separation) to your home of record, place from which ordered to active duty, or home of selection (if applicable). If you do not desire to bear this expense, this authorization is canceled, and you will carry out your basic orders."

_____
SIGNATURE OF MEMBER

WITNESSED: _____

b. Personnel authorized retirement or separation leave are prohibited from reporting to any activity for the purpose of terminating their leave status and remaining on board until the date of retirement or Fleet Reserve.

5. **OCONUS and Hawaii Rules**

a. Government transportation will be directed when available.

b. Transoceanic travel from Hawaii must be performed using government transportation within 180 days of separation or the member loses entitlement to transportation or reimbursement.

c. Members may request separation at a CONUS separation activity. Such authorization will be indicated by supplemental instructions on enlisted orders or be an endorsement to modify officer separation orders. Entry must contain one of the following statements (whichever is applicable).

(1) "At your request, you are authorized to report to (activity and location), for temporary duty in connection with separation processing, with the understanding that you are not entitled to reimbursement for mileage or expenses in excess of that allowed for travel to your home of record, place from which ordered to active duty, or home of selection (when applicable). In case you do not desire to bear this expense, you will regard this authorization canceled and carry out your basic orders."

(2) "At your request you are authorized to report to (activity and location) instead of being separated at your duty station in Hawaii, for temporary duty in connection with separation processing, with the understanding that you are not entitled to reimbursement for mileage or expenses, nor to proceed or travel time in connection therewith. Your entitlement to mileage allowance upon separation will be computed not to exceed that allowed for travel from your old duty station to your home of record, place from which ordered to active duty, or home of selection (when applicable). In case you do not desire to bear this expense, you will regard this authorization canceled and carry out your basic orders."

d. One copy of an endorsement bearing above endorsements will be promptly forwarded to Navy Personnel Command (NAVPERSCOM) Career Management Department (PERS-4).

e. Members who desire to be separated at a naval activity in CONUS must submit a request, with reason, to that activity for consideration. Commands are encouraged to accommodate such requests when separation facilities are available. When considering these types of requests, COs should consider differences in entitlements and duration of temporary duty (e.g. basic allowance for housing increase for a significant timeframe). When the activity has no objection, the member will be authorized by endorsement on officer orders or under supplemental instructions on enlisted orders to report to that activity for separation processing using the applicable authorization statement above.

f. Members on temporary additional duty (TAD) or deployed OCONUS must return to their homeport or PDS (OCONUS or CONUS) to commence separation processing. If members request separation

from a location other than homeport or PDS, member will be authorized return travel via their homeport or PDS and will have supplemental instructions, or an endorsement to orders in case of officers, with one of the following statements signed by the CO (or by direction):

(1) "Travel authorized from (location from which member is to commence travel) to (ultimate activity transferred for separation processing) via (location of homeport or permanent duty station to which travel is authorized as outlined above) per NAVSO P-6034, chapter 5, section U5120."

(2) "Travel authorized from (location from which member is to commence travel) to (member's homeport or permanent duty station) for separation processing. Member's homeport or permanent duty station is the appropriate activity for separation processing per NAVSO P-6034, chapter 5, section U5120."

6. **OCONUS Separation Activities for Under Honorable Conditions**

a. Members eligible for separation under honorable conditions, whose HOR and or PLEAD is one of the following may, at their request, elect transfer to the commands listed below for temporary duty pending separation.

Location	**Separation Activity**
Guam	Naval Station, Guam, Mariana Islands (MI)
Hawaii	Naval Station, Pearl Harbor, HI

b. Such election will be executed on a NAVPERS 1070/613 of the enlisted service record, or, for officers a letter approved by the CO and filed in the officer's service record. Members transferred to the Fleet Reserve who elected transfer to their HOR or PLEAD per above, must be advised that once a home is selected and travel or transportation to such home provided, such election is irrevocable and further entitlement to select a home for travel purposes after transfer to the Fleet Reserve does not exist.

7. **Members Separated under Other Than Honorable (OTH) Conditions**

a. No member will be separated OCONUS with an OTH discharge without the specific written approval of NAVPERSCOM Enlisted Performance and Separations Branch (PERS-832), except when stationed in the central or western Pacific area and whose HOR and or PLEAD is Hawaii or Guam per subparagraph 7b.

Exception. Members of the insular force who are governed by separate instructions to the commands concerned and members with an HOR in Hawaii or Guam whose discharge may be effected as authorized in this manual.

b. Members discharged under OTH conditions, attached to deployed ships or overseas commands, will be transferred to the CONUS separation activity listed below that is nearest to the port of debarkation in CONUS. Members in this category who are stationed in the central or western Pacific area and whose HOR and or PLEAD is Hawaii or Guam should be discharged at Naval Station, Pearl Harbor, HI, or Naval Station, Guam, MI as applicable. Members are entitled to transportation in kind and subsistence from the place of separation to their HOR and may elect such transportation to a place other than their HOR under certain conditions per reference (a).

c. The following are naval activities in CONUS to which members separating for OTH conditions from deployed ships or OCONUS may be transferred for separation processing:

Separation Activity	**Location**
Transient Personnel Unit	San Diego, CA
Transient Personnel Unit	Puget Sound, Bangor, WA
Transient Personnel Unit	Norfolk, VA
Transient Personnel Unit	Jacksonville, FL

d. Members requesting transportation to other countries must be informed that the Government may exclude members who have committed a felony or other offenses involving moral turpitude, persons of notoriously bad character, and those likely to become public charges.

e. Enlisted members may be separated while in the custody of U.S. civil authorities when specifically authorized by the separation authority. Such members will be paid monies due per

pay directives. Such separation will be effected in absentia. Discharge certificates and other separation forms will be sent via registered mail to the civil place of confinement under a letter of transmittal explaining the fact of discharge and requesting the forms enclosed be delivered to the person concerned. Entries in the service record, and discharge papers, normally signed by the member, will be labeled "Discharged in Absentia."

If member is being OTH separated or retired	**Then (see remarks below)**
CONUS (48 contiguous U.S.)	Members will be separated on board their current command.
OCONUS or deployed ships	Members will be transferred to the nearest separation activity listed in subparagraph 7c to the point of debarkation in CONUS. See remarks.

Remarks:

1. Specific written approval from PERS-832 must be obtained to separate OCONUS per subparagraph 7a.
2. Except for members stationed in central or western Pacific and HOR and or PLEAD is HI or Guam per subparagraph 7b.

MILPERSMAN 1916-010

RELEASE FROM ACTIVE DUTY OF RESERVE AND RETIRED ENLISTED PERSONNEL

Responsible Office	NAVPERSCOM (PERS-913)	Phone: Toll Free	(901) 874-4368

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) 10 U.S.C.

1. **Policy**

a. During war or national emergency, enlisted Navy Reserve (including Fleet Reserve) and retired enlisted Service members serving on active duty will be released from active duty in line with instructions issued by the Secretary of the Navy (SECNAV) or Commander, Navy Personnel Command (COMNAVPERSCOM).

b. During peacetime:

(1) Enlisted Service members will be released from active duty on their date of transfer to the Fleet Reserve.

(2) Retired enlisted Service members will be released on their date of retirement, unless otherwise directed by COMNAVPERSCOM.

(3) Except as provided in this article, a member of the Navy Reserve may be released from active duty at any time by COMNAVPERSCOM.

(4) Unless in a disciplinary status, Service members are not to be retained on active duty without their consent beyond the periods required or authorized by law, or by agreements executed by themselves and approved by competent authority.

(5) Per reference (a), section 12686, a member of the Navy Reserve who is on active duty (other than for training) and is within 2 years of becoming eligible for retired or retainer

pay, under a purely military retirement system, may not be involuntarily released from that duty until eligible for that pay, unless a release is approved by SECNAV.

2. **Training and Administration of the Reserve (TAR) Personnel of the Navy Reserve Program**

a. During peacetime, Navy reservists on active duty in the TAR Program, except as otherwise indicated here, may not be retained on active duty beyond high year tenure (HYT) without prior approval of the Bureau of Naval Personnel (BUPERS) Reserve Enlisted Community Management Branch (BUPERS-352). Refer to MILPERSMAN 1160-120 for the current HYT policy.

b. As deviations from planned losses and releases of TAR Service members from active service affect Reserve Component strength and budget, the Office of the Chief of Naval Operations (OPNAV) Chief of Navy Reserve (OPNAV N095) is the approval authority for exceptions to this policy.

c. To preclude release to inactive duty without eligibility for retainer or retired pay benefits, Service members must submit their requests for transfer to the Fleet Reserve or Retired List no more than 12 months in advance of the desired dates.

d. TAR Service members who do not have an approved HYT waiver from BUPERS-352 must submit a requests for transfer to the Fleet Reserve or for retirement via the Navy Standard Integrated Personnel System (NSIPS) based on their estimated date of loss to the Navy per MILPERSMAN 1830-040.

e. Navy Reserve personnel on active duty in the TAR Program who accept advancement to pay grades E-7 and E-8 will be required to complete active obligated service incurred through advancement without regard to the retention limitations noted above.

3. **Retirement Provisions**

a. Navy reservists who qualify for retirement with pay under reference (a), section 12731, and have reached the age of 60, by the consent of the Service member and by order of SECNAV, may be retained on active duty or in service in a Reserve

Component. A Service member is entitled to receive retirement credit for all service completed per reference (a), section 12308.

b. COMNAVPERSCOM may supplement the Regular force with qualified reservists as needed to meet authorized strength in each grade and competitive category; however, no reservist, including active duty, active status, or retired reservists will be recalled to, or retained on, active duty solely for the purpose of increasing retired pay; or as a reward for long, distinguished service; or for a period extending beyond their 60th birthday.

c. A waiver for the age-60 restriction may be authorized by NAVPERSCOM Reserve Enlisted Administration Branch (PERS-913) for a volunteer who:

(1) Is medically qualified for active duty, and

(2) Has a special qualification or skill for which a military requirement exists which cannot be met by a Regular or Reserve member under the age of 60.

d. When service under these strict limitations is rendered after eligibility for retired pay has been achieved, such service will be credited to the member for retirement purposes.

MILPERSMAN 1920-010

TRANSFER OF AN OFFICER FOR ADMINISTRATIVE SEPARATION PROCESSING

Responsible Office	NAVPERSCOM (PERS-834)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. The general provisions of MILPERSMAN 1611-010 are applicable to all officer cases involving performance or misconduct. Performance or misconduct issues may arise requiring transfer of an officer while awaiting administrative separation processing. Commanding officers, or commanders, must promptly notify Navy Personnel Command (NAVPERSCOM), Officer Performance and Separations Branch (PERS-834), by e-mail, of the circumstances and provide the recommended course of action with justification regarding detachment.

b. If temporary additional duty (TAD) orders are not practical, the commanding officer or commander must request NAVPERSCOM, Career Management Department (PERS-4) to issue temporary duty or permanent change of station orders (as appropriate).

2. **Exception**. Officers who have already been disciplined and for whom judicial or nonjudicial action is complete are not considered to be in a disciplinary status when transferred awaiting separation processing. If TAD orders are issued, the activity issuing TAD orders will bear all costs associated with the officer's TAD assignment.

3. **Submission**. Follow personally identifiable information guidelines published on Navy Personnel Command Web site under NAVPERSCOM (Pers-834) organization code at: http://www.public.navy.mil/bupers-npc/career/personnelconductandseparations/Pages/OfficerPerformanceSeparations.aspx.

MILPERSMAN 1920-020

INVOLUNTARY SEPARATION PAY (NON-DISABILITY) – OVERVIEW

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311
	NAVPERSCOM (PERS-832)	Phone: Toll Free	1-882-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. 1174 (b) DODI 1332.29 of 20 June 1991 (c) DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A (DODFMR) (d) SECNAVINST 1900.7G

1. **Introduction**. This article on the non-disability involuntary separation pay is made up of four articles, with topics as listed below.

2. **Purpose**. The purpose of this article is to provide specific guidance for

   a. commanders,

   b. commanding officers, and

   c. officers in charge

to administer separation pay policy for non-retirement eligible members.

3. **In This Article**. This article contains the following sub-titles related to important aspects of involuntary separation pay policy (directives listed above apply):

Topic	See MPM
Definitions and Policy	1920-030
Eligibility Criteria and Restrictions	1920-040

Reserve Requirements and Obligations	1920-050
Pay Calculation and Payment Documentation	1920-060

MILPERSMAN 1920-030

INVOLUNTARY SEPARATION PAY (NON-DISABILITY) - DEFINITIONS AND POLICY

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 225-3311
	NAVPERSCOM (PERS-483)	Phone:	DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) BUPERSINST 1900.8B (b) 10 U.S.C. 1174 (c) DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (d) OPNAVINST 1900.4

1. **Introduction**. Per references (a) through (d) and MILPERSMAN 1160-030 and 1160-120, this article contains the definitions of the key terms/phrases and a broad statement of policy and its intent pertaining to involuntary, non-disability separation pay. The terms/phrases defined are as follows:

a. Retention eligible.

b. Involuntary separation.

c. Not accepted for an additional tour for which one volunteered.

d. Voluntary separation.

e. Advancement eligible.

2. **Definition: Retention Eligible**. Meeting all the minimum standards for military service. For the purpose of entitlement to separation pay, servicemembers separated through no fault of their own because of specific limitations are considered to be retention eligible.

a. **Example 1**: Force reduction in end-strength requirements.

b. **Example 2**: Legal restrictions on the number of officers in a particular paygrade.

3. **Definition**: **Involuntary Separation**

a. Discharge or release from active duty at the initiation of the Government and through no fault of the servicemember: Includes all forms of separation from an active duty status under conditions wherein the individual is released from active duty at any time prior to the completion of a stipulated period of active service or tour of active duty. Separation from active duty is considered involuntary when the servicemember is denied any opportunity to remain on active duty.

b. The following circumstances could cause a retention eligible servicemember to be involuntarily separated from active duty:

(1) An advancement eligible enlisted servicemember separated for high year tenure (HYT).

(2) Separations under a force reduction program.

(3) Officers separated because of failure of selection (FOS) for promotion.

4. **Definition**: **Not Accepted for an Additional Tour of Active Duty for which One Volunteered**. Refers to a member of the Navy Reserve who, prior to completing a tour of active duty or a stipulated period of active service or upon notification of the Navy's intent to separate from active duty, volunteers to remain on active duty for an additional period but is not accepted. See MILPERSMAN 1920-050.

5. **Definition**: **Voluntary Separation**

a. Discharge or release from active duty initiated or caused by the servicemember. The following are examples of voluntary separations:

(1) **Example 1**: Servicemember declines training to qualify for a new skill or rating as a precondition of reenlistment.

(2) **Example 2**: Servicemember requests a "convenience of the government" separation.

(3) **Example 3**: Servicemember declines or does not request reenlistment or extension and is subsequently separated.

(4) **Example 4**: Servicemember declines orders and is subsequently separated.

b. Note that servicemembers who initiate or cause their own voluntary separation are not entitled to any separation pay. If the separation was initiated by the member, commanding officers (COs) shall ensure that the DD Form 214 (Rev. 2/00), Certificate of Release or Discharge from Active Duty, separation code reflects a "voluntary" separation, per reference (a).

c. Servicemembers who have been reduced in rate (RIR) are entitled to remain on active duty until their normal expiration of active obligated service (EAOS). If they submit a request to Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Section (PERS-4832) via their CO to separate prior to their EAOS and subsequently receive approval, they still retain entitlement to involuntary separation pay, providing they exceed HYT limits for the new paygrade.

6. **Definition: Advancement Eligible**

a. Meeting the minimum qualifications for assuming the duties and responsibilities of the next higher paygrade, although neither advanced nor frocked. For the purpose of entitlement to full separation pay, an enlisted servicemember is advancement eligible if they meet the following criteria as of the separation date:

(1) **Criterion 1**: Must have CO's recommendation for advancement and retention.

(2) **Criterion 2**: Must have taken and passed the most recent advancement examination before separation (see (a) and (b) below for exceptions):

(a) For example, if HYT is in August, servicemember must have taken and passed the March examination. Servicemember's CO may waive this requirement if circumstances beyond the servicemember's control prevented participation in the "most recent" examination. In this case, the prior advancement examination must have been taken and passed.

(b) If a servicemember's separation date will be prior to the publication of advancement examination results, the CO may use the immediate previous examination result for the purpose of determining entitlement to separation pay.

b. Note that servicemembers are no longer required to submit a request for waiver of HYT policy as a precondition to entitlement to full separation pay. A CO's recommendation for advancement and retention, and passing the most recent advancement examination before discharge, are sufficient indications of the servicemember's resolve to remain on active duty.

7. **Separation Pay Policy**

a. Separation pay is intended to assist members, who are involuntarily separated, in returning to civilian life. It was designed to encourage the pursuit of a military career through the assurance that those unable to remain on active duty until eligible for retired or retainer pay can count on compensation to ease their reentry into civilian life.

b. Separation pay will be paid to members "involuntarily separated" from active service and to those "not accepted for an additional tour of active duty for which they volunteered," as provided in this article. Although it is important to ensure that eligible members are paid, it is equally important to ensure that ineligible personnel are not paid in error: Erroneous payments result in debt and subsequent mandatory recoupment, and compound the trauma associated with separation from active duty. Therefore, personnel who are responsible for processing involuntary separations must be very familiar with this policy and apply it properly in each case.

MILPERSMAN 1920-040

INVOLUNTARY SEPARATION PAY (NON-DISABILITY) - ELIGIBILITY CRITERIA AND RESTRICTIONS

Responsible Office	OPNAV (N13)	Phone:	DSN	225-3304
			COM	(703) 695-3304
			FAX	225-3311
	NAVPERSCOM (PERS-83)	Phone:	DSN	882-4427
			COM	(901) 874-4427
			FAX	882-2624

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 1174 (b) DoD 7000.14-R, DoD Financial Management Regulation (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (c) SECNAVINST 1900.7G

1. **Introduction**. Per references (a), (b), and (c) this article addresses three major aspects of the involuntary separation pay policy and process:

a. Eligibility criteria for full separation pay.

b. Eligibility criteria for half separation pay.

c. Restrictions on eligibility for separation pay.

2. **Full-Pay Policy**

a. "**Retention eligible**" Service members are entitled to full separation pay if they

(1) meet each of the full-pay criteria listed below.

(2) are not limited to half separation pay by half-pay criteria.

(3) are not precluded from entitlement by a restriction circumstance.

b. "**Advancement eligible**" Service members separated for high-year-tenure (HYT) are entitled to full separation pay, provided they meet the full-pay criteria listed below.

3. **Full-Pay Criteria**. Eligibility criteria for full separation pay is as follows:

a. Separation must be characterized as involuntary.

b. Separation must be characterized as honorable.

c. Service member is on active duty and has completed at least 6, but less than 20, years of active service immediately before separation.

(1) The qualifying years of active service do not have to be continuous, but the last phase of the qualifying term must end immediately before separation.

(2) Reserve Service members not on the active duty list when separated must have 6 years of continuous active duty immediately preceding separation.

(3) For the purpose of entitlement to separation pay, a period of active duty is continuous if it is not interrupted by a break in service of more than 30 days.

d. Service member has completed an initial term of enlistment or period of obligated active service. A Service member

(1) who reaches the end of their initial term of active obligated service (OBLISERV), and extends or reenlists, **has** fulfilled this requirement.

(2) who is not allowed to reenlist or extend beyond their initial term of active OBLISERV **has not** fulfilled this requirement.

(3) whose initial active OBLISERV consists of an enlistment and an extension required to qualify the Service member for training or assignment must complete the full period

of both the initial enlistment and extension, and subsequently reenlist or extend, to fulfill this requirement.

e. As a condition of eligibility for separation pay, Service members must enter into a written agreement to serve 3 years in the Ready Reserve.

(1) Failure to be accepted in the Ready Reserve does not affect a Service member's entitlement to separation pay.

(2) If the Service member has a service obligation remaining at the time of separation from active duty, the 3-year obligation will begin on the day after the date on which the Service member completes this obligation. See MILPERSMAN 1920-050.

4. **Half-Pay Policy and Policy Exception**

a. Service members "not retention eligible" are entitled to half separation pay, providing they otherwise meet the eligibility requirements of full-pay criteria above and are separated under one of the criteria below.

b. **Policy Exception**: The Secretary of the Navy (SECNAV) may award full separation pay to a Service member who would otherwise be eligible for half pay. Such payments will only be granted in extraordinary instances when the specific circumstances of the separation and overall quality of the Service member's service have been such that denial of full pay would be clearly unjust.

Example: A Service member with a congenital or hereditary disease who is involuntarily separated for convenience of the Government, but who is not eligible for disability severance pay, may be considered for full separation pay.

c. **Requests**: All requests for full separation pay in lieu of half pay will be initiated by the Service member's command and be forwarded to SECNAV (M&RA) via the chain of command and Navy Personnel Command (NAVPERSCOM), Officer Performance and Separations Section (PERS-834) for endorsement.

d. Requests referencing a specific medical condition must contain a local medical endorsement signed by the appropriate

medical field expert, or they will be returned to the command without action.

5. **Half-Pay Criteria**. The following are the criteria for half pay eligibility:

a. **Expiration of Service Obligation**: This category includes Service members "not retention eligible" separated at their expiration of active obligated service (EAOS) or HYT. Service members separated for HYT need not be "advancement eligible" for entitlement to half pay.

b. **Convenience of the Government**: This category encompasses involuntary separations for parenthood and for other designated physical and mental conditions, including somnambulism, enuresis, personality disorder, motion/air sickness, allergies, and excessive height.

c. **Physical Fitness Assessment Failure**.

d. **Alcohol Abuse Rehabilitation Failure**.

6. **Separation Pay Eligibility Restriction Policy**

a. Service members separated under any of the restrictions or circumstances listed below are not eligible for separation pay.

b. **Ineligibility Counseling**: Service members should be counseled as to the reason for their ineligibility, per this article. This action will help minimize the number of separation pay requests sent to the Board for Correction of Naval Records (BCNR) by ineligible personnel.

7. **Restrictions Leading to No-Pay**. The restrictions leading to no-separation-pay are grouped on the basis of whether the separation is due to normal Navy personnel force management, Navy quality force management, or member's career management decisions:

a. **Normal Navy Personnel Force Management Decisions**:

(1) Members of the Navy Reserve discharged while on inactive duty.

(2) Service member released from active duty for training.

(3) Upon separation, Service member is immediately eligible for retired or retainer pay.

(4) Upon separation, Service member is retained on active duty in either an officer or enlisted status.

(5) Service members separated during an initial enlistment or period of OBLISERV.

b. **Navy Personnel Force Quality Management Decisions**:

(1) Separation is directed as part of the execution of a court-martial sentence, which includes discharge or dismissal.

(2) Separation is characterized as other than honorable.

(3) Enlisted Service members separated because of misconduct or unsatisfactory performance.

(4) Officers separated for cause by reason of substandard performance of duty, misconduct, or moral or professional dereliction.

(5) Officers who have been notified in writing to show cause for retention and subsequently request separation for such reasons, except when half-pay is allowed under the half-pay criteria above.

(6) Service members “not retention eligible,” except when half-pay is authorized under the half-pay criteria above.

c. **Service member’s Career Management Decisions**:

(1) Separation initiated by the Service member (voluntary separation).

(2) Service member refuses to enter into a written agreement to serve 3 years in the Ready Reserve as a precondition to entitlement to separation pay.

(3) Service member declines training to qualify for a new skill or rating as a precondition to reenlistment or continuation on active duty.

(4) A member of the Navy Reserve who did not “volunteer for an additional tour of active duty” under MILPERSMAN 1920-050.

NOTE: In extraordinary cases, SECNAV may determine that an otherwise eligible Service member does not warrant separation pay, based on consideration of recommendations and supporting documentation. This discretionary authority to deny payment is used sparingly.

MILPERSMAN 1920-050

OFFICER INVOLUNTARY SEPARATION PAY (NON-DISABILITY) RESERVE REQUIREMENTS AND OBLIGATIONS

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

Point of Contact Table	**Overall separation processing including separation payments**	Supporting Personnel Support Detachment (PERSUPPDET) or personnel office	COM: As applicable
	Ready Reserve Individual Ready Reserve (IRR) transition	Navy Personnel Command (NAVPERSCOM), IRR Mobilization and Force Management Division (PERS-93)	COM: 901-874-3977 DSN: 882-3977
	Ready Reserve Selected Reserve (SELRES) transition	NAVPERSCOM, Career Transition Office (PERS-9X)	COM: 901-874-4192 DSN: 882-4192
	Ready Reserve IRR gains	NAVPERSCOM, (PERS-9X)	COM: 901-874-4192 DSN: 882-4192
	Ready Reserve SELRES gains	NAVPERSCOM, (PERS-9X)	COM: 901-874-4192 DSN: 882-4192

References	(a) 10 U.S.C., 1174 (b) DoDI 1332.29 of 20 Jun 91 (c) DoD 7000.14-R, DoD Financial Management Regulation, (DoDFMR), Volume 7A (d) BUPERSINST 1001.39F (e) BUPERSINST 1900.8D

1. **Policy**

a. As a condition of eligibility for involuntary separation pay (ISP), officers must agree to serve for 3 years in the Ready Reserve in addition to any other remaining obligated service.

b. The Ready Reserve consists of both the Selected Reserve (SELRES) and the Individual Ready Reserve (IRR). The SELRES is composed of drilling reservists in a pay status and the IRR is composed of reservists in a non-drill and non-pay status. Officers desiring a direct affiliation with the Navy Ready Reserve must apply for affiliation at Navy Personnel Command (NAVPERSCOM), Career Transition Office (PERS-9X).

c. Affiliation with the SELRES or the IRR is at the choice of the member and either obligation will satisfy the reserve obligation required for ISP.

d. If an involuntarily separated officer is not offered a Reserve Oath of Office, then he or she may still be eligible for ISP as long as he or she signs an agreement to serve, on NAVPERS 1070/613 Administrative Remarks, on or before his or her separation date.

e. For a complete listing of eligibility criteria and restrictions for involuntary separation pay (non-disability), see MILPERSMAN 1920-040.

2. **Agreement to Serve**. Officers eligible for involuntary separation pay are required to sign a NAVPERS 1070/613 Administrative Remarks service record entry prior to separation from active duty as a condition of eligibility for involuntary separation pay. The below is an example entry for the NAVPERS 1070/613:

"Date": As a condition of eligibility for involuntary separation pay (ISP), I agree to serve in the Ready Reserve, Selected Reserve (SELRES), or Individual Ready Reserve (IRR) for a period of 3 years, in addition to any remaining military service obligation I have incurred under law, if I am offered a Reserve Oath of Office. I understand this agreement is made without regard to the reason for my separation or my eligibility for affiliation with the Ready Reserve. Furthermore, should I be accepted in the Ready Reserve, I must sign a Reserve Oath of Office as a condition of qualifying for involuntary separation pay.

In addition to any remaining service condition that I have incurred under law, I fully understand that if I do not agree to incur a 3 year obligation in the Ready Reserve, if approved, then I will become ineligible for any involuntary separation pay.

I understand that I may serve in the Navy SELRES or IRR by applying for affiliation at Navy Personnel Command (NAVPERSCOM), Career Transition Office (PERS-9X).

I further understand that if I am in the Individual Ready Reserve, I may request to become an officer of the SELRES any time afterwards by applying for affiliation at a Navy Reserve recruiting office or Navy operational support center (NOSC), if O-4 and below or via the Apply Board if O-5 and above.

If I am not offered a Reserve Oath of Office, I understand that I may still be eligible for involuntary separation pay.

I also agree that if accepted in the Navy Ready Reserve, I will keep Navy Personnel Command, IRR Mobilization and Force Management Division (PERS-93) informed of any changes in my address, physical status, or dependency status, per Title 10 U.S.C., 1174, DoDI 1332.29, DoD 7000.14-R, DoD Financial Management Regulation, Volume 7A, and BUPERSINST 1001.39F.

Member's contact information:
Home of Record:
Leave Address:
Mailing Address:
Home Phone:
Cell Phone:
E-mail address:
Prospective place of appointment:
Prospective date of appointment:
Name and Rank of Appointing Officer (If available):
Title of Appointing Officer (If available):

I certify that the information provided by me is true and complete to the best of my knowledge.

Witnessed by:_____ _____
Name, Rank Member's Signature
By direction

3. **Ready Reserve Processes**

a. Regular officers will be tendered a Navy Reserve appointment.

b. Prior to an officer's discharge or release from active duty and prior to a payment of involuntary separation pay, the officer's command will forward signed original of the above agreement to serve on NAVPERS 1070/613 to the supporting personnel office/PERSUPPDET for completion of DD 214 worksheet, Certificate of Release or Discharge of Active Duty, and inclusion of NAVPERS 1070/613 into the member's Official Military Personnel File (OMPF). The separating officer will forward a signed copy of the agreement to serve on NAVPERS 1070/613 to NAVPERSCOM (PERS-9X).

c. The supporting personnel office/PERSUPPDET will forward the completed DD 214 worksheet to the officer's command for verification and accuracy by the member.

d. NAVPERSCOM (PERS-9X) will forward Reserve Oath of Office request to PERS-8 for further disposition.

e. If the Reserve Oath of Office is not approved by Secretary of Defense (O-5 and below) or President of the United States (O-6 and above):

(1) PERS-8 will notify NAVPERSCOM (PERS-9X).

(2) NAVPERSCOM (PERS-9X) will notify the officer and the supporting personnel office/PERSUPPDET that the member is not eligible for Navy Reserve Oath of Office, but may be eligible for involuntary separation pay by virtue of agreeing to serve if qualified.

(3) For a complete listing of eligibility criteria and restrictions for involuntary separation pay (non-disability), see MILPERSMAN 1920-040.

f. If the Reserve Oath of Office is approved by Secretary of Defense (O-5 and below) or President of the United States (O-6 and above):

(1) NAVPERSCOM (PERS-8) will prepare the Reserve Oath of Office and forward to NAVPERSCOM (PERS-9X).

(2) NAVPERSCOM (PERS-9X) will forward the Reserve Oath of Office to the separating officer.

(3) Once the Reserve Oath of Office has been signed by the separating officer and officer administering the oath, the separating officer shall immediately forward a signed copy of the Reserve Oath of Office to the supporting personnel office/PERSUPPDET and to NAVPERSCOM (PERS-9X).

(4) NAVPERSCOM (PERS-9X) will forward a copy of the Reserve Oath of Office to NAVPERSCOM (PERS-911) for recording into IMAPMIS and inclusion of the document into the officer's OMPF.

g. If the Reserve Oath of Office has not yet been approved by Secretary of Defense (O-5 and below) or President of the United States (O-6 and above) before an officer separates from active duty:

(1) If approved after officer separation:

a. NAVPERSCOM (PERS-8) will prepare the Reserve Oath of Office and forward to NAVPERSCOM (PERS-9X).

b. NAVPERSCOM (PERS-9X) will forward Reserve Oath of Office to the separating officer.

c. Once the Reserve Oath of Office has been signed by the separating officer, and officer administering the oath, the separating officer shall immediately forward a signed copy of the Reserve Oath of Office to the supporting personnel office/PERSUPPDET and to NAVPERSCOM (PERS-9X).

d. NAVPERSCOM (PERS-9X) will forward a copy of the reserve Oath of Office to NAVPERSCOM (PERS-911) for recording into IMAPMIS and inclusion of the document into the officer's OMPF.

(2) If not approved after officer separation:

a. If the reserve Oath of Office is not approved, NAVPERSCOM (PERS-8) will notify NAVPERSCOM (PERS-9X).

b. NAVPERSCOM (PERS-9X) will notify the officer and the supporting personnel office/PERSUPPDET that the member is

not eligible for Navy Reserve Oath of Office, but may be eligible for involuntary separation pay by virtue of agreeing to serve if qualified. For a complete listing of eligibility criteria and restrictions for involuntary separation pay (non-disability), see MILPERSMAN 1920-040.

h. The supporting personnel office/PERSUPPDET will make the following DD 214 entry (if Reserve Oath of Office approval/disapproval is received prior to an officer's separation from active duty) or DD 215 entry (if Reserve Oath of Office approval/disapproval is received after an officer's separation from active duty):

(1) For personnel eligible to serve in the Ready Reserves:

"Member must accept oath in the Ready Reserve to qualify for involuntary separation pay."

(2) For personnel ineligible to be accepted in the Reserves, but agreed to serve, on NAVPERS 1070/613, if qualified:

"Although not accepted in the Ready Reserve, member has met a condition of eligibility for involuntary separation pay."

i. The supporting personnel office/PERSUPPDET will make the appropriate involuntary separation payment and DD 214 payment entry or DD 215 payment entry, block 18 (Remarks) separation payment section per reference (e).

(1) Payment of involuntary separation pay shall not be authorized until the Reserve Oath of Office, if approved, has been signed by the separating officer and officer administering the oath.

(2) Payment of involuntary separation pay shall not be authorized until such an agreement, NAVPERS 1070/613, has been signed by the separating officer

(3) The supporting personnel office/PERSUPPDET shall ensure eligibility criteria and restrictions for involuntary separation pay (non-disability), see MILPERSMAN 1920-040, are satisfied prior to making an involuntary separation payment.

j. Once the DD 214 is completed, the supporting personnel office/PERSUPPDET will coordinate arrangement for the Sailor's signature. If Sailor is unavailable to sign, the supporting personnel office/PERSUPPDET will annotate "member not available for signature" and forward respective copies per reference (e).

MILPERSMAN 1920-060

INVOLUNTARY SEPARATION PAY (NON-DISABILITY) - PAY CALCULATION AND PAYMENT DOCUMENTATION

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 225-3311
	NAVPERSCOM (PERS-483)	Phone:	DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) BUPERSINST 1900.8B (b) 10 U.S.C. 1174 (c) DOD 7000.14R, DOD Financial Management Regulation (DODFMR), Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (d) SECNAVINST 1900.7G

1. **Calculation of Full Pay**. References (a) through (d) refer. Full pay is defined as 10 percent (0.10) of the product of a servicemember's years of active military service, and 12 times the monthly basic pay to which the servicemember was entitled at the time of discharge or release from active duty (0.10 x years of active service x 12 months x monthly basic pay).

2. **Calculation of Half Pay**. Half pay is defined as one-half the rate in the calculation of full pay above (0.05 x years of active service x 12 months x monthly basic pay).

3. **Determining Years of Active Military Service**. To determine years of active military service for use in computing separation pay, count each full month of active service that is in addition to the number of full years of creditable active service as 1/12 of a year. Disregard any fraction of a month.

4. **Example**

a. An E-6 with 11 years and 5 months of active service is involuntarily separated for alcohol abuse rehabilitation failure.

b. For “years of active service,” whole months are counted as fractions of a year. Thus, in this case, 11 years and 5 months is 11 and 5/12 years or 11.42 years.

c. “Monthly basic pay” is basic pay at the time of separation. In this case, $1742.70.

d. Per half-pay criteria, see MILPERSMAN 1920-040, servicemember is entitled to half pay for alcohol abuse rehabilitation failure. Thus, 0.05 x 11.42 years x 12 months x $1742.70 = $11,940.98.

5. **Payment Documentation**. Per reference (a), when completing the separation documents, commanding officers shall ensure the DD 214 (Rev. 2/00), Certificate of Release or Discharge from Active Duty reflects

a. the amount of separation pay received by the servicemember.

b. accurate characterization of the separation through the use of separation and reentry codes.

MILPERSMAN 1920-070

SEPARATION OF OFFICER PERSONNEL BY REASON OF SUPREMACIST OR EXTREMIST CONDUCT

Responsible Office	NAVPERSCOM (PERS-834)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Uniform Code of Military Justice (UCMJ) of 2019 (b) United States Navy Regulations - 1990 (c) SECNAVINST 1920.6D

1. **Policy**

a. An officer will be processed for separation following any disciplinary or administrative action if based upon any substantiated incident of serious misconduct resulting from the officer's participation in extremist or supremacist activities. The proscribed misconduct must relate to:

(1) illegal discrimination based on race, creed, color, sex, religion or national origin or

(2) advocating the use of force or violence against any Federal, State, or local Government or agency thereof, in violation of Federal, State, or local laws.

b. Most cases will involve one or more violations of reference (a) including, but not limited to:

(1) soliciting another to commit an offense per reference (a), article 82;

(2) disobedience and orders violations, per reference (a), articles 90 and 92, including violations of lawful general regulations set forth in reference (b) and punitive instructions;

(3) cruelty and maltreatment of subordinates per reference (a), article 93;

(4) wearing unauthorized insignia, decoration, badge, ribbon, device, or lapel button per reference (a), article 106a;

(5) carrying a concealed weapon per reference (a), article 114d;

(6) communicating a threat per reference (a), article 115;

(7) riot or breach of peace per reference (a), article 116;

(8) provoking speeches or gestures per reference (a), article 117);

(9) conduct unbecoming an officer and gentleman per reference (a), article 133 and

(10) disloyal statements, drunkenness and or disorderly conduct per reference (a), article 134.

c. An incident of misconduct is substantiated if it results in one or more of the following:

(1) conviction by a court-martial or civil criminal court system,

(2) imposition of nonjudicial punishment under reference (a), article 15 or

(3) determination by the convening authority, using the preponderance of evidence standard, that the member has engaged in supremacist or extremist conduct.

2. **Characterization of Service**. Characterization of service will be determined using the guidelines set forth in reference (c).

3. **Separation Procedures**. As circumstances warrant, use either notification procedures or board of inquiry procedures. Processing requirements are provided in reference (c).

MILPERSMAN 1920-080

RELEASE OF OFFICERS FROM ACTIVE DUTY PRIOR TO COMPLETION OF MINIMUM REQUIRED SERVICE

Responsible Office	NAVPERSCOM (PERS-834F)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Policy**

a. Navy Personnel Command cannot predict the day an officer will be detached by their commanding officer for release from active duty. Since the time required for separation processing may vary, release from active duty orders will provide the year and month for detachment sufficiently early to ensure necessary travel, processing time, and separation prior to the terminal date of minimum required service, so that provisions of contracts and Public Law are met.

b. Frequently, this procedure may result in release from active duty several days or weeks prior to the expiration of minimum required service.

c. In cases that tuition assistance or a community managed bonus (e.g., aviation career continuation pay, surface warfare officer continuation pay, etc.) service obligation exists, the earliest date the officer can detach will be provided in the detaching orders.

d. Eligibility for recall to active duty is not affected by such actions.

MILPERSMAN 1920-090

RELEASE FROM ACTIVE DUTY (RAD) PROCEDURES

Responsible Office	NAVPERSCOM (PERS-833)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	SECNAVINST 1920.6C

1. **Procedures**. A Navy Reserve officer on active duty as a Full Time Support (FTS) with a designator of (XXX7) who desires release from active duty (RAD) and placement in the Ready Reserve shall notify Navy Personnel Command (NAVPERSCOM), Officer Performance and Separations Branch (PERS-8331) by letter at least 9 months but not more than 12 months prior to the month RAD is desired. A RAD request will be returned without action if the officer does not comply within the 9 to 12 month submission time requirement. An officer desiring to resign from the Navy Reserve should consult with SECNAVINST 1920.6C and MILPERSMAN articles 1920-190 and 1920-200.

2. **Requests for RAD**. If the RAD request is delayed in reaching NAVPERSCOM (PERS-8331) through no fault of the officer concerned, **the assigned date of receipt will be 21 days following the date of the officer's request**. The RAD month must be carefully selected and consideration should be given to any separation leave desired by the officer. Approval of a RAD request does not constitute approval of separation leave, which remains a command-level decision. Extensions of the RAD month will not be approved to accommodate separation leave. Should the officer require separation orders more than 3 months in advance of the desired detachment month, it should be annotated on the original request with the reason why.

3. **Contents of Letter Request**. The proper letter format for a RAD request is the same as an unqualified resignation request, see MILPERSMAN 1920-190. Change subject to "Request for Release from Active Duty (ACDU)."

4. **Commanding Officer's (CO's) Endorsement**: Submit per MILPERSMAN 1920-200, para. 13.

5. **Approval Requirements**. Approval requirements are contained in MILPERSMAN 1920-200, para. 11.

MILPERSMAN 1920-100

EARLY RELEASE OF OFFICERS FROM ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-8331)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	SECNAVINST 1920.6C

1. **Policy**

a. Officers completing their minimum required service (or extension) may submit a resignation request for release from active duty in accordance with SECNAVINST 1920.6C.

b. Members on active duty who are precluded by reason of age from attaining eligibility for retirement with pay will, upon application, be given special consideration for early release from active naval service. Although approval of applications must take cognizance of the needs of the naval service, favorable action normally can be expected, with due regard being given to member's ineligibility for retirement benefits, age, and the possibility that continued retention on active duty would be to the detriment of the officer's standing in civilian pursuit or profession.

c. Commissioned officers of the Medical and Dental Corps shall be excluded from consideration for early release from active service under this policy until they have completed the full term of service required under applicable law or that they agreed to serve, whichever is longer.

2. **Procedures**. Officers desiring release from active duty shall submit their resignation request to PERS-8331, via their commanding officer/officer in charge, and a copy to their detailer. Deadlines or requirements for submission are established in MILPERSMAN 1920-200.

MILPERSMAN 1920-110

INVOLUNTARY RELEASE FROM ACTIVE DUTY ORDERS OF READY RESERVE OFFICERS

Responsible Office	NAVPERSCOM (PERS-911)	DSN COM FAX	882-4484 (901) 874-4484 882-2753

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) NAVSO P-6034 Joint Travel Regulations (JTR) (b) SECNAVINST 1920.6C (c) 10 U.S.C

1. **Criteria for Release**. Navy Ready Reserve officers may be involuntarily released from active duty orders per reference (a) as follows:

a. **Demobilization.** Ready Reserve officers may be released from active duty orders as a part of general demobilization or reduction in authorized strength.

b. **Best Interest of the Naval Service.** When determined to be in the best interest of the Navy, Navy Personnel Command (NAVPERSCOM) may, for those cases in which no other reason is prescribed in reference (b), release a Ready 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 release.

2. **Statutory Limitations**. The following statutory limitations exist regarding the release of Reserve officers from active duty:

a. **Sanctuary.** Under reference (c), section 12686 (earning a regular retirement), a Reserve officer on active duty and within 2 years of becoming eligible for retired pay under a purely military retirement system, will not be involuntarily released from that duty before becoming eligible for that pay, unless release is approved by the Secretary of the Navy. Retirement under reference (c), section 12731 has been held by the Comptroller General of the United States to be under a "purely military system." References (b) and (c) now, or as amended in the future, address this issue further.

b. **Involuntary Separations From the Reserve Component.** Reserve officers will be involuntarily released from active duty orders when involuntarily separated from the Reserve Component, per reference (c) §12683 ((Reserve officers: limitation on involuntary separation), §12684 (Reserves: separation for absence without authority or sentence to imprisonment), and §12685 (Reserves separated for cause: character of discharge)).

c. **Active Duty Agreement.** A Reserve officer serving pursuant to execution of active duty agreement, per reference (c) section 12311, may not be involuntarily released from active duty during the period of the agreement because of a reduction in authorized personnel strength, except when the officer is:

(1) Dismissed or discharged under the sentence of court-martial; or

(2) Released because of a conviction and sentence to confinement in a Federal or State penitentiary, or correctional institution, and the sentence has become final.

3. **Applicability**. This article applies to all members of the Ready Reserve with the exception of Full Time Support personnel.

MILPERSMAN 1920-120

REVOCATION OF COMMISSIONS, TERMINATION OF APPOINTMENTS, AND DISCHARGE OF OFFICERS BY OTHER THAN SELECTION BOARD ACTION

Responsible Office	NAVPERSCOM (PERS-834)	Phone: Toll Free	1-833-330-MNCC (6622)
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) SECNAVINST 1920.6C (b) MILPERSMAN 1611-010

1. **Policy Regarding Regular Navy Officers**. The commissions of Regular Navy officers with less than 6 years continuous commissioned service holding permanent appointments above chief warrant officer (W-4) are subject to revocation by the Secretary of the Navy.

2. **Policy Regarding Navy Reserve Officers**. The commissions of Navy Reserve officers on active or inactive duty, and the warrants or the commissions of all Navy Reserve chief warrant officers are subject to revocation at any time, regardless of length of service.

3. **Policy Regarding Temporary Officers**. The appointment of temporary officers may be terminated at any time, regardless of length of service.

4. **Termination for Unauthorized Absence or After Sentencing**. An officer may be dropped from the rolls for the following reasons:

a. has been absent without authority for at least 3 months;

b. has been sentenced to confinement in a Federal or State penitentiary, or correction institution after having been found guilty of an offense by a court other than a court-martial or other military court, and whose sentence has become final;

c. except for warrant officers, W-1 has been sentenced to confinement for more than 6 months by a court-martial when the officer has served in confinement for a period of 6 months and their sentence becomes final.

5. **Separation Process**. Utilizing fitness reports, recommendations from commanding officers, or other sources of information; Commander, Navy Personnel Command (NAVPERSCOM) will determine whether an officer will be processed for possible dropping from the rolls, revocation of commission, termination of appointment, or such separation from the naval service as may be appropriate. Detailed information and guidance for processing officers for separation because of misconduct, unsatisfactory or poor performance of duty, unsuitability, or other conditions which render the continuation of officers in their present status undesirable are contained in reference (a) and MILPERSMAN 1611-010.

6. **Procedure**. A commanding officer who has an officer attached to the command that should not retain officer status or one that should be processed for administrative separation should follow the steps listed below:

Step	Action
1	Forward an appropriate recommendation with substantiating information to NAVPERS, Retirement/Limited Duty (LIMDU)/Temporary Disability Retirement List (TDRL) (PERS-83) via the chain of command. (Do not submit a special fitness report solely to support the recommendation.)
2	Thoroughly document the officer's performance in the recommendation itself.
3	Prior to forwarding the recommendation that the officer be separated from the naval service for cause, determine whether the officer desires to submit a qualified resignation for an appropriate type of discharge in lieu of administrative board proceedings.

	IF…	**THEN**…
	the officer submits a resignation (whether or not it is considered an appropriate type),	forward the resignation for consideration together with your recommendation concerning acceptance.
	the officer does not submit a resignation,	state the fact that the officer was afforded the opportunity and declined to do so.

7. **Submission**. Follow personally identifiable information guidelines published on Navy Personnel Command Web site under NAVPERSCOM, Officer Performance and Separations (PERS-834) organization code at http://www.public.navy.mil/bupers-npc/career/personnelconductandseparations/Pages/OfficerPerformanceSeparations.aspx.

MILPERSMAN 1920-130

TERMINATION OF OFFICER STATUS, GENERAL

Responsible Office	NAVPERSCOM (PERS-834)	E-mail:	PERS-834@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) SECNAVINST 1920.6D

1. **Background**

a. Once members have legally accepted a commission or warrant and have executed the oath of office, they have acquired a legal status. Termination of this status may be affected only through a specific legal process. The forms of termination presently authorized for officers include dismissal, revocation of commission, acceptance of resignation, dropping from rolls, termination of commission, and separation for cause.

b. Neither retirement nor release from active duty affects the status of Navy commissioned or warrant officers if their commission or warrant has not been terminated in one of the forms listed above. Upon retirement or release from active duty, an officer continues to be fully subject to naval jurisdiction and orders, except only to the extent that jurisdiction is specifically limited by statute.

c. Separations of officers from naval service must be approved by the Secretary of the Navy.

2. **Special Fitness Report**. Recommendation for termination of commission and separation, which is initiated per reference (a) as a result of unsatisfactory performance or misconduct, need not be accompanied by a special fitness report.

3. **Change of Address**. Commanding Officers must advise each member upon release to inactive duty in the Navy Reserve to submit a change of address via the Navy Standard Integrated Personnel System (NSIPS). Members who will be affiliated with a Navy Reserve unit after release from active duty must be advised

to report their change of address directly to the unit for update in NSIPS.

4. **Submission**. Follow personally identifiable information guidelines published on Navy Personnel Command (NAVPERSCOM) Web site under NAVPERSCOM Officer Performance and Separations Branch (PERS-834) organization code at http://www.public.navy.mil/bupers-npc/career/personnelconductandseparation/Pages/OfficerPerformanceSeparations.aspx.

MILPERSMAN 1920-140

SEPARATION ORDERS FOR OFFICERS

Responsible Office	NAVPERSCOM (PERS-834)	Phone: Toll Free E-mail:	1-866 U ASK NPC PERS-834@navy.mil

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAVINST 1920.6C (b) 10 U.S.C. 639

1. **Policy**. Separation orders for officers will be final orders and will be approved only by the Chief of Naval Personnel (CHNAVPERS) or the Secretary of the Navy (SECNAV), and issued by Navy Personnel Command (NAVPERSCOM) with certain exceptions and under certain conditions, whereby a command may be specifically delegated such authority by CHNAVPERS or SECNAV per reference (a).

2. **Procedures**. Special instructions on officer separation orders and their execution are as follows:

a. Officers in receipt of separation orders who have disciplinary action pending or contemplated, or who are subject to the unexecuted sentence of courts-martial will not be separated nor transferred for separation without specific direction of CHNAVPERS per reference (b).

b. Per MILPERSMAN 1900-808, officers pending a mandatory separation or retirement will not be delayed unless the member is either hospitalized or a medical board report has been accepted by the physical evaluation board (PEB) for disability evaluation processing prior to the mandatory release/retirement date. If a medical board is referred to the PEB for review as a result of the member's retirement physical, the separation medical board summary should include a statement that the medical board is the result of the member's separation/ retirement physical. Commanding officers will comply with MILPERSMAN 1301-010. NAVPERSCOM, Officer Performance and Separations Branch (PERS-834) will be an information addressee

on all messages concerning hospitalization, medical re-evaluations, and follow-up progress reports.

c. Officers in receipt of separation orders authorized by SECNAV by reason of misconduct or disciplinary proceedings which resulted in involuntary separation will not be afforded medical board action, as the former reasons for discharge take precedence over medical disability separations and limited duty considerations. In such instances, DD 2808 Report of Medical Examinations or DD 2807-1 Report of Medical History will be completed with physical defects noted and made a part of the member's health treatment record. The officer may then be separated.

d. Officers in receipt of separation orders who are accountable for public funds or public property will not be separated nor transferred for separation until proper accounting and disposition of such funds or property has been made under Navy regulations and pay directives.

e. In the absence of information to the contrary, the character of an officer's service and separation be considered to be honorable. In any case where doubts exist, information concerning the characterization of service will be requested from NAVPERSCOM (PERS-834).

3. **Delay En Route**

a. Delay en route in execution of separation orders may be authorized for officers, irrespective of their locations, provided no excess leave is involved.

(1) Leave in foreign countries is covered in MILPERSMAN 1050-250.

(2) The month of detachment contained in the line of accounting is the month the member will be physically separated from active duty, regardless of leave.

b. Commanding officers are authorized to detach officers early and to grant requests for delay to count as leave, with the understanding that a relief will not be given any earlier than would otherwise occur had the leave not been granted.

c. A modification of orders must be requested and approved by CHNAVPERS prior to the member's detachment in cases where the month in the accounting data would be changed by an early release from active duty, if requested by the member.

d. Authority may be granted to officers to report at the expiration of leave to a separation activity of their choice per MILPERSMAN 1910-812. Members will be told that reporting at the separation activity more than 7 days prior to the effective date of separation is not authorized. The endorsement on the orders will contain the following statement:

"Not authorized to report to (separation activity) prior to (enter date 7 days prior to effective separation date), unless specifically approved by CHNAVPERS. The payment of per diem at a separation activity in excess of 7 days in advance of effective date of separation is prohibited."

4. **Excess Baggage**. Excess baggage is not authorized in orders for an officer's release from active duty, **except for an officer returning from outside of the continental United States/remote duty location.**

MILPERSMAN 1920-160

SEPARATION OF NAVY RESERVE OFFICERS ON INACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-4911)	Phone: DSN COM FAX	882-4485 (901) 874-4485 882-2753

References	(a) SECNAVINST 1920.6C

1. **Policy and Procedures**. Policy and procedures pertaining to this subject are contained in detail in reference (a).

MILPERSMAN 1920-170

CONTINGENT RESIGNATION FOR ACCEPTANCE TO ATTEND MEDICAL TRAINING UNDER THE ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP PROGRAM (AFHPSP) OR AT THE UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES (USUHS)

Responsible Office	NAVPERSCOM (PERS-834)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. Chapters 104 and 105 (beginning at Sections 2112 and 2120 respectively) (b) SECNAVINST 1920.6C (c) OPNAVINST 1210.5

1. **Introduction**

a. The President may, within authorized strengths, permit officers of the Regular Navy and Navy Reserve on active duty to resign their commissions contingent upon acceptance into medical training programs as Navy Reserve officers with reappointment, at the completion of the required medical training, into a specific Navy Staff Corps in a health profession (under reference (a)). Secretary of the Navy (SECNAV), by virtue of his authority to act for the President, prescribed criteria for the voluntary termination of an officer's status.

b. The policy of SECNAV regarding the resignation of an officer of the Regular Navy or the Navy Reserve on active duty is set forth in reference (b).

c. Policies regarding admissions and acceptance to the AFHPSP and USUHS medical training programs are set forth in reference (c) and MILPERSMAN 1500-030, respectively.

d. Before submitting a contingent resignation, an officer must meet the criteria in reference (c) and MILPERSMAN 1500-030.

Additionally, MILPERSMAN 1920-200 clarifies the conditions under which a resignation may or may not be submitted. Approval or disapproval of the contingent resignation will be governed by the needs of the service as provided in that article. Submission of a contingent resignation must follow the format provided in MILPERSMAN 1920-190.

e. Resignation requests shall be addressed to SECNAV via the commanding officer (CO) and Navy Personnel Command (NAVPERSCOM), Officer Performance and Separations Section (PERS-834F), with copy to (**not via**) each level of the administrative chain of command through fleet commander (PAC or LANT) of the unit to which the officer is assigned.

f. To prevent a break in military service, resignation requests must be sent to reach NAVPERSCOM (PERS-834F) **between 1 August and 20 November of each year.** This time frame is **9 to 12 months in advance** of the class convening in **August of the following year.**

2. **Resignation Request**

a. All resignation requests must provide the original and one copy of the following documents as enclosures:

(1) DD 2808 (10-05), Report of Medical Examination

(2) DD 2807-1 (10-03), Report of Medical History

(3) SF 86 (9-95), Questionnaire for National Security Positions from the Office of Personnel Management (OMB 3206) or superseding form

(4) OPNAV 5520/20 (10/79), Certificate of Personnel Security Investigation, Clearance and Access, or if a National Agency Check Request, or superseding SF 86C, Personnel Security Questionnaire (National Agency Checklist)

b. Any additional documents needed should be available in the officer's official military personnel file (OMPF). All officers desiring a contingent resignation for acceptance to either medical training program should make sure their official record is complete prior to sending the request. The completeness of an officer's OMPF is the responsibility of the officer. Upon request, NAVPERSCOM, Records Management/Policy Section (PERS-312E) will provide a copy of the officer's OMPF on

compact disk (CD) for review and correction purposes per MILPERSMAN 1070-150.

c. The CO must send the contingent resignation request by endorsement within 10 days of receipt and must certify that the required information is correct. The endorsement must be thorough, shall summarize the officer's professional performance, and will provide a recommendation regarding the disposition of the request.

d. Separation leave desired by the officer will be determined at the command level. Any desire to receive separation orders more than 3 months in advance of the detachment month may be accommodated when the resignation request is sent as early as possible within the 9 to 12 month submission time frame. Notification of separation leave and/or early separation orders should be directed to the officer's current detailer. Detailers will provide "resignation or reappointment" order for those officers accepted to AFHPSP and USUHS. NAVPERSCOM (PERS-834F) will send the Reserve Appointment to the detaching Personnel Support Activity Detachment (PERSUPP DET)/Personnel Administrative Support System (PASS) prior to separation.

e. Officers with approved contingent resignation to attend AFHPSP or USUHS will relinquish their current commission and be recommissioned Ensign, USNR effective on the day prior to the beginning of university in-processing and indoctrination. Officers will accept a new designator to indicate they are under instruction in a medical training program. Upon completion of the required training, such officers will receive superseding appointments with the proper ranks and designators for specific health professions. All obligated service (OBLISERV) must be completed before being released from active duty (RAD), resignation, or interservice transfer eligible.

f. A contingent resignation request has no effect until approved by SECNAV. Should an officer desire to remain on active duty, a withdrawal request must be sent to NAVPERSCOM (PERS-834F) under guidelines of MILPERSMAN 1920-200. Upon approval of the withdrawal request, all correspondence will be expunged from the officer's official record. Those officers not notified of final acceptance to AFHPSP or USUHS by **30 July of each year** will have their contingent resignations withdrawn by NAVPERSCOM (PERS-834F). Such officers will continue on active

duty and be made available to their detailer for assignment, as necessary.

MILPERSMAN 1920-180

SEPARATION OF OFFICERS AT THE CONVENIENCE OF THE GOVERNMENT ON THE BASIS OF PREGNANCY

Responsible Office	NAVPERSCOM (PERS-834F)	Phone: Toll Free E-mail:	1-866 U ASK NPC PERS834F@navy.mil
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1740.4D

1. **Policy**

a. An officer on active or inactive duty may be separated on the basis of pregnancy upon her request, unless retention is determined to be in the best interest of the Service. A separation request based on pregnancy may be denied when the officer

(1) has not completed all service prescribed in the officer program through which was accessed and which was incurred by the officer in consideration for being tendered an initial appointment;

(2) is serving in a competitive category, designator, occupational field, or other authorized officer classification in which significant personnel shortages result in compelling military necessity for retention;

(3) has not completed obligated service incurred for funded education programs including: Naval Academy, Naval Reserve Officers Training Corps, Armed Forces Health Professions Scholarships, Uniformed Services University of Health Sciences, or equivalent funded education programs;

(4) has not completed obligated service for advanced education or technical training requiring additional obligated service school or college, law school, medical residency, flight training, naval flight officer training, or equivalent programs;

(5) has been officially notified of orders or executed orders, and has not served the required period of time at the new duty station; or

(6) has not completed obligated service incurred as a result of transition to the Regular Navy, lateral transfer between categories or designators, entering a program, or receiving an incentive pay, continuation pay, or bonus.

b. A separation request by an officer in one of the categories listed above may be approved on a case-by-case basis when, in the judgment of Navy Personnel Command, the officer demonstrates overriding and compelling factors of personal need which justify separation for pregnancy.

2. **Separated Officers Who Have a Remaining Military Service Obligation**. Officers separated from the Active Component or the Reserve Component by reason of pregnancy who have a remaining military service obligation will be transferred to the Individual Ready Reserve (voluntary training unit or active status pool) until completion of such service, unless there are medical reasons why the officer would not be available to meet mobilization requirements.

3. **Regular Officers**

a. Regular officers desiring separation on the basis of pregnancy must submit a resignation request as prescribed in MILPERSMAN 1920-190 and 1920-200 at least 6 months in advance of the desired detachment month. The request must include medical certification of pregnancy status.

b. Regular officers who have not completed their total military service obligation will normally be approved for separation only upon acceptance of a Reserve commission to be held until completion of such service. Officers who have completed their total military service obligation may request concurrent appointment in the Navy Reserve (if so desired). The commanding officer's endorsement must include a recommendation concerning appointment in the Navy Reserve.

4. **Reserve Officers on Active Duty**. Reserve officers on active duty who have not completed their total military service obligation, or who desire to retain their commission on inactive duty should request release from active duty (RAD). Requests

for RAD must be submitted at least 6 months in advance of the desired detachment month and must include medical certification of pregnancy status. The format for RAD requests is contained in MILPERSMAN 1920-090.

5. **Reserve Officers on Inactive Duty**. Reserve officers on inactive duty who acquire dependency or pregnancy status, and who desire retention in the Navy Reserve must be afforded consideration in the same manner as prescribed above and as specified elsewhere in this manual.

6. **Separation Date**. A separation date for pregnancy should be selected with care, taking into consideration both the welfare of the officer and the time required (at least 6 months) to arrange for a relief. A separation date approximately 1 month prior to the estimated delivery date is encouraged, although the separation request may utilize any date up to the estimated delivery date. Should delivery occur prior to the approved separation date, an officer may still be separated for pregnancy. For the purpose of separation under this article, "childbirth" is defined as the event of delivery.

7. **Maternity Benefits**

a. Prior to separation, the officer must be counseled concerning the following requirements for maternity care benefits after separation, and she must acknowledge this counseling by signing a NAVPERS 1070/613 Administrative Remarks service record entry as required in MILPERSMAN 1740-030. Maternity care benefits include the following requirements:

(1) Care for the pregnancy can only be rendered at Uniformed Services facilities.

(2) The Navy cannot pay for any care rendered at civilian facilities to the separated officer or the newborn child, regardless of the circumstances necessitating the use of a civilian source of care.

(3) The Navy may provide care for the child in naval medical facilities, both inpatient and outpatient, only during the first 6 weeks (42 days) following delivery.

(4) The officer must contact the Uniformed Services facility expected to provide maternity benefits as soon as

possible following her release from active duty to verify that care will be available to the mother and newborn.

b. In making application for pregnancy care, the officer should present her DD 214 Certification of Release or Discharge from Active Duty or discharge certificate as proof of eligibility for requested care.

8. **If a Separation Date Was Not Previously Approved**. After childbirth, without a previously approved separation date, the officer must be considered as a Service member with a dependent child. If the officer cannot or chooses not to comply with a family care plan, as required by reference (a), then the officer should submit an unqualified resignation request due to dependency per MILPERSMAN 1920-200.

MILPERSMAN 1920-200

OFFICER RESIGNATION TYPES AND PROCEDURES

Responsible Offices	NAVPERSCOM (PERS-451)	Phone: DSN COM E-mail:	882-4518 (901) 874-4518 Resignations.fct@navy.mil
	NAVPERSCOM (PERS-83)	Phone: DSN COM E-mail:	882-2090 (901) 874-2090 Pers-834@navy.mil
	NAVPERSCOM (PERS-911)	Phone: COM E-mail:	(901) 874-4753 Pers-911D.fct@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) SECNAVINST 1920.6D (b) COMNAVRESFORINST 3060.7E (c) CNO WASHINGTON DC 151850Z Nov 17 (NAVADMIN 273/17) (d) CNO WASHINGTON DC 131504Z Dec 17 (NAVADMIN 288/17) (e) DoD Instruction 1300.04 of 25 July 2017 (f) DoD Instruction 1310.02 of 26 March 2015 (g) 10 U.S.C.

1. **Policy**. Officers of the Regular Navy and Navy Reserve retain their commissions at the pleasure of the President, and no terminal dates are established for their commissions. The Secretary of the Navy (SECNAV), by virtue of authority to act for the President, prescribes criteria for the voluntary termination of an officer's status. The SECNAV's policy concerning resignation of an officer of the Navy's Active Component (AC) or in the Navy Reserve, including Training and Administration of Reserves (TAR) officers, is set forth in reference (a). Naval officers, including TAR officers, who have not completed their total military service obligation (MSO) must complete their MSO in the Reserve Component (RC) of the Navy. Officers with no potential for service in the RC may be released from MSO if approved by the SECNAV. TAR officers should request release from active duty (AD) per MILPERSMAN 1920-090.

2. **Types of Resignations from Active Duty**. There are two main types of resignations afforded to AD officers, unqualified (handled by Navy Personnel Command (NAVPERSCOM) Distribution Policy and Procedures Branch (PERS-451)) and qualified (handled by NAVPERSCOM Officer Performance and Separations Branch (PERS-834)).

a. **Unqualified Resignation from Active Duty**. This resignation is submitted by an AD officer who would be awarded an honorable discharge upon separation, including TAR officers. See exhibit 1 for an example.

b. **Qualified Resignation of an Active Duty or Inactive Duty Naval Officer**. This resignation is submitted in lieu of an administrative separation (ADSEP). Per reference (a), an officer submitting a resignation request in lieu of processing for ADSEP will have the resignation reviewed by PERS-834. Requests will be submitted to PERS-834 through the officer's chain of command. Final characterization of service is at the discretion of the SECNAV. Qualified resignations can be characterized as honorable, general (under honorable conditions) discharge, or for the good of the naval Service. See exhibits 2 through 4 for examples.

(1) **Resignation of an Active Duty or Inactive Duty Naval Officer for the Good of the Naval Service**. A qualified resignation for the good of the naval Service may be accepted in some cases wherein trial before a general court-martial (GCM) may not be warranted or practical. Officers in this category will be notified by PERS-834 of the intent to initiate a board of inquiry. Officers who submit a resignation for the good of the naval Service in lieu of a board of inquiry will subsequently be awarded a certificate of discharge (under conditions other than honorable). See exhibit 4 for an example.

(2) **Resignation of an Active Duty or Inactive Duty Naval Officer to Escape Court-Martial**. This resignation is submitted by a commissioned officer who is resigning to escape court-martial. Officers in this category will route their request via the GCM convening authority and, if positively endorsed, will be routed to PERS-834 for processing. Officers who submit a resignation to escape court-martial in lieu of a board of inquiry will subsequently be awarded a certificate of discharge (under conditions other than honorable). See exhibit 5 for an example.

3. **Requests for Unqualified Resignation from Inactive Duty (Honorable Discharge)**

a. This resignation is submitted by a Reserve commissioned officer, not on AD, who would be awarded an honorable discharge upon separation.

b. Requests to transfer to the Individual Ready Reserve (IRR), retire, or resign submitted prior to Navy Standard Integrated Personnel System (NSIPS) Individual Mobilization Status (IMS) code (R##) identification for mobilization, may be approved per reference (b).

c. The Navy Reserve activity will ensure officers requesting to transfer to the IRR are approved by Commander, Navy Reserve Force Command and assigned the appropriate administrative action pending manpower availability status code while awaiting adjudication to ensure that they are not ordered to mobilize while the request is pending. Requests to transfer to the IRR, retire, or resign submitted after NSIPS IMS code (R##) identification for mobilization will be disapproved or scheduled to take effect after the mobilization is complete.

d. Officers assigned to a Reserve unit, per reference (c), must submit their request in NSIPS via the unit and the commanding officer (CO) of the Navy Reserve center. Resignation requests must be received by NAVPERSCOM Reserve Officer Personnel Branch (PERS-911D) at least 90 days in advance of the requested discharge date.

e. Officers of the IRR active status pool should submit requests directly to PERS-911D via e-mail to pers911d.fct@navy.mil at least 90 days in advance of the requested discharge date. See exhibit 6 for an example.

f. A resignation request from a Reserve officer who has not completed his or her MSO will not normally be approved. If an AC or Reserve officer who has a remaining MSO submits a voluntary resignation request on the basis of dependency or hardship per reference (a), the Chief of Naval Personnel or the Assistant Secretary of the Navy Manpower and Reserve Affairs (ASN M&RA) may approve the resignation request and discharge the officer before completion of his or her MSO.

4. **Process for Resignation**

a. Resignation requests submitted for humanitarian reasons or hardship must be in compliance with reference (a), enclosure (3), and outline and or meet each of the four criteria for the hardship.

b. Upon resignation approval, all officers will be screened by NAVPERSCOM Post-Selection Board Matters Branch (PERS-833) for adverse or reportable information. An Adverse Information Report (AIR) list is created and forwarded to NAVPERSCOM Officer Selection Board Administration (PERS-804) and NAVPERSCOM Reserve Personnel Management Department (PERS-9). A letter will be sent to any officer listed on the report informing him or her of the adverse or reportable information report and instructing him or her to reach out to PERS-833 for a possible resolution. If a resolution is agreed upon and completed, the officer will be added to a new scroll request. A letter of ineligibility, if applicable, will be sent to the officer if no resolution is identified.

c. Resignation approvals are governed by the needs of the Service, including availability of a qualified relief. Favorable consideration normally will be given to an officer whose obligated service will not extend past the requested detachment date. Per reference (d), waivers of obligated service, tour lengths, incentive pay, bonus contracts, or other service obligations will not be approved, unless a bona fide hardship is documented.

d. Resignation or AD requests (if applicable) will normally be disapproved until the officer has completed the following obligations:

(1) Every officer accepts an 8-year commitment upon commission, which may be served either on AD or in the RC. Officers serving a 4 or 5-year AD period must be given a Reserve oath to complete the 8-year MSO. Per references (e) through (g), signature of acceptance of a new Reserve oath is not a requirement and officers will be placed into the Navy Selected Reserve (SELRES) or IRR to complete their MSO requirement.

(2) Obligated service is obtained based on initial commissioning source (e.g., U.S. Naval Academy, Reserve Officer Training Corps (ROTC), Officer Candidate School, Officer Development School), graduate education, training (i.e.,

winging), bonus(es), lateral transfers, and tuition assistance.

Note: This list is not all inclusive.

(3) Minimum tour for separation (MTS) and retainability (RET) is obtained by executing costed transfers. The MTS and RET for each type of order is listed below:

(a) Two years upon arrival at a continental United States (CONUS) shore duty location.

(b) A year, upon arrival at a CONUS sea duty.

(c) For outside the continental United States (OCONUS) shore tours, see applicable instructions (e.g., Joint Travel Regulations). For OCONUS sea tours see MILPERSMAN 1301-110 (for the purpose of this instruction Alaska and Hawaii shore duties are considered to be 36 months).

(d) A year if reassigned to CONUS from overseas. This takes precedence over subparagraphs 4d(3)(a) and 4d(3)(b).

(4) Any obligations not mentioned in subparagraphs 4d(1) through 4d(3d) will be reasons for disapproval of resignation requests.

5. **Officers Unable to Tender a Resignation Prior to Becoming Eligible for Reassignment**

a. In some instances, due to NSIPS access limitations or afloat communication restrictions, officers may not be able to tender a resignation prior to becoming eligible for reassignment. This situation may apply to the following circumstances:

(1) Officers serving their period of minimum service requirement; or

(2) Officers beyond their minimum service requirement who have incurred an additional service obligation through programs such as incentive or special pay and bonuses, transfer to the AC, or advanced training and education.

b. To prevent this situation from occurring, officers may notify PERS-451 and their respective detailer by letter of intent (LOI) to resign at the expiration of their service obligation. This LOI must reach PERS-451 no less than 9 months, but no more

than 12 months, prior to the first day of the month of their projection rotation date (PRD). Officers submitting an LOI within 6 months of their PRD will not be accepted.

c. If an LOI is submitted by an officer within the prescribed timeline of subparagraphs 5a and 5b, the detailer cannot issue orders that will obligate the officer beyond his or her existing obligation. However, the detailer may issue permanent change of station (PCS) orders when the officer has an obligation remaining (i.e., an officer has an obligation for initial accession (5 years in the ROTC) or has 15 months remaining to complete his or her obligation), or the detailer may issue PCS orders to sea duty or unaccompanied tours overseas to complete obligation.

6. **Requests for Unqualified Resignation Active Duty (Honorable Discharge)**

a. All resignation requests must be submitted via NSIPS per reference (c).

b. Resignation requests must be received by PERS-451 via NSIPS at least 9 months, but no more than 12 months, prior to requested resignation date.

(1) Resignation requests not submitted per reference (c) will be returned without action.

(2) A resignation request will be returned without action if the officer does not comply with the 9 to 12-month submission time frame specified in subparagraph 6b, unless a documented hardship exists and is approved by PERS-451.

c. If the resignation is delayed in reaching Commander, NAVPERSCOM (COMNAVPERSCOM) through no fault of the officer concerned, a constructive receipt date will be assigned 21 days following the date the resignation request was routed to his or her reporting senior. The resignation month must be carefully selected, and consideration should be given to any separation leave desired by the officer. Approval of a resignation does not constitute approval of separation leave, which remains a command-level decision. Extension of resignations to accommodate separation leave will not be accepted. Should the officer require separation orders more than 6 months in advance of the desired detachment month, it should be annotated on the original request with the justification stated.

7. **Requests for Unqualified Resignation for NSIPS Afloat Users (Honorable Discharge)**

a. NSIPS Afloat users may not have the ability to submit resignation requests via NSIPS until ship modernizations are complete.

b. Resignation requests must be received by COMNAVPERSCOM at least 9 months, but no more than 12 months, prior to requested resignation date.

c. A resignation request will be returned without action if the officer does not comply with the no less than 9 months, but no more than 12 months, submission time frame specified in subparagraph 7b.

d. If the resignation is delayed in reaching COMNAVPERSCOM through no fault of the officer concerned, a constructive receipt date will be assigned 21 days following the date the resignation request was routed to his or her reporting senior. The resignation month must be carefully selected, and consideration should be given to any separation leave desired by the officer. Approval of a resignation does not constitute approval of separation leave, which remains a command-level decision. Extension of the resignation month will not be approved to accommodate separation leave. Should the officer require separation orders more than 6 months in advance of the desired detachment month, it should be annotated on the original request with the justification stated.

e. When units afloat do not have NSIPS connectivity, resignation requests may be submitted in the letter formats listed in exhibits 1 through 5 via e-mail to resignations.fct@navy.mil (use proper letter format).

8. **Reporting Senior's Endorsement via NSIPS**. Reporting Seniors must forward the resignation or AD request and endorsement and or comments within 10 days of receipt. Reporting seniors will make approval recommendations and may provide amplifying information via the comment block or by uploading attachments.

9. **CO's Endorsement for Letter Submissions (NSIPS Afloat)**

a. COs must forward the resignation or AD request and endorsement within 10 days of receipt. The CO's endorsement letter must:

(1) Certify that the information provided in the officer's resignation letter is correct and includes all information.

(2) Address the need for a qualified relief and whether the billet can be gapped, including the maximum acceptable duration (AD separations and discharges only).

(3) Note any requirement for the officer to receive separation orders more than 6 months in advance of the desired detachment date (household goods shipment, separation leave, deployment, etc.) (AD separations and discharges only).

(4) Comment on the circumstances of all resignations submitted by officers within their command.

(5) If an officer has completed his or her MSO, certify that the officer was counseled on Navy Reserve opportunities and benefits, and provide assessment for future active and or Reserve potential per MILPERSMAN 1001-260. If an officer has MSO remaining, certify that the officer was counseled on Navy Reserve obligation into the SELRES or IRR.

(6) Comment as to whether an appointment in the Navy Reserve is not recommended. If not recommended, the reasons must be stated. If not recommended for a Navy Reserve commission and the officer has an MSO remaining, the CO understands his or her recommendation may result in retaining the officer on AD, unless it is a resignation for the good of the naval Service.

(7) Submit an overall recommendation on the request. All information concerning an officer's resignation must be provided to COMNAVPERSCOM and the SECNAV so that appropriate recommendations and final action may be taken. This information is very useful to each level of the chain of command in formulating officer retention initiatives.

b. COs are the career counselors for officers. Every effort must be made to retain the best officers for continued service in the Navy, whether on AD or Reserve duty. Separating officers must be properly informed on Navy Reserve affiliation benefits to allow them to make an educated decision.

10. **Request for Withdrawal of Resignation**. A request for resignation has no effect until approved by the SECNAV or delegated authority. Once approved, any subsequent withdrawal

request may be denied. Any actions (leave taken, job offers accepted, etc.) taken by the requesting officer prior to the SECNAV's approval is at the officer's own risk. COs must forward the request with endorsement within 10 working days. All withdrawal requests will be considered on a case-by-case basis with the needs of the Service as the determining factor.

11. **Requests for Extension**. Extension requests to remain on AD and change the detachment month will be governed by the needs of the Navy. These requests will require documentation for a bona fide hardship or operational commitment. Any requests for detachment earlier than originally requested in the resignation letter, or earlier than approved in the PERS-451 notification letter, will not normally be approved. COs must forward the request with endorsement within 10 days.

12. **Resign to Reenlist**. On a case-by-case basis, officers (not including limited duty officers (LDO) or chief warrant officers (CWO)) with more than 16 years of creditable service, and who are prior enlisted, may submit a request to resign their commission and subsequently request to reenlist to complete 20 years of service. Pay grade and rate will be determined by the Bureau of Naval Personnel (BUPERS) Enlisted Community Management Division (BUPERS-32). LDOs and CWOs must request reversion per MILPERSMAN 1100-060.

EXHIBIT 1
UNQUALIFIED RESIGNATION REQUEST FROM ACTIVE DUTY OR RELEASE FROM ACTIVE DUTY (RAD)
(Use proper letter format containing the following information)

Date:

From: Rank Name, USN, Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, (present duty station)
(2) Commander, Navy Personnel Command (PERS-451)

Subj: UNQUALIFIED RESIGNATION REQUEST FROM ACTIVE DUTY OR RELEASE FROM ACTIVE DUTY

Ref: (a) SECNAVINST 1920.6D
(b) CNO WASHINGTON DC 131504Z Dec 17 (NAVADMIN 288/17)
(C) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

Encl: (1) Reason for Submission of Request

1. Per references (a), (b), and (c), MILPERSMANs 1920-090 and 1920-200, I hereby submit my resignation (or release) from active duty service in the United States (U.S.) Navy and request that it be accepted. I have been informed and understand that if this request is accepted, I will subsequently receive an honorable discharge from the naval Service. I desire detachment in (month/year).

2. I understand that if any financial indebtedness to the U.S. Government exists, I may be required to repay the amount as determined by the Navy or complete the obligated time.

3. The following information is provided:

a. Command name/unit identification code:

b. Daytime telephone number (Defense Switched Network (DSN) and or commercial):

c. Commanding officer’s e-mail:

d. Date reported: DD MMM YYYY

e. Projected Rotation Date: DD MMM YYYY

EXHIBIT 1
UNQUALIFIED RESIGNATION REQUEST FROM ACTIVE DUTY OR RELEASE FROM ACTIVE DUTY (RAD)
(continued)

4. Personal Information: Personal mailing address (including zip code), telephone number after separation, and military and personal e-mail addresses.

5. Navy Reserve affiliation statement:

Officers who have fulfilled their military service obligation (MSO):

I do (not) desire appointment in the Navy Reserve (Individual Ready Reserve (IRR) appointment).

I do (not) desire to affiliate with the Navy Reserve (selected Reserve appointment).

Officers who have not fulfilled their 8-year MSO prescribed by reference (a), must be submitted for an appointment in the Navy Reserve (SELRES or IRR) to complete their MSO.

6. My reason(s) for requesting separation is (are): This information may be utilized for retention purposes.

(Signature)

EXHIBIT 2
QUALIFIED RESIGNATION FOR HONORABLE DISCHARGE
(Use proper letter format containing the following information)

Date

From: Rank Name, USN, Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, (present duty station)
(2) Commander, Navy Personnel Command (PERS-834)

Subj: QUALIFIED RESIGNATION FROM NAVAL SERVICE FOR AN HONORABLE DISCHARGE

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

Encl: (1) Officer's Statement

1. Per reference (a), MILPERSMAN 1920-200, I hereby submit my resignation from the naval Service of the United States (U.S.) and request that it be accepted. I have been informed and understand that if my resignation herein submitted is accepted, I will subsequently receive an honorable discharge from the naval Service. While I will be entitled to the major portion of veteran's rights and benefits presently authorized for former officers whose service has been similar to my own, should any present or future statute change a condition precedent to the granting of rights and benefits thereunder, my eligibility for such rights and benefits may at least be doubtful.

2. To my knowledge, I am [not] financially indebted to the U.S. Government. I understand that if indebtedness exists, I may be required to repay the prorated amount and would be contacted by the Defense Finance and Accounting Service following my separation to arrange payment (bonuses will be recouped prior to separation if possible by the officer's servicing transaction service center).

3. Current mailing address, telephone number, and personal e-mail address:

4. Completion date of any service obligations incurred as a result of contracts signed with the Navy:

EXHIBIT 2
QUALIFIED RESIGNATION FOR HONORABLE DISCHARGE
(continued)

5. Statement the officer wishes to make on his or her own behalf. (Statement should be temperate in tone, focusing on root causes, and not impugn the character or integrity of other persons. If statement cannot be completed in one paragraph, submit statement as enclosure (1). This information will be included in the information provided to the Secretary of the Navy for consideration in the final disposition of the officer's separation.) (Signature)

Note: A statement of non-indebtedness or indebtedness is required in a letter submitting qualified resignation. Commanding officers must ensure that disbursing officers are notified of the pending separation of any officer who might be indebted to the Government.

EXHIBIT 3
QUALIFIED RESIGNATION FOR GENERAL (UNDER HONORABLE CONDITIONS)
(Use proper letter format containing the following information)

Date

From: Rank Name, USN, Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, [present duty station]
(2) Commander, Navy Personnel Command (PERS-834)

Subj: QUALIFIED RESIGNATION FROM NAVAL SERVICE FOR A GENERAL (UNDER HONORABLE CONDITIONS) DISCHARGE

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

Encl: (1) Officer's Statement

1. Per reference (a), MILPERSMAN 1920-200, I hereby submit my resignation from the naval Service of the United States (U.S.), and request that it be accepted. I have been informed and understand that if my resignation herein submitted is accepted, I will subsequently receive a General (under honorable conditions) discharge from the naval Service, that such separation, although considered by the Navy department to be under honorable conditions, is not the highest qualitative type of separation provided for officers of the naval Service and that, while I will be entitled to the major portion of veteran's rights and benefits presently authorized for former officers whose service has been similar to my own, should any present or future statute specifically require honorable discharge as a condition precedent to the granting of rights and benefits thereunder, my eligibility for such rights and benefits may at least be doubtful.

2. To my knowledge, I am [not] financially indebted to the U.S. Government. I understand that if indebtedness exists, I may be required to repay the prorated amount and would be contacted by the Defense Finance and Accounting Service following my separation to arrange payment (bonuses will be recouped prior to separation, if possible, by the officer's servicing transaction service center).

EXHIBIT 3
QUALIFIED RESIGNATION FOR GENERAL (UNDER HONORABLE CONDITIONS)
(continued)

3. Current mailing address, telephone number, and personal e-mail address:

4. Completion date of any service obligations incurred as a result of contracts signed with the Navy:

5. Statement the officer wishes to make on his or her own behalf. (Statement should be temperate in tone, focusing on root causes, and not impugn the character or integrity of other persons. If statement cannot be completed in one paragraph, submit statement as enclosure (1). This information will be included in the information provided to the Secretary of the Navy for consideration in the final disposition of the officer's separation).

(Signature)

Note: A statement of non-indebtedness or indebtedness is required in a letter submitting qualified resignation. Commanding officers must ensure that disbursing officers are notified of the pending separation of any officer who might be indebted to the Government.

EXHIBIT 4
QUALIFIED RESIGNATION FOR THE GOOD OF THE NAVAL SERVICE
(Use proper letter format containing the following information)

Date

From: Rank Name, USN, Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, (present duty station)
(2) Convening Authority (if applicable)
(3) Commander, Navy Personnel Command (PERS-834)

Subj: RESIGNATION FOR THE GOOD OF THE NAVAL SERVICE

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)
(b) SECNAVINST 1920.6D

Encl: (1) Officer's Statement

1. Per reference (a), MILPERSMAN 1920-200, I hereby submit my resignation from the naval Service of the United States (U.S.) for the good of the Service and I request that it be accepted. I have been informed and understand that if my resignation for the good of the naval Service, which is herein submitted, is accepted I will subsequently receive a certificate of discharge from the naval Service which will state upon its face that it is under conditions other than honorable (OTH); that I may be deprived of substantial rights, benefits, and bounties which Federal or State legislation confers, or may hereafter confer, upon persons with honorable service in, or honorably separated from, the Armed Forces of the U.S.; and that I may expect to encounter substantial prejudice in civil life in situations wherein the nature of service rendered in, or the character of separation from, the Armed Forces may have a bearing. I understand detachment will be immediately after approval.

2. To my knowledge, I am [not] financially indebted to the U.S. Government. I understand that if indebtedness exists, I may be required to repay the prorated amount and will be contacted by the Defense Finance and Accounting Service following my separation to arrange payment (bonuses will be recouped prior to separation if possible by the officer's servicing transaction service center).

EXHIBIT 4
QUALIFIED RESIGNATION FOR THE GOOD OF THE NAVAL SERVICE
(continued)

3. Current mailing address, telephone number, and personal e-mail address:

4. Completion date of any service obligations incurred as a result of contracts signed with the Navy:

5. I am waiving my right to a board of inquiry required normally per reference (b).

6. Statement the officer wishes to make on his or her own behalf. (Should be temperate in tone, focusing on root causes, and not impugn the character or integrity of other persons. If statement cannot be completed in one paragraph, submit statement as enclosure (1). This information will be included in the information provided to the Secretary of the Navy for consideration in the final disposition of the officer's separation.)

(Signature)

Note 1: A statement of non-indebtedness or indebtedness is required in a letter submitting qualified resignation. Commanding officers must ensure that disbursing officers are notified of the pending separation of any officer who might be indebted to the Government.

Note 2: An officer, whose resignation for the good of the naval Service is accepted, will subsequently be awarded an OTH discharge.

EXHIBIT 5
QUALIFIED RESIGNATION TO ESCAPE COURT-MARTIAL
(Use proper letter format containing the following information)

Date

From: Rank Name, USN, Designator
To: Secretary of the Navy
Via: (1) Commanding Officer, (present duty station)
(2) Convening Authority (if applicable)
(3) Commander, Navy Personnel Command (PERS-834)

Subj: RESIGNATION TO ESCAPE COURT-MARTIAL

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)
(b) SECNAVINST 1920.6D

Encl: (1) Sample Charges and Specifications
(2) Confession and or Statement to Sample Charges
(3) Psychological Assessment

1. Per reference (a), MILPERSMAN 1920-200, I hereby submit my resignation from the naval Service of the United States (U.S.) to escape trial before a general court-martial (GCM). I have been informed and understand that if my resignation to escape trial before a GCM is accepted, which is herein submitted, I will subsequently receive a certificate of discharge from the naval Service which will state upon its face that it is under conditions other than honorable (OTH); that I may be deprived of substantial rights, benefits, and bounties which Federal or State legislation confers, or may thereafter confer, upon persons with honorable service in or honorably separated from the Armed Forces of the U.S.; and that I may expect to encounter substantial prejudice in civil life in situations wherein the nature of service rendered in, or the character of separation from the Armed Forces may have a bearing. I understand detachment will be immediately after approval.

2. To my knowledge, I am [not] financially indebted to the U.S. Government. I understand that if indebtedness exists, I may be required to repay the prorated amount and would be contacted by the Defense Finance and Accounting Service following my separation to arrange payment (bonuses will be recouped prior to separation, if possible, by the officer's servicing transaction service center).

EXHIBIT 5
QUALIFIED RESIGNATION TO ESCAPE COURT- MARTIAL
(continued)

3. Current mailing address, telephone number, and personal e-mail address:

4. Completion date of any service obligations incurred as a result of contracts signed with the Navy:

5. Enclosures (1) through (3) are submitted per reference (a), MILPERSMAN 1920-200.

6. I am waiving my right to a board of inquiry required normally per reference (b).

(Signature)

Note 1: A statement of non-indebtedness or indebtedness is required in a letter submitting qualified resignation. Commanding officers must ensure that disbursing officers are notified of the pending separation of any officer who might be indebted to the Government.

Note 2: As this form of resignation indicates, it is submitted by the officer as an alternative to facing trial before a GCM and to eliminate the possibility that such a trial may result in conviction with possible dismissal from the naval Service and imprisonment.

Note 3: An officer desiring to submit such a resignation must include a set of sample charges and specifications alleging offenses for which the officer might be brought to trial.

Note 4: Prior to permitting an officer to resign in this manner, the officer must submit, with the resignation, a complete and detailed statement in the nature of a confession of the offenses concerned and matters pertaining thereto.

Note 5: It is desirable that a statement be provided by a naval psychiatrist (or by a naval medical officer if a psychiatrist is not conveniently available), setting forth his or her professional opinion concerning the mental and physical condition of the officer submitting the resignation.

EXHIBIT 5
QUALIFIED RESIGNATION TO ESCAPE COURT- MARTIAL
(continued)

Note 6: An officer, whose resignation to escape trial by court-martial is accepted, will subsequently be awarded an OTH discharge.

EXHIBIT 6
UNQUALIFIED RESIGNATION FOR NAVY RESERVE OFFICERS
(Use proper letter format containing the following information)

Date

From: Rank Name, USNR, Designator
To: Commander, Navy Personnel Command (Pers-911D)

Subj: REQUEST FOR RESIGNATION OF COMMISSION

Ref: (a) BUPERSINST 1001.39F
(b) SECNAVINST 1920.6D
(c) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

1. Per references (a), (b) and (c), MILPERSMAN 1920-200, I voluntarily request resignation of my commission from the United States Navy Reserve with an effective date of _____.

2. The following information is provided:

a. Current Mailing Address:

_____

_____

b. Telephone Numbers: _____(Home)_____(Work)

c. E-mail address: _____

d. Reason for Resignation:

_____

_____

_____

EXHIBIT 6
UNQUALIFIED RESIGNATION FOR NAVY RESERVE OFFICERS
(continued)

3. To my knowledge, I am not financially indebted to the United States Government.

_____
(Member's signature)

Note: Mail to:
Commander, Navy Personnel Command (PERS-911D)
5720 Integrity Drive
Millington, TN 38055

E-mail to: PERS-911d.fct@navy.mil

MILPERSMAN 1920-210

TYPES OF DISCHARGE FOR OFFICERS

Responsible Office	NAVPERSCOM (PERS-834)	Phone: Toll Free E-mail:	1-866 U ASK NPC PERS-834@navy.mil

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Types of Discharge Certificates**. Officers who have been separated from the Navy, as distinguished from those merely released from an active duty status, with certain infrequent exceptions, are entitled to one of the following types of discharge certificates:

a. An honorable discharge certificate will generally be granted to officers under circumstances that would warrant such a discharge in the case of an enlisted member in the Navy. The following will govern the issuance of honorable discharge certificates:

(1) Acceptance of unqualified resignations; use proper letter format per MILPERSMAN 1920-190;

(2) Discharge of reserve officers on inactive duty for age, failure to maintain physical qualifications, physical standards, or for reasons which, by administrative determination, entitle them to honorable discharges;

(3) Discharge by reason of no future need for the services that an officer is qualified to perform;

(4) Discharge because of failure to pass professional examination for promotion or failure of selection for promotion; or

(5) Administrative separation for cause in cases wherein the cause of separation is not deemed to be of such nature as to preclude honorable discharge, for example:

(a) Academic failures despite honest effort;

(b) Personality defects or physical deficiencies, despite the member concerned is believed to have performed service to the best of his or her ability; or

(c) Other conditions generally resulting in an honorable discharge for enlisted personnel.

b. A general discharge certificate must be granted to officers administratively separated for causes wherein the cause for separation or the previous record of the officer concerned is of such a nature to preclude an honorable discharge, but is not of such a nature to require discharge under conditions other than honorable, for example:

(1) Acceptance of qualified resignations;

(2) Academic failures due at least in part to lack of effort;

(3) Personality defects or physical deficiencies unaccompanied by a record of performance deemed to represent the best of which the member is capable;

(4) Separation for habitual drunkenness and chronic default in the fulfillment of legal obligations; or

(5) Separation for any cause wherein review of the concerned member's record of service indicates performance of duty of a consistently below average or unsatisfactory character.

c. No certificate must be awarded to an officer separated whenever the circumstances prompting separation are not deemed consonant with traditional Navy concepts of "honor;" examples of situations in which this type of discharge must be awarded are:

(1) Acceptance of a resignation to escape dismissal. Such resignations are typified for the "good of the Service" and submitted using proper letter format per MILPERSMAN 1920-190;

(2) Acceptance of a resignation to escape trial by general court-martial. Such resignations are typified for the "good of the Service" and submitted using proper letter format per MILPERSMAN 1920-190;

(3) Acceptance of a resignation for the "good of the Service." This type of resignation must be submitted using proper letter format per MILPERSMAN 1920-190;

(4) Separation of an officer by reason of record of civilian criminal conviction;

Note: Exception is for an officer dropped from the rolls under statutory provisions to whom no certificate of discharge is awarded.

(5) Separation for drug addiction; or

(6) Separation for other reasons generally resulting in the award of an "other than honorable."

d. Officers separated from the Service by dismissal pursuant to sentence of general a court-martial must not be awarded a certificate of discharge of any of the characters set forth above. Their only separation document must be a letter signed by the Secretary of the Navy or by an authority to whom he or she has lawfully delegated the function, informing the officers concerned of their trial, conviction, sentence, and departmental action upon and approval of the sentence and fact of dismissal. This is the lowest type of separation from the Navy. It is now officially, in all respects, equivalent to a dishonorable discharge.

2. **Administrative Separation**. The authority recommending the administrative separation of an officer must also recommend the type of discharge per paragraph 1 above.

3. **Determination of Name and Characterization of Separation**. Ultimate determination as to the type and character of separation of an officer must be made by the separation authority. The following is emphasized:

a. Certificates of discharge must be issued from the Department of the Navy alone. Under no circumstances will a ship or station issue any form of certificate of discharge to a member separated from the Service as a warrant or commissioned officer

b. Certificates must be issued only following separation (only) from the Service and not upon release to inactive duty.

4. **Submission**. Follow personally identifiable information guidelines published on the Navy Personnel Command (NAVPERSCOM) Web site under NAVPERSCOM, Officer and Performance Separations Branch (Pers-834) organization code at: http://www.public.navy.mil/bupers-npc/career/personnelconductandseparations/Pages/OfficerPerformanceSeparations.aspx.

MILPERSMAN 1920-230

SEPARATION OF OFFICERS UNDER VARIOUS STATUTORY PROVISIONS NOT INCLUDED IN OTHER ARTICLES

Responsible Office	NAVPERSCOM (PERS-834)	Phone: Toll Free	1-833-330-MNCC (6622)

MyNavy Career Center	Phone: Toll Free Email: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C., Section 1161 (b) 10 U.S.C., Section 12684 (c) 5 U.S.C., Sections 8311-8322 (d) SECNAVINST 1920.6C (e) 10 U.S.C., Sections 1201-1222

1. **Introduction**. Certain statutes make provisions for separation of officers under specific circumstances. Guidance concerning selected statutes and related general situations for reference are enumerated below.

2. **Limitations on Dismissal of Commissioned Officers**. Reference (a) provides for dismissal of a commissioned officer of the Armed Forces in time of war by order of the President. It further provides that the President may at any time drop from the rolls of any Armed Forces a commissioned officer who meets one of the following criteria:

a. Has been absent without authority for at least 3 months; or

b. Sentenced to confinement in a federal or state penitentiary or correctional institution after having been found guilty of an offense by a civil or military court, and whose sentence has become final.

3. **Reserves: Separation for Absence without Authority or Sentenced to Imprisonment**. Reference (b) provides that the President or the secretary of a military department may drop from the rolls of the Armed Force concerned any reservist who has been absent without authority for at least 3 months, or who is sentenced to confinement in a federal or state penitentiary or correctional institution after having been found guilty of an offense by a civil or military court, and whose sentence has become final.

4. **Dropping from the Rolls for Conviction by a Civil Court**

a. It is the policy of the Department of Defense that members of the Armed Forces entitled to receive retired pay may be dropped from the rolls of the Armed Force concerned only for conviction by a civil court of offenses depriving them of retired pay under reference (c) for offenses involving the national security, perjury, or subornation of perjury. Reference (c), section 8319 specifically provides that the President may drop from the rolls any member of the Armed Forces who is deprived of retired pay under the provisions of reference (c).

b. Those sections provide, in general, for loss of retired pay upon conviction of offenses involving the national security, perjury, or subornation of perjury upon refusal to testify, produce records, or absent oneself from the U.S. to avoid prosecution. Action to initiate dropping an officer from the rolls must be undertaken by Navy Personnel Command using guidelines contained in reference (d).

5. **Separation of a Member Who Incurs Disability through Misconduct or Neglect**. Reference (e), section 1207 provides that a member of the Armed Forces must be separated from the Armed Force without entitlement to any benefits under reference (e) if the member incurs disability as a result of his or her intentional misconduct, willful neglect, or during a period of unauthorized absence, and the Secretary of the military department concerned determines that the disability makes the member unfit to perform the duties of his or her office, grade, rank, or rating.

MILPERSMAN 1920-240

RELEASE OF OFFICERS FROM ACTIVE DUTY PRIOR TO COMPLETION OF MINIMUM SERVICE REQUIREMENT (MSR) TO PARTICIPATE IN ACTIVITIES WITH POTENTIAL RECRUITING OR PUBLIC AFFAIRS BENEFIT TO THE NAVY

Responsible Office	OPNAV (N13)/ OPNAV(N131)	Phone: DSN COM FAX	225-2301 (703) 693-2301 224-1189

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) 10 U.S.C. 6959 (b) 10 U.S.C. 2005 (c) SECNAV Policy Memorandum dated 14 July 2011

1. **Policy**

a. Per references (a), (b), and (c), Navy officers may request early release from active duty (ACDU) prior to completion of minimum service requirement (MSR) to participate in activities with potential recruiting or public affairs benefit to the Navy. Given the Department of the Navy's (DONs) need to obtain the highest return on investment in recruiting, education, and training, there is a strong presumption that the vast majority of our military personnel will complete their MSR prior to release from ACDU; however, some exceptional personnel with unique talents may be released from ACDU when there is the strong expectation that they will provide the Navy with significant favorable media exposure likely to enhance national recruiting or public affairs efforts. Such personnel will be expected to use their talents in a manner that generates significant positive national media coverage within the United States.

b. Personnel who believe they may benefit the DON by using their unique talents outside the Navy, may submit a request for

release from ACDU to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)), via the chain of command delineated in the procedures specified per MILPERSMAN 1920-240. The request must contain specific proposals describing how the individual's talents will be used to benefit the Navy's national recruiting or public affairs efforts. In evaluating such a request, the chain of command and ASN(M&RA) will consider the current needs of the Navy, the quality of the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired benefit for the DON. Each decision will be made on a case-by-case basis.

c. Officers must have served on ACDU for at least 24 months of their current MSR before being eligible for release from ACDU. Personnel serving during a period of obligated service incurred for advanced education or technical training (including postgraduate education, law school, medical residency, flight training, and equivalent programs) may request early release; however, early release requests for personnel in advanced education or technical training programs will remain subject to the statutory MSRs of the applicable program. The presumption against approval of such requests will be particularly strong.

d. Officers may apply for early release from ACDU if they have secured a contract or similar binding commitment that guarantees an opportunity to pursue an activity providing potential public affairs or recruiting benefit. In all cases, the contract must reflect the intent of the parties to employ the individual in a way that brings credit to the DON and in a manner that would have potential positive recruiting or public affairs benefit to the DON. Early release from ACDU shall be conditioned on the execution of a written agreement as follows:

(1) To accept Selected Reserve status in the Navy serving in support of Navy public affairs or recruiting; and

(2) To serve in good standing in the Selected Reserve of the Navy for a period of not less than two times the length of the individual's remaining ACDU MSR.

2. **Procedures**. Pursuant to the policies contained per paragraph 1 of this article, a naval officer desiring release from ACDU United States Naval Reserve or discharge United States

Navy prior to completion of MSR to participate in activities with potential recruiting or public affairs benefit to the Navy, must request permission from ASN(M&RA) via the officer's:

a. Commanding officer (CO);

b. Commander, Navy Personnel Command (COMNAVPERSCOM);

C. Chief of Naval Personnel (CHNAVPERS)

d. Vice Chief of Naval Operations; and

e. Chief of Naval Operations (CNO).

3. **Contents of Letter of Request**. The proper format for the letter of request for release from ACDU Release from active duty (RAD) prior to completion of MSR to participate in activities with potential recruiting or public affairs benefit to the Navy is as follows:

Date

From: [Rank, Name, USN/USNR, SSN/Designator]
To: Assistant Secretary of the Navy (Manpower and Reserve Affairs)
Via: (1) Commanding Officer, [present duty station]
(2) Commander, Navy Personnel Command (PERS-4)
(3) Chief of Naval Personnel
(4) Vice Chief of Naval Operations
(5) Chief of Naval Operations

Subj: REQUEST FOR RELEASE FROM ACTIVE DUTY PRIOR TO COMPLETION OF MININUM SERVICE REQUIREMENT TO PARTICIPATE IN [activity with potential recruiting or public affairs benefit to the Navy]

Ref: (a) MILPERSMAN 1920-240

Encl: (1) Reason for submission of request. [Specific proposals describing how the requesting officer's talents will be used to benefit the Navy's national public relations and recruiting efforts]
(2) Copy of applicable contract [or similar binding commitment that guarantees the requesting officer an opportunity to pursue an activity providing potential positive public affairs or recruiting benefit]

1. I hereby submit my request for a release from active duty (RAD) in the Naval Service of the United States and request it be accepted. My active

duty service obligation will expire in [month/year]. I desire to be released from active duty in [month/year].

2. To my knowledge, I am not indebted to the Government of the United States.

3. My reason(s) for requesting RAD are provided in enclosures (1) and (2).

4. I fully understand that approval of my request is contingent upon my commitment to accept Selected Reserve status in the Navy serving in support of Navy public affairs or recruiting.

a. To serve in the Selected Reserve of the Navy for a period of not less than two times the length of my remaining active duty minimum service requirement.

b. Acknowledgement that if I am serving during a period of obligated service incurred advanced education or technical training, including postgraduate education, law school, medical residency, flight training, and equivalent programs I may request early release; however, my early release request will remain subject to the statutory minimum service requirements of the applicable program.

5. Home of record (city and state recorded as home of record of the officer when commissioned, reinstated, appointed, inducted, or ordered to relevant tour of active duty) is _____.

6. Place of entry (city and state where the officer appointment acceptance and oath of office was signed; for Naval Academy graduates, the place of entry is Annapolis, MD; for Naval Reserve Officer Training Corps (NROTC)/STA-21 graduates, the place of entry is the city and state of the college or university attended) is _____.

[Signature]

4. **CO's Endorsement**

a. The following outlines minimum mandatory inclusions required for a properly drafted command endorsement letter:

(1) COs must forward RAD request by endorsement within 30 days and must certify information provided in the officer's RAD letter is correct; and

(2) The CO's endorsement shall comment on the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired positive benefit

for the DON. The CO should also provide a recommended disposition of the request.

b. All information concerning an officer's RAD request must be provided to:

(1) NAVPERSCOM, Career Management Department (PERS-4);

(2) CHNAVPERS;

(3) Vice Chief of Naval Operations;

(4) CNO; and

(5) ASN (M&RA)

so that appropriate recommendations and final action may be taken. This information is very useful to each level in the chain of command in formulating a decision.

MILPERSMAN 1920-250

ADMINISTRATIVE SEPARATION OF NAVY CHAPLAIN CORPS OFFICERS UPON LOSS OF PROFESSIONAL QUALIFICATIONS

Responsible Office	CNO (N097)	Phone: DSN COM FAX	224-4437 (703) 614-4437 224-4725

References	(a) 10 U.S.C. 643 (b) DODD 1304.19 of 11 June 2004 (c) DODI 1304.28 of 11 June 2004 (d) SECNAV 1730.7B (e) SECNAVINST 1920.6C (f) OPNAVINST 1120.9 (g) COCINST 1110.1H (h) OPNAVINST 1210.5 (i) OPNAVINST 1811.3 (j) OPNAVINST 1820.1

1. **Purpose**. To implement the provisions of references (a), (b), and (c) and establish policy and procedures for the administrative separation of a chaplain upon loss of professional qualifications.

2. **Policy**. A Chaplain Corps (CHC) officer whose ecclesiastical endorsement is withdrawn or expires, must reestablish professional qualification to serve as a chaplain, seek redesignation in another competitive category, or be separated from the Department of the Navy (DON).

3. **Responsibilities**

a. **Chief of Naval Personnel (CHNAVPERS)** shall process for administrative separation any CHC officer who loses ecclesiastical endorsement under the procedures set forth in this article.

b. **Chief of Navy Chaplains** shall

(1) notify CHNAVPERS when an ecclesiastical endorsing agent withdraws endorsement of a CHC officer, or a CHC officer otherwise loses endorsement.

(2) upon receipt of a new ecclesiastical endorsement, consider the chaplain's record and needs of the DON to determine whether or not to recertify a chaplain's professional qualification and recommend continuance.

c. **The chaplain** shall

(1) notify the Chief of Navy Chaplains, in writing, of any loss of endorsement.

(2) in any and every absence of a valid and current ecclesiastical endorsement, refrain from functioning as a chaplain (see reference (d)).

4. **Procedures**

a. **Initiation of Processing**. CHNAVPERS shall initiate administrative separation processing under this article when notified in writing by the Chief of Navy Chaplains that an ecclesiastical endorsing agency has withdrawn its endorsement, or a chaplain has otherwise lost ecclesiastical endorsement. Processing under this article is authorized only when loss of ecclesiastical endorsement is the sole cause for consideration for separation. When separation is appropriate for reasons other than the loss of ecclesiastical endorsement, processing under this article is not authorized except under unusual circumstances when recommended by CHNAVPERS and authorized by the Secretary of the Navy (SECNAV). Separation for reasons other than removal of ecclesiastical endorsement will be processed under reference (e).

b. **Notification**. When administrative separation processing under this instruction is initiated, CHNAVPERS shall notify the individual chaplain in writing that

(1) the chaplain's ecclesiastical endorsement has been withdrawn.

(2) the chaplain has a right to consult with military counsel or with civilian counsel (obtained at no expense to the government), and authorization to submit statements in response to the notice.

(3) The chaplain may exercise one of the following options:

(a) Obtain another valid ecclesiastical endorsement within 60 days of notification of withdrawal per references (f) and (g). CHNAVPERS may grant an extension upon reasonable justification.

(b) Apply for reappointment in a competitive category other than the CHC under references (a), (b), (f), and (g) with the understanding that the officer shall be discharged voluntarily as a chaplain on one day and appointed in a non-chaplain capacity on the next day.

(c) Apply for voluntary retirement, if eligible, under references (h), (i), or (j).

(d) Tender a voluntary resignation under reference (c).

(4) If the chaplain takes no action or fails to obtain either a new ecclesiastical endorsement or reappointment as a non-chaplain officer, the chaplain shall be separated with an appropriate discharge per instructions issued by CHNAVPERS.

c. **Response**. The chaplain shall have 10 working days if on the Active Duty List, or 30 calendar days if in the Reserve Component, to respond, in writing, to the notification of the withdrawal of ecclesiastical endorsement. CHNAVPERS may grant an extension to the officer if a request is submitted in a timely manner and demonstrates reasonable justification. If the chaplain states intent to consult with military or civilian counsel, CHNAVPERS shall notify the chaplain promptly, in writing, of the date and manner by which such request must be submitted. Failure by the chaplain to respond to this notification is sufficient reason to complete processing for separation under the provisions of para. 4d, below.

d. **Action by SECNAV**. SECNAV may take action as provided in reference (b):

(1) Continue the CHC officer’s service upon receipt of a new ecclesiastical endorsement, certification of professional qualifications by the Chief of Navy Chaplains, and recommendation by CHNAVPERS.

(2) Approve the voluntary retirement of an eligible applicant.

(3) Accept a voluntary resignation, if tendered, and separate the officer.

(4) Reappoint an officer in a competitive category other than the CHC upon recommendation by CHNAVPERS.

(5) Involuntarily separate the officer with an appropriate discharge by reason of loss of professional qualifications if the actions in paras. 4d(1)-4d(4) are not requested or approved.

MILPERSMAN 1920-260

OFFICER UNAUTHORIZED ABSENCE (UA)

Responsible Office	NAVPERSCOM (PERS-834)	Phone: Toll Free	1-833-330-MNCC (6622)
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) NAVSUP P-1, Naval Supply System Command Manual (b) NAVMED P-117, Manual of the Medical Department (c) Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG)

1. **Unauthorized or Unexplained Absence (UA)**

a. For all O-6 and below cases of unauthorized or unexplained absence (including failure to report in compliance with official orders, missing movement, or absence over leave or liberty), a commander must immediately notify Navy Personnel Command (NAVPERSCOM) Officer Performance and Separations Branch (PERS-834), preferably via encrypted e-mail. The notification should include the facts and circumstances surrounding the officer's absence. In addition, the commander must notify the servicing personnel support detachment or personnel office. See MILPERSMAN 1611-010 for additional details concerning officer administrative separations.

b. If an officer has been absent for 10 days and has not been declared a deserter, notify the officer's next-of-kin (NOK) by letter. If the officer returns prior to being declared a deserter, notify the NOK of such return. Use the unauthorized or unexplained absence sample letter below:

"I regret the necessity of informing you that your (son/daughter /spouse, or insert other relationship (as appropriate)) (insert full name and rank), who was attached to (this/the) ship (or command (as appropriate)) has been on unauthorized absence since (date). Should you know of the whereabouts of your (son/ daughter/spouse or other relationship), it is suggested that you urge (him/her) to surrender to the nearest naval or other military activity immediately, since the gravity of (his/her) offense increases with each day of (his/her) unauthorized absence. Should your (son/daughter/spouse/other relationship) remain absent for 30 days, (he/she) will be declared a deserter, and a Federal warrant will be issued. Information concerning (his/her) absence will be provided to the National Crime Information Center, which, in turn, is available to all law enforcement agencies throughout the country."

2. **Desertion**

a. Once an officer has been absent for more than 30 days, DD 553 Deserter/Absentee Wanted by the Armed Forces must be issued on the 31st day of absence. If any of the following situations initially appear to be the case, issue DD 553 immediately:

(1) If circumstances indicate the officer does not intend to return (manifest intent).

(2) The officer is absent without authority, without regard to length of absence, and has gone to or remains in any foreign country, and while in such foreign country, has requested, applied for, or accepted any type of asylum or residence permit from such country or any governmental agency thereof.

b. The original DD 553 must be forwarded to the Navy Absentee Collection and Information Center (NACIC), Millington, TN at e-mail: nacic-ops@navy.mil.

Note: Maximum notification to the Military Services agencies near the place where the unauthorized absence occurred should be made. In foreign ports, when the assistance of civil authorities is required, the commander should prepare and sign a descriptive report and send it to the nearest consul of the United States.

c. In case of aliens believed to be in a foreign country, send a copy of the DD 553 to the following:

DEPARTMENT OF STATE ATTN VISA OFFICER SCA VO STATE ANNEX NUMBER 2 WASHINGTON DC 20520

d. For U.S. citizens believed to be in a foreign country, send a copy to the following:

DEPARTMENT OF STATE PASSPORT OFFICE PTLS 1425 K STREET NW WASHINGTON DC 20524

e. A copy of DD 553 must also be filed in the officer's service record, but removed upon the officer's return and completion of administrative and or disciplinary action.

f. NAVPERSCOM will normally notify the Federal Bureau of Investigation (FBI) concerning absentees. When unusual circumstances exist, such as unauthorized absentees who are escaped prisoners or are dangerous, the commander should notify the FBI.

g. After DD 553 has been issued, it will remain effective until such time as the officer's return to naval jurisdiction.

h. When DD 553 is issued, the commander must collect, inventory, and place the absentee's personal effects in safekeeping. Instructions for the appointment of an inventory board and detailed description of its duties are contained in reference (a). The personal effects of an absentee must be held at the absentee's parent command for 3 months, after which they will be disposed of per reference (a). If the officer returns to naval jurisdiction within 3 months after commencement of absentee status, the officer's personal effects will be returned to the officer at the officer's request, should the officer so desire. If the officer returns to naval jurisdiction after 3 months following commencement of unauthorized absence, the officer's personal effects may be forwarded, at the officer's expense, provided the officer is still in naval custody.

3. **Service Treatment Records (STR) and Pay Accounts**. An absentee's STR (medical and dental) will be handled per reference (b). The absentee's pay account will be maintained per reference (c). For administrative purposes, the absentee will remain attached to the absentee's parent command until further instructions are received from NAVPERSCOM. Officers who become absentees subsequent to detachment, but prior to reporting to a new duty station, are attached, for administrative purposes, to the first activity to which ordered to report for duty.

Note: The officer's pay may be stopped at the same time he or she is declared UA.

4. **Return of Absentee**. Upon an absentee's return from unauthorized absence, the commander receiving the absentee must report the circumstances by message to NAVPERSCOM Corrections and Programs Office (PERS-00D) and NACIC, including action taken or contemplated. The receiving commander will submit DD 616 Report of Return of Absentee to NAVPERSCOM with copies to addressees listed on the previously issued DD 553 (if available). NAVPERSCOM will distribute copies of the DD 616 if the addressees are unknown by the commander receiving the absentee. Appropriate disciplinary action, (as warranted) must be initiated by the command to which the absentee returns, unless the absentee returns to one other than his or her assigned duty station. In the latter case, NAVPERSCOM will determine the responsible commander and issue appropriate orders. The commander of the officer concerned will initiate actions to affect any loss of pay or earned leave in cases of unexcused absence. Reports of such action will be submitted to the disbursing officer to forward to the Defense Finance and Accounting Services.

MILPERSMAN 3060-010

COMMAND INDIVIDUAL AUGMENTEE COORDINATOR (CIAC)

Responsible Office	USFF (N1 GFM)	Phone: COM FAX E-mail:	(757) 836-4409 836-6234 usff nflt n1 gfm policy assessment@us.navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) OPNAVINST 3060.7D

1. **Purpose**. To provide guidance in administering the Command Individual Augmentee Coordinator (CIAC) Program, managed by U.S. Fleet Forces Command (USFF) (N1 Global Force Management (GFM)). This article supersedes and cancels CNO WASHINGTON DC 020107Z Apr 09 (NAVADMIN 099/09).

2. **Policy**

a. Navy commands with Sailors departing for, currently on, or returning from individual augmentee (IA) assignments must formally designate a CIAC. These commands are termed parent commands in this article.

b. The CIAC serves as the command's primary liaison for IA Sailors and their families, addressing issues, questions, and concerns. A CIAC supports the Sailor beginning with the Sailor's receipt of orders and ending 180 days after the Sailor's return from deployment. Return from deployment is defined as the Sailor's return to his or her homeport or permanent duty station. Although CIACs might not resolve every issue directly, they connect with relevant parties for solutions. The commanding officer (CO) will ensure that a CIAC is designated in the Navy Family Accountability and Assessment System (NFAAS) and that the CIAC adheres to the guidelines set in this article.

c. Echelon 2 commands (Ech 2) will ensure their subordinate commands comply with this article. An immediate superior in

command (ISIC) may assume CIAC responsibilities if it deems it impractical for a parent command to perform this function. Ech 2s must conduct annual self-assessments of the CIAC and Deployment Health Assessment Programs and ensure subordinate commands include CIAC and deployment health assessments in their own unit-level inspection programs per reference (a). Subparagraphs 1b(1) through 1b(4) specify commands holding parent command responsibility.

(1) **Individual Augmentee Manpower Management (IAMM) and Overseas Support Assignment (OSA)**. Commands with a Sailor on temporary duty orders in support of an IAMM or OSA or an IAMM auxiliary or embedded alternate, will retain parent command responsibility for the Sailor throughout the duration of his or her assignment.

(2) **Global Support Assignment (GSA)**. An officer's detaching command holds parent command responsibility from order issuance until the officer reports to Mobilization and Deployment Support Command (MDSC)'s Navy Mobilization Processing Site (NMPS). MDSC assumes responsibility until the officer reports to his or her subsequent parent command following the officer's return from deployment. The subsequent parent command assumes CIAC responsibility until a total of 180 days after the officer's return from deployment. Changes to the responsible command and assigned CIAC throughout this process must be documented in NFAAS. The command assuming responsibility must "pull" the officer into its command using the "update unit identification code (UIC)" option within NFAAS.

(3) **Ready Reserve and Voluntary Training Unit (VTU) Sailors**. The Navy Reserve activity (NRA) identified in the Training Reserve unit identification code for a Sailor's billet is the default parent command from the Sailor's receipt of orders until 180 days after the Sailor's return from deployment. Additionally, NRAs are the parent commands for all assigned Training and Administration of the Reserves and Active Component (AC) staff if they deploy under IAMM or OSA deployments. Any NRA may assume CIAC responsibility for any Sailor provided the change in responsibility is documented in NFAAS.

(4) **Non-Standard IA Personnel (e.g., Joint Commands, Exchange Tours, etc.)**. USFF (N1 GFM) will assign a parent command.

d. The CIAC must be in the pay grade of E-6 or senior, preferably with IA experience. Additional supporting CIACs must be in the pay grade of E-5 or senior for those commands requiring more than one CIAC. If no suitable Sailor is available, a civilian Government employee, GS-7 or senior and in a position with sufficient authority, may be assigned as CIAC. The CIAC must ensure his or her primary e-mail address in NFAAS is his or her official Department of Defense or Navy e-mail address (ending in @us.navy.mil or @navy.mil) and not a personal, university, or government e-mail address (ending in @gmail.com, @usna.edu, or @va.gov).

e. The CO or designee will appoint a Sailor by letter as the CIAC.

f. CIAC required training consists of the items listed in subparagraphs 2f(1) through 2f(3) below:

(1) A Sailor must complete the following training within 30 days of CIAC designation:

(a) **CIAC NFAAS User Training (via Microsoft Teams)**. An annual refresher is also required. USFF (N1 GFM) facilitates these monthly sessions. Details for upcoming trainings are hosted under the "Training" tab on the NFAAS Web site at https://navyfamily.navy.mil.

(b) **USFF CIAC Basic Training (TWMS-713897)**. This course is hosted on the Total Workforce Management System (TWMS) at https://twms.dc3n.navy.mil/selfservice/online_Training_NEW/.

(c) **USFF CIAC Resources Training (TWMS-713898)**. This course is hosted on TWMS at https://twms.dc3n.navy.mil/selfservice/online_Training_NEW/.

(2) Review the IA Joint Report when released. This report provides the latest IA updates and replaces the CIAC Paddle. It is posted on the IA Web site when released at https://www.usff.navy.mil/ia/.

(3) Review the deployment handbook to learn the resources available for deploying Sailors through the Fleet and Family Support Center (FFSC). The handbook is posted on https://ffr.cnic.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/Work-and-Family-Life/Deployment-Readiness-Support/.

g. The CO must ensure the CIAC effectively performs the tasks per subparagraphs 2g(1) through 2g(21) as follows:

(1) Reviews the IA orders in their entirety with the IA Sailor and verifies that the Sailor thoroughly understands them. Ensures the IAMM auxiliary or embedded alternate is notified of his or her assignment and verifies the Sailor thoroughly understands his or her assignment.

(2) Confirms that a file is created in NFAAS for the Sailor and verifies the correct CIAC is assigned. For any NFAAS file concerns, contact USFF (N1 GFM) at usff_nflt_n1_gfm_policy_assessment@us.navy.mil.

(3) Confirms the Sailor and the Sailor's family information in NFAAS is correct and that he or she selects his or her preferred CIAC contact frequency. The CIAC informs the Sailor of the importance of maintaining current contact details in NFAAS to include updating NFAAS to reflect changes in the Sailor's overseas duty contact information.

(4) Verifies the information in Defense Enrollment Eligibility Reporting System (DEERS) is accurate.

(5) Verifies the information in the Military Health System (GENESIS) patient portal is accurate. Informs Reserve Component (RC) Sailors that the Sailor and his or her family may be eligible for TRICARE benefits up to 180 days prior to the orders start date, depending on the Reserve access authority under which the Sailor is activated.

(6) Assists the Sailor in fulfilling the requirements of MILPERSMAN 3060-080, with pre-deployment screening requirements finalized within 30 days of the Sailor receiving orders.

(a) For an AC Sailor, the parent command must promptly notify USFF (N1 GFM) through its Ech 2 chain of command of any pre-deployment screening discrepancies. The notification must state if the discrepancy disqualifies the Sailor, and if

not, note the discrepancies, detail the corrective actions, and provide an anticipated resolution timeframe.

(b) For an RC Sailor, the parent command NRA must promptly notify Commander, Navy Reserve Force Force Mobilization Division (N35), via its chain of command, of any discrepancies based on the 30-day screening requirement. The notification must state if the discrepancy disqualifies the Sailor, and if not, note the discrepancies, detail the corrective actions, and provide an anticipated resolution timeframe.

(7) Contacts the IA Sailor at least every 60 days during his or her deployment and contacts the Sailor's family based on his or her preferred frequency, properly documenting each interaction in NFAAS. A Sailor remaining in CONUS may opt out of the CIAC contact requirements. The CIAC must contact the Sailor within 60 days of the Sailor’s return to his or her parent command.

(8) Provides the Sailor and the Sailor’s family with the command’s ombudsman's contact information as well as the command's 24-hour emergency contact information, such as the quarterdeck or duty office. Notifies the command ombudsman of the Sailor's deployment and provides his or her with the family's contact information.

(9) Arranges for the Sailor and the Sailor’s family to attend IA-specific deployment briefings at FFSC as well as any other pre-deployment briefing. Ensures RC Sailors participate in a Yellow Ribbon Reintegration Program-hosted deployment readiness training event prior to activating. This training is available at https://www.yellowribbon.mil.

(10) Directs the Sailor to the relevant information and resources available on the Military OneSource Web site at https://www.militaryonesource.mil, the Navy IA Web site at https://www.usff.navy.mil/ia/, and the local FFSC. If the family moves while the Sailor is deployed, Military OneSource and FFSC may direct the family to resources available at their new location.

(11) Notifies the chain of command regarding the status of the Sailor’s family when specific events, such as unit decommissioning, prevent the command from fulfilling parent command responsibility.

(12) Ensures the Sailor’s family receives support from the detachment that remains in port if the command deploys. If a detachment does not remain, the CIAC will inform the command’s ISIC and request assistance. The CIAC ensures the transition of the Sailor’s family to the newly designated parent command and CIAC.

(13) Musters and supports the Sailor’s family, in coordination with the appropriate Navy region command, in the event of an evacuation order due to a natural disaster.

(14) Provides proactive support to the Sailor and the Sailor’s family throughout the deployment, helping resolve issues if they arise, e.g., professional support, personal support, career management, assistance with dependent identification cards, etc. The CIAC regularly updates the parent command leadership on the deployed Sailor and Sailor’s family.

(15) Includes the Sailor’s family in relevant command functions.

(16) Coordinates a welcome home or reunion event with the Sailor, making every effort to include the Sailor’s family. These events are essential in reintegrating the Sailor with his or her family and Navy command.

(a) At least 30 days prior to the Sailor's return from deployment, the CIAC will liaise with the Sailor, detaching command, NMPS, NRA, and the Sailor’s family to ascertain the Sailor's arrival details, leave plans, and timing of a reunion event.

(b) The CIAC will document all reunion events in the Sailor’s NFAAS file.

(c) The command responsible for hosting reunion events varies with the Sailor’s status and order type.

1. **Ready Reserve and VTU**. The NRA is the responsible command. For cases in which the Sailor elects to take an authorized leave of absence or does not return to the NRA within 30 days, the NRA will host a reunion event upon the Sailor’s return.

2. **Individual Ready Reserve (IRR)**. The NRA through which the Sailor was activated is the responsible command. The Navy Reserve region readiness and mobilization command (REDCOM) nearest to the Sailor's home of record is the responsible command for IRR Sailors who do not activate through an NRA.

3. **IAMM and OSA**. The Sailor's parent command is responsible.

4. **GSA**. MDSC is responsible for hosting reunion events if the returning Sailor will remain attached to MDSC for 30 days or more, including time spent on medical hold. If the Sailor is transferring in less than 30 days, the subsequent command is responsible for hosting reunion events. MDSC must inform the subsequent command of this responsibility.

(d) The CIAC provides the CO with recommendations for returning Sailor recognition events, which may include the following:

1. A command welcome at the arrival airport or transit center, unless the Sailor specifically opts out. This will include arranging transportation for the Sailor and the Sailor's family, if necessary.

2. Welcome event for the Sailor, and the Sailor's family, when feasible, at a command occasion (e.g., a picnic, quarters meeting, or breakfast).

3. Recognition of the Sailor's contribution in formal command communications (e.g., the plan of the month or command quarters).

4. In the event the responsible parent command is deployed, the parent command will coordinate the reunion event responsibility with its ISIC.

(17) Continues to track and assist the IA Sailor for 180 days post-deployment and ensures the Sailor completes all post-deployment requirements per MILPERSMAN 3060-080. Verifies, endorses, and retains a copy of required documents for 2 years per MILPERSMAN 3060-080.

(18) Recommends a Sailor and his or her family attend a Yellow Ribbon Reintegration Program-hosted returning Warrior Workshop and directs the Sailor to the Web site at (https://www.yellowribbon.mil) for registration. AC Sailors may request a quota by contacting USFF (N1 GFM), contingent upon funding availability.

(19) Coordinates transfer of parent command responsibility to the gaining command if the Sailor transfers within the 180-day period. The gaining CIAC will "pull" the NFAAS IA record into the gaining command's UIC within 10 working days. If the Sailor separates or retires within the 180-day window, the CIAC will ensure all requirements of MILPERSMAN 3060-080 are complete prior to either of these events.

(20) Ensures re-deploying Sailors are afforded time to resolve medical issues from their IA deployment. CIACs will direct RC Sailors to their respective NRA's medical department for medical assistance and support.

(21) Ensures the Sailor completes all post-deployment screening per MILPERSMAN 3060-080 within 180 days after the Sailor has returned from deployment, or prior to the separation or retirement of the Sailor. For any NFAAS file concerns, contact USFF (N1 GFM) at usff_nflt_n1_gfm_policy_assessment@us.navy.mil.

MILPERSMAN 3060-020

INDIVIDUAL AUGMENTEE MANPOWER MANAGEMENT (IAMM)

Responsible Office	USFF (N1 GFM)	Phone: COM FAX E-mail:	(757) 836-4409 836-6234 usff_nflt_n1_gfm_policy_assessment@us.navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 3000.13E (b) Navy Warfare Publication (NWP) 3 – Fleet Warfare

1. **Purpose**. This article provides policies and procedures for managing the Individual Augmentee Manpower Management (IAMM) Program. The IAMM Program is the legacy system designed for the involuntary assignment of Active Component (AC) and Training and Administration of the Reserve officer and enlisted Sailors to Secretary of Defense (SecDef)-ordered requirements via the Global Force Management Allocation Plan (GFMAP) and request for support (RFS) service augmentation requirements approved by the Chief of Naval Operations (CNO) Deputy, Operations, Plans and Strategy, and Warfighting Development (CNO N3N5N7). This article supersedes and cancels CNO WASHINGTON DC 061631Z Jan 08 (NAVADMIN 002/08), CNO WASHINGTON DC 240053Z Jan 09 (NAVADMIN 024/09), and CNO WASHINGTON DC 0723348Z Oct 10 (NAVADMIN 332/10).

2. **Policy**. United States Fleet Forces (USFF) Director, Global Force Management (N1 GFM) is the Navy's executive agent (EA) for individual augmentation (IA). The information in this IAMM article is not exhaustive and exceptions to the below business rules are considered on a case-by-case basis, provided the exception would not conflict with policy published by USFF (N1 GFM) or other applicable policies, directives, or regulations. All IA requirements are validated (first time) or re-validated

(rotational) on an annual basis through a defined Joint Staff process and ordered to the Navy by the SecDef. Once a requirement is ordered by the SecDef to Navy, Joint Staff expects the requirement to be filled. Similarly, for CNO N3N5N7-approved service augment RFS requirements, CNO N3N5N7 expects those requirements to be filled. Navy budget submitting offices (BSO) and echelon 2 commands (ECH 2), this means tasked IAs should be viewed as non-negotiable, and every effort should be made to fill the billet.

a. **IAMM Allocation**. As the EA for Navy IAs, USFF (N1 GFM) allocates the responsibility of providing manning for GFM and service requirements to ECH 2s and BSOs based on their respective capacities. In coordination with Deputy Chief of Naval Operations for Personnel, Manpower, and Training (CNO N1) and CNO N3N5N7, USFF (N1 GFM) establishes minimum staffing thresholds, termed redlines, sea duty, shore duty, unit identification codes (UIC), and low supply (LS) and high demand (HD) communities. While these redlines serve as a guiding framework, they do not restrict allocation to an ECH 2 or BSO command. ECH 2s and BSOs will employ these redlines when allocating manning responsibility among their subordinate commands and type commanders (TYCOM).

b. **Capacity Redlines**

(1) The specified redlines will be used in a phase zero environment per reference (b) when sourcing Sailors to augmentation requirements. Situations such as a change to national force posture due to wars declared by Congress, national emergencies, material changes in force manning levels, or other major events may necessitate modifications to these guidelines. USFF (N1 GFM) will issue guidelines and modifications as necessary. Currently, AC capacity and redlines used for sourcing are based on shore-based commands (type 1) and are set at percentage of commands' prospective 9-month billets authorized. Redlines are only a management guide and do not mean a specific command or UIC will not be tasked to provide manning for an IA requirement. ECH 2, BSOs, and TYCOMs are in the best position to decide who to subtask and will carefully manage their tasked IA requirements to minimize readiness impact to their units.

(a) **Forces Afloat**. Afloat units are fenced from capacity analysis for validated, concurred requirements. Requirements that are "forced-to-source" to Navy must rely on the Navy as a whole to meet these demand signals and ECH 2 and subordinate commanders who may need to pull from these units if the need arises. While Sailors in the communities and statuses below are excluded from capacity calculations, they are not excluded from possible sourcing based on ECH 2, BSO, and TYCOM discretion:

1. Types 2, 3, and 4 sea-duty in line with MILPERSMAN 1306-102

2. Nuclear-trained personnel assigned to a multiple purpose aircraft carrier (nuclear-powered) (CVN), ballistic missile submarine (nuclear-powered) (SSBN), guided missile submarine (nuclear-powered) (SSGN), or submarine (nuclear-powered) (SSN)

3. Nuclear pipeline training commands

4. Special warfare personnel assigned to United States Special Operation Command (USSOCOM)

(b) **Shore Duty**. Shore duty capacity is calculated by determining above redline manning levels for billets authorized via fleet manpower documents. Shore duty units are not exempt from capacity calculations except for the following billets:

1. Joint duty

2. Non-distributable manning (student, transient, patient, prisoner, and holdee)

3. Nuclear weapons security and maintenance

(c) **LS and HD Communities**. USFF (N1 GFM) will directly manage and task LS and HD communities.

(2) Redlines are only management guides and do not mean a specific unit will not be tasked to provide an IA if filling the requirement will bring it below redline by UIC, skill set, or pay band. LS and HD ratings and designators are the most likely to drop below capacity and established redlines. BSOs,

ECH 2, and TYCOMs are in the best position to decide the specific unit sourcing solution to properly mitigate readiness risks inherent in filling an IA from subordinate units. ECH 2, BSOs, and TYCOMs are to carefully manage their IA requirements to minimize readiness impacts to their subordinate units. While Sailors in the following statuses are excluded from capacity calculations, BSOs, ECH 2s, and TYCOMs may still choose to source from the following categories as risk mitigations require:

(a) Type 6 overseas duty in line with MILPERSMAN 1306-102,

(b) Nuclear propulsion-coded billets (available with OPNAV Nuclear Propulsion Program Management Branch (OPNAV N133) approval), and

(c) Personnel, manpower, and training readiness billets in the following specific categories: critical instructor, recruit division commander, production recruiters, and production support.

c. **AC Tasking Allocation**. The goal is to balance distribution of requirements between BSOs and ECH 2s based on skill set, pay band, and tour length.

(1) As the EA for IA, USFF (N1 GFM) will manage IA requirements throughout the Navy. All BSO and ECH 2s will manage their subordinate commands or TYCOMs as required to support the assigned IA mission.

(2) ECH 2, BSO, and TYCOM sub-tasking processes should allow for maximum time to identify the correct personnel for the assigned IA mission while meeting all tasking timelines and notification requirements.

(3) Tasking orders from USFF (N1 GFM) to BSO, ECH 2, and TYCOMs will include all relevant details to reflect the demand signal from the GFM combatant commander that was validated by Joint Staff or CNO N3N5N7-approved RFS requirement, ensuring effective nominee sourcing. The tasking order will include any potential capability substitutions, alternative designators, ratings, rates, Navy enlisted classification (NEC), advanced qualification designations, etc. In those cases where an ECH 2, BSO, and TYCOM cannot source as tasked, they can request

consideration to waive stated requirements. To ensure mission and Sailor success, reclama waivers will normally require approval from the in-theater commander or supported command and may take time to process. The tasking order may direct the ECH 2, BSO, and TYCOM to identify auxiliary nominees together with primary nominees. In certain emergent or no-fail missions, USFF (N1 GFM) may direct BSO, ECH 2 and TYCOMs to identify auxiliary nominees or embedded alternates to be tasked alongside primary nominees. IA business rules on auxiliaries and embedded alternates are provided in subparagraph 2f.

(4) Submissions for nominees are due by the deadline specified in the tasking message. USFF (N1 GFM) will monitor and release monthly performance metrics for BSO and ECH 2 command responsiveness unless indicated differently in the following tasking order:

(a) Responses to new and rotational requirements must be submitted within 30 days of receiving a tasking order.

(b) An emergent requirement, defined as one tasked inside of normal timelines with orders that may be delivered to the nominee fewer than 60 days before the initial report date, requires a response within 15 days of receiving a tasking directive.

(c) If more time is required beyond the deadline in the tasking message, a request is submitted to USFF (N1 GFM) for consideration.

(5) A by-name-request from a combatant commander must be endorsed by the relevant BSO, ECH 2, or TYCOM. If they non-concur, the ECH 2, BSO, and TYCOM are responsible for proposing a substitute. If no other suitable candidates are available, the ECH 2, BSO, and TYCOM should alert USFF (N1 GFM), initiating the reclama procedure to potentially reassign the requirement.

(6) ECH 2, BSO, and TYCOM will confirm in their responses to USFF N1 GFM that the nominee have been informed of their nomination and have initiated the screening procedures as outlined in MILPERSMAN 3060-080. ECH 2, BSO, and TYCOM commands must ensure that parent commands appoint a command individual augmentee coordinator (CIAC) per MILPERSMAN 3060-010.

(7) ECH 2, BSO, and TYCOM must notify USFF (N1 GFM) for potential waiver consideration when a limited candidate pool results in the nomination of a Sailor who will breach Personnel TEMPO (PERSTEMPO) System and dwell standards. These waivers require SecDef endorsement. If USFF (N1 GFM) determines there are no other viable alternatives, the case will advance to OPNAV Plans and Force Management Division (OPNAV N32) for review. If OPNAV N32 concurs, the waiver will then be submitted to SecDef for final evaluation and decision.

(8) Swapping nominees is discouraged due to impacts on Sailor IA deployment notification. It may be considered when it benefits both nominees involved, the new nominee is a volunteer who will receive at minimum 30 days of order notification, and the swap has no adverse impact on the mission. Any swap proposal from a BSO, ECH 2, or TYCOM that does not meet these criteria will need extensive justification that meets thresholds determined by USFF N1 (with full consideration of mission impacts).

(9) Approval of voluntary extensions will be made by USFF (N1 GFM) as determined by a review of the needs of the Navy, the status of the backfill, a strong operational justification, and in coordination with the ECH 2, BSO, and TYCOM providing the nominee.

(10) When seeking volunteer nominees across their claimancy, BSO, ECH 2, and TYCOMs must ensure that those not chosen are quickly and formally informed by their respective chain of command.

(11) An ECH 2, BSO, or TYCOM must submit a reclama to a tasking order to USFF (N1 GFM) within 10 days of receipt. The reclama should detail potential impacts on mission or operational readiness, along with any potential degradations that result from sourcing the requirement as tasked. The reclama must include a line-by-line spreadsheet of all potentially eligible candidates and justification as to why each should be excluded from nomination. The submission of a reclama does not guarantee the ECH 2, BSO, and TYCOM will be relieved of the requirement.

d. **Pre-deployment Screening**. MILPERSMAN 3060-080 contains screening requirements and timelines that will assist parent commands in identifying any disqualifying factors of a nominee. All non-qualifying issues must be submitted to USFF (N1 GFM) via ECH 2, BSO, and TYCOM immediately.

e. **Nominee Business Rules**

(1) **PERSTEMPO and Dwell Requirements**. IAs under the IAMM process will be afforded the appropriate reprieve and or dwell time between deployments. ECH 2, BSO, and TYCOM nominee will be reviewed to ensure member did not recently return from deployment nor face a deployment immediately after the IA tour. When there is no other viable alternative than to select a member whose IA deployment would violate dwell or PERSTEMPO requirements, refer the case to USFF (N1 GFM) for waiver consideration. This is to adhere to the PERSTEMPO and dwell time stipulations per reference (a). BSO, ECH 2, and TYCOMs must ensure that prior IAMM assignments are recorded as PERSTEMPO deployment events, since the PERSTEMPO and dwell time requirements per reference (a) apply to Sailors on IAMM orders. Sailors who have completed IAMM, global support assignment (GSA), or overseas support assignment (OSA) orders within the last 3 years may volunteer for nomination. Volunteers will be given first priority for IA assignments. See MILPERSMAN 3060-030 and MILPERSMAN 3060-040 for guidance on the GSA and OSA Programs.

(2) **Orders Notification**. Nominees should ideally receive their orders 90 days, with a minimum requirement of 60 days, before the report date of the first interim stop. Sourcing for an emergent requirement or operational need may lead to Sailors receiving notification with less than 60 days' notice.

(a) The receipt date of orders for a nominee is the date the orders are posted on Bureau of Naval Personnel (BUPERS) Online (BOL), or Navy-Marine Corps Mobilization Processing System.

(b) If the 60-day notification limit is at risk of being breached, BSO, ECH 2, and TYCOMs will assign a nominee to the position 70 days in advance, providing the chain of command 2 business days to confirm or propose a different candidate.

(c) Exceptions to the 60-day notification rule are reserved for cases with substantial mission readiness implications. 60-day AC order-notification waivers involve extensive review for approval by USFF (N1 GFM) and higher levels of USFF N1 leadership. In the case of orders notification for AC under 30 days, USFF N1 is the waiver authority. This authority may be delegated to USFF acting N1 when the N1 director is unavailable.

(3) **Projected Rotation Date (PRD) Management**. To be eligible for nomination for an IAMM requirement, Sailors must not be in their normal permanent change of station (PCS) detailing negotiation windows and must have spent a minimum of 6 months at their homeport. Sailors with existing PCS orders may not be nominated for an IA. Nominees will have at least 90 days remaining until the PRD at their current command after the conclusion of the IA tour. If required, parent commands will initiate a PRD change to ensure a minimum 90-day gap between their projected return to homeport and their PRD. This period may be modified based on actual return dates if they differ from initial estimates.

(a) For enlisted personnel, USFF will initiate a PRD change request with Navy Personnel Command (NAVPERSCOM) Enlisted Distribution Division (PERS-40).

(b) For officers, parent commands will initiate a PRD change with the officer's detailer, citing the following justification: “PRD change required to support IAMM tasking as directed by higher authority.”

(c) Sea duty clocks will not stop for Sailors nominated for an IA from sea duty. Upon returning from an IA, Sailors returning to sea duty assignments will maintain their existing sea duty PRDs.

(d) Nominees reporting from shore duty will have their shore duty clock stopped, and the following policy applied:

1. Shore duty must be adjusted applying a day-for-day credit for days served away from the parent command.

2. Sea duty must be reduced for Sailors required to return to sea duty prior to the completion of their adjusted shore duty time.

(4) **Expiration of Active Obligated Service (EAOS)**. All enlisted Sailors selected for an IAMM must have an EAOS that is a minimum of 90 days from the estimated date of return to their parent command.

(5) **Resignation and Retirement**. Members approved for resignation or retirement may volunteer if a minimum of 5 months remain from the estimated date of return to their parent command and the separation date. BSO, ECH 2, and TYCOMs should note in their tasking order if a nominee has an unapproved pending separation request. An obligation to fulfill the requirement remains, even if they resign post-nomination. If a member submits a retirement request or resignation following verbal notification of an IAMM assignment, but prior to orders issuance, the chain of command will indicate this action on the request. Retirement requests that would preclude completion of the IAMM assignment will not normally be accepted.

(6) **High Year Tenure (HYT)**. HYT Sailors must have a minimum of 5 months transition time remaining from the estimated date of return to their parent command and the mandatory separation date. HYT waivers will be evaluated by BUPERS Enlisted Community Management Division (BUPERS-32) and Reserve Community Management Division (BUPERS-35) and USFF (N1 GFM) on a case-by-case basis.

(7) **Rank**. Sailors may be one up or one down from the assigned requirement, unless stated in the tasking message. Sailors must be in the pay grade of E-3 and above, with the following exceptions, at the time of administrative screening to be nominated for assignment:

(a) Sailors must be in the pay grade of E-4 or above for assignment to detainee operations missions.

(b) Hospital apprentice (in the pay grade of E-2) may serve in health services augmentation program billets.

(c) Military working dog (MWD) handlers who are serving on an MWD team.

(d) Additional exceptions may be evaluated on a case-by case-basis.

(8) **Security Clearance**. At the time of nomination, the Defense Information System for Security (DISS) must reflect the required security clearance for the nominee. Interim clearances may be accepted based on the requirement and will be evaluated on an individual basis. If the nominee lacks the required clearance, BSO, ECH 2, and TYCOM may e-mail a conditional acceptance request to USFF's data team at usff_gfm_sourcing_and_data_team@us.navy.mil. USFF (N1 GFM) and the requirement initiator will review each conditional acceptance request, with a decision relayed to the BSO, ECH 2, and TYCOM.

(9) **LS and HD Communities and Skill Sets**. USFF (N1 GFM) identifies LS and HD communities and skill sets, periodically releasing memos specifying designators, rating, and NEC deemed LS and HD for IAMM sourcing. Sailors within these LS and HD communities may only be nominated for roles within their skill set and are ineligible for general 'any rate', '1050 Officer', or '1000 Officer' roles.

(10) **Professional Development**. Detailers, community managers, parent commands, BSO, ECH 2, and TYCOMs will work collectively to oversee Sailors' professional growth and career landmarks, aiming to minimize any potential negative impact on them.

(11) **Performance History Waiver**. Each tasking message states, "Ensure Sailor identified for this assignment has no performance mark below 3.0 in any trait for the past 24 months." If the Sailor's parent command recommends a Sailor to be mobilized, USFF (N1 GFM) will evaluate waiver requests on a case-by-case basis. ECH 2, BSO, and TYCOM should submit these requests up the chain of command to USFF (N1 GFM) to include Sailor's parent command endorsement.

(12) **Special Pay**. Parent commands are responsible for ensuring that nominees receive the appropriate special pay during their IAMM deployment, such as family separation, imminent danger, hazardous duty, tax exemption, etc. USFF (N1

GFM) tasking orders will highlight if the deployment location qualifies for hazardous duty pay per MILPERSMAN 7220-110.

(13) **Hardship Duty Pay – Tempo (HDP-T)**. HDP-T is a special duty pay to recognize prolonged periods away from a Sailor's permanent duty station. IAMM Sailors may be eligible for HDP-T when deployed to specific foreign outside continental United States locations for at least 221 consecutive days. Ultimate duty stations must confirm an IAMM's HDP-T eligibility and complete the required actions provided in MILPERSMAN 7220-075.

f. **Auxiliary Nominees and Embedded Alternates**

(1) **Auxiliary Nominees**. BSO, ECH 2, and TYCOMs will identify two nominees (one primary and one auxiliary) for each requirement line number. An auxiliary nominee serves as a standby to step in for the primary nominee if required. Both primary and auxiliary nominees must initiate the screening processes per MILPERSMAN 3060-080 simultaneously. It is essential for auxiliaries to be medically fit and deployment-ready, with their administrative, legal, and personal matters sorted. BSO, ECH 2, and TYCOMs must ensure parent commands execute a comprehensive evaluation of every auxiliary IAMM candidate, and each ECH 2, BSO, and TYCOM must use their own management techniques to identify and manage their auxiliaries. Auxiliaries will not be assigned to separate requirement tracking numbers or line numbers from the primary nominees and will not receive orders unless replacing the primary nominee (e.g., due to medical fallout or other unforeseen circumstances) or be required to undergo training alongside the primary nominee. Auxiliary nominees will continue with normal duties unless otherwise directed.

(a) Auxiliary nominees are not applicable for officer O-5 or O-6 pay grade requirements.

(b) Auxiliary nominees may not be assigned to another requirement until the primary has deployed.

(c) Auxiliary nominees must be informed of the likelihood that they might assume primary status if the initial primary candidate is unable to proceed. Until they receive official communication from their chain of command indicating a

change to primary status, auxiliaries should not make definitive actions, like family relocations or lease terminations until they have orders generated.

(d) If the primary candidate is no longer qualified to fulfill the IA requirement, the ECH 2, BSO, and TYCOM must submit the auxiliary nominee within 2 working days via the USFF (N1 GFM) IA "portal swap" function. The initial date when the auxiliary was informed of his or her backup status should be marked as the verbal notification date. If the original primary's orders have already been processed, they will be cancelled once the auxiliary is confirmed by USFF (N1 GFM). Subsequently, IAMM orders will be released for the auxiliary, ensuring a minimum of 30 days of written notice with the expectation that the verbal notification meets the minimum 60 days of notification.

(2) **IA Business Rules for Embedded Alternates**

(a) Embedded alternates are used for mission requirements with demanding, prolonged, or specialized training packages that are often limited in periodicity. They are assigned a requirement tracking number or line number and undergo mission training parallel to other mission personnel. Embedded alternates back-up the other personnel assigned to the mission and are not necessarily a back-up to a particular primary line. In the event a Sailor falls out during deployment processing or training, the embedded alternates step in to fill the requirement.

(b) Embedded alternates are required to initiate the same screening procedures per MILPERSMAN 3060-080 as any other nominee. BSO, ECH 2, and TYCOMs are responsible for ensuring parent commands assign a command individual augmentee coordinator (CIAC) per MILPERSMAN 3060-010. Alternates must be medically qualified for deployment with all administrative, legal, and personal affairs in proper order.

(c) Embedded alternates will not be nominated for other missions until the primary nominee has completed at least half of the length of their IAMM orders, unless approved by USFF (N1 GFM).

(d) Embedded alternates should be prepared for the possibility of elevation to primary deployer status if any

mission Sailors fall out. They must remain ready to deploy until the primary nominees have completed at least half of the length of the primary IAMM orders mission boots on ground period. Sailors should refrain from making irreversible decisions such as relocating family members or terminating a lease until USFF (N1 GFM) informs the BSO, ECH 2, and TYCOMs the alternate is required.

(e) USFF (N1 GFM) will notify embedded alternates through their chain of command if they are needed, either during or after training. An embedded alternate who does not initially deploy will return to his or her parent command after training and remain on standby. Should the alternate be required, IAMM orders will be issued with a report date that furnishes at least 14 days of advance notice.

g. **Changes to Orders**. If there are any changes to member's orders, USFF (N1 GFM) will coordinate modifications with the BSO, ECH 2, and TYCOM, NAVPERSCOM Training Contingency Augmentation Branch (PERS-463), and the member's parent command. Significant changes that result in more than a 30-day impact on departure from or return to parent command or unit will be handled are as follows:

(1) **Billet Cancellation Less Than 60 days**. If a billet requirement is cancelled less than 60 days from first interim stop (usually the expeditionary combat readiness center report date), the member will have the option, with ECH 2, BSO, and TYCOM concurrence, to be assigned to another billet provided one is available within rating and skill-set match. The member's ECH 2, BSO, and TYCOM will coordinate with USFF (N1 GFM) to identify a new billet assignment, either working from the billets tasked to that BSO, ECH 2, and TYCOM or by coordinating with USFF (N1 GFM) to choose from all existing open requirements.

(2) **Billet Cancellation Greater Than 60 Days**. If a billet requirement is cancelled greater than 60 days before the first interim stop, the member will not have the option to automatically seek another requirement, but may volunteer for a future requirement with parent command and BSO, ECH 2, and TYCOM endorsement.

(3) **Significant Changes**. Order duration increases will not normally be approved unless the extension is directed by the

SecDef. SecDef directed extensions that impact current rotations may result in member being extended. Other extensions or any other requirement changes that are rotational will be implemented on the next rotation. If a SecDef order directs an immediate requirement change which results in a member no longer being eligible to serve in the requirement, that will be treated the same as a requirement cancelation. USFF (N1 GFM) will process any such SecDef directed change and will advise the BSO, ECH 2 and TYCOM. The ECH 2, BSO, and TYCOM will keep the IA Sailor's parent command apprised of all order modifications.

(4) **Order Cancellation**. Should a requirement be canceled after the Sailor has reported for training, USFF (N1 GFM) will evaluate reassignment options. The BSO, ECH 2, and TYCOM will be informed of the decision whether to reassign the Sailors or have them return to their parent commands. If the new assignment modifies the Sailor's deployment end date, approval from BSO or TYCOM is required. All modifications will be communicated to the parent command.

(5) **Training Track Changes**. Sailor's orders may change in response to changes in training required in support of mission requirements. This may change the report-to-mission, boots on the ground date, but in general, should not result in a change to orders end date.

h. **Definitions of Commonly Used Terms in the IAMM Process**

(1) **Global Force Management Allocation Plan (GFMAP)**. A SecDef approved document codifying decisions on force allocations to combatant commanders. It specifies the requirements that the Navy must fulfill.

(2) **Requirement**. A combatant commander or CNO N3N5N7 validated request for a capability that the Navy must fulfill.

(3) **Emergent Tasking Requirement**. New requirements requested by combatant commander due to changes in theater missions. They generally require shorter timelines for sourcing.

(4) **Forced-to-Source**. Requirements ordered by Joint Staff to fill without regard to Navy's capacity to source due to priority of mission. Normal business rules do not apply when filling force-to-source requirements.

(5) **Requirement Tracking Number (RTN)**. Number that is assigned to an individual requirement. RTNs contain two letters followed by two sets of 4 numbers.

(6) **Billet**. Job title and description of an individual requirement.

(7) **Rotation**. Subsequent fulfillment of the same requirement number.

(8) **Nomination**. A BSO or TYCOM enters a Sailor's name into the USFF (N1 GFM) IA portal to fulfill a requirement number or RTN.

(9) **Overdue Nomination**. Occurs when an ECH 2, BSO, or TYCOM fails to meet the tasking message due date to nominate a Sailor and does not request an extension from USFF (N1 GFM).

(10) **Fair Share**. This term applies to the approach USFF (N1 GFM) takes to balance distribution of requirements between BSO, ECH 2, and TYCOMs based on skill set, pay band, and tour length.

(11) **Primary Nominee**. The Sailor nominated to fulfill a requirement.

(12) **Vetting**. Evaluation by USFF (N1 GFM) of nominated Sailors to verify their suitability for the IA requirement.

(13) **Fallout**. Occurs when a vetted Sailor is unable to fulfill the requirement.

(14) **Auxiliary Nominee**. A Sailor nominated by a BSO, ECH 2, and TYCOM, but the name is not submitted to USFF (N1 GFM) until there is a need to fulfill a requirement should the primary nominee fallout.

(15) **Embedded Alternate**. An alternate Sailor requirement with its own tracking number or RTN that is tasked to BSO, ECH 2, and TYCOMs to fill with a primary and auxiliary

nominee. The embedded alternates will receive orders and report to training alongside the rest of the members supporting the mission but do not deploy unless the primary members filling the mission are unable to fulfill the requirement. An embedded alternate can be alternate for more than one RTN and may be from a different BSO, ECH 2, and TYCOM.

(16) **Waiver**. An exception to either the capabilities stipulated in the requirement, such as skill set, rating, grade, etc., or to Navy policy. BSO, ECH 2, and TYCOMs will work in conjunction with USFF (N1 GFM) to determine whether a waiver can be granted for a nominee.

3. While every effort will be made to execute IAMM procedures as listed in this MILPERSMAN article, there will be circumstances which cannot be anticipated. The Navy is committed to finding the best balance between the IA mission, needs and or desires of the Sailor, and command readiness. Unanticipated demands may require tailored solutions determined by USFF (N1 GFM) that are not covered in this MILPERSMAN article.

MILPERSMAN 3060-030

GLOBAL SUPPORT ASSIGNMENT (GSA)

Responsible Office	USFF (N1GFM)	Phone: COM FAX E-mail:	(757) 836-4409 836-6234 usff nflt n1 gfm policy assessment@us.navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) OPNAVINST 3000.13E (b) Joint Travel Regulations (JTR) (c) DoD 7000.14-R, Department of Defense Financial Management Regulation, (DoD FMR), Volume 7A, May 2024

1. **Purpose**. This article provides policies and procedures for managing the global support assignment (GSA). This article supersedes and cancels CNO WASHINGTON DC 0723444Z Oct 10 (NAVADMIN 333/10).

2. **Policy**. United States Fleet Forces Command (USFF) is the Office of the Chief of Naval Operations (OPNAV) executive agent (EA) for Global Force Management (GFM) and USFF N1 GFM (N1 GFM) is the Navy EA for individual augmentation (IA). The GSA Detailing Program is designed for Active Component (AC) and Training and Administration of the Reserves (TAR) officers to volunteer for overseas IA assignment to both Secretary of Defense-ordered augmentee requirements via the GFM process and Deputy Chief of Naval Operations (CNO), Operations, Plans, Strategy, and Warfighting Development (CNO N3N5N7) validated requirements. GSA detailing is used to normalize the AC and TAR officer IA assignment process using the existing distribution system to fill AC IA requirements.

3. **GSA Procedures**

a. Officers interested in a GSA position should express their intent to their detailer during their regular detailing window. All GSA requirements are posted or advertised by Navy

Personnel Command (NAVPERSCOM) Training Contingency Augmentation Branch (PERS-463) via the Officer Assignment Information System (OASIS) to the respective AC officer detailing communities for fill. GSA detailing provides officers the ability to fill GFM and Service augmentation requirements in a predictable window at or near their projected rotation date.

b. Officers will collaborate with their community detailer and PERS-463 to identify a GSA position suitable for their qualifications. Detailers, in turn, will inform officers of available GSA positions during normal orders negotiation windows, which may vary depending upon the unique career path requirements of each officer community. While most assignments range between 6 and 14 months, shorter options may exist. Tours greater than 180 days at the same geolocation are either in support of contingency operations or have specific approval coordinated by USFF (N1 GFM) per reference (b). In situations where no mutual agreement is reached, or if there are no available positions, officers will begin their normal assignment negotiations with their detailer.

c. PERS-463 will submit GSA volunteers for a requirement to USFF (N1 GFM) for approval. Upon approval, PERS-463 will notify the officer via the detailer. The officer will be considered "under orders" for permanent change of station (PCS) detailing purposes. GSA volunteers are considered notified of their deployment by their actions to volunteer for that deployment.

d. Officers will report via PCS orders to Mobilization and Deployment Support Command (MDSC) Forward Norfolk, which is designated a type duty assignment code 2 (sea duty). Officers will report to MDSC with an en route intermediate temporary duty stop at a Navy mobilization and processing site (NMPS), and once deployment screening and processing is complete, they will report aboard MDSC. MDSC will serve as their permanent duty station (PDS). Officers will also receive either temporary duty (TDY) or indeterminate temporary duty (ITDY) orders issued by NAVPERSCOM TAR Distribution and Augmentation Division (PERS-46) from their PDS for training, transport, and deployment forward to their augmentee support assignment for the entire length of their PCS assignment to MDSC. USFF and MDSC will coordinate with PERS-463 to modify TDY or ITDY orders as required.

e. Officers on GSA orders exceeding 210 days of TDY that have not yet executed their TDY orders and have dependents that satisfy specific criteria and require movement of dependents to an alternate place of residence may qualify for ITDY deployment orders. This enables a designated place move for the duration of the GSA orders. Designated place moves are covered in more detail in subparagraphs 9d (3) and 10b. Interested officers should contact PERS-463 for more information or e-mail ia hhg.fct@navy.mil. The requirement tracking number should be included in the correspondence.

4. **Eligibility to Volunteer**

a. All officers, including officers who have served on individual manning management assignment (IAMM) or GSA orders in the past 3 years and those currently on IAMM or GSA orders, are eligible to volunteer. Officers may request to extend their GSA orders via a volunteer service agreement provided the following requirements are met:

(1) The extension request is approved by their chains of command in theater and their detailers;

(2) The extension request is submitted before USFF (N1 GFM) approves an officer for the upcoming rotation, which usually happens 6 to 8 months before a GSA officer's report date; and

(3) The requirement is valid for the length of the extension, and there are no restrictions or requirements that would prevent the extension.

b. Officers must consult the pre-deployment screening criteria in MILPERSMAN 3060-080 to ensure they can successfully meet the requirements before volunteering.

c. **Security Clearance**. Officers must possess the required security clearance at the time of nomination. The clearance status must be in scope and reflected in the Defense Information System for Security (DISS). An interim clearance may be considered acceptable based on the specific details of the requirement. Requests for an exception will be submitted by PERS-463, via a conditional acceptance request to the USFF (N1 GFM) sourcing and data team at: usff gfm sourcing and data team@us.navy.mil. Both USFF (N1 GFM)

and the requirement initiator may consider exceptions on a case-by-case basis.

d. **Personnel Tempo (PERSTEMPO) and Dwell Requirements**. Volunteers for GSA orders will automatically be waived for dwell and or PERSTEMPO requirements contained in reference (a). They are eligible for hardship duty pay tempo if requirements of MILPERSMAN 7220-075 are met.

e. **Resignation and Retirement**. Officers approved for resignation or retirement do not participate in a GSA since they are not in the window to execute new PCS orders. officers who apply during their GSA would need their approved retirement or separation date to be a minimum of 5 months beyond their return to MDSC from TDY and separation or retirement date, and they would remain at MDSC until retirement or separation. PERS-463 must notify USFF (N1 GFM) if an officer nominee has an unapproved pending separation request for case-by-case review.

f. **Low Supply (LS) and High Demand (HD) Communities**. LS and HD communities are designated by USFF (N1 GFM). Officers in LS and HD communities may not be assigned to a requirement outside of their skill set and are excluded from "1050 officer" or "1000 officer" assignment GSA billets.

5. **Parent Command Responsibilities**

a. The officer's parent command at time of GSA order issuance assumes command IA coordinator (CIAC) responsibilities as provided in MILPERSMAN 3060-010 until the officer detaches.

b. Potential GSA officers should start their screening as soon as they are slated into the billet. The commanding officer (CO) of the officer's parent command at time of GSA order issuance must ensure completion of medical, dental, and administrative pre-deployment screening and all related requirements of MILPERSMAN 3060-080 prior to GSA TDY or ITDY order execution. Separately, if required, the officer must complete the DD 2795 Pre-Deployment Health Assessment within 120 days of execution of GSA orders and must include any recommended referrals into the Medical Readiness Reporting System (MRRS) before detaching from original parent command and executing any leave en route to MDSC. Dependent screening is not required. If a GSA officer cannot meet the GSA position requirements, such as failing the expeditionary screening checklist, medical checklist, or facing extreme family hardship,

his or her original parent command should immediately inform USFF (N1 GFM) and PERS-463.

c. MDSC will assume parent command responsibilities of the GSA officer once he or she detaches from the original parent command. The responsibilities are as follows:

(1) CIAC responsibilities are as follows:

(a) The handoff of CIAC responsibilities from original parent command to MDSC must occur in the Navy Family Accountability and Assessment System (NFAAS).

(b) MDSC will transfer CIAC responsibilities to the gaining command listed in the follow-on PCS orders when the officer detaches from MDSC at the completion of the GSA tour. The gaining command will be required to "pull" the officer into its command in NFAAS with the "update unit identification code" option. MDSC cannot transfer or "push" the officer to the gaining command. CIAC responsibilities at the follow-on PCS parent command will continue for up to 180 days to oversee reintegration and to ensure any applicable completion of DD 2796 Post-Deployment Health Assessment (PDHA).

(2) Role of Government Travel Charge Card Agency Program coordinator

(3) Administrative responsibility for security clearances

(4) Execution of reunion events if the returning GSA IA will remain attached to MDSC for at least 1 month prior to transfer. MDSC will coordinate transfer of reunion event responsibility with the follow-on parent command for IAs transferring within 1 month of return from theater.

(5) Assistance with PCS transfer support to follow-on PCS parent command.

6. **Fall-Out Procedures**

a. If greater than 120 days before the first intermediate stop, PERS-463 will attempt to replace the officer with another GSA volunteer.

b. If less than or equal to 120 days before first intermediate stop, PERS-463 will attempt to replace the officer. If a replacement is not identified within 48 hours, PERS-463 will pass the requirement to USFF (N1 GFM) for involuntary sourcing through the IAMM Program.

7. **GSA Orders**

a. **PCS Orders**. PCS orders are available to view and download on the Navy Standard Integrated Personnel System (NSIPS) Web site at https://nsips.cloud.navy.mil/my.policy.

b. **TDY Orders**. TDY and ITDY orders are available to view and download on BUPERS online (BOL):

(1) Log into BOL at https://www.bol.navy.mil/

(2) Select the "Navy-Marine Corps Mobilization Processing System (NMCMPS)" link or "view IA orders" link

(3) Click "view my orders" in upper middle of the screen.

c. **Changes to GSA Orders**. After an officer has been issued GSA orders, there may be circumstances that necessitate substantial modifications to those orders.

(1) Any modifications that impact the month of reporting or month of detaching for a GSA officer must be coordinated between USFF (N1 GFM) and PERS-46 with the detailer.

(2) If a billet requirement is cancelled, the GSA detailer and PERS-46 will coordinate with USFF (N1 GFM) to identify a potential billet replacement, subject to availability within rank and skill-set match. If none are available to meet the officer's rotational timelines, or if the GSA officer no longer desires GSA deployment orders, the officer will be released to his or her detailer for alternate PCS assignment.

8. **Follow-on Orders**

a. Follow-on PCS orders after the end of the GSA tour may be released when an officer reports to his or her new PDS, MDSC forward, consistent with current NAVPERSCOM orders guidance.

b. Officers with GSA tours of more than 9 months may have to wait to negotiate follow-on orders until they have executed the GSA orders and are in theater, subject to specific officer community detailing windows.

c. Officers with follow-on sea duty orders subsequent to a GSA deployment will be considered volunteers for those orders and will automatically be waived from dwell and or PERSTEMPO requirements per reference (a).

d. Officers completing their full ordered GSA tour from a shore slate will receive the following benefits, as community-specific inventory and billet constraints permit:

(1) The fleet-concentration area or homeport (if available) of their choice;

(2) If desired, detailing independent from the standard competitive slating process, orders will be crafted individually in a one-on-one manner;

(3) For future slates, IA slating credit, which ranks an officer who has completed GSA orders above his or her peers with similar qualifications and fitness reports; and

(4) May not be involuntarily nominated for an IAMM Program requirement for 3 years post GSA orders end date. Officers may volunteer for GSA orders or IAMM nomination during this period. Communities that do not have sufficient personnel to support a 3-year exclusion will be handled on a case-by-case basis by USFF (N1 GFM).

9. **Pay and Entitlements for GSA**. The guidance provided in this article supplements, but does not supersede reference (b) and (c), and is not meant to be all encompassing. Qualification for specific entitlements by an individual member is often highly dependent on the individual circumstances of the member and, when applicable, of their dependents. If a member has questions, MyNavy Career Center (MNCC), Navy Supply Systems Command (NAVSUP), or the member's personal property office should be contacted to address them and other concerns. If questions about entitlements are not resolved, PERS-46, USFF (N1 GFM), MDSC, and commands of affected members are strongly encouraged to obtain guidance from OPNAV Military Pay and Compensation Branch (N130) when there is doubt or uncertainty regarding entitlements prior to making an entitlements

determination that if later found to be in error, could result in putting the member in an overpaid status.

a. **Temporary Lodging and Per Diem**. For GSA processing at an NMPS (or assigned to intermediate duty station en route to the NMPS) that is not geographically located with the gaining PDS (MDSC Norfolk) or the detaching PDS, normal per diem entitlements will be applied for temporary lodging and meals during that intermediate stop. A GSA officer arriving at his or her PDS or processing at an intermediate duty station that is co-located with the PDS (i.e., on board the same installation or within the corporate limits of the municipality of the installation) will not be entitled to per diem. Eligibility for temporary lodging is subject to reference (b) and reference (c), chapter 68.

b. **Transportation and Storage of Privately Owned Vehicles (POV)**. A GSA who executes a PCS to MDSC is authorized to transport POVs to the new PDS in the same manner and under the same conditions as other Navy members executing a PCS. Per reference (b), chapter 5, entitlements for transportation and storage of POVs when executing PCS orders. Entitlement to POV storage when TDY for an operational deployment or contingency operation is outlined in reference (b), chapter 3.

c. **Dependent Moves (PCS and ITDY)**. If a member has dependents, PCS orders to a PDS in continental United States (CONUS), including MDSC, authorizes the movement of the dependents to the PDS at Government expense. Assignment to a CONUS duty station is an "accompanied tour". Officers on GSA orders exceeding 210 days and having dependents that satisfy specific criteria may qualify for ITDY orders. Issuance of PCS orders and subsequent issuance of ITDY orders may create an opportunity for members to execute two dependent moves per reference (b). Initially, a member is authorized to execute a PCS move of his or her dependents to the PDS of MDSC. Upon issuance of the ITDY orders, the member may also execute a dependent move to a CONUS-designated place of residency if approved by the CO of MDSC or, if approved by OPNAV N130, a designated place at a foreign or non-foreign location outside continental United States (OCONUS), including Hawaii and Alaska. See subparagraph 9d(3) for additional information. Officers interested in these options should contact PERS-463 or e-mail: ia hhg.fct@navy.mil. The requirement tracking number should be included in the correspondence. Upon executing the follow-on PCS orders that are issued per the normal detailing process

after completion of the GSA tour at MDSC, an opportunity for another dependent move could arise.

d. **Housing Allowance (Basic Allowance for Housing (BAH) and Overseas Housing Allowance (OHA))**. For a member with or without dependents, the rate of payment for BAH or OHA is based on PDS. A member with dependents may qualify for BAH based on a location other than PDS of MDSC per CNO WASHINGTON DC 181818Z Sep 16 (NAVADMIN 192/24). The following provides guidance regarding the payment of BAH, and where applicable, OHA, based on a location other than the PDS:

(1) Dependents of officers in receipt of GSA orders may remain at and receive BAH based on the duty station prior to the GSA orders. NAVPERSCOM Distribution Policy and Procedures Branch (PERS-451) may authorize a GSA officer with dependents BAH based on the location of the dependents' CONUS, Alaska, or Hawaii continuous residence established while the member was stationed at the previous duty station or previously authorized dependent location. A housing allowance based on dependent location will not be paid under this authority for any location outside of CONUS, Alaska, or Hawaii.

Example: Member currently stationed in San Diego, CA and receives PCS orders to MDSC Norfolk, VA. The member received BAH based on San Diego, CA although the dependents resided in Temecula, CA (outside the San Diego military housing area (MHA)). PERS-451 may authorize a BAH rate based on San Diego, CA (the member's old station rate) when the member reports to MDSC Norfolk, VA under GSA orders.

(2) If a member relocates dependents under PCS orders to the new duty station and if that member's dependents do not reside in Government quarters, the member will receive BAH based on the rate for that duty station. If the member relocates dependents under their PCS orders to a CONUS location of a shorter distance than the distance from the old duty station to the new, or, if the member relocates his or her dependents to a designated place of residency under his or her ITDY orders (irrespective of whether the member relocated them under his or her PCS orders), the member may request to receive BAH at the rate based on the dependents' location, or the current station rate. In this case and because the dependents relocated, the member who desires to receive BAH based on the dependents' location in CONUS must submit a request to PERS-451 (no request is necessary to receive BAH based on the new PDS). Members who

desire to relocate their dependents to a designated place under their ITDY orders must submit a designated place of residency request to PERS-451 for authorization to move the dependents and receive BAH at the dependent location rate. For CONUS designated place requests, the dependents do not have to satisfy any specific criteria. The most up-to-date templates can be found at: https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130C/, and a sample request can be found in exhibit 1.

(3) Per subparagraph 9d(1) above, a member can request to relocate dependents to a foreign or non-foreign OCONUS location (including Hawaii and Alaska). For foreign OCONUS designated place requests, the member's spouse must have been born in the requested OCONUS country. For non-foreign OCONUS designated place requests, family ties must exist. The member must submit a designated place request to OPNAV N130 for authorization to move the dependents and to receive OHA and station allowances based on dependent location. The most up-to-date templates can be found at: https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130C/, and a sample request can be found in exhibit 1 to serve as a guide.

> Example: A member is currently stationed in Mayport, FL. While stationed in Mayport, dependents resided with the member. The member receives PCS orders to MDSC Norfolk, VA and subsequent ITDY orders for his or her GSA deployment. The member desires to move his or her dependents to San Juan, Puerto Rico (PR) under his or her ITDY deployment orders. The member must submit a request to OPNAV N130 to receive OHA and station allowances based on San Juan, PR.

(4) A member assigned to GSA duty without dependents, who does not permanently reside in government quarters, will receive BAH based on the MHA of the location of the MDSC to which the member is assigned. Per reference (b), section 032904, a single member who deploys for greater than 90 days may be authorized non-temporary storage of household goods (HHG) for the duration of the deployment assignment. A single member who stores HHG may still maintain the entitlement to BAH allowance provided the member does not reside in government quarters at the PDS.

e. **Other Pay and Allowances**. Except as indicated in the above paragraphs, a GSA officer's entitlement to other pay and allowances, including, but not limited to, basic allowance for

subsistence (BAS), dislocation allowance, temporary lodging allowance, and CONUS or OCONUS cost of living allowance will be determined per existing laws, regulations, and policies.

10. **Special Cases**

a. **Government Quarters and Public-Private Venture (PPV) Housing**

(1) A member with dependents who resides in government quarters at a previous duty station at the time the member executes GSA PCS orders, and who elects to execute the GSA PCS orders as a geographic bachelor, may desire to leave dependents in government quarters for the duration of the GSA assignment. In such circumstances, members must submit a request to Commander, Navy Installations Command (CNIC) to enable dependents to remain in government quarters at the old duty station. Review subparagraph 10c regarding status-of- forces agreement (SOFA) concerns if the old duty station is OCONUS.

(2) A member with dependents who resides in public PPV housing at a previous duty station at the time the member executes GSA PCS orders, and who elects to execute the GSA PCS orders as a geographic bachelor, may desire to leave dependents in PPV housing for the duration of the GSA assignment. As in the case above, members must submit a request to CNIC for approval for dependents to remain in the PPV housing at a previous duty station. PERS-451 may approve the continuation of BAH based on the member's PDS immediately prior to the GSA PDS, or the dependents' location, in cases where the dependents are approved to remain in PPV housing.

b. **Designated Place Letters of Authorization**. When a member is ordered to an ITDY assignment per reference (b), section 0312, the travel and transportation of dependents at government expense to a designated place of residency may only be authorized or approved by the appropriate authority. With respect to a dependent move to a designated place in CONUS, the MDSC CO is the approval authority; OPNAV N130 is the approval authority for OCONUS non-foreign and foreign designated place requests. Requests for a designated place will be acted upon as expeditiously as possible.

c. **Personnel Stationed at Foreign OCONUS Locations**. Officers assigned to OCONUS commands who are interested in volunteering for a GSA must first consult their current chain of

command regarding local SOFA regulations on accommodating dependents during their GSA deployment. Due to the limitations of SOFA with host nations, members with dependents stationed at a foreign OCONUS duty station when GSA orders are received may not be authorized to leave their dependents in place at the old PDS during the GSA assignment. Approval of a foreign or non-foreign OCONUS designated place request does not guarantee continued logistics support, command sponsorship, or protection under SOFA, as these must be received from the area commander. Unless authorized by OPNAV N130, dependents will either PCS to the new MDSC PDS or, if authorized by issuance of ITDY orders, will execute a designated place move to a CONUS (as approved by MDSC CO) or OCONUS foreign or non-foreign location (as approved by OPNAV N130). Officers may still volunteer. They should notify PERS-463 about the situation and their family's intentions.

11. While every effort will be made to execute GSA procedures as listed in this MILPERSMAN article, there will be circumstances which cannot be anticipated. The Navy is committed to finding the best balance between the IA mission, needs or desires of the Sailor, and command readiness. Unanticipated demands may require tailored solutions determined by USFF (N1 GFM) that are not covered in this MILPERSMAN article.

EXHIBIT 1
Sample Entitlements Request for GSA Personnel
(Page 1 of 2)

[Date]

From: Rank/Rate, Name (First, MI, Last), Branch, Social Security number (SSN)/Designator [ICO Officers]

To: [*See note below]

Via: Commanding Officer [or equivalent]

Subj: ENTITLEMENTS REQUEST ICO I.M. SAILOR IN CONJUNCTION WITH GLOBAL SUPPORT ASSIGNMENT (BUPERS ORDERS #[Insert No.])

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

Encl: (1) Permanent change of station (PCS) orders
(2) Temporary duty (TDY), indeterminate temporary duty (ITDY) orders
(3) NAVPERS 1070/602 Dependency Application (if applicable)

1. Per reference (a), MILPERSMAN 3060-030, the following entitlements are requested in support of my global support assignment (GSA) orders, enclosures (1) and (2).

2. I request approval / waivers of appropriate policies to receive the following entitlements during my GSA, indeterminate temporary duty (ITDY), temporary duty (TDY) (check all that apply):

☐ I request to receive basic housing allowance (BAH) based on my dependent(s)' location.

☐ I request to receive BAH based on my previous permanent duty station (PDS).

☐ I request that my dependents be authorized to reside [continue to reside in] in government quarters at a ☐ previous PDS or ☐ authorized designated place of residency.

EXHIBIT 1
Sample Entitlements Request for GSA Personnel
(Page 2 of 2)

Subj: ENTITLEMENTS REQUEST ICO I.M. SAILOR IN CONJUNCTION WITH (GSA) (BUPERS ORDERS #[Insert No.])

☐ I request authorization to execute a designated place move for my dependents to [city, State or outside continental United States non-foreign location].

☐ I desire non-temporary storage of my household goods (HHG) during my deployment under ITDY or TDY orders.

☐ I desire Government storage of my POV during my deployment under ITDY or TDY orders.

3. The information is pertinent to my request are as follows:

a. Marital and or dependency status:

b. Number of dependents:

c. Current dependent location:

d. Current dependent housing: (civilian, public private venture (PPV), or government quarters)

e. Name and location of government quarters or PPV housing:

f. Intended location for dependents during GSA assignment.

I. M. Sailor

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*Note: Entitlement requests must be forwarded to the appropriate authority per reference (a) and the applicable references. Entitlement requests related to HHG and POV storage must be sent to Navy Personnel Command (NAVPERSCOM) Training Contingency Augmentation Branch (PERS-463) and then forwarded to NAVPERSCOM Distribution Management Division (PERS-45) who will provide the line of accounting for the orders. Requests to NAVPERSCOM Distribution Policy and Procedures Branch (PERS-451) to keep dependents at previous PDS will need to be routed via MDSC for commanding officer’s concurrence.
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MILPERSMAN 3060-040

Overseas Support Assignment (OSA)

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References	(a) OPNAVINST 3000.13E (b) Joint Travel Regulations (JTR)

1. **Purpose**. This article provides policies and procedures for managing the Overseas Support Assignment (OSA) Program. The OSA Program is designed for Active Component (AC) and Training and Administration of the Reserve enlisted Sailors to volunteer and participate in the process that determines when and where they are assigned and deployed into Secretary of Defense-ordered individual augmentee (IA) and the Deputy Chief of Naval Operations (CNO) Operations, Plans, Strategy and Warfighting Development (CN0 N3N5N7)-validated service augmentation requirements. This MILPERSMAN supersedes and cancels CNO WASHINGTON DC 272022Z May 10 (NAVADMIN 171/10) and CNO WASHINGTON DC 072352Z Oct 10 (NAVADMIN 334/10).

2. **Policy**. United States Fleet Forces (USFF) Command is the OPNAV executive agent (EA) for global force management (GFM) and USFF GFM (N1 GFM) is the Navy EA for IA. Sailors who are elected and accepted for OSA tours will be administratively extended at their present duty stations for the period of the IA assignment plus an additional 90 days. Ninety days will allow for rest and relaxation, move preparation for the follow-on permanent change of station (PCS) tour, etc. Standard relief requisition procedures will remain in effect to generate potential relief for Sailors at their current parent command based on their original projected rotation dates (PRD). Sailors will remain administratively assigned to the parent command with

adjustments made to personnel accounting to count the Sailor as an IA, vice as onboard and filling a billet. This will generate requisitions and standard relief requisition procedures will remain in effect to generate requisitions for Sailors at their original PRDs. While OSA Sailors are deployed, they will be able to leave their families in place, which will maintain family support and care, and enable the families to keep their current support network.

a. **OSA Procedures**

(1) Sailors interested in an OSA position should express intent prior to negotiating orders with their rating detailers and before entering the detailing window, which opens 12 months prior to their PRDs. To allow time for billet negotiation, Sailors may submit interest in an OSA tour 13-18 months from their PRDs. Sailors should submit their OSA intent by e-mailing Navy Personnel Command (NAVPERSCOM) OSA Detailing Cell (PERS-4013GS) and by selecting the 'OSA' option on the My Navy Assignment (MNA) Web site located at https://mynavyassignment.dc3n.navy.mil/ in line with the following procedures:

(a) Sailors must ensure their phone and e-mail contact information on the MNA Web site is accurate and, if needed, update the information.

(b) On the MNA Web site, after signing in, navigate to 'Sailor Info' and choose 'My Preferences'. Once on that page, scroll to 'Other Preferences', and click the 'edit' link next to 'Special Programs'. In the appearing window, find the 'Overseas Support Assignment OSA' option, move it to the right box, and click 'Submit'.

(c) E-mail PERS-4013GS at osa assignment@navy.mil.

(2) Sailors who do not submit their intent before entering their 12-month detailing window may volunteer at any point if their commands and rating detailers are in concurrence. If Sailors are interested in deploying on an IA before their usual PRD, they should inform their parent commands for potential nomination under the Individual Augmentee Manpower Management (IAMM) Program per MILPERSMAN 3060-020.

(3) Sailors will collaborate with PERS-4013GS OSA detailing team to identify an OSA position suitable for their qualifications. While most assignments range between 9 and 14 months, shorter options may exist. Sailors are encouraged to have an idea of the theater and country, tour length, and type of requirement they prefer. If a requirement is not agreed upon or none is available, Sailors may continue to look until such time that they are within their regular 12-month detailing window and then commence their normal rating negotiations and applications.

(4) PERS-4013GS will submit OSA volunteers for requirements to USFF (N1 GFM) for approval. Upon approval, PERS-4013GS will notify the Sailors, and they will be considered "under orders" for PCS detailing purposes until their PRDs are adjusted and they roll into their new detailing window for the post OSA PCS tour. OSA orders will be executed at the end of the Sailors' current PCS tours, but the OSA assignment will be temporary duty (TDY) from the Sailors' existing parent command so that the Sailors and families will maintain the traditional parent-command relationship for support.

(5) NAVPERSCOM Enlisted Distribution Division (PERS-40) will adjust the Sailors' PRDs and enter an OSA distributable Navy enlisted classification (DNEC) code 2 weeks prior to the Sailors' first intermediate stop (I-stop), provided the Sailors have completed the requirements of MILPERSMAN 3060-080. The DNEC change may occur early if the Sailors are entering their detailing window. The Sailors' PRD will be adjusted to 90 days after the estimated return date to their parent commands. This will be adjusted further, if needed, to align with their actual return dates should they deviate from the estimate. The application of the OSA DNEC code ensures the parent command's manning and readiness levels are unaffected by the Sailor's absence, and the OSA Sailor will not count against the command for manning purposes. Standard assignment, detailing, requisition priority, and procedures apply to billets vacated by OSA Sailors.

(6) If the report date of the first I-stop is within 200 days, NAVPERSCOM Training and Administration of the Reserves Augmentation Division (PERS-46) will issue the TDY orders within 1 week of a Sailor's approval by USFF (N1 GFM). To minimize rework and modifications, TDY orders will not be written when the report date is beyond 200 days. Indeterminate temporary duty (ITDY) orders will be issued on a case-by-case basis

depending on the needs of an OSA Sailor and his or her family. Sailors should contact PERS-46 at e-mail ia hhg.fct@navy.mil for more information.

(7) When OSA Sailors are 12 months from their adjusted post OSA tour PRDs, they will be eligible to negotiate follow-on PCS orders with their respective rating detailers.

(8) Sailors will remain at their parent commands upon completion of their OSA orders for approximately 90 days prior to executing their follow-on PCS orders. Sailor duties must be reserved for reintegration, post-deployment screenings, leave, PCS move preparation, and other personal administrative tasks.

b. **Eligibility to Volunteer**

(1) **Previous IAMM or OSA Orders**. All Sailors, including those who have served on IAMM or OSA orders in the past 3 years and those currently on IAMM or OSA orders, are eligible to volunteer. Sailors may request to extend their OSA orders provided the following criteria are met:

(a) The extension request is approved by their in-theater chain of command and the OSA detailer confirms the billet is still available.

(b) Sailors submit NAVPERS 1306/7 Electronic Personnel Action Request to their respective rating detailers and the detailers concur.

(c) The extension request is submitted before USFF (N1 GFM) approves a Sailor for the upcoming rotation, which usually happens 6 months before an OSA Sailor's report date.

(d) There are no restrictions or requirements that would prevent the extension.

(2) **Screening Criteria**. Sailors must review the pre-deployment screening criteria per MILPERSMAN 3060-080 to ensure they will successfully meet the requirements before volunteering.

(3) **Navy "A" or "C" School Transfer**. Sailors transferring from a Navy "A" or "C" school assignment must complete their first PCS tours prior to volunteering.

(4) **Rate**. Sailors may be in one pay grade up or down from stated requirement, unless stated in the tasking message. Sailors must be in the pay grade of E-3, or above, with the following exceptions at the time the orders are written:

(a) Sailors must be in the pay grade of E-4, or above, for assignment to detainee operations missions.

(b) Hospital apprentice (in the pay grade of E-2) may serve in the Health Services Augmentation Program billets due to their specialized training and medical skills.

(c) Requests for an exception will be approved by USFF (N1 GFM) on a case-by-case basis.

(5) **Security Clearance**. Sailors must possess the required security clearance at the time of nomination. The clearance status must be in scope and reflected in the Defense Information System for Security (DISS). An interim clearance may be considered acceptable, based on the specific details of the requirement. Requests for an exception will be submitted by PERS-4013GS, via a conditional acceptance request (CAR), to USFF (N1 GFM) Data Team at usff gfm sourcing and data team@us.navy.mil. USFF (N1 GFM) and the requirement initiator will consider exceptions and each CAR on a case-by-case basis.

(6) **Navy Enlisted Classification (NEC)**. Sailors must possess the NEC stated in the requirement. Requests for an exception will be coordinated by the OSA detailer for approval by USFF (N1 GFM) on a case-by-case basis.

(7) **PRD**. The start of the OSA orders must conform to current detailing rules, (i.e., the member's current PRD must be within 3 months of the start of the OSA).

(8) **End of Active Obligated Service (EAOS)**. Sailors must have an EAOS date that is a minimum of 90 days beyond the estimated date of return to their pre-OSA parent command.

(a) **Reenlistment**. Sailors, through their parent commands and servicing transaction service centers, must complete the obligated service (OBLISERV) requirement of a minimum of 90 days after their estimated return dates to their parent commands. Reenlistment must be completed within 30 days of TDY or ITDY orders date-time group and is included as part of

the pre-deployment screening checklist. Non-selective reenlistment bonus OSA Sailors are eligible for an early reenlistment window.

(b) **Extension of Original PRD to Accommodate OSA Tour**. Receipt of TDY or ITDY orders is sufficient documentation for Sailors to extend their PRDs to a minimum of 90 days and a maximum of 120 days after their estimated return dates to their parent commands. OSA Sailors in overmanned rating zones may extend to meet OBLISERV without NAVPERSCOM Active Enlisted Programs Branch (PERS-811) authorization. On a case-by-case basis, after receipt of TDY or ITDY orders, PERS-811 will consider exceptions to extension policies for ratings and NECs listed in the latest selective reenlistment bonus (SRB) NAVADMIN that are outside the SRB reenlistment window.

(9) **Personnel TEMPO (PERSTEMPO) System and Dwell**. Sailors who opt for OSA deployment and who have follow-on sea duty orders will be considered volunteers for those orders. Sailors will automatically be waived from dwell and PERSTEMPO requirements per reference (a). OSA deployments will be considered a voluntary continuation of current type duty and follow-on tours will be set based on normal sea-shore tour lengths.

(10) **Overseas Tour Extension Incentives Program (OTEIP)**. Sailors in outside continental United States (OCONUS) locations are not eligible for OTEIP due to their extended temporary additional duty status per MILPERSMAN 1306-300.

(11) **High Year Tenure (HYT)**. HYT Sailors may volunteer for an OSA, provided a minimum of 5 months transition time remain from the estimated date of return to their parent commands and their mandatory separation dates. Requests to waive the minimum transition time will be evaluated on a case-by-case basis. Sailors in possession of OSA orders, who are subsequently deemed to be at HYT, will be evaluated on a case-by-case basis by USFF (N1 GFM) and PERS-4013GS.

(12) **Retirement and Separation**. Sailors approved for retirement or separation may volunteer for an OSA if a minimum of 5 months remain from the estimated date of return to their parent commands and the separation dates. Requests to waive minimum transition between return and retirement will be evaluated on a case-by-case basis by USFF (N1 GFM) and PERS-4013GS.

(13) **Low Supply (LS) and High Demand (HD) Communities.** LS and HD communities are designated by USFF (N1 GFM). Sailors in LS and HD communities may not be assigned to a requirement outside of their skill set and are excluded from "any rating" or "any petty officer" OSA billets. The OSA detailer will coordinate with USFF (N1 GFM) for updates to communities with LS and HD designation, and any exceptions to this policy would need to be approved by the rating detailer and USFF (N1 GFM).

c. **Status-of-Forces Agreement (SOFA) Overseas Parent Command Considerations for OSA**

(1) Sailors assigned to OCONUS commands who are interested in volunteering for an OSA must first consult with their current chains-of-command regarding local SOFA regulations on accommodating dependents during their OSA deployment. Due to the dynamic nature of SOFA agreements, it is the Sailors' responsibility to ensure their families will be covered by SOFA for that particular country or duty station while the OSA Sailors are deployed on an OSA. If Sailors assigned to OCONUS commands would like to volunteer for OSA, prior to selecting an interest in an OSA on the MNA Web site, they must first inquire via their current chains-of-command if the command and or commander will host their dependents while they are TDY on an OSA assignment in line with local SOFA rules. If the command cannot host the dependents due to SOFA, Sailors may still volunteer; they may require a designated place move through ITDY orders for their dependents per MILPERSMAN 1300-306. OSA Sailors with dependents should contact OSA detailers at osa assignment@navy.mil or PERS-46 at ia hhg.fct@navy.mil for more information about the situation and their families intentions to discuss options.

(2) The relocation of dependents from a designated place back to the overseas command at the conclusion of an OSA is restricted. It is unlikely for family members to join the member until the post OSA PCS assignment. Sailors must have at least 12 months remaining at their commands after the date the dependent(s) are scheduled to arrive, actually arrive, or the day when command sponsorship is granted again per reference (b).

d. **Parent Command Responsibilities**

(1) Throughout an OSA Sailor's IA deployment orders, the parent command will maintain administrative oversight. The command may receive a replacement for the departing OSA Sailor, depending on Sailor-availability and distributable manning.

(2) Parent commands retain command IA coordinator (CIAC) responsibilities prior to, during, and after Sailors return from OSA deployments. Parent commands must ensure a seamless transition of CIAC responsibilities to follow-on PCS gaining commands when Sailors detach after OSA deployments to ensure completion of post-deployment screening. Refer to MILPERSMAN 3060-010 for comprehensive CIAC guidance.

(3) Potential OSA Sailors should start their screening as soon as they are slated into the billets. Commanding officers of the Sailors' original parent commands at time of OSA orders must ensure completion of medical, dental, and administrative pre-deployment screening and all related requirements of MILPERSMAN 3060-080 within 30 days of OSA orders issuance. If an OSA Sailor cannot meet the OSA position requirements, such as failing the expeditionary screening checklist, medical checklist, or facing extreme family hardships, the OSA Sailor must notify PERS-4013GS, who will then relay the message to USFF and or submit the drop request. Parent commands should immediately inform USFF (N1 GFM) and PERS-4013GS of an OSA fallout if the member is unable to update PERS-4013GS directly. Should a Sailor's OBLISERV extension be initiated and then discontinued, the parent command must work through its respective personnel office to ensure OBLISERV cancellation.

e. **Fallout Procedures**

(1) Should an OSA Sailor fallout for any reason, PERS-4013GS will notify the Sailor's rating detailer and the Sailor will be detailed to a new non-OSA PCS assignment.

(2) If fallout occurred greater than 120 days before the first I-stop, PERS-4013GS will attempt to replace the Sailor with another OSA volunteer.

(3) Less than or equal to 120 days before the first I-stop, PERS-4013GS will attempt to replace the Sailor. If a

replacement is not identified within 48 hours, PERS-4013GS will forward the requirement to USFF (N1 GFM) for sourcing through other IAMM processes.

f. **OSA Orders**

(1) Orders are available to view and download on Bureau of Naval Personnel (BUPERS) online (BOL):

(a) Log onto BOL at https://www.bol.navy.mil/,

(b) Select the "Navy-Marine Corps Mobilization Processing System (NMCMPS)" link or "view IA orders" link, and

(c) Click "view my orders" in upper middle of the screen.

(2) After a Sailor has been issued OSA orders, there may be circumstances that necessitate substantial modifications. The following circumstances will apply:

(a) OSA orders may adjust due to necessary changes in training tracks to support mission requirements. USFF (N1 GFM) may change the start date of OSA orders, via order modification, to depart up to 30 days prior to or 90 days later than the original first I-stop date due to changes in mission or training requirements. USFF (N1 GFM) will inform the PERS OSA cell of planned date changes, and the OSA detailer will inform the OSA Sailor. If estimated date of return shifts later by more than 30 days or changes between calendar months, then PERS-4013GS will be informed by USFF (N1 GFM) to adjust the member’s PRD post deployment. If the timeline shift will be greater than stated above, the Sailor will be given an option to accept the new timeline or request cancelation of his or her current OSA orders and assignment to new OSA orders. USFF (N1 GFM) will work with PERS-4013GS to find a new billet requirement similar to the one cancelled, if possible.

(b) If an OSA billet requirement is cancelled, the Sailor will have the option to be reassigned to another OSA billet, subject to availability within rate and skill set match. USFF (N1 GFM) will work with PERS-4013GS to identify a new billet assignment. If there are no OSA alternate billets available, or if the OSA Sailor no longer desires to go on an OSA deployment, PERS-4013GS will inform USFF (N1 GFM) and the Sailor's rating detailer, and the member will be detailed to a

new PCS assignment. If a member has initiated an OBLISERV extension through his or her respective personnel office and does not go forward on the OSA due to a mission cancellation, it is incumbent of the parent command to cancel the OBLISERV via its respective personnel office.

g. **OSA Incentives**

(1) Sailors completing OSA orders will be excluded from involuntary nomination through the IAMM Program for 3 years from the return date to their parent commands. LS and HD ratings may not have sufficient inventory to support a 3-year exclusion and will be handled on a case-by-case basis.

(2) Sailors completing OSA orders will have a post-OSA choice of coast detailing for their follow-on PCS orders negotiation. If a Sailor must fill a sea duty billet following his or her OSA deployment, whenever possible, the rating detailer will strive to detail the Sailor to a unit that is not deploying within 180 days of the Sailor’s report date.

(3) While every effort will be made to execute OSA procedures as listed in this MILPERSMAN article, there will be circumstances which cannot be anticipated. The Navy is committed to finding the best balance between the IA mission, needs and or desires of the Sailor, and command readiness. Unanticipated demands may require tailored solutions determined by USFF (N1 GFM) that are not covered in this MILPERSMAN article.

MILPERSMAN 3060-050

ACCESSING THE READY RESERVE

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References	(a) 10 U.S.C. (b) DoD Instruction 1235.12 of 7 June 2016 (c) DoD Instruction 1352.01 of 8 December 2016 (d) RESPERS M-1001.5, Reserve Military Personnel Manual, June 2012 (e) OPNAVINST 1900.4A (f) OPNAVINST 3060.7D

1. **Purpose**

a. To provide policy and assign responsibilities for accessing Ready Reserve units and individual Sailors per reference (a), chapter 1209, sections 12301(a), 12301(d), 12302, 12304, and 12304(a-b), voluntary and involuntary Reserve access authorities, in response to Secretary of Defense (SecDef) order or to fill a Deputy Chief of Naval Operations (CNO) for Operations, Plans, Strategy, and Warfighting Development (CNO N3N5N7)-validated requirement. Reference (b) provides Department of Defense (DoD) guidance on accessing the members of the Reserve Component (RC) across the Military Services. To understand the implementation of DoD guidance within the Navy, this article offers information on Navy processes relevant to reference (b).

b. This article is not intended to cover processes for accessing Training and Administration of the Reserve (TAR) officers and enlisted personnel. TAR complies with Active Component (AC) processes that are covered per MILPERSMAN 3060-020 Individual Augmentee Manpower Management,

MILPERSMAN 3060-030 Global Support Assignment, and MILPERSMAN 3060-040 Overseas Support Assignment.

2. **Policy**. Various levels of military commitment and levels of activation are available to the President and Congress when RC forces are needed for a response to national security imperatives or other emergencies. The ability to mobilize RC forces rapidly and efficiently in response to requirements of the AC and to emergencies is essential to the security of the nation. This article implements DoD guidance on accessing the Reserve force and disseminates the Navy's guidance as applicable to RC Sailors.

3. **RC Activation Limits**. Activations of RC forces are limited in duration to current policy or the maximum allowable by law.

a. Reference (b), enclosure (3), provides a summary of the most significant RC access authorities applicable to this article. Per reference (b), the table of Reserve access authorities is not a substitute for thorough review and understanding of the applicable RC access authorities. Refer to reference (a), sections 12301(a), 12302, 12304, 12304(c), 12304a, or 12304b for complete citations.

b. Per reference (a), chapter 39, section 688; and chapter 1209, sections 12301(a), 12302, 12304, and 12304 (a-c); RC members activated are performing involuntary active duty.

c. Per reference (b) and MILPERSMAN 1050-272, an order to active duty under reference (a), chapter 1209, section 12302, will not exceed 24 months, including any training required for the anticipated mission duties, accrued leave; and if applicable, post-deployment or activation respite absence.

d. The Secretary of the Navy (SECNAV) may activate an RC member with a minimum 24-hour notice as authorized by the SecDef, per reference (a), section 12304a. Activation orders must not exceed 30 days without SecDef's approval. With approval, activations may extend up to 120 days, including member processing, required training for mission duties, and accrued leave.

e. Per reference (a), chapter 1209, sections 12304 and 12304 (b-c), an order to active duty will not exceed 365 consecutive days, including any training required for the anticipated mission duties; accrued leave; and if applicable,

post-deployment or activation respite absence. Respite absence is not applicable for reference (b), section 12304(b), authority orders per MILPERSMAN 1050-272.

f. Per reference (c), Reserve retirees may be ordered to active duty as needed to perform such duties as the SECNAV, with guidance from SecDef, considers necessary in the interests of national defense per reference (a), chapter 1209, sections 12301(a); and chapter 39, section 688. For Reserve retirees with less than 20 years of active duty who are not volunteers to be ordered to active duty, the authority is chapter 1209, section 12301(a), alone.

4. **Notification of Activation and Voluntary Activation Waivers**

a. **Advance Notification of Activation**. Informal advance notice to RC Sailors being involuntarily activated may occur up to 24 months in advance of activation and may encompass, but is not limited to an alert order, official notification of sourcing message, ready activation pool list, verbal notification, or other verifiable communication method. Advance verbal notification of activation is provided by the Navy Reserve activity to RC Sailors within 2 business days after the RC Sailor is identified and sourced to fill an augmentation activation manpower requirement.

b. **Formal Involuntary Activation Approval and Notification**

(1) For activations under all involuntary activation authorities except for reference (a), chapter 1209, section 12304(a) (covered in subparagraph 3d), formal approval and notification via official orders occurs when the SecDef approves the SecDef Orders Book (SDOB), or the Undersecretary of Defense (Personnel & Readiness) approves the notification matrix per reference (b).

(2) Per DoD standard, the Navy will provide orders notification for involuntary activation and or mobilization for urgent requirements a minimum of 60 days in advance of activation, with the goal of 90 days advance notice. For routine rotational requirements, the Navy will attempt to provide 180 days advance notice. Once activation is briefed to ultimate approval authority with SECNAV or Office of the SecDef levels, official notification is established as the date of orders release as measured from date-time-group of the orders to the first intermediate stop. Involuntary mobilizations with

less than 60 days notice will only be considered to comply with urgent and emergent SecDef direction to Navy, or to meet operational need or significant mission impacts as determined by U.S. Fleet Forces (USFF) Command Global Force Management (N1 GFM). RC Sailors activated to fill mission essential, emergent requirements will be given the maximum notification time possible.

(3) Director, USFF N1 is the waiver authority for notification timeline waivers. This applies to volunteers under involuntary authorities with less than 30 days notification and to non-volunteers with less than 60 days notification. All notification timeline waivers involve extensive review by USFF (N1 GFM), as well as higher levels of Navy and or DoD leadership for shorter notification timelines, and will be considered in order to comply with urgent and emergent SecDef direction or to meet significant mission impacts. RC members may request waiver of their own orders notification down to a minimum of 30 days from date of orders release.

(4) Per reference (b), RC forces activated in support of a contingency operation (per reference (a), section 101(a)(13)) for a period of more than 30 days will be given at least 30 days of formal notification to prepare for activation. Pursuant to statute, should the operational situation warrant, SecDef may waive the 30-day notification requirement and order RC members to active duty, provided SecDef provides Congress with a report detailing the reasons for the waiver and the mission requirements at issue. RC Sailors must then report in line with any such activation orders regardless of 30-day notification requirements otherwise applicable.

(5) Though the Navy aims for a 60-day notification standard, Navy policy directs that RC members should be prepared to report with as little as 72 hours notice. SECNAV or SecDef can order less than 72 hours notification per reference (b) in crisis scenarios. To ensure that reporting timelines are met, members should make arrangements for family, personal, business, and other responsibilities in advance.

c. **Voluntary Notification Waiver for Activation**. RC Sailors may waive the notification minimums for voluntary or involuntary activations.

(1) All Sailors who are activated in support of SecDef-ordered and (CNO N3N5N7)-validated requests for support

requirements that are eligible for an involuntary activation authority per reference (a), chapter 39, sections 688, and chapter 1209, sections 12301(a), 12302, 12304, 12304(a-c), as applicable; will be issued involuntary orders pursuant to that authority, even when they volunteer for that activation. Notification timeline is calculated based on the date of official approval of the SDOB or briefing of the notification matrix as appropriate based on the timelines per reference (b). RC Sailors may waive their own orders notification minimums down to 30 days for activation under involuntary authorities. For the extremely infrequent circumstances of activation notification less than 30 days, an RC Sailor's willingness to report with minimal notice is an important component of the brief to Director, USFF N1 up to SecDef for ultimate approval.

(2) Per reference (a), chapter 1209, section 12301(d), for voluntary activation orders, the notification goal remains 30 days. Waivers to this timeline are considered based on operational mission requirements and will be adjudicated by USFF (N1 GFM) in coordination with Commander, Navy Reserve Force (CNRF) Operations, Plans, and Policy (CNRF N3).

(3) RC members who desire to voluntarily waive the 60-day notification requirement must submit a signed NAVPERS 1300/25 Voluntary Waiver Acknowledgement (VWA) for Mobilizing on Active Duty.

5. Mobilization-To-Dwell Ratio and Dwell Waivers

a. Mobilization-to-Dwell Ratio

(1) Per reference (a), chapter 1209, sections 12302, 12304, and 12304(a) and (b), dwell is the period of time between the release from active duty and the reporting date for a subsequent tour of active duty. Active duty performed per reference (a), chapter 1209, sections 12301(b) and 12301(d), is considered dwell for the purpose of calculating an RC member or unit's mobilization-to-dwell ratio.

(2) SecDef approval is required for activation requests per reference (a), chapter 1209, sections 12301(a), 12302, 12304, and 12304(b-c), when the RC unit or Sailor dwell ratio is 1 to 4 or less. The Navy will apply the SecDef's goal dwell ratio of 1 to 5 to RC units and individual Sailors. Per reference (a), chapter 50, section 991, dwell time begins for an RC member when the member returns to any housing (to include the

member's residence) that the member usually occupies for use during off-duty time when at his or her usual permanent duty station or homeport after completing a deployment of 30 days or more.

(3) Per reference (b), no RC Sailor with less than 12 months dwell will be involuntarily activated, except in cases covered by reference (a), chapter 1209, sections 12301(a) and 12304(a-b).

(4) The activation period is calculated from the start date of involuntary activation to the date of deactivation. For example: 6 months of involuntary activation, followed by 24 months dwell, yields a mobilization-to-dwell ratio of 1 to 4. The Navy tracks dwell for each RC Sailor via the application of individual mobilization status codes.

(5) The Undersecretary of Defense (Personnel and Readiness) and SECNAV may approve activations for units with mobilization-to-dwell ratios of 1 to 4 or less when all the affected members being involuntarily activated for the first time each have a mobilization-to-dwell ratio greater than 1 to 4, provided all other SecDef guidelines are met.

(6) per reference (a), chapter 1209, sections 12304(a-b), a mobilization-to-dwell ratio will not be considered for activations in either pre-activation or post-activation decisions.

b. **Dwell Waiver**

(1) **Involuntary Dwell Waiver**. Demand for certain mission critical skill sets may require a number of units and or individuals to be remobilized sooner than the 1 to 5 dwell goal or the 1 to 4 minimum standard. Any request to involuntarily mobilize individuals inside of the 1 to 4 dwell requires SecDef's approval. USFF (N1 GFM) will make dwell waiver recommendations to CNO N3N5N7 and provide justification on stressed communities that warrant waiver consideration via the briefs described in subparagraph 4b(2).

(2) **Voluntary Dwell Waiver**. Members who volunteer to mobilize within their dwell time must sign NAVPERS 1300/25 when applying for any activation requirement orders under an involuntary authority when they are in a dwell status. They will earn additional dwell time for involuntary authority orders

for which they volunteer. Sailors volunteering to activate under voluntary activation authority, reference (a), chapter 1209, section 12301(d), will see no impact on their dwell time since 12301(d) orders neither earns dwell nor resets dwell.

6. **Volunteering for Activation or Extensions in Support of SecDef-Ordered and CNO N3N5N7-Approved RFS Requirements**

a. CNRF utilizes volunteers to fill mobilization requirements to the maximum extent possible.

b. RC members that are in a paid Selected Reserve (SELRES) billet or part of the voluntary training unit (VTU) can volunteer for mobilization through ZipServe by selecting the 'volunteer to mobilize button' on the CNRF Force Mobilizations Division (CNRF N35) homepage. Once on ZipServe, RC members can select a mission and submit application packages for consideration. Assignments will be made based on best fit for each billet assigned.

c. If RC members are in restricted populations, they volunteer via their chain of command or billet sourcing officers.

d. If RC members are part of the Individual Ready Reserve, they must first be gained into the VTU or a paid SELRES billet and then follow the normal volunteer process. See reference (d), RESPERSMAN 1300-010 Selected Reserve Assignments, for more detailed direction.

e. Sailor voluntary extensions are considered based on the needs of the Navy. Individual theater restrictions and current Assistant Secretary of the Navy (Manpower and Reserve Affairs) per diem entitlement waiver limitations may prohibit extensions beyond a specified period. Volunteer extensions will be ordered under applicable involuntary authorities up to the limits based on law, SecDef direction, and Navy policy. Further extensions beyond these limits will be per reference (a), chapter 1209, section 12301(d), governing voluntary authority subject to supported command approval and mobilization requirement expiration date. Sailors seeking to extend should communicate that desire to their chains of command as soon as possible after receipt of their orders. The Navy does not guarantee the extension of orders. Requests must be forwarded to USFF (N1 GFM) and include the NAVPERS 1300/24 Voluntary Service Agreement signed by the member.

f. RC members may execute a maximum of 5 years continuous active duty service to ensure compliance per reference (a), chapter 2, section 115, and prevent negative impacts on Sailors under reference (e), unless granted specific waiver via Office of the CNO (OPNAV) Compensation, Pay, and Reserve Sanctuary Issues Office (OPNAV N130).

(1) For the purposes of this 5-year limitation:

(a) Active duty consists of any continuous involuntary or voluntary duty performed per reference (a), chapter 1209, sections 12301(b) and (d), 12302, 12304, and 12304(a)-(c). This includes annual training, active duty for training, active duty operational support, and definite recall.

(b) A period of active duty service is continuous if there are no breaks in service that exceed 30 days.

(2) When an RC Sailor is identified, who is willing to extend but will exceed this 5-year limit, the sourcing agent or the command requesting the extension may coordinate a break of at least 31 days (from all forms of active duty) prior to the RC Sailor being approved to extend beyond 5 years continuous active duty service. Any such extension will need to be processed in coordination with USFF (N1 GFM) and CNRF (N35) to ensure break from all forms of active duty.

(3) Waiver of the 5-year limitation may be sought by supported commands or sourcing agents by letter to OPNAV (N130) and the order-writing authority, Navy Personnel Command Augmentation Management Division (PERS-46) via USFF (N1 GFM). Waiver request letters must be signed, or endorsed, by a flag officer or senior executive service official and provide justification.

7. **Pre-Deployment Screening and Activation**. Details on pre-deployment screening and activation criteria are contained in MILPERSMAN 3060-080 Adaptive Mobilization Readiness and Screening Pathways for Active Component and Reserve Component Sailors on Augmentation Orders and MILPERSMAN 3060-070 Ready Reserve Activation Screening Criteria. Reference (f) also contains processes and guidance related to activation policies.

8. **Mobilization and Activation Guidance**. The Navy offers further guidance for RC Sailors preparing for transition to active duty on the MyNavy Portal Web site at https://mn3p.navy.mil/web/deployment-and-mobilization/overview

9. **Mission Accomplishment Commitment**. The Navy is committed to finding the best balance between mission accomplishment, Sailor notification, family needs, and command readiness. Unanticipated demands may require tailored solutions not covered in this article.

MILPERSMAN 3060-060

DELAY, DEFERMENT, AND EXEMPTION REQUESTS AND SPECIAL CASES BOARDS (SCB)

Responsible Office	PERS-9	Phone: COM E-mail:	(901) 874-4483 scb pers91.fct@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) DoD Instruction 1235.12 of 7 June 2016 (c) DoD Instruction 1200.07 of 22 January 2021 (d) DoD Instruction 1215.06 of 11 March 2014 (e) COMNAVRESFORINST 3060.7E

1. **Purpose**. This article provides policies and procedures for Reserve Component (RC) Sailors who are ordered to active duty under Title 10 U.S.C. Reserve access authorities per references (a) and (b), and make a request for delay, deferment, or exemption (DDE) from reporting for active duty as ordered. This article governs special cases boards (SCB), including when and how they are to be conducted.

2. **Background and Discussion**. The Navy Reserve force is the strategic advantage of the Navy and must be ready for missions across the globe in steady-state and conflict. RC Sailors are expected to be readily available for active duty and are screened for readiness to deploy per reference (c). Sailors are expected to update their mobilization status with their Navy Reserve activity (NRA) via mobilization availability codes. RC Sailors identified for mobilizations who develop significant issues or hardship not identified during previous screenings that could affect their mobilization or require special consideration should immediately request a DDE. An SCB is the appropriate process to evaluate a DDE request submitted by an RC Sailor ordered to active duty to determine whether the member has a severe personal, family, community hardship, or other problem(s) that will affect his or her mobilization. The DDE

and SCB process is not to be utilized for delays due to members failing to screen medically or administratively for their assigned orders. The NRA must contact Commander, Navy Reserve Force (COMNAVRESFOR) Force Mobilization Division (N35) in those types of cases. An SCB is not warranted to adjudicate a claim of key Federal employee status, enrollment in education, retirement, or other issue covered by current Navy policy.

3. **DDE Definitions and Procedures**. The following definitions and procedures apply:

a. **RC Sailors**. Members of the Ready Reserve, Standby Reserve (USNR-S1), and Retired Reserve as defined per reference (d). Navy Personnel Command (NAVPERSCOM) Reserve Personnel Administration Division (PERS-91) will adjudicate requests for DDE from Retired Reserve personnel, most members of the Individual Ready Reserve (IRR), and anyone who does not fall under an NRA. These individuals will send their DDE requests directly to PERS-91. Selected Reserve (SELRES) Sailors as well as IRR members assigned to a voluntary training unit and strategic sealift officers, will submit their DDE requests to their assigned NRA.

b. **Delay**. A postponement of the report date for active duty not exceeding 59 days.

(1) Adjudication of requests for delay of 30 days or less per reference (e).

(2) If a delay greater than 3 days is approved, the authority granting approval will notify the Sailor, the Sailor's command, Navy mobilization processing site (NMPS), and appropriate authorities to ensure orders are properly modified to reflect the new ready load date (RLD).

(3) Delay requests of more than 30 days and SCB elections for disapproved delay requests of 30 days or less must be adjudicated by the NRA.

(a) Sailors must utilize exhibit 1 to document SCB election. The NRA must convene an SCB (appointing order template provided in exhibit 2), unless the SCB is waived per exhibit 1 by the Sailor to reverse a disapproval decision by COMNAVRESFOR N35.

(b) Sailors requesting more than 30 days of delay will route their requests, in writing, to their NRA commanding officer (CO). The NRA CO will convene an SCB to adjudicate members' delay requests. At the conclusion of the SCB, the NRA CO will state in his or her endorsement whether he or she concurs or does not concur with the Sailor's request (or whether he or she concurs with some postponement of the Sailor's RLD, but not all that the Sailor is requesting).

(c) If the NRA CO recommends approval of the request for a delay greater than 30 days, the NRA CO will expeditiously route the Sailor's request and accompanying documents, along with their endorsements, to PERS-91 for adjudication.

(d) If the NRA CO recommends approval of the request for 30 days or less, the SCB and CO's endorsement will be sent to COMNAVRESFOR N35 per subparagraph 3b(2).

(e) If the NRA CO denies the request and the member requests a higher-level review, the request must be submitted to PERS-91 via the NRA CO.

(f) For all cases in which delay of over 30 days is requested, the NRA CO must convene an SCB, unless the SCB is waived in writing by the Sailor.

(g) NRAs will update the individual mobilization status (IMS) code to D6P upon SCB submission and to D6G once the SCB is approved by PERS-91.

(h) If delay of greater than 30 days is approved by PERS-91, the NRA CO will notify the Sailor, COMNAVRESFOR N35, and NMPS and will coordinate with appropriate authorities, such as NAVPERSCOM Training and Administration of the Reserves (TAR) Distribution and Augmentation Division (PERS-46), to ensure the orders are properly modified to reflect new RLD.

c. **Deferment**. A postponement of the report date for active duty for 60 days or more.

(1) Approved deferments require order cancellation or modification, with the expectation that new orders will be issued to report for active duty. Although the new orders can be issued at any time following deferment approval, the RLD on the orders will be the date upon which the approved period of deferment expires. If deferment is approved, the NRA CO will

notify the Sailor, COMNAVRESFOR N35, and NMPS and will coordinate with appropriate authorities, such as PERS-46, to ensure the orders are properly modified to reflect the new RLD.

(2) Deferment requests will be handled in the same way as delay requests for more than 30 days.

(3) Deferment may be approved for more than 6 months if justified by unique circumstances. Exemption should be considered if a postponement of longer than 6 months is requested or deemed necessary.

d. **Exemption**. A cancellation of a Sailor's requirement to activate.

(1) An exemption is appropriate when neither delay nor deferment is feasible. Approved exemptions require order cancellation. If an exemption is approved, an RC Sailor will be considered unable to mobilize and may be transferred to Standby Reserve, administratively separated, or retired (if eligible) per reference (c).

(2) Exemption requests will be handled in the same way as delay requests for more than 30 days.

(a) An exemption may be approved based on any DDE request. If a Sailor makes a DDE request, the NRA must provide the Sailor with a NAVPERS 1070/613 Administrative Remarks acknowledging that the Sailor understands the loss of benefits that can occur if the Sailor is shifted to the Standby Reserve, administratively separated, or involuntarily retired. An example NAVPERS 1070/613 entry can be found in exhibit 3.

(b) NAVPERS 1070/613 will be provided to the Sailor in person. If in-person receipt is not feasible, it may be mailed via certified mail to the Sailor. A copy of the signed NAVPERS 1070/613 (or a copy marked "Certified Copy Provided" if unsigned) should be included with the SCB package sent to PERS-91.

(3) If exemption is approved, the NRA CO will notify the Sailor, NMPS, and COMNAVRESFOR N35 and Local Area Coordinator for Mobilization (LACMOB) Division (N36) and any appropriate authorities necessary to cancel the Sailor's orders.

4. **Procedures and Responsibilities for Requesting and Processing DDE**. Mobilizations have a tight training track, and a significant delay in reporting as ordered could result in an unacceptable gap to mission by weeks or months. NRA COs have a responsibility to adjudicate DDE requests and convene SCBs in a timely manner such that RLDs are not missed or unnecessarily delayed. If an issue requiring a DDE request and or SCB within 15 days of a member's RLD arises, the NRA CO should consider coordinating a 3-day or 30-day delay with COMNAVRESFOR N35 in order to convene an SCB.

a. **Deadline for requesting DDE**. The deadline for submitting a DDE request is a Sailor's RLD. All efforts should be made to address a timely DDE request. Unnecessary delay on the part of a Sailor in bringing matters to the attention of the Navy is a factor to be considered in deciding whether the request should be granted.

b. **Requesting DDE**. Requests for DDE must be made to a Sailor's NRA CO. If the requestor does not belong to an NRA (e.g., IRR and retirees), requests will be sent to his or her LACMOB, to the NRC assigned in the Sailor's mobilization orders, or directly to NAVPERSCOM Reserve Personnel Management Department (PERS-9). The DDE request should then be endorsed (as appropriate) and forwarded to PERS-91, who may convene an SCB, unless waived in writing by the requestor. DDE requests must be in writing using Secretary of the Navy (SECNAV) Manual 5215 (Navy Correspondence Manual) format. A Sailor can choose to submit any evidence to support the request and may, at any point prior to an SCB, supplement the request with additional evidence to be considered by the SCB. DDE requests should include, at a minimum:

(1) What relief the Sailor is requesting,

(a) Requests may be for specific relief (e.g., "delay of 3 days") or for general relief (e.g., simply "Delay," or "Delay, Deferment, or Exemption").

(b) An SCB, unless waived in writing by the Sailor, must be convened if the DDE request does not explicitly ask for 30 days or less delay.

(2) Why the Sailor believes DDE is justified, and

(3) The following attached documentation:

(a) A copy of the Sailor's mobilization orders;

(b) Sailor's current NAVPERS 1070/602 Dependency Application; and

(c) Any other documentation the Sailor believes is necessary to support the request.

c. **Processing DDE Requests**. DDE requests will be processed per paragraph 3.

(1) All reasonable effort will be made to keep administrative processing times for DDE requests to a minimum and communication between stakeholders secure and smooth.

(2) Unless waived in writing by the requesting Sailor, the Sailor has the right to an SCB in all cases when requesting more than 30 days delay.

(3) When adjudicating the DDE requests, the NRA CO, COMNAVRESFOR (N35), and PERS-91 will use the criteria per paragraph 6 of this article, and will also consider evidence submitted in the SCB package and SCB recommendation.

(4) Sailors who receive an approved DDE will not be ordered to report to active duty prior to the expiration of their delay or deferment. Sailors receiving an approved exemption will not be activated at all.

d. **Tracking DDE Request Outcomes**. Multiple DDEs can have significant effects on a Sailor's ability to continue to serve in the Navy Reserve. NRA COs and COMNAVRESFOR will ensure all SELRES Sailors with approved DDE requests are tracked through the period of the delay or deferment or, in the case of exemption, through transfer from the Ready Reserve. PERS-91 staff will maintain a record of all DDEs they have approved.

(1) COMNAVRESFOR (N35) will determine, in consultation with the supported command or United States Fleet Forces Command (USFF) Global Force Management Department (N1 GFM) (for individual augmentation orders), whether to shift RLD to the approved DDE request, assign a later RLD to align with required training, or cancel member's request and re-source. The Sailor's IMS code will be updated per COMNAVRESFOR policy.

(2) For Sailors with approved exemption requests, NRA COs will notify PERS-91 when they have changed the members' duty status code to 500 so that PERS-91 can change the service code to 57 (signifying the member is USNR-S1).

5. **SCB**. SCBs enable the Navy Reserve and other stakeholders to fairly evaluate DDE requests and properly balance the needs of the Navy with the needs of Sailors when extraordinary circumstances affect their ability to mobilize. An SCB provides a forum for Sailors to provide evidence of the extraordinary circumstances which they believe justifies a DDE and for an experienced group of trusted RC officers to assess that evidence in the context of the criteria listed below for recommendations that PERS-91 will use to most fairly adjudicate the DDE request.

a. The NRA CO is the convening authority for all SCBs, except in the cases of IRR and retired Sailors, and will direct the location of the SCB, taking into consideration efficiencies and the location most convenient for the requesting Sailor.

b. The SCB will make a written recommendation either to:

(1) Delay a Sailor's report date by a specific number of days,

(2) Defer a Sailor's report date by a specific number of days,

(3) Exempt a Sailor from the specific mobilization, or

(4) Disapprove a Sailor's DDE request.

6. **DDE Criteria or Guidelines**. DDE will be recommended and approved only when necessary and justified based on the criteria or guidelines listed below and the facts and evidence presented by the Sailor. In making an appropriate recommendation, the SCB members should carefully consider all the facts and circumstances contained within the evidence presented by the Sailor and all reasonable inferences to be made.

a. In addition to the evidence presented by the Sailor, the SCB should weigh and balance the following criteria:

(1) The credibility of the evidence presented by the Sailor;

(2) Whether the Sailor could have, and if so, did, at the earliest opportunity of becoming aware of the issue(s) (i.e., not merely once the Sailor became aware of the mobilization) provide advance notice to his or her command of the issue(s) leading to the DDE request;

(3) The severity of any personal, legal, family, community, or other hardship the DDE-requesting Sailor is facing and the impact such hardship may have upon the Sailor's performance during the activation period;

(4) The effect such personal, legal, family, medical, community, or other hardship will have on:

(a) The health and safety of either the Sailor, the Sailor's dependent(s) and or the Sailor's close family member(s) or community, and

(b) The Sailor's ability to focus on the mission.

(5) The alternative options available to the Sailor to resolve the Sailor's issue(s) without DDE and what steps the Sailor has taken to mitigate the problem;

(6) The likelihood of the issue(s) resolving on its own without the Sailor being granted DDE; and

(7) The impact on the Navy or other Sailors of granting a DDE in the case at hand.

b. No single criteria is necessarily more important than another. The SCB will weigh and balance all considerations applying seasoned discretion and examining the administrative record to ensure an appropriate recommendation is made and supported by the record. If the SCB determines, after weighing these guidelines and balancing them per this MILPERSMAN article, the equities balance in favor of granting the Sailor a delay, deferment, or exemption, it should recommend the appropriate DDE option, along with the number of days to be delayed or deferred, if that is the SCB's recommendation. If the SCB determines that the balancing of these equities weighs against granting DDE, it should recommend as such.

c. Examples of problems that would not justify granting DDE include, but are not limited to:

(1) Failure to have an executable family care plan (FCP) when an FCP is required (not to include when the basis of the SCB request makes the FCP non-executable),

(2) Inability to mobilize due to any medical or legal condition;

(3) A potential hardship which may occur during a mobilization,

(4) Claiming to be a key Federal employee when not designated as such,

(5) Enrollment in education programs not addressed by current Navy policy, and

(6) Adverse effect of a mobilization on one's personal business or income.

7. **SCB Procedure**. SCBs will be convened by written appointing order. Exhibit 2 is provided as a template for an appointing order. The appointing order will be in the form of a Navy memo in SECNAV M-5216.5 format, addressed to the senior member, and will contain the names of the other two members, the Sailor requesting the DDE, and any support staff formally appointed. It will also contain the location, date, and time that the SCB will be held.

a. As this is not intended to be an adversarial proceeding, there will be no advocate on behalf of the Government at an SCB. Members of the requesting Sailor's chain of command may be called to testify or provide written testimony.

b. The Sailor may, if he or she wishes, bring personal representatives (e.g., a civilian attorney retained by the Sailor at no expense to the Government, a translator, a family member, etc.), to speak on behalf of the Sailor at the SCB, provided this does not delay the SCB. Prior to the SCB, the Sailor may consult with a Navy Defense Service Office (DSO) attorney, at no expense to the Sailor, to receive legal advice prior to the SCB, provided this does not delay the SCB.

c. The requesting RC Sailor must be in a duty status during the SCB (i.e., on IDT, AT, or any other type of orders), unless the SCB is held in absentia. The NRA will coordinate to ensure the Sailor is placed on appropriate orders at the time of the SCB.

d. During the SCB, no one may be present except the board members, designated support staff, the requesting Sailor, and witnesses the Sailor desires to call or from whom the board desires to hear, and the Sailor's personal representative, if applicable, while the Sailor is present.

e. The Sailor and, if applicable, his or her personal representative will only be present to present evidence and make any statements. They will not be present as the board reviews the package or deliberates.

f. The DDE requesting Sailor, his or her personal representative, and, if applicable, any of the witnesses may appear virtually or in person in front of the board, at their discretion. If the Sailor or his or her witnesses choose to appear virtually, the requesting Sailor, or his or her personal representative, must inform the NRA CO and the board president in advance of the board to ensure technology is set-up to enable virtual testimony or appearance.

8. **SCB Board Membership**

a. The SCB must consist of three voting members. Where practicable, these members should come from the RC, but it is not a requirement that they do so. SCB voting members will include:

(1) One Navy line officer who is in the pay grade of O-4 or above. The line officer ("senior member") will always be the senior member of the SCB, regardless of the other member's ranks, and will preside over the board;

(2) One Navy Judge Advocate General's (JAG) Corps officer; and

(3) One Navy Chaplain Corps officer.

b. The SCB will consist of one non-voting member. A non-voting board recorder (who may be a member of the NRA staff where the SCB is held and may either be a civilian staff member,

Training and Administration of the Reserve Sailor, or SELRES Sailor) will be assigned to the SCB and may be present throughout the SCB to assist the members with logistics and administrative requirements. Although there is no required qualification for the recorder, the recorder will ideally be someone with an expertise in administrative capabilities (e.g., a yeoman, personnel specialist, legalman or civilian administrative staff member) who can be trusted to maintain the confidence of the board and the privacy rights of the Sailor and can assist the board with administrative logistics.

c. No member will be in the DDE requesting Sailor's chain of command. The NRA CO will not be a member.

d. All members will be neutral and detached and will conduct themselves as such. Where practical, the CA should try to find members who do not know the DDE requesting Sailor and do not know the facts of that Sailor's case prior to being selected.

e. Although in-person attendance is ideal, there are situations where this may not be feasible or practical without delaying the SCB. Voting members may participate remotely if they are unable to be physically present at the location during the time and date set for the SCB.

f. The members should not consider information outside the package or witness testimony in the case, unless that information is then included in the package. While they may request witnesses at the board, they should base their recommendations only on the evidence presented to them and all reasonable inferences there from and the criteria or guidelines within this article.

g. The senior member will be responsible for opening and closing the board.

h. The senior member (even if from the majority) will be responsible for ensuring the Board's recommendations are accurately reflected in its final written report and for signing and submitting the final report to the NRA CO no later than 1 business day after the SCB concludes.

i. The other members are not required to sign the final report, but any member may write his or her own minority report, to be submitted to the NRA CO by the same deadline.

j. Each member will have an independent vote, regardless of designator or rank, for the final recommendation.

k. The recorder will assist the senior member with the drafting of the final report.

9. **Evidence**. Formal rules of evidence do not apply at SCBs. The only requirement is that the evidence provided be relevant to the Sailor's request for DDE.

a. **Definition of "Relevance"**. For purposes of SCBs, "relevance" is defined as any evidence that makes a fact in question more or less probable or aids the members in any way toward making an appropriate DDE recommendation.

b. **Form of Evidence**. Evidence may be presented to the SCB in the form of witness testimony (either in person, telephonically, or via video), correspondence, documentary, video, media, or digital evidence. To be considered, digital evidence must be presented in a format acceptable to Navy-Marine Corps Intranet (NMCI) computers.

c. **Timing of Submission of Evidence**. Evidence may be provided by the Sailor to the SCB either prior to the SCB and or at the SCB, after it has been convened.

d. **JAG Responsibility**. The JAG member will be responsible for making any decision regarding relevance of submitted evidence. The other members of the board may overrule any decision by the JAG member not to consider evidence if both other members vote to consider the evidence in question. If evidence is not considered, the SCB will note that in its final report.

e. **Burden of Proof at SCB**. The members will use a preponderance of the evidence standard to assess its credibility and make any factual determinations relevant to its recommendations. The burden of proof is on the requesting Sailor to establish facts that justify approval of his or her DDE request.

10. **SCB Board Process**

a. The SCB members will review all relevant documents submitted by the requesting Sailor, as well as the DDE criteria guidance provided in this article, prior to calling the board to order.

b. At the appointed time and date, the senior member will call the SCB to order, utilizing the record of proceedings (i.e., script) per exhibit 4. The SCB will then call the RC Sailor requesting the DDE.

c. The SCB process is subject to the Privacy Act, and the Sailor's Privacy Act rights must be protected. The senior member will ensure the Sailor receives and signs a Privacy Act Statement (see exhibit 5 sample) prior to the SCB and submission of evidence.

d. The requesting Sailor and his or her personal representative, if applicable, will then be invited by the senior member to present any additional evidence.

e. The senior member will then recess the board for reviewing of any additional evidence submitted at the SCB and deliberations per exhibit 4. The subject and personal representative, if applicable, will not be present for the members' review of evidence.

f. The members will determine if the submitted evidence is relevant on a case-by-case basis upon submission, as provided previously in this article.

g. The subject Sailor will then be invited to present any witness testimony. It is up to the Sailor to coordinate witness participation. The SCB will not unreasonably be delayed to facilitate witness participation.

h. If any SCB member requests that a specific witness should be called who has not been, they may request that witness's testimony. If the witness is not available, the board will not unreasonably delay the proceedings to wait for that witness.

i. Unless there are any additional witnesses, the SCB will then close for deliberations. The RC Sailor, his or her family

members, and any personal representative(s), as applicable, will be dismissed or leave the proceedings at this time.

11. **Deliberations**

a. The board will make its findings and recommendations in closed sessions with only the voting members (and designated recorder, at the member's desire) present. All deliberative discussions and the specific votes of members will remain confidential. All persons present during deliberations must respect the confidentiality of the process.

b. During deliberations, the SCB will consider the facts and evidence provided, as well as any other reasonable inferences and relevant circumstances, and then apply to the criteria or guideline factors listed in paragraph 6 of this article.

c. Votes need not be unanimous.

d. The members will vote on a "yes" or "no" of whether the member should receive a delay, deferment, or exemption and, if so, which one and (if applicable) for how long. The senior member of the board has the authority to make the final recommendation in the event that the board fails to come to a majority consensus. The senior member of the board is responsible for signing and submitting the final report to the NRA CO, whether or not the senior member is in the majority.

e. If at least two members vote "no," the board is concluded, and the senior member, whether or not in the majority, will be responsible for signing and submitting the final report to the NRA CO recommending denial of DDE.

f. The SCB does not make any final decisions. The SCB merely makes a recommendation to the NRA CO.

12. **Final SCB Report**

a. The senior member is responsible for the final report (a template may be found at the end of exhibit 4). The final report need only be signed by the senior member to be valid.

b. The following items should be attached to the final report and sent, along with the final report, to the CA:

(1) Privacy Act statement signed by Sailor at SCB;

(2) Requesting Sailor's written request for DDE;

(3) A copy of the Sailor's mobilization orders (if mobilization orders were not provided to the board and are not available, attach a memorandum stating so. The memorandum should also provide the member's RLD, mission number, mobilization location, expected return date, boots on ground time, and pay entry base date (PEBD), or as much of that information as can reasonably be determined;

(4) NAVPERS 1070/613 (see exhibit 3 for sample entry) provided to the requesting member, if exemption was requested, explaining the fact that PERS-91 may either transfer them to USNR-S1 status, administratively separate them, or if eligible, involuntarily retire them if exemption is approved. If a NAVPERS 1070/613 was not provided to the Sailor in advance of the board, the senior member should ensure that one is provided to the Sailor during the SCB.

(5) Sailor's current NAVPERS 1070/602; and

(6) All supporting documentation submitted to the SCB.

c. Designated administrative staff may assist in creating the final report.

d. If the requesting Sailor falls under an NRA, the senior member will deliver the SCB final report to the NRA CO in a timely manner. If the NRA CO recommends approval of the DDE request, the NRA CO will make an endorsement on the SCB's recommendation and will then forward, within 1 business day of receipt of the SCB final report, to PERS-91 for adjudication. If the NRA CO recommends disapproval of the DDE request and the member requests a higher-level review, then the NRA CO will negatively endorse the package and forward it to PERS-91 for adjudication. The NRA CO's endorsement should contain, at a minimum:

(1) Concurrence or nonoccurrence with the SCB's recommendation;

(2) Member's RLD;

(3) Member's mission number (NE#, NB#, etc.);

(4) Member's number of dependents;

(5) Member's PEBD; and

(6) Justification for CO's recommendation.

e. If the requesting member does not fall under an NRA (e.g., if the Sailor is a retiree or an IRR reservist), the senior member will forward the final report directly to PERS-91.

13. **SCB Final Decision**

a. PERS-91 makes all final decisions in SCB cases that have been approved at the NRA level and are greater than 30 days in length. PERS-91 will strive to make decisions promptly once it has received the SCB package. PERS-91 will ensure COMNAVRESFOR N35 and the NRA CO are notified of the final decision within 2 business days of the final decision.

b. In cases where exemption is approved by PERS-91, the exempted Sailor will be transferred to the USNR-S1 list, be administratively separated, or retired. PERS-9, considering the Sailor's potential for future deployablity or service, will determine which action the NRA CO must take and include that in PERS-91's decision notification.

c. PERS-91 is the final approval authority on all SCB requests. If new information is produced or the Sailor's situation has worsened since the SCB, the Sailor may request reconsideration by PERS-91.

d. Should either of these apply, the Sailor should communicate his or her intentions to the NRA CO. The NRA CO, in coordination with PERS-91, should determine whether the situation and or timeline requires a new board. If a new SCB is not required, the NRA CO should submit the additional information enclosed in a positively endorsed memo, along with the original SCB package, to PERS-91 for adjudication.

14. **SCB Rights**

a. RC Sailors have the right to appear at their SCB either in person or virtually via telephonic or video means, provided they are not disruptive to the board. If the subject Sailor does not appear, the SCB may be held in absentia.

b. RC Sailors have the right to provide a written or oral statement at their SCB and or to have their personal representative provide a statement on their behalf. Sailors are advised that the members may question them about any sworn statement they elect to make to the board.

c. Because RC Sailors have the burden of proving the facts they allege to justify approval of DDE in their case, they have the right to present evidence of their choosing to the SCB, provided it is relevant to the DDE request. They may do this via written or oral testimony from witnesses, written documentation, or multimedia presentation, or any other reasonable means.

d. Sailors seeking DDE, or facing an SCB, may, at any time before the SCB, request legal advice from a Navy DSO attorney free of charge, provided they do not delay the board by doing so. Sailors also may speak to a civilian attorney at no expense to the Government, provided this does not delay the board.

e. RC Sailors do not have a right to attorney representation at an SCB. Sailors may bring a personal representative (who can be a civilian attorney) to their SCB, provided the SCB is not delayed by the personal representative’s participation. Personal representatives attending an SCB on behalf of a Sailor must appear at no expense to the Government. They may speak on the Sailor’s behalf at the board.

f. RC Sailors have the right to request reconsideration of the final DDE decision, based on the criteria provided in this article.

Exhibit 1
Election/Waiver of SCB Form Template
(Use proper letter format)

(Date)

From: Rate/Rank, Sailor Name, USN
To: Commander, Navy Personnel Command (PERS-91)
Via: Commanding Officer, NRA

Subj: ACKNOWLEDGEMENT OF RECEIPT AND SCB ELECTION

1. I acknowledge receipt of denial of my mobilization delay, deferment, or exemption (DDE) request.

2. I have / have not submitted a DDE request over 30 days in the past.

3. I have / have not been cancelled from a mobilization in the past.

4. I do / do not elect a special cases board (SCB) [circle election].

_____
Rate/Rank Sailor Name

Exhibit 2
SCB Appointing Order Template
(Page 1 of 2)
(Use proper letter format)

SSIC
Ser xx/xx
(Date)

From: Commanding Officer, NRA
To: Rank First MI Last Name, USN, (senior member)

Subj: APPOINTMENT OF A SPECIAL CASES BOARD FOR [SUBJECT SAILOR]

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual (MILPERSMAN)

1. Per reference (a), MILPERSMAN 3060-060, you are assigned as senior member of a special cases board (SCB) for [Subject Sailor], who has made a delay, deferral, or exemption (DDE) request from an upcoming mobilization. The SCB will convene on [time, date], or as soon as practicable thereafter, at [location (if members are participating remotely, state as such)]. Other individuals assigned to the SCB are:

Rank, Name, USN, Judge Advocate General member
Rank, Name, USN, Chaplain member
Rank, Name, USN [if military], non-voting board recorder
Rank, Name, USN, Subject [i.e., DDE requesting Sailor]

2. [Optional] The authorized uniform for the SCB is Navy working uniform/khaki/optional.

3. General procedural instructions and an SCB script are contained in reference (a), MILPERSMAN 3060-060. You and the other board members should familiarize yourselves with reference (a), MILPERSMAN 3060-060, prior to the convening of the board.

4. You and the other members are admonished not to discuss the pending case with the subject or anyone else, except as part of the board process, and to review in advance all documentation related to the SCB that will be provided to you, but not to

Exhibit 2
SCB Appointing Order Template
(Page 2 of 2)

Subj: APPOINTMENT OF A SPECIAL CASES BOARD FOR [SUBJECT SAILOR]

consult outside sources unless provided to you by me or as part of the SCB process.

F. M. LAST

Copy to:
Member
Non-voting Board Recorder
Subject member

Exhibit 3
Sample NAVPERS 1070/613 DDE/SCB Entry
(Use proper letter format)

SUBJECT: DELAY, DEFERMENT, EXEMPTION (DDE) FROM MOBILIZATION/SPECIAL CASES BOARD (SCB)

1. I have received either verbal or written activation notification or order issuance for an upcoming mobilization/deployment.

2. I am requesting delay, deferment, or exemption (DDE) from my impending scheduled mobilization or deployment.

3. I understand that if an exemption is granted, I may be transferred to the Standby Reserve, potentially considered for administrative separation processing, or subjected to other adverse administrative action per MILPERSMAN 3060-060, and that cognizant authorities will make that decision based on the facts and circumstances of my individual case and the needs of the Navy.

4. I understand that this may result in loss of pay, benefits, career opportunities, ineligibility for military retirement or other potentially adverse consequences to my pay, benefits, or what I might otherwise be able to achieve in my military career.

5. I am willing to accept the risk of potential loss of pay, benefits, career, and or career opportunities up to and including administrative separation. Having taken this risk into account, I still desire to proceed with my DDE request/SCB.

6. I_____ have/_____have not received an approved DDE from Navy Personnel Command (NAVPERSCOM) Reserve Personnel Administration Division (PERS-91) for a previous mobilization.

Exhibit 4
SCB Record of Proceedings (with SCB Final Report) Template
(Page 1 of 9)

ACRONYMS:

Acronym	Title
SM	Senior member*
JAG	JAG member
CH	Chaplain member
S	Subject (i.e., DDE requesting Service member)
PR	Personal representative for DDE-requesting Service member
W	Witness
CA	Convening authority
SCB	Special Cases Board
DDE	Delay, deferment, or exemption

* May not be the Navy Reserve Center commanding officer

THE SCRIPT. Follow this script when conducting the SCB:

[Members will have read all relevant documents submitted by or on behalf of subject, as well as the DDE Criteria/Guidelines per paragraph 5 of MILPERSMAN 3060-060, prior to convening the SCB]

[Prior to formally convening the SCB, SM will invite subject, along with his or her PR (if the subject brings a PR) into the SCB room or online meeting (if remote)]

Note: If SCB is held in absentia, the SM may skip any readings that do not make sense to read without the subject present.

SM: The special cases board will come to order. The time, date, and place of hearing are as follows: [state time, date, and location (alternatively, if everyone is participating remotely, so state and instead of a location where the hearing is taking place, state the NRA convening the board)].

SM: The board is convened by an order of the convening authority, [state name, rank and title of CA], dated [state date of appointing order], a copy of which has been furnished to each member of the board and the subject Service member.

Exhibit 4
SCB Record of Proceedings (with SCB Final Report) Template
(Page 2 of 9)

The following persons named in the appointing order are present:

Members	
[Rank and Name]	Senior Board Member
[Rank and Name]	JAG member
[Rank and Name]	Chaplain member
[Rank and Name]	Subject [i.e., DDE-requesting Service member]
[Name]	[PR (only if applicable)]
[Rank (if applicable) and Name]	[Support staff (only if applicable)]

The following person[s] named in the appointing order is [are] absent: [List anyone who is not present or appearing remotely].

SM: This board has been convened for the purpose of considering the case of [state rank and name of subject], who has requested DDE from impending mobilization. The board will assess the facts, based on the evidence presented and all reasonable inferences derived from that evidence, and will make a recommendation to Commanding Officer, NRC [NRC Name] with respect to whether the subject should, or should not, be granted a delay, deferment, or exemption from the scheduled mobilization, and if so, which type, and if recommending delay or deferment, for how long.

[Rank and Name of Subject], this is not intended to be an adversarial hearing. It is merely a mechanism for you to present to us your case for why a DDE should be granted, so that we can make an appropriate recommendation to PERS-91.

I shall now review with you your rights in connection with this hearing. If you have any questions about any of these rights, do not hesitate to ask me. You may waive this reading of your rights, which does not waive the rights themselves. Do you elect for me to read your rights, or do you waive the reading of your rights?

Exhibit 4
SCB Record of Proceedings (with SCB Final Report) Template
(Page 3 of 9)

S: Elect reading / Waive reading.

NOTE: If subject waives reading, the reading will be omitted. In that case, skip the reading of the rights below and proceed to the next section.

SM: [If subject elects reading]

a. You have the right to appear at your SCB either in person or virtually via telephonic or video means, provided you are not disruptive to the board.

b. You have the right to testify at your SCB, either via an oral or written statement. You also have the right to provide no statement at all to the SCB and or to have your personal representative provide a statement on your behalf. It is your choice which option you elect. While others may advise you as to which option they recommend, no one else, including a personal representative, may make this decision for you. You are advised that the members may question you about your statement if you elect to make one to the board.

c. You have the burden to provide justification in support of approval of a DDE in your case. You may present evidence of your choosing to the SCB, provided it is relevant to the DDE request. You may do this via written or oral testimony from witnesses, written documentation, or multimedia presentation, or any other reasonable means.

d. You may, at any time before the SCB, request legal advice from a Navy Defense Service Office attorney free of charge, provided such consultation does not delay the board by doing so. You also may speak to a civilian attorney at no expense to the Government, provided this does not delay the board.

e. You do not have a right to attorney representation at an SCB. You do, however, have the right to be accompanied by a personal representative (who can be a civilian attorney) provided or arranged for by you at no expense to the Government. A personal representative is not entitled to

travel or similar expenses, and the proceedings will not be delayed to permit the presence of a personal representative.

Exhibit 4
SCB Record of Proceedings (with SCB Final Report) Template
(Page 4 of 9)

The personal representative may speak on your behalf at the board.

f. You may request reconsideration of the final DDE decision, based on the criteria provided in Naval Military Personnel Manual, article 3060-060, if any of the following apply:

(1) New evidence is produced that was not available at the time of the SCB; or

(2) Circumstances have materially changed since the SCB, rendering the original decision fundamentally unfair.

g. If you feel that reconsideration is warranted, it is your responsibility to make that request to PERS-91. Reconsideration will not occur unless you proactively request it.

h. Your failure to invoke any of these rights cannot be considered as a bar to the board's proceedings, findings, or recommendations.

NOTE: If subject waived reading of rights, skip to here.

SM: Now, [Rank and Name of Subject], there are some procedural rules in connection with this board which I shall explain.

First, these proceedings are administrative in nature and the board is not bound by formal rules of evidence.

Second, you should be aware that the board's recommendations will be based upon a preponderance of the evidence presented.

Finally, this board's task is to make recommendations to the Commanding Officer, Navy Reserve Center as to DDE. This board is not the ultimate decision-maker.

[Rank and Name of Subject], do you have any questions concerning the procedures before this board?

Exhibit 4
SCB Record of Proceedings (with SCB Final Report) Template
(Page 5 of 9)

S: (No, Sir/Ma'am.) (_____).

Note: **SM should ensure at this time that "S" signs (or has already signed and submitted) the Privacy Act Form, and if exemption has been requested, signs (or has already signed and provided) an appropriate Page 13 explaining the risks of adverse administrative action if exemption is granted. Once these two documents are accounted for, the board can proceed.**

SM: [Rank and Name of Subject], if you would like to make an opening statement, you may do so at this time.

S: (_____).

SM: We have reviewed the documentary evidence previously provided to the board. Do you have any further evidence to present?

S: (No, Sir/Ma'am.) (_____).

NOTE: If subject provides documentary evidence, SM will place the board in recess for members to review new evidence. The S and, if applicable, the PR, will exit the room or video call at this time, until all members have completed review.

SM: [Rank and Name of Subject], do you intend to call any witnesses?

S: (No, Sir/Ma'am.) (_____).

NOTE: Subject is responsible for coordinating witness participation, whether in person or through alternative means. If witnesses are not available when they are called, the board will not be unreasonably delayed to facilitate their participation.

NOTE: If Subject does not have a witness or witnesses to call, skip the following section.

SM: [Rank and Name of Subject], what witnesses do you intend to call?

Exhibit 4
SCB Record of Proceedings (with SCB Final Report) Template
(Page 6 of 9)

S: (_____).

SM: You may call your first witness.

NOTE: Subject coordinates presence, in person or remotely, of witness.

SM: [To witness] Would you state your name, rank, unit, and Military Service? (If civilian, state name, city, and state.)

WIT: (_____).

SM: [Rank and Name of Subject], you may question your witness.

S: (_____).

WIT: (_____).

NOTE: At the conclusion of Subject's questioning of witness, board members may question the witness.

SM: (to witness) You may be excused.

NOTE: Repeat for all witnesses.

SM: [Rank and Name of Subject], do you have any additional witnesses or documentary evidence to present?

S: (_____).

SM: [Rank and Name of Subject], do you desire to make a statement at this time, or do you have a personal representative present who desires to make a statement on your behalf?

S: (_____)

NOTE: [S or PR can now make a statement, if the S desires to make a statement. The members may question the Subject]

Exhibit 4
SCB Record of Proceedings (with SCB Final Report) Template
(Page 7 of 9)

SM: [To other members], do you have any additional witnesses that you believe we should hear from before deliberating?

JAG/CH/SM: (Yes/No/If yes, whom).

NOTE: The members may discuss this on the record or recess to discuss off the record, whichever the SM prefers. If any two of the members concur that a specific witness should be called who has not been, they may request that witness's testimony. However, if the witness is not available, the board will not unreasonably delay the proceedings to wait for that witness.

SM: [Rank and Name of Subject], if you desire to make any additional closing argument, you may do so at this time.

S: (_____).

SM: This board will close for deliberations, after which it will be adjourned. Our recommendations will be provided to PERS-91, and a copy will be provided to you when it is sent to PERS-91.

NOTE: When the board deliberates, only the voting members (and designated recorder, if the members desire) will be present. Upon completion of the deliberations, the SM must complete the appropriate final SCB report and ensure it is submitted to the NRA commander.

Exhibit 4
SCB Record of Proceedings (with SCB Final Report) Template
(Page 8 of 9)

BOARD RECOMMENDATIONS SHEET

PART 1

Recommendation (If vote is 3 to 0 or 2 to 1, that is how it should be recorded in parts 1, 2, and 3 below):

BY A VOTE OF		Recommend DDE	Does not Recommend DDE*

*If the majority vote is not to recommend DDE, skip to part 4.

PART 2

If the board recommended DDE, next make a recommendation as to either, delay, deferment, or exemption. Only one option may be selected.

BY A VOTE OF		Recommend Delay	Recommend Deferment	Recommend Exemption**

**If the majority vote is to recommend exemption, skip to part 4.

PART 3

If the board recommended delay or deferment, recommend the length of delay or deferment in days or months, as appropriate.

BY A VOTE OF		Recommended length of Delay or Deferment***

***Senior member has the authority to make the final recommendation as to the length of delay or deferment in the event that the board fails to come to a majority consensus. If that is the case, leave the vote columns blank.

Exhibit 4
SCB Record of Proceedings (with SCB Final Report) Template
(Page 9 of 9)

PART 4

Summarized list of evidence considered by the board:

1. _____

2. _____

3. _____

4. _____

5. _____

PART 5

List witnesses who testified orally at the board:

1. _____

2. _____

3. _____

4. _____

5. _____

PART 6

_____
Signature of senior member of the board

_____
Print name, rank, signature, date

Exhibit 5
Privacy Act Statement Template

PRIVACY ACT STATEMENT

DATA REQUIRED BY THE PRIVACY ACT OF 1974

PRIVACY ACT STATEMENT
For Personal Information/Statements Taken During
SPCECIAL CASES BOARDS (SCB)

Name: Rank/Rate: Activity: USN

AUTHORITY: Title 5, U.S. Code, Section 301; Title 10, U.S. Code, Sections 972, 1201-1221, 2733, 2734-2734b, 2737, 5013, 5014, 5031-36, 5131-5150, 5947, 6148, 7205, 76-22-7623; Title 28, U.S. Code, Sections 1346, 2671-2680; Title 31, U.S. Code, Sections 240-243, 3521-3531, 3701-3702, 3717-3718; Title 37, U.S. Code, Section 802; Title 38, U.S. Code, Section 105; Title 42, U.S. Code, Sections 2651-2653; Title 44, U.S. Code, Section 3101; Title 49, U.S. Code, Section 1901

PRINCIPAL PURPOSES: The information which will be solicited is intended principally for the following purpose(s):

- To determine the facts and circumstances required to assess whether Delay, Deferment or exemption (DDE) from mobilization should be approved. To present findings, conclusions, and recommendations developed from this SCB to the NRC Commanding Officer and potentially to Navy Personnel Command (NAVPERSCOM) Reserve Personnel Administration Division (PERS-91), or other appropriate commanders;

- For determinations on administrative action.

ROUTINE USES: In addition to being used within the Departments of the Navy and Defense for the purposes indicated above, records of investigations are routinely furnished, as appropriate, to the Department of Justice for use in litigation involving the Government; to agencies of the Department of Justice and state and local law enforcement agencies and court authorities for use in connection with civilian civil and criminal court proceedings; to agents and authorized representatives of parties involved in the litigation for use in legal or administrative matters; and to agencies of the federal, state, and local authorities, court authorities, and administrative authorities, for use in connection with civilian and military criminal, civil, and/or administrative and regulatory proceedings and actions.

MANDATORY/VOLUNTARY DISCLOSURE AND CONSEQUENCES OF REFUSING TO PROVIDING INFORMATION:

For Military Personnel: For Military Personnel: Disclosure of information is voluntary. However, if information is provided, any effort to mislead the investigator or higher authorities may subject the disclosing party to punitive liability under the UCMJ. For members who are subjects of an investigation, you are advised that you are initially entitled to have determinations resolved in your favor; however, the final determinations will be based on all the evidence in the investigative record. Therefore, whether you do or do not provide the requested information, you will be entitled to a favorable determination only if the record does not contain sufficient evidence to overcome the presumption in your favor by a preponderance of evidence. If the completed record does contain sufficient evidence to overcome the initial presumption in your favor, your election not to provide the requested information could prevent the investigation from obtaining evidence which may be needed to support a favorable determination. In any case, all determinations and evaluations made as a result of this investigation will be made only on the basis of the evidence that is contained within this investigative record.

ACKNOWLEDGMENT

I understand the provisions of the Privacy Act of 1974 as related to me through the foregoing statement and agree to the information provided as part of this SCB being distributed to and reviewed by all Department of the Navy (DON) staff who have a role in assessing or acting on my case.

Signature: _____
Date: _____

MILPERSMAN 3060-070

Selected Reserve and Voluntary Training Unit Activation Screening Criteria

Responsible Office	OPNAV (N13R)	Phone: COM	(703) 604-5102

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@Navy.mil https://my.Navy.mil/

References	(a) 10 U.S.C. (b) OPNAVINST 1001.27A (c) OPNAVINST 6110.1K (d) OPNAVINST 1740.4E (e) DoD Instruction 1000.13 of 23 January 2014 (f) DoD Manual 1000.13, DoD Identification (ID) Cards: ID Card Life-Cycle, January 2014

1. **Purpose**. To provide policy for the activation screening for members of the Selected Reserve and voluntary training unit Sailors per reference (a) voluntary and involuntary Reserve access authorities.

Note: This article does not apply to definite or indefinite recalls.

2. **Policy**

a. All members of the Selected Reserve and voluntary training unit Sailors must meet the criteria provided in this article in order to be placed in an active duty status per reference (a) voluntary and involuntary Reserve access authorities.

b. Activation criteria are distinct from deployment, area of operation, and or any other screening Sailors may need to fulfill the requirement for which they are being activated.

c. Commander, Navy Reserve Forces Command (CNRFC) may designate an electronic information system as the official data repository for recording and summarizing a Sailor’s fulfillment

of the activation criteria provided in this article. An electronically-saved or printed screenshot from the display of the system may be used in lieu of a paper checklist, form, or other means of validating and historically recording a Sailor's fulfillment. Activation criteria are as follow:

(1) Must have less than 16 years of total active military service or unless the Sailor has received an approved waiver per reference (b);

(2) Must be less than 62 years of age for officers unless deferred per reference (a), and less than 60 years of age for enlisted personnel;

(3) Obligated service or Reserve enlistment will not expire sooner than 30 days after the orders report date;

(4) Must have a valid common access card that will not expire sooner than 30 days after the orders report date;

(5) Must have an active government travel charge card that will not expire sooner than 30 days after the orders report date;

(6) Must meet the physical readiness standards per reference (c);

(7) Must have a record of NAVPERS 1070/602 Dependency Application that has been verified per MILPERSMAN 1070-270 and MILPERSMAN 1070-271;

(8) If required, NAVPERS 1740/6 Department of the Navy Family Care Plan Certificate, has been completed and verified within the last 12 months per reference (d);

(9) Ensure dependent family members are verified as enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) and the Real-Time Automated Personnel Identification System (RAPIDS) per references (e) and (f), volumes 1 and 2;

(10) Ensure Servicemembers' Group Life Insurance has been verified per MILPERSMAN 1741-020;

(11) Have no mobilization availability status code that would prevent activation;

(12) Must have completed a periodic health assessment within the last 12 months;

(13) Must have completed a dental exam within the last 12 months and be in dental class 1 or 2; and

d. Activating Sailors must attest in writing, or e-mail, to the following statement prior to activation: "I attest that there have been no known changes in my medical and dental status since my last periodic health assessment, comprehensive physical (if applicable), and dental exam. Additionally, I have disclosed all known medical conditions to my Navy medical provider in line with established procedure".

3. **Waivers to Criteria**. Reserve Component activation screening criteria may be waived per the procedures below. Waiving a criterion permits a Sailor to transition from reserve status to active duty status without meeting this criterion but does not exempt the Sailor from adhering to the directive establishing it.

a. Per reference (b), the criteria in subparagraphs 2c(1) and 2c(2) may be waived for officers and enlisted personnel;

b. The criteria in subparagraph 2c(2) may be waived for officers per reference (b);

c. The criteria in subparagraphs 2c(3) through 2c(6) may be waived by the commanding officer or delegated representative of the Sailors' ultimate duty station, as stated in their orders;

d. Per subparagraph 2c(11), CNRF may establish and waive this criterion based on the ultimate duty station, location of service, mission requirements, or other conditions;

e. The criteria in subparagraphs 2c(12) and 2c(13) are non-waiverable when activating per reference (a) under sections 12301(b), 12301(d), and 12304(b) authority. The criteria in subparagraphs 2c(12) and 2(c)(13) may be waived by Deputy Commander, Navy Reserve Forces (DCNRF) when activating per reference (a) under sections 12301(a), 12302, and 12304(a) authority, provided the requirements are met prior to reporting to the ultimate duty station.

MILPERSMAN 3060-080

READINESS AND SCREENING FOR ACTIVE COMPONENT (AC) AND RESERVE COMPONENT (RC) SAILORS ON AUGMENTATION ORDERS

Responsible Office	USFF (N1GFM)	Phone: COM E-mail:	(757) 836-4409 usff nflt n1 gfm policy assessment@us.navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) OPNAVINST 3060.7D (c) BUMEDINST 1300.3A (d) OPNAVINST 1300.14E (e) BUMEDINST 1300.2B (f) DoD Instruction 6490.03 of 19 June 2019 (g) OPNAVINST 6100.3A (h) DHA-PI 6490.03

1. **Purpose**. To provide policy for the readiness screening of Active Component (AC) and Reserve Component (RC) Sailors filling Secretary of Defense (SecDef)-ordered or Deputy Chief of Naval Operations (CNO) Plans, Strategy, and Warfighting Development (N3N5N7)-validated requirements serving on the following assignments:

a. Individual augmentation manpower management (IAMM) is covered in MILPERSMAN 3060-020;

b. Global support assignment (GSA) is covered in MILPERSMAN 3060-030;

c. Overseas support assignment (OSA) is covered in MILPERSMAN 3060-040;

d. RC activation, per reference (a), Reserve access authorities is covered in MILPERSMAN 3060-050.

Note: For the purpose of this article, Training and Administration of the Reserve (TAR) are considered AC. This article does not apply to screening for AC members executing permanent change of station (PCS) orders to remote, overseas, and operational duty locations unless the PCS orders were specifically in response to individual augmentee (IA) tasking.

2. **Policy**. AC Sailors serving under IAMM, GSA, or OSA, and RC Sailors activating in response to a SecDef-ordered or CNO N3N5N7-validated requirement will require some level of readiness screening prior to reporting to their supported command. This screening may include deployment screening, theater entry requirements, and post-deployment (also referred to as "redeployment") screening prior to returning to their parent commands or follow-on duty stations. Screening requirements vary based on such factors as duty status, ultimate duty station, and the geographic combatant commander (CCDR) area of responsibility (AOR).

3. **Adaptive Mobilization (AM) Pathways**. To optimize support staff resources, simplify decision making, provide predictable timelines and readiness standards, pre-defined pathways are defined in this article to align readiness and screening requirements to common augmentation requirements. This defined list is not all-encompassing but provides a basic framework from which deviations can be made if necessary. United States Fleet Forces (USFF) Command, Global Force Management (N1 GFM), as the OPNAV executive agent for global force management and as the executive agent for IA, will determine the AM pathway in coordination with the Joint Staff, CCDRs, Navy echelon (ECH) 2 command, and ultimate duty stations that is most suitable to the mission requirement. For each pathway, a designated pathway owner is specified to ensure appropriate mobilization processes (to include demobilization) are delineated via amplifying instruction, that such mobilization processes are executed, and to resolve any issues particular to the circumstances of each deploying or mobilizing Sailor. Commander, Navy Reserve Forces (COMNAVRESFOR), as the supported commander for AM execution, has command and control of all execution, processes for AM per reference (b). The pathways are as follows:

a. **RC Mobilization-to-Billet Pathway**. Navy Reserve readiness unit Sailors are activated to their activity manning document (AMD) billet, or similarly functioning document, at a Navy or joint AC command. COMNAVRESFOR is the pathway owner.

b. **RC Operational Unit Pathway**. Reserve operational unit Sailors are activated to the operational unit AMD. COMNAVRESFOR is the pathway owner.

c. **AC and RC IA Pathways**. IAs are GFM individual and ad hoc augments ordered to Navy by SecDef to meet the CCDR requirement demand signal and Service IA augments that are OPNAV N3N5N7-validated service requirements. For RC Sailors, this pathway differs from mobilization-to-billet, as RC Sailors are activated to support Navy, other service, or joint AC commands for which they are not billeted on the commands' AMD. USFF (N1 GFM) is the pathway owner. AC and RC IAs traditionally fall broadly into one of three types of assignments that require differing screening processes, as expanded on below. Of note, these screening processes are applicable to all AM pathways. USFF (N1 GFM) may customize IA pathways by adding or waiving intermediate stops (I-stop) for Navy mobilization processing sites (NMPS), schools, training, and mission-specific equipment issue in coordination with the Joint Staff, CCDRs, Navy ECH 2 command, and ultimate duty stations to meet mission requirements.

(1) **Overseas, Remote, and Operational Assignments**. Sailor augmentation in support of validated requirements to any Department of the Navy vessel or other unit which can be expected to deploy from its home base or port for a period of more than 30 days or is currently deployed.

(2) **Non-Expeditionary Continental United States (CONUS)and Select Outside Continental United States (OCONUS) and Territories**. Sailor augmentation in support of validated requirements that entail minimal screening, training, and equipping prior to reporting to the ultimate duty stations with ready access to military supporting services such as military treatment facilities and transaction service centers. Sailors report directly from their parent commands or Navy Reserve activities (NRA) to their ultimate duty station without an I-stop at an NMPS or other location. These requirements are usually shore-based and if the requesting command later determines a need for further deployment, that command is

responsible for any screening requirements if they become necessary due to a post-activation requirement to deploy.

(3) **Expeditionary**. Sailor augmentation in support of validated requirements that require mission or theatre-specific pre-deployment screening, training, and equipping or the Sailor must satisfy other unique or complex requirements established by the CCDR for their geographic AOR and the supported mission prior to reporting to an ultimate duty station with limited or no access to military supporting services. All Sailors' orders in this pathway include an I-stop at an NMPS prior to the Sailors reporting to their ultimate duty stations.

4. **Readiness, Deployment, and Post-Deployment Screening**. All RC Sailors must undergo activation screening with the Sailors' assigned NRAs per MILPERSMAN 3060-070, Ready Reserve activation screening criteria, when transitioning from reserve duty to active duty. AC Sailors do not undergo activation screening but must complete all other screening listed below as required by their assignment.

a. **RC Mobilization-to-Billet Screening**. Based on the Sailor's duty location, the NRA and or NMPS will complete the required screening from figures 1-1 and 1-2. The AC command is responsible for any screening, training, or equipping of activated Sailors that goes beyond that required for the activated Sailor to successfully complete the mobilization-to-billet pathway and fill their assigned billets. Upon redeployment, the AC command will coordinate with COMNAVRESFOR to determine if a Sailor should complete post-deployment screening at an NMPS, per USFF and COMNAVRESFOR directives.

(1) This pathway typically will not include an I-stop at an NMPS. If a Sailor must meet additional screening requirements prior to reporting to his or her AMD billets, the AC command will coordinate with Commander, Navy Personnel Command and COMNAVRESFOR to recommend I-stops as necessary.

(2) RC Sailors mobilized in response to a Federal disaster per reference (a) authority, for example Navy emergency preparedness liaison officer, Joint Enabling Capabilities Command and Under Submarine Rescue Command complete activation screening per MILPERSMAN 3060-070. USFF (N1 GFM) will determine the screening standards for Sailors activating to their AMD billet per reference (a) major disaster or emergency reserve

access authority. USFF (N1 GFM) will determine if a Sailor requires post-deployment screening at an NMPS.

b. **RC Operational Unit Screening**. Based on the unit's deployed duty location, the NRA and NMPS will complete the required screening in figures 1-1 and 1-2. RC operational units designated as NMPS's are responsible for deployment screening, theatre entry requirements, training, and equipping of activated RC Sailors in line with the type commander or CCDR requirements. RC operational units not designated by COMNAVRESFOR as NMPSs will process deploying and redeploying Sailors through NMPSs.

c. **AC and RC IA Screening**. USFF (N1 GFM) will select pre-deployment medical and administrative screening using figures 1-1 and 1-2, as well as add or waive I-stops for an NMPS, schools, training, and mission-specific equipment issue in coordination with the Joint Staff, CCDRs, Navy ECH 2 commands, and ultimate duty stations to meet mission requirements.

d. **Pre-Deployment Screening**. Pathway owners of each of the AM pathways will ensure the completion of the pre-deployment medical and administrative screenings determined appropriate for each Sailor are as follows.

Figure 1-1

Pre-Deployment Medical Screening		
Expeditionary	**Non-Expeditionary CONUS and Select OCONUS States and Territories**	**Overseas, Remote, and Operational Assignment**
NAVMED 1300/4 Expeditionary Medical and Dental Screening for Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO)	MILPERSMAN 3060-070 for RC; not required for AC.	NAVMED 1300/1 Medical, Dental and Educational Suitability Screening for Service and Family Members
DD 2807-1 Report of Medical History		DD 2807-1
Theater entry requirements		Theater entry requirements

(1) NAVMED 1300/4 is required per reference (c) for AC and RC Sailors reporting for expeditionary duty.

(2) Applicable theatre entry requirements can be found at the CCDR Web sites or with combatant command-designated point of contact.

(3) NAVMED 1300/1 is required per references (d) and (e) for AC and RC Sailors reporting for duty overseas or for service onboard a Navy vessel.

(4) DD 2807-1 is needed based on theater entry requirements.

(5) DD 2795 Pre-Deployment Health Assessment may be required to be completed within specified timelines for any deployment or mobilization that meets criteria as set forth in references (f) and (g) and can be completed via the Electronic Deployment Health Assessment at https://eha.health.mil/EHA.

Figure 1-2

Pre-Deployment Administrative Screening		
Expeditionary	**Non-Expeditionary CONUS and Select OCONUS States and Territories**	**Overseas, Remote and Operational Assignment**
MILPERSMAN 3060-070 for RC; not required for AC	MILPERSMAN 3060-070 for RC; not required for AC	MILPERSMAN 3060-070 for RC; not required for AC
NAVPERS 1300/22 Expeditionary Screening Checklist (Tier 2)		NAVPERS 1300/22 (Tier 1)

(6) MILPERSMAN 3060-070 provides requirements for RC activations.

(7) NAVPERS 1300/22 is needed based on theater entry requirements.

e. **Post-deployment Medical Screening**. Regardless of AM pathway used, at the end of a Sailor's deployment the screening listed in figure 1-3 is required. These screenings will be completed per USFF and COMNAVRESFOR directives.

Figure 1-3

Post-Deployment Medical Screening		
Expeditionary	**Non-Expeditionary CONUS and Select OCONUS States and Territories**	**Overseas, Remote, and Operational Assignment**
Separation History and Physical Exam (SHPE) (DD 2807-1 and DD 2808 Report of Medical Examination) for deployments greater than 30 days	SHPE (DD 2807-1 and DD 2808) for deployments greater than 30 days	SHPE (DD 2807-1 and DD 2808) for deployments greater than 30 days
NAVMED 1300/13 Redeployment/Demobilizations Medical and Dental Screening for Individual Augmentee (IA) Returning From Overseas Contingency Operations Support Assignments (OSA)		

(1) Per reference (e), all Sailors completing a period of qualifying active duty must complete an SHPE.

(2) The following forms are required to be completed within specified timelines of post-deployment that meets criteria as set forth in references (f),(g), and (h) and can be completed via the Electronic Deployment Health Assessment at https://eha.health.mil/EHA.

(a) DD 2796 Post-Deployment Health Assessment

(b) DD 2900 Post Deployment Health Re-Assessment

(c) DD 2978 Deployment Mental Health Assessment

MILPERSMAN 3060-090

MANAGEMENT OF MISCONDUCT ALLEGATIONS INVOLVING ACTIVE COMPONENT (AC) AND RESERVE COMPONENT (RC) SAILORS WHILE ON AUGMENTATION ORDERS

Responsible Office	OPNAV (N13R)	Phone: COM FAX	(703) 604-5102 (703) 604-5943

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 10 U.S.C. (b) DoD Instruction 1235.12 of 7 June 2016 (c) BUPERSINST 1610.10F (d) JAGINST 5800.7G (e) SECNAVINST 1920.6D

1. **Purpose**. This article provides policies and procedures for addressing allegations of misconduct involving Active Component (AC) and Training and Administration of the Reserve (TAR) Sailors serving on global support assignment, overseas support assignment, or individual augmentee manning management orders, and Reserve Component (RC) Sailors involuntarily activated or voluntarily performing active duty per references (a) and (b) access authorities. For the purposes of this article, guidance for AC and TAR Sailors is the same as both are on full-time active duty. RC guidance is intended for Reserve Forces that are ordered to serve on active duty per reference (b).

2. **Policy**. RC Sailors, not already performing duties under reference (a) authorities, are subject to jurisdiction under the Uniform Code of Military Justice (UCMJ) effective on the date they are scheduled to begin movement to report for active duty as specified in his or her orders and remain subject to UCMJ jurisdiction for misconduct committed while on active duty per reference (a). AC and TAR Sailors are subject to jurisdiction under the UCMJ throughout his or her service. Sailors who fail to report for duty on the date specified in their orders, including RC Sailors who fail to report for active duty in accordance with his or her orders and Sailors accused of

misconduct while on activation orders for a deployment or mobilization, may be subject to disciplinary proceedings and or adverse administrative action for violation of the UCMJ. Per reference (a), section 802, MILPERSMAN 1600-040 and MILPERSMAN 1620-020.

3. **Procedure**

a. **Notifications When Misconduct is Alleged**. The supported command to which an AC, TAR, or RC Sailor is attached is responsible for handling and disposition of misconduct allegations prior to the Sailor detaching, except in unusual circumstances or as otherwise detailed in this instruction. The supported command must consult with an appropriate staff judge advocate (SJA) in the chain of command and Office of Special Trial Counsel (OSTC) when required by the nature of the offense to determine the proper courts-martial convening authority and or the non-judicial punishment (NJP) under Article 15, UCMJ authority with jurisdiction and or the cognizant authority for administrative actions.

(1) For AC and TAR Sailors, supported commands will notify Navy Personnel Command (NAVPERSCOM) Training Distribution Augmentation Division (PERS-46), the appropriate SJA, and U.S. Fleet Forces (USFF) Global Force Management (N1 GFM) of any pending legal action related to accusations of misconduct against the Sailor.

(2) For RC Sailors, supported commands will notify all entities in subparagraph 3a(1) and additionally will notify Commander, Navy Reserve Force (COMNAVRESFOR) Force Mobilization (N35), and the Sailor's Navy Reserve activity (NRA).

b. **Tactical Control (TACON) Release**. TACON release is the mechanism by which a supported command can release a Sailor, earlier than the Sailor's orders indicate, from the forward supported command to a rear command better equipped to deal with the logistical needs of a Sailor facing long-term disciplinary or administrative consequences, or when the supported command believes good order and discipline is undermined by the Sailor's continued presence at the supported command. In the event of an allegation of misconduct against a Sailor serving under any of the orders listed in paragraph 1 the supported command believes warrants TACON release for any of the reasons identified above, the supported command may initiate TACON release. TACON release

is not a release from active duty and should not be construed or used as such.

(1) TACON release, detachment, and or redeployment of a Sailor from his or her assigned requirement greater than 30 days prior to the ordered end of mission does not relieve supported commands from proper handling of the misconduct allegations, including fully disposing of NJP cases. Supported commands must consult with the appropriate SJA and OSTC, if applicable, prior to any decision or action to initiate a TACON release or deactivate RC Sailors.

(2) In the event of a TACON release request, supported commands must also contact USFF (N1 GFM). USFF (N1 GFM) will coordinate the TACON release of the Sailor from the supported command, and depending on input from the cognizant SJA, will coordinate transfer of the Sailor within the supported command's chain of command, such as to the Navy Component of the supported combatant commander as applicable, or eventually the termination of the Sailor's specific mobilization or augmentation orders early. This is to facilitate the opportunity for the supported command to properly handle misconduct allegations, complete any necessary investigations, and completely dispose of all NJP cases.

(3) An RC Sailor who is TACON released from his or her mobilization or activation orders will be released from active duty back to his or her previous Reserve status unless the RC Sailor is accused of misconduct for which there is a reasonable view toward trial by court-martial, in which case he or she should be retained on active duty, pending resolution of the misconduct.

c. **NJP**. Minor disciplinary action should be handled and fully disposed of by the supported command to which the Sailor is attached at the time of the misconduct and should occur prior to TACON release of the Sailor.

(1) Appropriate administrative documentation (e.g., supporting investigative action, evaluation or fitness report documenting the reason for TACON release, per reference (c), report of misconduct, etc.,) should be completed by the supported command prior to TACON release.

(2) While it is best practice to conduct NJP at the command the Sailor was attached to when the misconduct occurred,

there are situations where this is logistically challenging or not feasible. Per references (a) and (d), NJP may be imposed anytime within 2 years of the date of misconduct, or after, if the statute of limitations is waived by the Sailor.

(3) Per MILPERSMAN 1620-020, an RC Sailor may not be retained or extended on active duty beyond the term of service during which he or she committed the misconduct solely to impose, administer, or process NJP.

(4) If the supported command does not conduct NJP proceedings prior to TACON release or detachment of the Sailor, and the subsequent Navy command or NRA intends to impose NJP against an RC Sailor for misconduct that occurred during the period of mobilization and or augmentation, the subsequent Navy command should coordinate with the cognizant SJA to coordinate NJP proceedings.

d. **Courts-Martial**. Unlike NJP, courts-martial typically entail timelines and logistical requirements that forward-deployed supported commands are not equipped to handle. The following applies when a Sailor subject to this regulation is accused of or suspected of a crime in which court-martial is reasonably anticipated:

(1) Per MILPERSMAN 1160-050, a Sailor may be involuntarily retained or extended on active duty, or on legal hold at a particular command, as a result of accusation, apprehension, arrest, confinement, or investigation with a view toward trial by court-martial. Per MILPERSMAN 1620-020, an RC Sailor may be held on active duty beyond the release date identified in applicable orders through the conclusion of court-martial proceedings and execution of any sentence, provided the alleged misconduct occurred while the RC Sailor was subject to jurisdiction per reference (a).

(2) The supported command must notify the OSTC and the appropriate military criminal investigative organization (e.g., Naval Criminal Investigative Service) when a Sailor is subject to this article and accused or suspected of a covered offense per reference (a) (i.e., those offenses identified in section 801(17), included, but not limited to, murder, sexual assault, domestic violence, etc.). Covered offenses per reference (a), while under consideration by the OSTC, must be considered as pending with a view toward trial by court-martial. Should the OSTC determine it will not prefer or refer charges and the OSTC

defers the matter back to the Sailor's local commander, the Sailor's commander with appropriate authority must coordinate disposition of the misconduct allegations, including potential engagement and collaboration with AC and or TAR parent command or RC organizations, as appropriate.

(3) Per reference (a), section 801(17) an RC Sailor accused of any covered offense, should be extended in an active duty status unless the OSTC and the supported command's cognizant SJA concur upon the Sailor's release from active duty prior to final disposition. A supported command may execute a TACON release of a Sailor accused of a covered offense, provided the above listed SJAs have been consulted, and the Sailor is kept in an active duty status throughout and after the TACON release (unless and until release from active duty is authorized).

(4) An RC Sailor accused of any non-covered offense (i.e., those crimes not specifically listed per reference (a), section 801(17)), where there is a view toward trial by court-martial, should be extended in an active duty status unless the trial counsel and the supported command's cognizant SJA concur upon the Sailor's release from active duty prior to final disposition. A supported command may execute a TACON release of a Sailor accused of a non-covered offense, provided the above listed SJAs have been consulted, and the Sailor is kept in an active duty status throughout and after the TACON release (unless and until release from active duty is authorized).

(5) When an RC Sailor is being extended on active duty with a view toward trial by court-martial, the supported command must send a written request for the RC Sailor to remain on active duty to PERS-46. The request must include the statement that "the RC Sailor is under investigation for alleged misconduct with a view toward trial by court-martial".

(a) Per reference (a), section 802, and Rules for Courts-Martial, Rule 202(c)(1) and (2). PERS-46 will modify the RC Sailor's orders to reflect the proper authority for retention due to legal proceedings per reference (a), section 801(17), and will transition the RC Sailor to involuntary orders if required.

(b) Per reference (d), section 0145(b), RC legal hold orders will be funded using the same appropriation used for the initial orders. New involuntary orders issued to RC Sailors serving on augmentation orders per reference (a), section

12301(d) authority will be funded consistent with Navy augmentation order funding practices. The authority orders funded through the executive committee (EXCOM) pillar process will be funded using EXCOM pillar funding. Funding sources for orders exceeding 90 days will be coordinated with the Office of the Chief of Naval Operations (OPNAV) Resource Management (N10).

e. **Administrative Separation Processing**. Administrative separation processing for alleged misconduct that occurs while a Sailor is mobilized or deployed must be handled pursuant to the Enlisted MILPERSMAN 1910 series for enlisted Sailors and per reference (e) for officers. If feasible, administrative separation should take place during the period of mobilization or deployment. An RC Sailor may not have his or her active duty orders involuntarily extended solely for the purpose of completing administrative separation. If administrative separation processing is not feasible prior to the expiration of the Sailor's active duty orders, then the subsequent Navy command will have responsibility for processing the RC Sailor's administrative separation for misconduct that happened during his or her mobilization or deployment. The subsequent command should coordinate with his or her cognizant SJA prior to the initiation of administrative separation proceedings against an RC Sailor following his or her TACON release or termination of orders for misconduct.

f. **Release of Sailors who have been Accused of Misconduct**. When an AC, TAR, or RC Sailor is released from mobilization or deployment due to misconduct or substandard performance, in order to facilitate proper case resolution, including potential administrative separation processing, the supported command to which the Sailor is attached will provide written notification to the next command with administrative control over the Sailor, with a copy to the SJA with cognizance over that command of the alleged misconduct and the status of the case. At a minimum, this notification should include:

(1) The Report of Investigation;

(2) Any adverse evaluation or fitness report;

(3) If the alleged misconduct stemmed from an equal opportunity (EO) complaint, the appropriate EO forms (e.g., NAVPERS 5354/2 Navy Equal Opportunity (EO) and Harassment Complaint);

(4) Defense Information System for security entry, if one was made;

(5) In cases involving alleged victims or witnesses, provide unit, names, and contact information for any alleged victim and or witnesses; and

(6) If the command was adversely affected by the alleged misconduct and desires to provide information about impact, an optional impact statement on the effect of the misconduct on the supported command.

g. **Involuntary Activation for Disciplinary Proceedings**. An RC Sailor who is deactivated or released from active duty remains subject to jurisdiction under the UCMJ for misconduct committed during the period of active duty, and the RC Sailor may be involuntarily ordered to active duty for disciplinary action subject to specific processes and procedures set forth in applicable law and regulation per references (a), and (d), section 0123(e), and MILPERSMAN 1620-020. Prior to taking any substantive action, commands considering activation of an RC Sailor for disciplinary proceedings must consult with the supporting SJA and the OSTC or trial counsel (as applicable) regarding activation protocols and potential limitations resulting from execution of activation orders and the type of disciplinary proceedings contemplated.

4. **Unique Circumstances**. While every effort will be made to execute the procedures as listed in this MILPERSMAN article, there will be circumstances which cannot be anticipated. The Navy is committed to finding the best balance between the mission, needs and or desires of the Sailor, and command readiness. Commands and Sailors are encouraged to consult an appropriate SJA to address any questions or concerns.

MILPERSMAN 4050-010

PRIVATELY OWNED VEHICLE SHIPMENT ALLOWANCE POLICY

Responsible Office	OPNAV N130	Phone: DSN COM E-mail:	604-5478 (703) 604-5478 NXAG N130C@navy.mil

MyNavy Career Center	Phone: E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc.fct@navy.mil https://my.navy.mil/

References	(a) Joint Travel Regulations (JTR) (b) DTR 4500.9-R, Defense Transportation Regulation, August 2023 (c) Personal Property Consignment Instruction Guide (PPCIG) (d) DoD Instruction 1315.18 of 28 October 2015

1. **Eligibility**

a. Eligibility requirements to ship a privately owned vehicle (POV) in the continental United States (CONUS) and outside of the continental United States (OCONUS) are outlined in reference (a), chapter 5.

b. Situations when a POV may not be transported to a permanent duty station (PDS) OCONUS are described in reference (a), chapter 5.

c. Notification of an assignment or a planned separation or retirement date does not constitute authorization to move a POV at government expense. Members personally procuring movement or storage of personal property or a vehicle that does not meet requirements in references (a) through (d) will not be reimbursed.

d. Regulations regarding POVs purchased in a non-foreign area OCONUS are outlined in reference (a).

e. Restrictions and limitations regarding shipment of POVs can be found in reference (c) within the Defense Personal Property System https://www.ustranscom.mil/dp3/pdfs.cfm. POV shipment resources are also available at www.pcsmypov.com and Military OneSource https://www.militaryonesource.mil.

2. **Using Designated Vehicle Processing Centers (VPC)**

a. The Navy designates the ports or VPCs used. In the absence of a designation, reference (a) applies. Members may be subject to excess cost when they elect to ship a POV from or to an alternate VPC other than their authorized origin or destination VPC serving the official PDS.

b. POVs are authorized to be turned in at the designated origin VPC serving the old PDS or the POV VPC serving the passenger port of debarkation, as well as any POV port or VPC in between the old and new PDS, subject to excess cost.

c. Shipment of the POV is authorized between the VPC serving the old and new PDS or homeport change (HPC) when the member is ordered permanent change of station (PCS) to, from, or between an overseas PDS.

d. POV OCONUS and CONUS shipment may be authorized per reference (a). For a CONUS-CONUS initial HPC or regular operational HPC, commanding officers may approve a POV shipment due to insufficient time and operational needs for designated crewmembers "riding" the ship to the new homeport. POV shipments that are not in line with reference (a) or between locations other than the HPC are not authorized and are at a member's personal expense.

e. POV shipment may be authorized for personally procured transportation **only** when the member has not transported a POV at government expense on the current PCS order **and** the POV was shipped based on erroneous advice of a government representative. If approved, reimbursement is limited to what the transportation would have cost had the POV been transported by the government.

3. **Using Alternate VPCs**

a. There is no prior approval required by the member to request an alternate port or VPC, provided the alternate port is within the same country or in CONUS and the member reimburses the government for any excess cost, if applicable. More information may be provided by the local personal property shipping office on applicable excess costs.

b. POV shipment to or from an alternate port or VPC in a different country must be approved through the waiver process.

Service members will be responsible for reimbursing the government for all excess costs involved.

c. If a member delivers a POV to an alternate port or VPC within the same country, the port or VPC, when directed by United States Transportation Command, must calculate charges for any excess costs. Collections of excess cost will be per Department of Defense (DoD) component publications.

d. If the member delivers a POV to an alternate port or VPC in a different country without prior approval, the port or VPC may elect to not process the vehicle for movement.

e. Unless a member is assigned to the non-foreign or foreign location or the dependent(s) is (are) under an approved designated place in the foreign or non-foreign location, POV transportation to or from a foreign or non-foreign location is not authorized. Transportation is subject to the member's or dependent's expense.

f. Personnel who are authorized transportation of family members to a designated place overseas per reference (a), may use alternate port(s) serving the designated place in the same country or when the waiver process approves a foreign port, provided the member pays any applicable excess cost.

4. **Requesting an Alternate VPC**. Use of an alternate port or VPC in a different country must be pre-approved by Office of the Chief of Naval Operations (OPNAV) Military Pay and Allowances Policy Branch (OPNAV N130C).

5. **Shipping Non-Conforming Privately Owned Vehicles**. Prior to transportation of any non-conforming POV, the vehicle must meet all safety standards requirements as regulated by the Motor Vehicle Safety Act of 1966, bumper standards under the Motor Vehicle Information and Cost Act of 1972, air pollution control standards issued by the Environmental Protection Agency (EPA) and reference (b), part IV, appendix K, attachment K-3.

a. As a general rule, all POVs less than 25 years old must comply with all applicable Federal motor vehicle safety standards. POVs less than 21 years old must comply with Federal emissions standards. Fulfillment of Federal requirements does not relieve the member from fulfilling requirements of a State or district of the United States. Additional information on importing or converting vehicles to U.S. specifications may be obtained from https://www.nhtsa.gov/importing-vehicle/.

b. In general, non-conforming POVs must have been purchased during the member's tour of duty at the current PDS, used and registered by the member or dependent prior to shipment. Members who purchase a POV while on individual augmentee, mobilization, or temporary duty orders are not eligible for shipment at government expense, regardless of whether the POV is non-conforming or purchased through overseas military car sales programs.

6. **OCONUS POV Shipments Using Power of Attorney (POA)**

a. A letter of authorization, POA, or other acceptable evidence of agency is required to deliver a vehicle by someone other than the member's spouse (when the spouse is on the orders).

b. If the vehicle is to be picked up by anyone other than the member, including the spouse (if listed on orders), that individual must have a POA or be identified as a designated agent in block 38 of DD 788 Private Vehicle Shipping Document for Automobile, or commercial equivalent, and this designation or identification must be made at the time the form is prepared.

c. When members depart the OCONUS PDS with no return and insufficient time is available to out-process and ship their registered POV, to include non-conforming vehicles, a POA may be issued to ship the POV at a later date. All POAs to ship a POV from an OCONUS foreign country or non-foreign country should be executed within 6 months of a member's departure unless host nation officials and base vehicle registration officials approve an extension in writing.

d. When approved, POA shipment responsibilities may be approved for no more than 12 months after the member's departure from the old PDS, unless authorized through the waiver process and host nation in the foreign country. Naval Supply Systems Command Headquarters (NAVSUP HQ) Household Goods (HHG) Team is the approval authority.

7. **Replacement POV Shipments**

a. A POV may be replaced as authorized per reference (a).

b. A Service member may transport only one replacement POV during any 4-year period when the POV being transported replaces a POV that is worn out due to age and normal deterioration.

c. All requests must be supported by overseas command certification and supporting documents (e.g., police report, vehicle disposal or salvage turn-in letter, base vehicle de-registration, insurance settlement, etc.). If approved, the member must have 12 months remaining on the current tour overseas when the POV is turned over to the servicing VPC for shipment.

8. **Motorcycles, Miscellaneous Sporting Vehicles, and Boats**. Refer to references (a) through (d) for additional requirements regarding shipping allowances for other personal craft, such as motorcycles, dirt bikes, boats, and personal watercraft.

9. **POV Storage**

a. Information regarding POV storage is contained in references (a) through (c).

b. NAVSUP HQ HHG Team may authorize additional POV storage. Member's justification requests must be in writing with all supporting documents. Approvals are to be for the shortest time appropriate under the circumstances.

10. **POV Shipment Time Limits**

a. Members must have at least 12 months remaining on an OCONUS tour from the date the POV is turned into the VPC for shipment per reference (b).

b. NAVSUP HQ HHG Policy Team may authorize exceptions to policy in special cases. Requests must be supported by PCS orders and overseas command certification that the POV shipment is in the Navy's best interest and not primarily for the member's convenience. OPNAV N130C is the appeal authority. Members should apply directly to OPNAV N130C when appealing. The appeal should describe the events and include a copy of the orders, justification, and supporting documents.

c. Reserve members on active duty for operational support (ADOS) orders are not authorized an OCONUS POV shipment, as OCONUS ADOS orders do not meet the prescribed tour length requirements for dependent accompanied orders or full HHG shipments per MILPERSMAN 1300-308, reference (a), chapter 5, and reference (e).

MILPERSMAN 4050-020

HOUSEHOLD GOODS (HHG) SHIPMENT AND STORAGE ENTITLEMENT POLICY

Responsible Office	OPNAV N130	Phone: DSN COM E-mail:	604-5478 (703) 604-5478 NXAG N130C@navy.mil

MyNavy Career Center	Phone: E-mail: MyNavy Portal:	1-833-330-MNCC(6622) Askmncc.fct@navy.mil https://my.navy.mil/

References	(a) Joint Travel Regulations (JTR) (b) NAVSUP P-490, Transportation of Personal Property (c) OPNAVINST 4650.17A

1. **Shipment**. Standard allowances for a household goods (HHG) shipment due to permanent change of station (PCS) orders are per reference (a), chapter 5, and reference (b).

a. Once the Government has transported HHG, no further transportation of the same HHG, for the Service member's convenience, is authorized under the same issued order.

b. Replacement HHG may be transported when the original shipment is destroyed or lost during transportation through no fault of the Service member.

c. HHG shipment **may** be approved for movement prior to receipt of official orders. Service members must obtain **prior** written approval from the personal property shipping office (PPSO) **and** must meet all the following criteria:

(1) A statement from the authorizing official (AO) or designated representative annotating the Service member was advised the order would be issued prior to its issuance.

(2) A written agreement, signed by the Service member, to pay any potential additional costs incurred.

(3) A written agreement, signed by the Service member, to pay the entire transportation cost if a PCS order is not later issued to authorize the transportation.

Note: Moves conducted prior to receiving official orders that are not pre-approved will **not** be reimbursed. This includes final separation and retirement moves.

d. Shipments conducted after an official PCS order is received must be shipped between authorized origin and destination points at government expense. Alternate authorized points are allowed if the order is later amended, modified, cancelled, or revoked.

e. HHG shipment not authorized or approved for transportation, or not within weight allowances, may not be reimbursed.

f. HHG shipments may be conducted to "other than authorized" locations. However, the Government's cost is limited to the Government's "best value" cost of transporting the maximum HHG weight allowance in one lot, regardless of how many shipments were made on the same order. Service members are subject to excess cost payment, by weight or cost, when single or multiple shipments exceed the Government's "best value."

g. Service members are subject to the PCS and non-temporary storage (NTS) weight limitations per reference (a). Additional weight limitations may apply per reference (a), supplement (Administrative Household Goods (HHG) Weight Allowance Locations).

h. Service members may elect to use either Government-arranged transportation or approved personally procured transportation. HHG transportation is authorized by the transportation mode that provides the required services satisfactorily at the "best value" cost to the Government.

i. Shipments that are improperly transported or misdirected through no fault of the Service member may be re-transported at government expense to the proper destination (on the same order).

j. Additional information regarding HHG transportation for accession travel, transportation to or from a permanent duty station outside the continental United States (OCONUS), to or from a ship, when tour of duty designation changes, or due to a consecutive overseas tour or in-place consecutive overseas tour may be found in reference (a), chapter 2.

k. Service members who are on temporary duty (TDY) may be eligible for travel allowances to ship HHG when eligible and authorized per reference (a).

2. **Storage in Transit (SIT)**. SIT **may** be authorized or approved at any Department of Defense-approved storage facility at the origin, destination, or any point in between. Entitlement is as outlined in reference (a), chapter 5, and reference (b).

a. A Service member on a PCS order is authorized 90 days of SIT, unless specifically prohibited by reference (a).

b. If a Service member requires additional time, for greater than 90 days, but less than 180 days, due to circumstances beyond the Service member's control, the Service member must contact his or her PPSO for approval.

c. When HHG cannot be withdrawn within the first 180 days for circumstances beyond the Service member's control, additional extensions must be authorized by the joint PPSO transportation officer (TO) after review of the Service member's justification. Director, Navy Supply Headquarters Household Goods (NAVSUP HQ HHG) is the approving authority for SIT requests beyond 360 days.

3. **Special Storage**. Special storage at government expense may be authorized per reference (a), chapter 2, and reference (b) when TDY or deployed for 91 days or more, or an indefinite period, and no PCS is involved.

a. Storage may continue for up to 90 days after the TDY or until deployment is completed. Special storage extensions are requested as outlined in paragraph 2 through subparagraph 2c.

b. Special storage, when authorized, must be annotated in the TDY order with appropriate funding (line of accounting and transportation account code).

4. **Non-Temporary Storage (NTS)**. NTS may be authorized or approved as outlined in reference (a), chapter 5, and reference (b).

a. Circumstances that do not warrant NTS are outlined in reference (a).

b. NTS must be in a storage facility near the location of the HHG on the date the Service member's PCS order is issued. Director, NAVSUP HQ HHG or TOs may determine a different storage location based on the "best value" to the Government.

c. Once authorized or approved, NTS begins on the date the order is issued and continues as long as that order remains in effect (until a new order is issued).

d. A Service member may be authorized NTS as an alternative to HHG transportation, with prior approval from the PPSO, when NTS would be in the best interest of the Government. NTS for continental U.S. (CONUS)-OCONUS-CONUS and OCONUS-OCONUS assignments are in lieu of transportation and in the best interest of the Government. Ordinarily, NTS for CONUS-CONUS transfers are usually not permitted in lieu of transportation, unless approved through the waiver process, and in very limited situations such as unusually arduous sea duty units as designated in reference (c), homeport shifts, or cost benefit analysis where extended (long periods) SIT would be less cost effective.

e. Service members who separate or are relieved of active duty and are authorized HHG transportation to their home of record (HOR) or place of last entry into active duty (PLEAD) are authorized NTS for 180 days.

f. A Service member who retires from service, separates with separation pay, or is authorized HHG transportation to a home of selection (HOS) is authorized NTS for a year from the date of active duty termination listed on the orders. NTS extensions may be authorized by NAVSUP HQ HHG **only** if a Service member is undergoing medical treatment, on-going hospitalization, or is recalled to active duty before selecting a home.

5. **Short-Distance Moves**. A short-distance move may be authorized within the same city, town, or metropolitan area for circumstances outlined in reference (a) with **prior approval** by the Office of the Chief of Naval Operations (OPNAV) Military Pay and Allowances Policy Branch (OPNAV N130C). A template for such a request is available on the OPNAV N130C Web site: https://www.mynavyhr.navy.mil/References/Pay-Benefits/N130C/.

6. **HHG Transportation in Connection with a Unit Home Port Change**. The homeport change announcement is a PCS order modification until the PCS order is later amended, modified, cancelled, or revoked. More information regarding HHG shipment entitlements in relation to a homeport change can be found in either reference (a) or the ship's specific homeport change business rules that will be released prior to change of homeport.

7. **HHG Transportation in Connection with a Retirement, Separation, or Death of a Service Member**.

a. Time limits to transport HHG for a Service member who is reported as injured or ill, absent for 30 or more days in a missing status, or upon death are outlined in reference (a), chapter 5.

b. HHG transportation and NTS entitlements for Service members who separate or are relieved from active duty are outlined in reference (a), chapter 5.

(1) Authority to transport HHG to a separated Service member's HOR or PLEAD is limited to 180 days. HHG must be turned over to the PPSO for shipment prior to entitlement

expiration. A time limit extension for transportation may be authorized or approved by OPNAV N130C on a case-by-case basis.

(2) Extension requests must be received before the HOR or PLEAD transportation or storage expiration date. Justification must clearly demonstrate the circumstances of hardship that are outside of the Service member's control and specify why the request is not a matter of personal convenience or preference.

(3) A Service member unable to ship his or her HHG to the HOR or PLEAD upon separation may elect NTS for up to 180 days at government expense from the effective separation date. If the Service member elects to ship his or her HHG to the HOR or PLEAD, temporary storage may be permitted. No additional government storage is permitted at destination in excess of 180 days.

c. HHG storage and shipment entitlements for Service members who have retired, been placed on temporary disability retirement, or were either discharged with severance or separation pay or involuntarily released from active duty with readjustment or separation pay are outlined in reference (a), chapter 5.

(1) For Service members who deferred their HOS, NTS is permitted at government expense up to 365 days from the effective date of retirement on the official order only.

Note: Transportation in lieu of NTS exhausts the Service member's final transportation. Storage at the destination is limited to SIT only.

(2) Service members with an HOS and a physical destination delivery address upon retirement may transport their HHG to their elected HOS. SIT may be permitted prior to delivery.

(3) Regardless if HHG are placed in NTS for a deferred HOS transportation or shipped to the destination, Service members **must** turn HHG over to the PPSO within 3 years following active duty termination date. Any further extensions may be granted on an annual basis.

(a) Service members who meet requirements of subparagraph 7c and are requesting an extension to their final HHG shipment for medical or educational reasons must submit their request to Director, NAVSUP HQ HHG.

(b) Service members who meet requirements of subparagraph 7c and are requesting an extension to their final HHG shipment under "other deserving cases," must submit their request to OPNAV N130C. Requests must include the following information and documents:

1. Copy of DD 214 Certificate of Uniformed Service with any personally identifiable information (PII) redacted;

2. Copy of retirement or separation orders with all modifications and any PII redacted;

3. Current mailing address; and

4. Reason for extension, to include supporting documentation. Reasons for extension under "other deserving cases" must be, reasons that are **unexpected** and **beyond the Service members control**, not personal preference or convenience.

MILPERSMAN 4650-010

ENTRY INTO AND DEPARTURE FROM THE UNITED STATES BY ALIEN MEMBERS OF THE NAVY AND THEIR FAMILIES

Responsible Office	NAVPERSCOM (PERS-00J)	Phone: DSN COM FAX	882-3166 (901) 874-3166 882-2615

References	(a) 8 U.S.C. 1354 (b) 8 U.S.C. 1151(b)(2) (c) 8 U.S.C. 1153(a)(2) (d) 8 U.S.C. 1101(a)(15)(B) (d) 8 U.S.C. 1182(a)(7)(B)

1. **Policy**

a. Alien members of the United States (U.S.) Armed Forces are permitted entry to and departure from the U.S. while in uniform, or bearing documents identifying them as a member of the Armed Forces and who are coming to or departing from the U.S. under official orders or permit of the Armed Forces under reference (a).

b. Reference (a) does not permit the alien family member(s) of the servicemember to accompany the servicemember without obtaining a designated immigration status first.

NOTE: The immigration status of the servicemember affects the eligibility of the family member(s) for either an immigrant or non-immigrant visa.

2. **Immigrant Visas**. There are two types of immigrant visas issued to aliens who desire to immigrate to the U.S.:

a. **Immediate Relative** - the spouse, child (under the age of 21), or parent of a **U.S. citizen** servicemember may be eligible under reference (b). There is no numerical limit on the number of visas available to immediate relatives.

b. **Second Preference** - the spouse and/or unmarried child of an alien servicemember who has been lawfully admitted for permanent residence may be eligible under reference (c). Family

preference categories are subject to yearly numerical limitations. Depending on the demand for a given preference category, the wait for an approved immigrant visa may be lengthy.

3. **Non-Immigrant Visas**

a. Under reference (d) non-immigrant visas are issued to aliens who intend to enter the U.S. for a temporary stay for pleasure or business and have permanent residence in a foreign country which they have no intention of abandoning.

b. Temporary visitor visas are available to alien family members seeking to visit the U.S. temporarily for pleasure. Possession of a valid unexpired passport is required under reference (e).

c. Family members of a servicemember who has acquired permanent resident alien status or applied for naturalization may be denied **non-immigrant visas** to enter the U.S. and its territories. The intent of the servicemember to become a U.S. citizen is attributed to the family members, and their names will be removed from the list of those permitted entry under this category.

4. **Where to Obtain Additional Assistance**. Advice and assistance concerning entry and visa requirements can be obtained from the local office of the

- **Immigration and Naturalization Service**, or the
- **Legal Assistance Law Division**, **Office of the Navy Judge Advocate General at (202) 685-4643**, **DSN 325-4643**.

MILPERSMAN 5215-010

PROCEDURES FOR PREPARING ARTICLES AND SUBMITTING CHANGES TO NAVPERS 15560D, NAVAL MILITARY PERSONNEL MANUAL (MILPERSMAN)

Responsible Office	BUPERS-00T4	Phone: DSN COM FAX	882-3050 (901) 874-3050 882-2770

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) SECNAV M-5210.2, Standard Subject Identification (SSIC) Manual, August 2018 (b) SECNAV M-5216.5, Department of the Navy Correspondence Manual, June 2015 (c) U.S. Government Printing Office (GPO) Style Manual, 2016 edition (d) OPNAV M-5215.1, Navy Directives Management Program Manual May 2016 (e) OPNAVINST 5400.45 (Standard Naval Distribution List (SNDL))

1. **Purpose**. This article provides basic editorial policies and procedures for preparing and submitting changes to the Navy Military Personnel Manual (MILPERSMAN).

2. **Background**

a. The MILPERSMAN contains essential policy, procedures, and other material necessary for the effective management of Navy military personnel and is the principal publication for providing policy and executing military personnel administration in the Navy. MILPERSMAN article identification consists of a standard subject identification code (SSIC) and an extension number. The first four digits of an article's number comprise the SSIC, which is assigned per reference (a).

b. The MILPERSMAN is maintained by Bureau of Naval Personnel Directives and Publications Division (BUPERS-00T4) and is available on the MyNavy HR Web site at:

https://www.mynavyhr.navy.mil/References/MILPERSMAN. MILPERSMAN updates are posted to the Web site upon approval and appear on the next edition of the Bureau of Naval Personnel (BUPERS) CD.

3. **MILPERSMAN Article Ownership**. The office originating an article (owner(s)) is termed the **responsible office(s) (RO)** and is responsible for annual reviews, updates, and routing. Assignments of responsibility and or ownership are listed at the top of each MILPERSMAN article (Responsible Office block) and in the MILPERSMAN table of contents.

4. **URGENT Articles**. An urgent article is a new or revised article containing information that has an immediate impact on policy and procedures. Urgent articles are deadline driven and require expedited routing for final approval, normally within 5 working days. Written justification explaining the need for urgent processing is required. Contact the MILPERSMAN manager at (901) 874-3050 or MILL_MILPERSMANMGR@navy.mil for questions and or assistance.

5. **RO - Responsibilities**

a. **Annual Reviews**. ROs review articles under their cognizance **annually** for:

(1) Accuracy of policy and or procedures;

(2) Currency of forms, publications, and directives referenced or cited in the article;

(3) Validity of organization titles and codes;

(4) Opportunity to consolidate articles (whenever possible); and

(5) Need to cancel articles that are no longer applicable or have served their purpose.

b. **Article Writing**. Write articles in direct, simple language so that they are easily understood by personnel at all levels.

c. **New Articles and Revisions**. ROs may use the following steps to assist with article updates:

(1) **Identify the Type of Action.** ROs are responsible for identifying the type of action they are taking so that they may choose the proper routing.

(a) Policy and or Procedure Update - Amends portion(s) of an article that affects change to policy or procedure(s) (use routing listed in subparagraph 4b(3)(a) below),

(b) New Article - New material added to the MILPERSMAN (use routing listed in subparagraph 4b(3)(a) below),

(c) Deletion (cancellation) of Article - Article removed from the MILPERSMAN (use routing listed in subparagraph 4b(3)(a) below),

(d) RO Change - Changes ownership and functional responsibility from one organization code to another (use routing listed in subparagraph 4b(3)(a) below), and

(e) Administrative Change - Amends non-substantive portions of an article (e.g., update of references and forms, grammatical corrections, minor wording changes for clarity, and correction of telephone numbers and organization codes) (use routing listed in subparagraph 4b(3)(b) below).

(2) **Prepare Change to Article**

(a) Request a Template. Send an e-mail to MILL_MILPERSMANMGR@navy.mil(unencrypted) to request a template for new articles (Microsoft Word, Courier New, 12-pitch, and 1-inch margins all around), a new MILPERSMAN number, and or the current version (Word Document) for updates and cancellations.

(b) Complete NAVPERS 5602/7 MILPERSMAN Review and Change Request. Fill out NAVPERS 5602/7 for each new article and articles to be revised or cancelled. Include, in block 3, a general statement or reference explaining what brought about the required change. List specific changes that were made to the article in block 4 (e.g., subparagraph 5a removed; subparagraph 7e(2), inserted new policy for screening procedures etc.). If several changes are being made throughout the article, state article has been revised throughout, please review in its entirety.” in block 4. NAVPERS 5602/7 is available on the MyNavy HR Web site https://www.mynavyhr.navy.mil/References/MILPERSMAN and the BUPERS CD.

(c) Prepare Article. Make changes to the electronic copy of article using tracked changes (do not provide numerous marked-up drafts), enclose the newly drafted article or enclose the article to be **deleted** with a "Cancelled" watermark (as applicable).

(d) Upload Pertinent Documents. Include documents pertaining to the change request (e.g., e-mails, not to all (NOTAL) references, memorandums etc.).

(3) **Route Change Package.** ROs must e-mail article with tracked changes and NAVPERS 5602/7 to MILL_MILPERSMANMGR@navy.mil for upload into the enterprise or command-directed task management system. BUPERS-00T4 will be the initiator of all MILPERSMAN-related taskers, ROs will be the "office of primary responsibility" (OPR), and stakeholders (interested parties) will be the "office of coordination responsibility" (OCR). ROs must obtain required chops listed in this subparagraph prior to submitting packages via their department to the Deputy Chief of Naval Personnel (DEP CHNAVPERS) for approval routing. For jointly-owned articles, all offices and chains of authority must coordinate changes on reviews and updates. (**Note:** ROs, as the OPR, are responsible for routing and coordinating change packages using command-directed task management system). Route packages in the order listed below:

(a) **Policy and Procedural Changes**

1. Stakeholders (interested party). Chops must be obtained from all stakeholders (offices and or organizations having a valid interest), as their functions may be impacted by a change to the article, or they may need to provide input concerning a change. Generally, any office or outside agency mentioned in an article is considered an interested party and must chop all changes to the article).

2. Unit, section, branch head (e.g., PERS-405);

3. Division director (e.g., PERS-40);

4. Department head or director (e.g., PERS-4, BUPERS-3);

5. Commander or commanding officer - if article is owned by an activity other than Office of the Chief of Naval Operations (OPNAV), BUPERS, or NAVPERSCOM);

6. OPNAV Military Personnel Plans and Policy (OPNAV N13);

7. BUPERS-00T4;

8. Office of Legal Counsel (BUPERS-00J);

9. NAVPERSCOM Force Master Chief (PERS-00M) (for enlisted policies only)

10. Assistant Deputy Chief of Naval Personnel (BUPERS-00BB); and

11. Deputy Chief of Naval Personnel (BUPERS-00B)

(b) **Administrative Changes**

1. Unit, section, branch head;

2. Division director;

3. Department head;

4. Commander/commanding officer - if article is owned by an activity other than OPNAV, BUPERS, or NAVPERSCOM; and

5. BUPERS-00T4

(4) **Forward package to OPNAV N13 for approval routing.**

(a) Ensure all stakeholders have reviewed and concurred with the article as written. Stakeholders must sign NAVPERS 5602/7 and "complete"/"concur" in the command-directed task management system. Note: Incomplete packages will be returned to the RO.

(b) Provide article to OPNAV N13 with electronic consolidated changes (tracked changes), NAVPERS 5602/7 (completely filled-out and approved by all stakeholders), and supporting and pertinent documents through the command-directed task management system.

(c) Ensure associated tasker is currently awaiting OPNAV N13 and continuing offices response in the designated task management system.

d. **Recommendations.** The following recommendations will assist ROs with a smooth and effective routing process:

(1) Gain access to the command-directed task management system to maintain visibility of package changes and routing status.

(2) Monitor package activity and be responsive and proactive throughout the routing process.

(3) Ensure the package (electronic version) is properly turned over to your relief or your supervisor before you rotate to a new job.

(4) Work closely with subject matter experts from OPNAV N13 branches (as needed).

(5) To prevent frequent updates, use references that contain relevant information instead of writing detailed information in the article.

(6) Ensure your contact information is easily accessible in order to enable better communication among stakeholders.

(7) Use the MILPERSMAN **interactive guide** to assist with the overall process, standard routing and routing of urgent articles, and with taskers.

6. BUPERS-00T4 - Responsibilities

a. Preparing Packages for Approval

(1) Review article change package for compliance with references (a) through (d) and other established procedures and editorial practices;

(2) Coordinate and resolve deficiencies or questions with RO.

b. **Routing Package Through the Approval Chain** (listed on NAVPERS 5602/7, block 8).

(1) OPNAV N13

(2) BUPERS-00T4

(3) BUPERS Office of Legal Counsel (BUPERS-00J)

(4) NAVPERSCOM Force Master Chief (PERS-00M) (for enlisted policies only)

(4) Assistant Deputy Chief of Naval Personnel (BUPERS-00BB)

(5) DEP CHNAVPERS (BUPERS-00B)

c. **Publishing Articles.** MILPERSMAN articles and formal summaries will be prepared for publishing on the MyNavy HR Web site https://www.mynavyhr.navy.mil/References/MILPERSMAN and for distribution on the BUPERS CD.

(1) Annotate the approval date on the electronic versions of the article and change summary.

(2) Publish article and formal summary to the MyNavy HR Web site https://www.mynavyhr.navy.mil/References/MILPERSMAN and forward copies to the BUPERS CD manager.

Note: If information related to an article needs to be issued prior to the article's incorporation into the MILPERSMAN, the RO may initiate and forward a BUPERS notice or Navy administrative (NAVADMIN) message through proper channels for concurrence and signature. To ensure timely inclusion in the MILPERSMAN, via Web and CD, and to avoid duplication of effort, the BUPERS notice or NAVADMIN should be accompanied by the proposed MILPERSMAN change.

d. **Incorporating Articles into the MILPERSMAN Historical Library**

(1) Maintain permanent electronic case files for MILPERSMAN changes in the designated records management application.

(2) Consult with the BUPERS Records Manager for guidance on retention, disposition, and storage of MILPERSMAN records.

(3) Maintain MILPERSMAN historical library and provide research and retrieval support for archived articles and related documents.

7. **Basic Editorial Policies**

a. Expressions of policy regarding personnel administration will not be included in other manuals or directives, unless specifically authorized or directed by the Chief of Naval Personnel (CHNAVPERS). Established policy may be quoted, interpreted, and implemented, provided it does not conflict with the MILPERSMAN or other more precedent regulations.

b. References (b) through (d) provide standards for writing articles. Exhibits 1 and 2 provide editorial guidelines specifically for MILPERSMAN articles. Writers should **strive for consistency** with current MILPERSMAN style, use of terms, etc.

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
(Page 1 of 8)

ACRONYMS	• Spell-out the complete official title, per reference (e), of an activity the first time it is used in an article. **Navy Personnel Command** • Refer to Joint Publication 1-02, Department of Defense Dictionary of Military and Associated Terms, and the Navy Supplement to the DoD Dictionary of Military and Associated Terms to properly cite acronyms. Normally, acronyms are cited in all capital letters: **NAVPERSCOM** **BUMED** **SECNAV** **DON** **Note: SecDef (Secretary of Defense), Department of Defense (DoD)** • If an activity will be cited again in the article, follow the first usage with its acronym, enclosed in parentheses. In later use, use only the acronym, without parentheses. Initial citation: **Navy Personnel Command (NAVPERSCOM)** Subsequent citation: **NAVPERSCOM** **(Note, use only official long titled formal acronyms, (e.g., NAVPERSCOM vice NPC)** • List organization's title and code the first time an organization code is used. Use only the code thereafter, unless it is an "N" code that may be common to several organizations, whereas the organizational acronym should be repeated. **Navy Personnel Command (NAVPERSCOM) Records Management and Benefits Division (PERS-31)** Subsequent citation: **PERS-31**

ACTION WORDS	• Use the following verbs when action **is optional or discretionary:** **should** **may** • Use the following verbs when action **is required, mandatory, or prohibited:** **must** **must not** • **Use** the verb "**will**" to connote a statement of future condition **Note: Do not use the verb "shall"**

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
(Page 2 of 8)

ADDRESSES	• When referring to the location of an installation or activity, use the official command name and location as stated in reference (e). Do not use its mailing address. **Naval Station Guantanamo Bay, Cuba** **Naval Air Station, Pensacola, FL** • If a command's official name identifies its location, as stated in reference (e), there is no need to repeat the location. **Naval Station Norfolk** **U.S. Naval Forces Iceland** • If an activity **is not** listed in reference (e), provide the **complete mailing address**, including correct zip code plus 4-digit extension. **U.S. Government Printing Office** **732 North Capitol Street, NW** **Washington, DC 20401-0003**
ASTERISKS	• Do **not** use asterisks in MILPERSMAN articles.
ATTACHMENTS TO ARTICLES	• **Avoid** including exhibits, charts, graphs, samples, examples, form letters, forms, and material that do not follow the format and style of the manual. • If contents of a letter or orders are included as an example in an article, preface the information with, **"Use the proper letter, order, or message format:"** • When it is necessary to use additional documents for clarification of information, they should be included as **exhibits** at the end of the specific article.
COMMAS	• Use a comma after each item in a series of three or more words, phrases, letters, or figures used with "and" or "or." **red, white, and blue** **6, 7, and 10** **red, white, or blue** **6, 7, or 10** **red, white, and or blue**

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
(Page 3 of 8)

CONJUNCTIVE ADVERBS	• Avoid the following words, as their use often tends to join thoughts that can be better expressed in two or more sentences: **however furthermore** **otherwise therefore** **accordingly consequently** **moreover nevertheless**
CONUS **OCONUS**	• Spell-out these phrases the first time used in an article, followed by their acronym in parenthesis, if they will be used again in the article. **continental United States (CONUS) (means the 48 contiguous States plus the District of Columbia)** **outside continental United States (OCONUS) (Alaska and Hawaii are OCONUS)** • If required for clarification, specify one of the following: **The "48 contiguous United States and District of Columbia."** **If Alaska or Hawaii is to be included, specify (e.g., "CONUS and Alaska and Hawaii.")** **If the 50 States are intended, use "the United States and District of Columbia."**
EMPHASIZING	• Use **bold** letters for emphasis. • Do **not** use underscoring for emphasis. • Do **not** use capitalization for emphasis.
FOOTNOTES	• Do **not** use footnotes in MILPERSMAN articles.
FRACTIONS	• When measurements or similar combinations of numbers with fractions are written, the fractions will be separated from the preceding number by a hyphen. **1-5/8" x 5-1/2"** **6-1/2 inches x 3-3/4 inches**

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
(Page 4 of 8)

RANKS, RATINGS, AND RATES	• Begin spelled-out ranks and ratings with a **lower-case** letter, except when they start a sentence or are to be followed by a name. **captain, yeoman** **Captain Smith, Yeoman Smith** • Use **capital** letters for **abbreviation** of officer grades and enlisted ratings and rates. **CAPT, YN, PO1**
NAVY RESERVE	• Use "reservist" when referring to a member of the Navy Reserve.
NUMBERS	• Spell-out numbers less than 10 except in the following cases (see reference (c)): **Where reference is made to such items as numbered paragraphs.** Paragraph 1, subparagraph 1a **Units of measurement and time (age, time, clock time, and dates) (e.g., 5 years old, 2 days.** • When 2 or more numbers appear in a sentence and 1 of them is 10 or larger, figures are used for each number. **The man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.** • Spell-out numbers beginning a sentence, except when part of a titled document. **10 United States Code**
QUOTATION MARKS	• Limit use of quotation marks to essential quotes and other required usage.
SEPARATORS	• Use a hyphen for separation of words or phrases only when necessary. • A **comma** or semicolon may be used for separation.
SERVICE RECORD PAGE	• Refer to a service record page by its identification number and title. **NAVPERS 1070/613 Administrative Remarks** • Do **not** use "Page 13" to refer to the above.

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
(Page 5 of 8)

SOCIAL SECURITY NUMBER (SSN)	• It is recommended that the Social Security number (SSN) not be requested in articles (e.g., letters and messages) when possible. If the SSN cannot be eliminated from your business process, then require only minimum SSN information to identify a Service member (i.e., truncated to last four or full SSN when absolutely necessary) and obtain guidance and approval for use from BUPERS-07 (Privacy Information Coordinator).
SYMBOLS	• Do **not** use symbols for the following words: **pound (lb)** **number (#)** **cent** **percent (%)** **degree** **plus or minus combined (+,-, +/-)**
TERMINOLOGY	• The following words are used to refer to other than members of the naval service, (e.g., prior to swearing in): **individual** **person** • The following words are synonymous to referring to those in the Navy: **personnel** **Service members** **officers** • Preferred for consistent use in an article rather than alternate use with "personnel:" **members** • Always capitalize the following words: **Service** (when used synonymously with a Military Service) **Sailor** **Service member** **Military Services** • The following words are used to refer to male and female personnel: **Service member** **petty officer** **student** **personnel** **spouse** **applicant** **officer** **(or similar terms)**

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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TERMNINOLOGY (continued)	• Used only to the extent necessary to satisfy explicit statutory requirements regarding entitlement to benefits and or privileges: **dependent**
REFERENCES	**FEDERAL STATUTE** • United States Code (U.S.C.), list references as follows in the MILPERSMAN: **38 U.S.C., Chapter 34, Vietnam Era GI Bill (VEGIB)** **10 U.S.C., Chapter 107, Educational Assistance Active Duty Test Program (EATP)** • Code of Federal Regulations (CFR) requires title number, "CFR," part or chapter number, and section number (optional). **41 CFR 201-45.000** • Federal Register (FR) requires volume number, "FR," and page number. **21 FR 623** • Executive Order (E.O.) requires "E.O." and order number. **E.O. 12564**
FORMS	**FORMS** • **Initially cite forms within the body of an article by their identification number and title.** **NAVPERS 1070/622 Agreement to Recall or Extend Active Duty** **DD 369 Police Record Check** • **Thereafter, use only the identification number.** **NAVPERS 1070/622** **DD 369** • **Do not list a form in the reference block of an article.**

EXHIBIT 1
EDITORIAL GUIDELINES FOR MILPERSMAN ARTICLES
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	• **Do not use the word "form" in conjunction with a form's identification (e.g., NAVPERS Form 1070/613).** • **Do not use a form as an exhibit within an article. Use a hyperlink to take the reader to the form.**
	DIRECTIVES, MANUALS, AND PUBLICATIONS • List references in the reference block of an article in the order they appear in the body of the article. Refer to the references throughout the body of the article as "reference (a)", etc. See references (b) and (d) for proper citation. **BUPERSINST 5400.9K** **SECNAV 5216.5 M-5216.5, Department of the Navy Correspondence Manual, June 2015** • Do **not** use terms such as "current edition," "pertinent," "applicable," or "series" when referring to directives. • Do **not** use the word "series" to indicate successive changes to a basic document.
	DoD ISSUANCES • DoD directives require the number and full spelled-out date, see reference (b) for proper citation: **DoD Directive 5500.7 of 6 May 1997** **DoD Instruction 1995.1 of 4 April 1994** • **DoD** publications **require the number, date, and subject** (if not clear from the article's title/text). **DoD Manual 5200.28, ADP Security Manual (C31), of January 1973**

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	MILPERSMAN AND ARTICLE NUMBERS • Within this manual, use the acronym **MILPERSMAN.** • Refer to articles in this manual by their 7- or 8-digit identification number consisting of the standard subject identification code (SSIC) and a 3- or 4-digit extension number. **1306-969** **1306-1100** • Use the following example for a combined reference to the MILPERSMAN and an article: **MILPERSMAN 5215-010** • Do **not** list a MILPERSMAN article in the references block of an article.
	PARTS OF PUBLICATIONS -- PARAGRAPHS, ARTICLES, CHAPTERS, SECTIONS, PAGES, FIGURES, VOLUME, PART, ETC. Do not reference various sections, chapter, parts, etc., of one document as an individual reference. Instead, identify the main document as a reference and distinguish the specific section(s), chapter(s), part(s), etc., within the body of the text. Ref: (a) 10 U.S.C. • In the body, specify the section(s), such as ". . . per reference (a), section 2349. • In the **body** of an article, use **lowercase** letters when citing parts of references **reference (a), article 38,** **reference (b), chapter 2, section 2**

EXHIBIT 2
LISTS
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1. **Complete Introductory Sentences**

a. When a displayed list is introduced by a **complete sentence,** that sentence may end with a period or a colon. When the introductory sentence contains such anticipatory words or phrases as **these, as follows,** and **the following,** a colon may be more appropriate.

b. When the **list items** that follow a **complete introductory sentence** are **not complete sentences,** the items may begin with either uppercase or lowercase letters and end with either periods or no punctuation. Whatever style is chosen, it should be followed throughout the publication for the same type list. (**NOTE: For consistency, styles in the following examples are preferred for use in the MILPERSMAN.**)

Example: (List items are long phrases with a period at the end.)

1. The following personnel are not eligible:

a. Members whose services are essential to the mission of the command.

b. Members who are ordered to active duty due to unsatisfactory participation in a Selected Reserve unit.

c. Members seeking to qualify for citizenship by completion of 3 years of active duty.

Example: (List items are words, titles, or short phrases with no period at end.)

1. The following designators comprise the FTS Officer Program:

a. Human Resources (1207)

b. Surface Warfare (1117)

c. Submarine Warfare (1127)

2. **Complete Introductory Sentences**

a. When the list items that follow **a complete introductory sentence** are **complete sentences,** each item must begin with an uppercase letter and end with a period.

EXHIBIT 2
LISTS
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b. The introductory sentence ends with a colon or a period (whichever is appropriate).

Example:

1. The following sentences outline the minimum and mandatory inclusions required for a properly drafted command endorsement letter:

a. Commanding officers must forward the resignation request by endorsement within 10 days and must certify the information provided in the officer's resignation letter is correct.

b. The commanding officer's endorsement must comment on the circumstances of all resignations submitted by officers within the command.

c. The commanding officer's endorsement must contain an assessment of the need for a qualified relief.

Example:

1. The following are guidelines for submission of a Service member's request for transfer to the Fleet Reserve:

a. Member should submit the request 6 to 18 months prior to the requested transfer date.

b. Member submits NAVPERS 1336/3 Special Request/Authorization via the chain of command.

c. Upon the commanding officer's approval, forward the Service member's request to the command career counselor.

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LISTS
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3. **Incomplete Introductory Sentences**

a. When a displayed list is introduced by an **incomplete sentence**, the sentence fragment **should not end with a colon** because the colon interrupts the grammatical continuity of the sentence. In fact, when combined with the introductory phrase, each list item must form a grammatically correct sentence. Watch for problems in subject-verb agreement, pronoun-antecedent agreement, and verb tense.

Example:

1. Required enclosures when processing for personality disorder include a

a. Copy of the mental health evaluation by the MHP.

b. Completed, legible, and signed copy of the MHE referral letter (if applicable).

c. Copy of the NAVPERS 1070/613 counseling/warning, if applicable.

b. If none of the items in the list has an internal comma, each item ends with a comma instead of a semicolon. Use care with the words "or" and "and" in the second-to-last sentence, as the way they are used can change the meaning of the sentence. When each item of the list completes the introductory sentence, the introductory sentence may end with a comma, semicolon, dash, or no punctuation at all, whichever is appropriate.

(1) The list items can begin with lowercase letters,

(2) All but the last item end with a comma or semicolon,

(3) The second-to-last item ends with “and” or “or”, and

(4) The last item ends with a period.

MILPERSMAN 5216-010

CONGRESSIONAL CORRESPONDENCE

Responsible Office	NAVPERSCOM (PERS-00L)	Phone: DSN COM FAX	882-3036 (901) 874-3036 882-2604

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) SECNAV M-5216.5 (b) SECNAVINST 5730.5J

1. **Guidance**. Use the procedures in references (a) and (b) when handling congressional inquiries. Send a blind copy of any interim replies and the final reply to Office of Legislative Affairs, Department for Congressional Information Public Affairs.

MILPERSMAN 5219-010

OBTAINING FORMS, PUBLICATIONS, AND DIRECTIVES UNDER THE PURVIEW OF THE BUREAU OF NAVAL PERSONNEL

Responsible Office	BUPERS-00T4	Phone: (forms) DSN	882-4248
		COM	(901) 874-4248
		(printed pubs) DSN	882-3063
		COM	(901) 874-3063
		(directives) DSN	882-3059
		COM	(901) 874-3059

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

1. **Obtaining Bureau of Naval Personnel (BUPERS) Forms**. BUPERS forms are used Navy-wide and are provided in multiple formats (e.g., paper, electronic, and or automated within various Navy systems). BUPERS forms are issued under the Navy Personnel (NAVPERS) designation and are available on the MyNavy HR Web site at: https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/. For BUPERS (NAVPERS) forms guidance, to include controlled and system-automated forms, contact the BUPERS Directives and Publications Division (BUPERS-00T4) forms manager at (901) 874-4248 or DSN 882-4248.

2. **Obtaining NAVPERS Publications**. NAVPERS publications are used Navy-wide and come in multiple formats (e.g., digital and printed).

a. **Digital Publications.** Digital publications may be accessed using the reference library on the MyNavy HR Web site: at: https://www.mynavyhr.navy.mil/References/

b. **Printed Publications.** Printed publications are available for procurement via the Naval Logistics Library (NLL) Web site at: https://www.navsup.navy.mil/Naval-Logistics-Library/. For NAVPERS publication printing guidance, contact NAVPERSCOM Print Office (PERS-00P) printing officer at (901) 874-3063 or DSN 882-3063.

3. **Obtaining BUPERS Directives**. BUPERS directives are used Navy-wide and are available on the MyNavy HR Web site at: https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/.

For BUPERS directives guidance, contact the BUPERS-00T4 Directives Manager at (901) 874-3059/DSN 882-3059.

MILPERSMAN 5312-010

UTILIZATION OF CIVILIAN AND MILITARY PERSONNEL IN NAVY MORALE, WELFARE, OR RECREATIONAL FUNCTIONS (MWR)

Responsible Office	CNI (N25)	Phone: DSN COM FAX	882-6615 (901) 874-6615 882-6803

References	(a) DODI 1000.15 of 23 Oct 97 (b) DODI 1401.1 of 15 Nov 85 (c) SECNAVINST 5401.2A (d) DODI 1015.10 of 3 Nov 95

1. **Definition**. MWR programs (exclusive of private organizations as defined in reference (a)) located on Department of Defense (DOD) installations or on property controlled (by lease or other means) by DOD or furnished by a DOD contractor, provide for the mission sustainment, community support, and other revenue generating programs for authorized DOD personnel.

2. **Civilian Personnel**. DOD components shall staff MWR programs primarily with civilians. Non-appropriated Fund (NAF) civilian personnel policies shall be per references (b) and (c). Although NAF employees provide the primary source of staffing, MWR programs are authorized Appropriated Fund (APF) staffing for Executive Control and Essential Command Supervision (ECECS).

3. **MWR Activities**. DOD components shall follow established categories of MWR programs for uniformity of funding and reporting per reference (d). MWR activities may be funded wholly, in part or in combination, by appropriated or nonappropriated funds. The following are included in MWR:

a. **Category A**: **Mission Sustaining Programs**. These programs are considered most essential in meeting the organizational objectives of the military services. The programs shall be supported almost entirely with APF, limiting the use of NAF to specific instances where APF are prohibited by law or where the use of NAF is essential for the operation of a facility or program. Programs in this category have virtually no capacity for the generation of non-appropriated revenues.

Programs within this category promote the physical and mental well-being of the military member, a requirement that supports accomplishment of the basic military mission. Some examples are physical fitness facilities, libraries, and unit level sports.

b. **Category B**: **Community Support Programs**. These programs are closely related, in terms of supporting the military mission, to those grouped in Category A. They satisfy the basic physiological and psychological needs of servicemembers and families, providing, to the extent possible, the community support systems that make DOD installations temporary hometowns for a mobile military population. These support programs should receive substantial amounts of APF support, but differ from those in Category A, in part, because of their ability to generate NAF revenues. That ability to generate revenues is limited and in no case could they be sustained without substantial AFP support. Some examples are automotive skill development, youth activities, child development programs, arts and crafts skill development, and outdoor recreation.

c. **Category C**: **Revenue Generating Programs**. Activities in this group have the business capability of generating enough income to cover most of their operating expenses, but they lack the ability to sustain themselves based purely on their business activity; consequently, they receive limited APF support. Some examples are as follows:

(1) Golf courses

(2) Clubs

(3) Bowling

(4) Boating activities

Revenue generating programs at remote and isolated locations may receive the same amount of APF support as Category B programs.

4. **Military Personnel**

a. **Permanent military personnel** may be assigned when filling

(1) a position in a Category A or B program, when the military service determines assignment of military personnel is

required to support wartime or contingency operations, is based on past practice, or is required for overseas rotation.

(2) an ECECS position based on the criteria above, or when the position cannot be filled effectively with civilians.

(3) a lifeguard position at Category A swimming pool.

b. **Temporary military personnel** may be placed on temporary assignment to MWR programs, to include detail and temporary duty, for a period not to exceed 90 days, unless a longer period is approved by the head of the DOD component concerned. Temporary assignments may be made only under the following conditions:

(1) Fleet Marine Force Personnel Assistance Program (FAP) personnel are not occupying table of organization billets and are required to carry out the provisions of the FAP. (No personnel shall be used to fill Category C program positions.)

(2) Mobility or deployment requirements occur.

(3) Training to upgrade or maintain essential military skills cannot be provided through other means.

(4) Military personnel volunteer.

NOTE: This article is not intended to discourage officer and enlisted volunteers or NAF part-time or off-duty employment of enlisted personnel.

MILPERSMAN 5352-010

NATURALIZATION AND DERIVED CITIZENSHIP OF MILITARY PERSONNEL

Responsible Office	OJAG (CODE-16)	Phone: DSN COM FAX	325-4641 (202) 685-4641 (202) 685-5471

MyNavy Career Center	Phone: Toll Free E-mail MyNavy Portal	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 8 U.S.C (b) USD (P&R) memo of 24 Apr 20, Certification of Honorable Service for Purposes of Naturalization (c) USD (P&R) memo of 31 Aug 20, Compliance with Court Order in the Case of Samma v. Department of Defense (d) SECNAV memo of 18 Jan 18, Honorable Service Certification Authority for Naturalization

1. **Definitions**. United States Citizenship and Immigration Services (USCIS) oversees two paths to documented citizenship for military personnel:

a. Naturalization - Process by which a non-U.S. citizen becomes a U.S. citizen. Both foreign nationals and U.S. nationals (individuals who are born in a U.S. territory, but do not have full citizenship status) may be eligible to apply for naturalization.

b. Derived citizenship - Automatic grant of citizenship subject to the requirements of reference (a), section 1431. An individual who is eligible for derived citizenship is already a U.S. citizen and, therefore, cannot apply for naturalization. Individuals with derived citizenship are often unaware or unable to prove their citizenship status and should apply for N-560 Certificate of Citizenship, N-600 Application for Certificate of Citizenship or a U.S. passport to document their U.S. citizen status.

2. **Responsibilities**

a. Navy Recruiting Command must ensure all non-U.S. citizen enlistees are advised of their eligibility for expedited naturalization processing.

b. The Office of the Judge Advocate General (OJAG) Legal Assistance Division (Code 16) must:

(1) Provide training materials on naturalization to Region Legal Service Offices (RLSO),

(2) Publish immigration advisories,

(3) Maintain an online forum for use by region citizenship program managers (RCPM) to exchange information between subject matter experts,

(4) Maintain a distribution list of RCPMs and naturalization area coordinators (NAC), and

(5) Serve as the primary Navy liaison with USCIS headquarters.

c. Commanding officers (CO) of RLSOs must:

(1) Designate an RCPM in writing to oversee the Naturalization Program within their area of responsibility. For purposes of continuity (when practical), the RCPM should be a civilian employee,

(2) Designate in writing at least one NAC (cannot be the same person as the RCPM) to service the area of responsibility,

(3) Notify OJAG (Code 16) of RCPM and NAC appointments,

(4) Assign a subject matter expert staff attorney to supervise and train RCPMs and NACs,

(5) Ensure RCPMs exercise proper management and oversight of the regional naturalization program, and

(6) Include naturalization and citizenship training in supported command outreach briefs.

d. RCPMs must, in addition to all the duties of a NAC listed in subparagraph 2e below:

(1) Train and assist NACs within their respective assigned areas of responsibility,

(2) Maintain a database of NACs and supported command citizenship representatives (CCRs) in their respective regions,

(3) Maintain a database of the quarterly metrics received from all supported CCRs in their region and the number of trainings provided to supported CCRs each quarter,

(4) Submit a record of the region database and metrics to OJAG (Code 16) at the end of each quarter,

(5) Ensure region public affairs officers are informed of naturalization ceremonies and outreach events within their area of responsibility.

e. NACs must:

(1) Train and assist supported command CCRs within their assigned area of responsibility,

(2) Maintain a database of CCRs within their assigned area of responsibility to include the date the CCR received training,

(3) Conduct quality control checks of military naturalization packages including N-426 Request for Certification of Military or Naval Service when requested by a supported command CCR or Service member,

(4) Provide naturalization and citizenship outreach briefings to supported commands,

(5) Serve as the Navy liaison in their assigned area of responsibility with USCIS district offices and local field office directors,

(6) Ensure each CCR from every supported command across the assigned area of responsibility has received a copy of the OJAG CCR training material and understands the CCR's duties and responsibilities,

(7) Train supported command CCRs to assist Service members in obtaining a certification of honorable service using N-426 from the first commissioned officer serving in the paygrade of O-6 or higher in the Service member's permanent or temporary chain of command, and

(8) Advise supported command CCRs and Service members to not allow a green card to expire while awaiting final adjudication of the naturalization package. Allowing a green card to expire before citizenship has been granted can negatively impact the Service member's application for citizenship.

f. CCRs must

(1) Coordinate with their local RCPMs or NACs to arrange command naturalization and citizenship outreach briefs,

(2) Consult with their local RCPMs or NACs to assess whether a Service member qualifies for derived U.S. citizenship pursuant to reference (a),

(3) Review supported command member military naturalization packages, including the N-426, to ensure completeness and accuracy,

(4) Refer the Service member to an RCPM or NAC if the Service member requires legal guidance to complete the naturalization application,

(5) Arrange for fingerprinting at authorized USCIS application support centers,

(6) Assist Service members in obtaining a certification of honorable service using N-426 from the first commissioned officer serving in the paygrade of O-6 or higher in the Service member's permanent or temporary chain of command,

Pursuant to references (b) through (c), the N-426 must be personally signed by the first commissioned officer serving in the paygrade of O-6 or higher in the Service member's permanent or temporary chain of command. Importantly, delegated signature authority (i.e., signature authorized to sign "by direction" of the commander or commanding officer) on N-426 is not valid and will be rejected by USCIS. Certifying officials must return the wet-ink-signed N-426 to the applicant within 30 days of submission to the command. If the certifying official is

geographically distant or would be otherwise delayed in returning the N-426, the certifying official may return a scanned copy of the wet-ink-signed N-426 to the Service member to meet the 30-day deadline. However, the original must still be returned to the Service member before his or her naturalization interview. The Service member must present the original wet-ink-signed document to USCIS at his or her interview or his or her application will be rejected.

(7) Provide Service members with the current address for forwarding completed application packages to the Central Military Processing Unit, after consulting the USCIS Web site for the current mailing address,

(8) Remind Service members who apply for naturalization, derived citizenship, or a U.S. passport to provide USCIS and the U.S. Department of State with updated contact and residential information within 10 days of a move,

(9) Assist Service members in documenting their U.S. citizen status in their personnel records and confirm record update by verifying information contained in the Fleet Management and Planning System or Enlisted Distribution Verification Process, and

(10) Maintain metrics on the number of N-426s the command has processed and the number of days each N-426 was processed in and provide the region RCPM with metrics at the end of every fiscal quarter.

g. Commanders, COs, and Officers in Charge must:

(1) Appoint a CCR in writing (the command legal officer (LO) or assistant LO may be appointed as the CCR, but the command must appoint the LO or assistant LO as CCR in a separate appointment letter and ensure the LO or assistant LO appointed as CCR has reviewed all responsibilities and training),

(2) Provide the region RCPM with contact information for the CCR,

(3) Ensure the CCR provides required metrics to the region RCPM at the end of each fiscal quarter, and

(4) Require all non-U.S. citizen command members to be briefed on the naturalization application process and

procedures.

3. **Application for Naturalization**

a. Service members who desire to obtain U.S. citizenship should contact their CCR for assistance.

b. With the assistance of a CCR, applicants will complete applications and will forward the completed applications to USCIS. Additional application information is available on the naturalization through Military Service Web page.

4. **Further Assistance**

a. Advice and assistance for RCPMs, NACs, and CCRs concerning naturalization may be obtained from the following:

Legal Assistance Division
Office of Judge Advocate General (Code 16)
1322 Patterson Avenue, SE, Suite 3000
Washington Navy Yard, DC 20374-5066
Telephone: (202) 685-4639
DSN: 325-4639

b. Copies of necessary forms may be accessed on the USCIS Web site.

MILPERSMAN 5352-020

NATURALIZATION OF ALIEN SPOUSE AND/OR ALIEN ADOPTED CHILDREN OF MILITARY PERSONNEL ORDERED TO A FOREIGN COUNTRY

Responsible Office	CNIC (N911A)	Phone: DSN COM FAX	882-4387 (901) 874-4387 (901) 874-2690

References	(a) 8 U.S.C. 1430(b) and 1433 (b) 8 U.S.C. 1430(e) (per P.L. 110-181 (Act of Jan. 28, 2008), Section 319, Immigration and Naturalization Act) (c) DOD Instruction 5500.14 of 4 Jan 06

1. **Background**. This article provides uniform procedures acceptable to United States Citizenship and Immigration Service (USCIS) for military certification of alien family members seeking naturalization under references (a) and (b), and is per reference (c).

2. **Eligible Spouses and Children**. Lawful permanent resident alien spouses and adopted children of United States (U.S.) citizen members may be naturalized without regard to prior residence or a specified period of physical presence within U.S., or within jurisdiction of a naturalization court, when member has been assigned to duty in a foreign country and alien spouse or adopted child has been authorized to accompany or join member. In addition, the alien spouse and children may be naturalized overseas per references (a) and (b).

3. **Installation Commanders**. Military installation commanders shall give maximum assistance to alien family members of personnel ordered overseas, to expedite naturalization of family members in order to permit them to accompany or join their sponsors, when such travel has been authorized by regulation and is approved by overseas commander.

4. **Naturalization Procedure**. The following procedure has been developed with USCIS to effect timely and orderly processing of alien family members eligible for naturalization under above cited statutes. Deviation from prescribed procedure, use of

nonstandard forms of certification, or failure to submit required documentation may result in delay in attainment of citizenship.

Step	Action
1	Application shall be made by alien member on **N-400**, **Application for Naturalization**. This form may be obtained from any USCIS office or any court having naturalization jurisdiction.
2	Application may be filed when it is established that sponsor is being assigned overseas, or may be deferred until appropriate military commander has certified scheduled date of family member's departure.
3	Submit application to nearest USCIS office with following documents: • Three identical photographs • Certification of family member's scheduled departure for overseas made by appropriate military commander
4	**DD 1278**, **Certificate of Overseas Assignment to Support Application to File Petition for Naturalization**, will be issued to alien family members by Navy Passenger Transportation Office at times indicated so that they may file the certificate with nearest USCIS office to initiate naturalization proceedings. Only DD 1278 will be accepted by USCIS office; memorandums or letters issued by military commanders will not be accepted.
5	When family members are authorized automatic concurrent travel, DD 1278 shall not be issued earlier than **180 days** prior to family members' scheduled date of travel.
6	When advance application for concurrent travel is required, DD 1278 shall be issued after approval is received, and not earlier than **180 days** prior to family members' scheduled date of departure.
7	When concurrent travel is not authorized, DD 1278 shall be issued after authorization for family members' movement is received, but not earlier than **90 days** prior to scheduled date of family members' travel.
8	Aliens will file DD 1278, and N-400 if not previously filed, with nearest USCIS office. Further processing of application for citizenship will be as prescribed by USCIS. Upon completion of naturalization process, application for a passport should be submitted immediately so that it can be issued prior to departure of family members for overseas.
9	If the alien spouse is already overseas then the family members may be naturalized overseas per references (a) and (b).
10	This provision may not be used if the individual will have less than 1 (one) year left on the orders when the spouse becomes a U.S. citizen. In addition this provision is not available once the military member has returned to the U.S. on permanent change of station (PCS) orders.

5. **Further Assistance**

a. Advice and assistance concerning naturalization laws and regulations can be obtained from following:

Legal Assistance Division
Office of Judge Advocate General (Code 16)
1322 Patterson Avenue, SE
Suite 3000
Washington Navy Yard, DC 20374-5066

Telephone: (202) 685-4643
DSN: 325-4643
E-Mail: michael.s.cole1@navy.mil

b. Copies of necessary forms can also be obtained from same source.

MILPERSMAN 5352-030

MARRIAGE OF NAVAL PERSONNEL TO FOREIGN NATIONALS

Responsible Office	CNIC (N911)	Phone: DSN COM	288-3165 (202) 433-3165

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

1. **Authority**. Marriages outside the U.S. to foreign nationals must be governed by the instructions of the local area commander.

2. **Local Regulations**

a. The senior naval commander in the area concerned will implement the regulations through local policies and procedures. The policies may include:

(1) Requirements for medical examinations of the member and the prospective spouse;

(2) Marriage counseling;

(3) Evidence of financial ability to prevent the spouse from becoming a public charge; and

(4) Notarized written consent from parent(s) or legal guardian(s) of either party if under the legal age for marriage in the state, territory, or country in which the marriage is to take place.

b. See the appropriate area commander's instruction (1752 series) for required forms and further requirements.

3. **Application**. All members contemplating marriage outside the United States to a foreign national will submit an application for permission to the area commander in the area where the foreign national lives.

4. **Background Investigation**. The most time-consuming element in premarital processing is the background investigation of the prospective spouse. Members are encouraged to contact the local United States Embassy or consulate to request a background investigation (including a criminal and subversive record check) be initiated to determine the eligibility of their prospective spouse's entry into the United States.

5. **Screening Process**. The screening of prospective spouses is substantially similar to the processing of requests for entry of foreign national spouses into the United States. Inadmissibility to the United States or inability to complete the background investigation of a prospective foreign national spouse does not necessarily require disapproval of a marriage request. Authorization to marry is not given in such cases until both parties to the proposed marriage signify, in writing, they have been counseled and advised that the prospective foreign national spouse may be ineligible for admission into the United States, but they desire the marriage take place.

6. **Application Approval**

a. Applications should be sent for approval to area commanders or their designee as indicated below:

Area Commanders	Countries
COMNAVREGEURAFSWA	Europe[1], Africa (except the Horn of Africa Region and Egypt), Israel, Iceland
COMNAVAIRLANT	Bermuda, Azores
COMUSNAVSO	Caribbean, Central/South America
COMNAVFORJAPAN	Japan
COMNAVFORKOREA	Korea
COMNAVMARIANAS	Oceania[2], South East Asia[3], South Asia,[4] Philippines, China, Singapore, Vietnam, Thailand, Cambodia, Australia, New Zealand, India
CO, NAVSUPPFAC, DIEGO GARCIA	Indian Ocean
COMNAVREGNW	Canada
COMNAVREGSW	Mexico
COMUSNAVCENT	Horn of Africa Region[5]; South Asia[6]; Arabian Peninsula[7], Iraq, and Northern Red Sea[8]; Central Asia[9]

Note:
[1]Europe includes: Russia, Georgia, Azerbaijan, and Armenia.

[2]Oceania includes: Fiji, Tonga, Samoa, Tuvalu, Nauru, Marshall Islands, Micronesia, Papua New Guinea, Vanuatu, Palau, and Kiribati.

[3]South East Asia includes: Burma, Laos, Brunei, Malaysia, Indonesia, and Timor-Leste.

[4]South Asia includes: Nepal, Bhutan, Bangladesh, Sri Lanka, and the Maldives.

[5]Horn of Africa denotes the region containing the countries of: Djibouti, Eritrea, Ethiopia, and Somalia.

[6]South Asia includes: Afghanistan and Pakistan.

[7]The Arabian Peninsula includes: Oman, United Arab Emirates, Qatar, Bahrain, and Kuwait.

[8]Northern Red Sea denotes: Egypt, Saudi Arabia, and Yemen.

[9]Central Asia includes: Turkmenistan, Tajikistan, Kyrgyzstan, Uzbekistan, and Kazakhstan.

b. Contact Commander, Navy Installations Command (CNIC), Navy Family Support Program (N911) for guidance in determining appropriate area commander for any areas not listed above.

MILPERSMAN 5360-010

NAVY MILITARY FUNERALS

Responsible Office	NAVPERSCOM (PERS-621)	Phone: DSN	882-2501
		COM	(901) 874-2501
		FAX	882-6654
		TOLL FREE WITHIN U.S.	(800) 368-3202
		FROM OVERSEAS	(901) 874-2501

1. **Types of Service**. Depending on the location where the funeral service will be held, see the designated publication for detailed information.

Type of Service	Publication
Burial at Sea	NAVPERS 15555D, Navy Military Funerals NAVMEDCOMINST 5360.1
Funerals at Arlington National Cemetery	NAVPERS 15956D, Navy Funerals at Arlington National Cemetery
Other Navy Military Funerals	NAVPERS 15555D, Navy Military Funerals NAVMEDCOMINST 5360.1

MILPERSMAN 5360-020

CHAPLAIN (RESERVE COMPONENT) SUPPORT OF MILITARY FUNERALS

Responsible Office	CNO (N097)	Phone: DSN COM FAX	224-4720 (703) 614-4720 224-4725

References	(a) DODD 1300.15 of 11 Jan 01 (b) 10 U.S.C. 1491 (c) SECNAVINST 1001.33C (d) BUPERSINST 1001.39D (e) Joint Federal Travel Regulations, Volume 1, Chapter 7, Part G

1. **Purpose**. To provide authorization and procedures for Reserve component chaplains to receive service credit, pay, allowances, and reimbursement for travel when conducting military funerals.

2. **Background**

a. Reference (a) establishes policy and responsibilities for members of the Ready Reserve including Reserve component chaplains who volunteer to participate in military funeral honors. Reference (b) specifies that members of the armed forces in military funeral honor details shall wear the uniform of the member’s military service while serving in the detail.

3. **Policy**

a. The services of a Navy chaplain should be provided, per request of the next of kin, at the funeral of Department of the Navy personnel whose death occurs while on active duty, who have been awarded the Medal of Honor, or who were military retirees. The services of a Navy chaplain may be provided, per request of the next of kin, at the funeral of veterans who were discharged under conditions other than dishonorable per reference (a).

b. Under references (a), (c), and (d), a Reserve component chaplain who is in the Selected Reserves (SELRES) or a member of a Voluntary Training Unit (VTU) is authorized one drill point,

pay, allowances, and travel for performing military funeral honors. The performance of funeral honors does not count towards the annual training requirement under reference (c).

4. **Responsibilities**

a. The Regional Funeral Honors Program Coordinator may authorize payment and reimbursement for travel.

b. In order to receive pay and service credit chaplains are responsible for reporting the performance of funeral honors to the Naval Reserve activity that holds their record.

5. **Action**

a. Next of kin, or their authorized representative, desiring chaplain support for military funeral honors should submit requests to the Regional Funeral Honors Program Coordinator. The request should specify the religion of the decedent.

b. The Regional Funeral Honors Program Coordinator will coordinate chaplain support through the Regional Chaplain.

c. Payment of travel, pay, and allowances will be made per references (b), (d), and (e). Reference (d) specifies that members of the Reserve component who perform funeral honors in a funeral honors duty status 50 or more miles from the member’s residence are entitled to travel and transportation allowances.

d. Participation by Reserve component chaplains in the military funeral support program is not mandatory, but is strongly encouraged.

MILPERSMAN 5370-010

OUTSIDE EMPLOYMENT OF MEMBERS ON ACTIVE DUTY

Responsible Office	CNO N13 (N131)	Phone: DSN COM FAX	225-6301 (703) 693-2301 224-1189

References	(a) DOD 5500.7-R of 30 Aug 93 (b) SECNAV Policy Memorandum dated 20 Nov 00

1. **Policy**

a. Reference (a), chapter 3, section 3, provides information regarding personal participation in non-Federal entities and in seeking outside employment. Chapter 8 provides information regarding seeking other post-government employment.

b. Members should be aware that commanding officers or other senior authorities may impose additional restrictions.

2. **Areas of Concern**. Areas of particular concern are employment

a. by a prohibited source (i.e., defense contractor).

b. that may detract from readiness or pose a security risk.

c. that prejudices good order and discipline or is service discrediting.

d. that has potential for regional, national, or international press or public relations coverage with regard to the member's outside employment and any potentially positive or negative impact that employment may have on the member's military position.

3. **Guidance**

a. Questionable situations should be discussed with supervisors and/or ethics counselors. In special cases where a member's outside employment activity has potential for regional, national, or international press or public relations coverage

and has potential recruiting or public affairs benefit to the Navy, members shall seek approval prior to participating in such activity as delineated below.

b. Personnel who believe they may benefit the Department of the Navy by using their unique talents in employment outside the Navy may submit a letter of request to Chief of Naval Operations (CNO) via the officer's

- Commanding Officer (CO);
- Commander, Navy Personnel Command (COMNAVPERSCOM);
- Commander, Navy Recruiting Command (COMNAVCRUITCOM);
- Chief of Naval Personnel (CHNAVPERS);
- Chief Information Officer; and
- Vice Chief of Naval Operations

requesting permission to participate in activities with potential recruiting or public affairs benefit to the Navy. The request must contain specific proposals describing how the individual's talents will be used to benefit the Navy's national recruiting or public affairs efforts. In evaluating such a request, the chain of command and ultimately CNO will consider the current needs of the Navy, the quality of the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired benefit for the Department of the Navy. Each decision will be made on a case-by-case basis.

4. **Procedures**

a. Per reference (b) and pursuant to the policies contained in paras. 1-3 of this article, a naval officer desiring to participate in activities with potential recruiting or public affairs benefit to the Navy must request permission from CNO via the officer's CO, COMNAVPERSCOM, COMNAVCRUITCOM, CHNAVPERS, and Vice Chief of Naval Operations.

b. **Contents of Letter of Request**. The proper format for the letter of request to participate in activities with potential recruiting or public affairs benefit to the Navy is as follows:

Date

From: [Rank, Name, USN/USNR, SSN/Designator]
To: Chief of Naval Operations
Via: (1) Commanding Officer, [present duty station]
(2) Commander, Navy Personnel Command (PERS-4)
(3) Commander, Navy Recruiting Command
(4) Chief of Naval Personnel
(5) Vice Chief of Naval Operations

Subj: REQUEST TO PARTICIPATE IN [activity with potential recruiting or public affairs benefit to the Navy] WHILE SERVING ON ACTIVE DUTY IN THE UNITED STATES NAVY

Ref: (a) MILPERSMAN 5370-010

Encl: (1) Reason for submission of request. [Specific proposals describing how the requesting officer's talents will be used to benefit the Navy's national public relations and recruiting efforts]
(2) Copy of applicable contract [or similar binding commitment that guarantees the requesting officer an opportunity to pursue an activity providing potential positive public affairs or recruiting benefit]

1. I hereby submit my request to participate in activities with potential recruiting or public affairs benefit to the Navy while on active duty. My active duty service obligation will expire in [month/year].

2. My reason(s) for requesting to participate in activities with potential recruiting or public affairs benefit to the Navy are provided in enclosures (1) and (2).

3. I fully understand that approval of my request is contingent upon the credibility of my proposal to utilize my talents to benefit the Navy's national recruiting or public affairs efforts. I also realize that in evaluating such a request, the chain of command and ultimately Chief of Naval Operations consider the current needs of the Navy, the quality of my professional performance to date, the strength of my public affairs or recruiting proposal, and the likelihood that my

accomplishments will be sufficiently noteworthy to generate the desired benefit for the Department of the Navy. Furthermore, I acknowledge that the decision to approve or disapprove my request will be made on a case-by-case basis and that the United States Navy is under no legal or implied obligation to honor my request.

a. To serve in a capacity the Navy deems fit to utilize my service in order to support of Navy public affairs or recruiting.

b. Home of record (city and state recorded as home of record of the officer when commissioned, reinstated, appointed, inducted, or ordered to relevant tour of active duty) is _____.

4. Place of entry (city and state where the officer appointment acceptance and oath of office was signed; for Naval Academy graduates, the place of entry is Annapolis, MD; for Naval Reserve Officer Training Corps (NROTC)/STA-21 graduates, the place of entry is the city and state of the college or university attended) is _____.

[Signature]

5. **CO's Endorsement**. The following outlines minimum mandatory inclusions required for a properly drafted Command Endorsement Letter:

(1) COs must forward requests to participate in activities with potential recruiting or public affairs benefit to the Navy while on active duty by endorsement within 30 days and must certify information provided in the officer's letter is correct.

(2) The CO's endorsement shall comment on the individual's professional performance to date, the strength of the individual's public affairs or recruiting proposal, and the likelihood that the individual's accomplishments will be sufficiently noteworthy to generate the desired positive benefit for the Department of the Navy. The CO should also provide a recommended disposition of the request.

MILPERSMAN 5370-030

RESTRICTIONS ON CIVILIAN EMPLOYMENT OF RETIRED MEMBERS

Responsible Office	NAVPERSCOM (PERS-OOJ)	Phone: DSN COM FAX	882-3164 (901) 874-3164 882-2615

References	(a) NAVSO P-1778 (Rev. 4-2000), Reference Guide to Post-Government Service Employment Activities of Department of the Navy Personnel (b) DODD 5500.7-R of 30 Aug 93 (Joint Ethics Regulation (JER))

1. **Guidance**

a. Various laws restrict the activities of retired Navy and Navy Reserve officers in accepting federal civilian employment, private employment, and employment by foreign governments or foreign businesses. Some of these restrictions also operate to limit the post-retirement activities of retired enlisted personnel.

b. Retired members have the responsibility to determine those activities that they may legally pursue without jeopardizing the rights and benefits of their retired status.

c. Before accepting employment, retiring personnel should review reference (a)

(http://www.defenselink.mil/dodgc/defense_ethics/ethics_issues/refguide_postgovDONapr00.doc)

and consult with their local ethics counselor (judge advocate or general counsel attorney) for further information on reference (b) provisions concerning restrictions on civilian employment of retired members.

MILPERSMAN 5510-010

SECURITY CLEARANCE REQUIREMENTS AND PROCEDURES FOR MEMBERS SCHEDULED TO ATTEND CLASSIFIED COURSES OF INSTRUCTION

Responsible Office	NAVPERSCOM (PERS-4831)	**Phone**:	DSN COM FAX	882-4878 (901) 874-4878 882-2627

References	(a) SECNAVINST 5510.30A (b) NAVEDTRA 10500, Naval Formal Schools Catalog (CANTRAC) (c) SECNAVINST 5510.35

1. **Policy**

a. It is a command responsibility to ensure that appropriate security clearances are obtained from Department of the Navy Central Adjudication Facility (DON CAF) for members prior to their transfer to attend courses of instruction requiring access to classified information. Students normally must be cleared for such access at the beginning of their training period. It is administratively inappropriate to place the responsibility for initiating personnel security investigations and obtaining personnel security clearances upon the command conducting the instruction.

b. Failure to issue appropriate clearances prior to the transfer of members to a school places an unacceptable and unnecessary workload on the training commanders and necessitates long, unproductive delays until the prospective students are properly cleared for the courses of instruction to which ordered. Provisions shall be made for the advance accomplishment of required investigations and issuance of clearances.

2. **Applicability of this Article**. This article is applicable for any member ordered to a course of instruction conducted by the Navy, other armed services, defense agencies, or a school or course conducted under an armed forces contract at the contractor’s facilities.

3. **Responsibilities of the Commanding Officer (CO) who is Transferring the Student**. The CO transferring the prospective student shall determine the degree of clearance required well in advance of the convening date of the course and examine the service record of the prospective student to determine whether any required investigation has been conducted, the clearance issued, and that such matters have been properly documented in the member's service record.

IF ...	**THEN ...**
the required investigation has **not** been conducted,	the CO shall immediately initiate the following procedure: For each member requiring an investigation, prepare and forward the appropriate forms per reference (a). Where members are eligible and accepted for assignment to CT training at the Center for Information Dominance Corry Station, Pensacola, FL, the required forms shall be forwarded to Commander, Naval Security Group Command (COMNAVSECGRU). When there is insufficient time remaining prior to the transfer of the member to effect a required final Secret or Top Secret clearance but an interim clearance will be sufficient for initial enrollment, an interim clearance may be granted provided the member is eligible per reference (a) and a request is immediately submitted for the investigation necessary to issue a final clearance.

4. **Service Record Requirements**

a. The service record should accompany enlisted members being transferred to a service school as otherwise provided in this manual. The standard transfer orders for enlisted members shall include a statement certifying the member's security clearance.

b. When officers or enlisted members are transferred for temporary additional duty under instruction (TEMDUINS), a statement concerning their security clearance shall be placed in

the orders per MILPERSMAN 1320-314 for officer personnel and reference (b) for enlisted personnel.

c. A certified copy of the orders shall be forwarded to reach the recipient command prior to the course convening date. Message certification of the security clearance shall be forwarded to the recipient command if a copy of the orders will not reach the command prior to the course convening date. Additionally, when preparing orders for members to report to a training command for instruction, the command will refer to reference (b) to ascertain and comply with any additional security requirements listed there for the training command concerned.

5. **Members Whose Schools Involve Preparation for Nuclear Weapons Billets**. Requests for background investigations shall be submitted as required by reference (c) for members being assigned to schools involving preparation for assignment to or critical nuclear weapons billets.

6. **Clearances for Reservists on Inactive Duty**. The appropriate security clearance authority shall take the following actions for reservists on inactive duty:

a. Comply with the above procedures when members are ordered to report for active duty directly to a school requiring access to classified material prior to proceeding to their permanent duty station.

b. When members are ordered to active duty for training to attend courses of instruction requiring access to classified information, the orders shall contain the following statement, as appropriate:

"(Final Secret/Top Secret or Interim Top Secret) clearance based on an (ENT-NAC/NAC/SSBI) completed (date) by (agency which conducted investigation)" or "Confidential clearance based on a check of records immediately available."

c. An advance copy of the orders shall be forwarded to the recipient command. (Inactive duty reservists are not eligible for Interim Secret clearances. Assignment to Navy Reserve category USNR-S2 for a period in excess of 1 year automatically invalidates any previous security investigation and any clearance based on that investigation.)

7. **Responsibilities of the CO to Whom Members Report for Instruction**. COs of activities to which members report for courses of instruction shall take the following action. The provisions of this paragraph shall be completed by the Navy administrative unit in the case of students attending schools and courses of other services.

a. If a student reports for instruction without proper security clearance, communicate immediately with the command from which the student was received and request information on clearance eligibility. If contact with the member's parent command is impractical, submit a research/recertify/upgrade eligibility request via the Joint Personnel Adjudication System to DON CAF for adjudication. The following additional action shall be initiated as appropriate:

(1) Initiate procedures per reference (a) to establish eligibility for an interim clearance, if issuance of such clearance is permissible, in the case of students reporting with their service records but without initiation of the required investigation.

(2) In the case of members in the CT rating, forward the required forms to COMNAVSECGRU.

(3) A name check may be requested per reference (a).

b. When a crucial delay in training or assignment will result while awaiting completion of investigative requirements, access may be authorized as provided for under "Emergency Access" in reference (a).

c. When information is received which would preclude continuance or issuance of a security clearance for a student who is onboard for instruction, the CO of the school shall disenroll the student immediately and take the following action: (Disenrollment constitutes a denial or revocation of clearance and a report of revocation or denial per reference (a) is mandatory.)

(1) Students in TEMDUINS status shall be returned to the parent command.

(2) Students in temporary duty (TEMDU) or TEMDUINS status shall be made available to Chief of Naval Personnel (CHNAVPERS) for further assignment.

(3) Students shall not normally be returned to their parent commands solely because they arrived without proper security clearances.

8. **Acceptance of Clearance from Command to Command**. Personnel security clearances are normally issued by DON CAF to COs having jurisdiction over the member at the time investigations are completed. Once issued, the clearance may be accepted on a mutual and reciprocal basis from command to command unless, for cause or administrative reasons, it is necessary to cancel or change the clearance.

MILPERSMAN 5726-010

LIAISON WITH CIVIL AGENCIES

Responsible Office	CNI (N214)	Phone: DSN COM FAX	882-4325 (901) 874-4325 882-2785

1. **Liaison Activity**. Commander Navy Installations (CNI) is responsible for the maintenance of a liaison relationship with civil agencies both government and private, whose functions relate to services, other than medical, for or on behalf of personnel as a result of their Naval Service and to their family members.

2. **Navy-Marine Corps Relief Society**

a. The Navy-Marine Corps Relief Society, although closely affiliated with Navy and Marine Corps and working exclusively with Naval Service personnel and their families, is a private charitable organization. Commanding officers (COs) are requested to take such interest and provide such assistance to the society as may be feasible and to ensure members under their command are familiar with the nature and extent of the society's assistance. Members should be urged to inform their families of availability of these services. The society can assist when there is need by:

A gratuity
An interest-free loan or a combination gratuity/loan
Counseling and advice
Layettes
Thrift shops
Visiting nurse service

b. All society services are available in times of need to officer and enlisted personnel of Naval Service, active and retired, their family members, and the families of deceased personnel. An Educational Fund has been established to assist the eligible children of Navy and Marine Corps personnel who have a proven need for assistance with the costs of higher education. Society services are available through Navy-Marine Corps Relief Offices at Navy or Marine Corps installations, or

through the cooperative services of the **American Red Cross (AMCROSS)** if the member or his or her families do not reside in the vicinity of a Naval Relief Auxiliary or Branch.

3. **AMCROSS**

a. The AMCROSS is authorized by Navy regulations to be an authorized medium of communication between naval personnel and their families. In addition, AMCROSS provides a program of social services to Navy members which includes financial assistance for emergency travel and other specified emergency situations. These services are provided by the AMCROSS Manager or designated AMCROSS unit. The handling of AMCROSS messages is specifically addressed in the following paragraphs.

b. The AMCROSS is authorized to use Navy communications facilities to transmit emergency messages to personnel afloat and stations outside the 48 contiguous United States and District of Columbia.

c. "**AMCROSS, Washington, DC**" is the designation of the Emergency Communications (EMER COMM) division message switch AMCROSS headquarters.

d. Request for services and/or replies to AMCROSS inquiries should be addressed to "**AMCROSS, Washington DC**."

e. All messages received at AMCROSS with afloat or other mobile unit addresses will be routed directly to the unit involved.

f. Route the following messages to the AMCROSS Station Manager at the member's or family member's home port:

(1) Messages for naval families known to be residing overseas or on continental United States (CONUS) naval installations.

(2) Messages in which the service requested is of such a sensitive nature or requires special handling that, when possible, it be provided by an AMCROSS representative.

g. Commands of afloat and other mobile units shall include "**AMCROSS, Washington, DC**" as an information addressee on all replies to messages received from AMCROSS.

h. For preservation of the privacy of the member, commanders at all levels will respect the confidential nature of AMCROSS reports and will ensure that they do not fall into the hands of unauthorized persons. American Red Cross reports are provided as factual information to assist, without recommendation, and to permit the member concerned and their CO to make their own determination about any decision that may be indicated. American Red Cross communications are privileged, should be protected, and are the property of AMCROSS. American Red Cross reports shall not be filed with or become a part of an individual's service record.

4. **Emergency Leave**. It should be noted that AMCROSS verification is not mandated in cases of emergency leave. COs may, at their discretion, utilize any means available to verify an emergency situation which might require the presence of next of kin. For emergency leave or leave extension in emergency situations, where leave or leave extensions are required, COs, with the consent of the servicemember, may request AMCROSS Station Managers, if available, otherwise National Headquarters, AMCROSS, Washington, D.C. to obtain facts about the emergency situation. Such action should be taken only as a matter of expediency after carefully considering the member's availability and deployment of ship or unit, and amount of leave potential.

5. **American Red Cross Station Managers**

a. Every CONUS installation has either a resident AMCROSS Station Manager or a jurisdictional AMCROSS unit which provides social services to military personnel and their families.

b. Messages for members known to be aboard ships in port are sent from the originating AMCROSS unit direct to the responsible AMCROSS unit at the port of handling. The AMCROSS will coordinate handling with appropriate command.

c. If afloat and pulling into port, and member has been granted emergency leave and requires funds for emergency travel, contact should be made with the AMCROSS office responsible for the port. Members should have emergency travel authorization and a copy of AMCROSS message concerning the emergency when they request assistance.

6. **Family Welfare Reports**. Family welfare reports can be requested on behalf of naval personnel. Requests made of the

AMCROSS should include the member’s full name, rate, and social security number, address of family members, and names and addresses of persons to be contacted for supporting information.

MILPERSMAN 5760-010

NAVY SPOUSE ORGANIZATIONS AND ACTIVITIES

Responsible Office	CNIC (N911)	Phone: DSN COM FAX	288-3165 202 433-3615

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
NAVPERSCOM Customer Service Center	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1750.1G

1. **Background**

a. The sacrifices required of Navy families are substantial. In order to maintain readiness, the Navy must have high standards and retain well-trained people. In order to retain experienced and productive Service members, the family life associated with the Service must be supported and enhanced as much as possible.

b. Navy spouses have made unselfish contributions to the spirit and well-being of their Sailors. They promote the general welfare of all persons within the Navy community. Many times they subordinate personal and professional plans to the greater benefit of our nation's defense. All feasible support will be rendered to assist in the establishment and maintenance of strong and effective spouse clubs, support groups, and other organizations and activities dedicated to the enhancement of morale and improvement in the quality of life (QOL) for Navy members and their families. The Navy Family Ombudsman Program, family support groups, spouse clubs, and other organizations work together to meet the needs of Navy families.

2. **Navy Family Ombudsman Program.** In 1970, Chief of Naval Operations, Admiral E. Zumwalt recognized the issues and concerns that are unique to Navy families. In response to those issues, he established the Navy Family Ombudsman Program. The Navy Family Ombudsman Program, staffed entirely by volunteers, is governed by reference (a).

3. **Naval Services FamilyLine (NSFL)**

a. The NSFL is an all-volunteer, non-profit, tax-exempt organization dedicated to improving the QOL for every sea-service family. Established in 1965 by and for Navy spouses, the NSFL has now expanded to include Marine Corps and Coast Guard families.

b. NSFL volunteers provide assistance, information, and referral in all matters pertaining to the military or its lifestyle. NSFL developed the Navy-wide Ombudsman Support Network and the Ombudsman Journal. Chairman, NSFL serves as the Chief of Naval Operations' Navy-wide Family Ombudsman-at-Large. NSFL volunteers research, compile, write, and edit all NSFL publications; coordinate educational seminars; and maintain a supplemental lifeline mailing list to ensure that all sea service families in isolated locations can receive the newspaper. NSFL has established field representatives at bases around the world to serve as a local point of contact.

c. The policies and programs of NSFL are guided by a board of advisors, which includes spouses of senior officers and enlisted personnel, active duty personnel, and representatives of other service oriented organizations. Every Navy, Marine Corps, and Coast Guard spouse; family member; or active duty and Reserve Service member is automatically a member of the NSFL with no membership fee or registration requirement.

d. The NFSL writes, publishes, and provides (free of charge) a variety of informational literature on topics from social customs and traditions to planning and managing financial and personal affairs.

Naval Services FamilyLine
1043 Hardwood Street, SE Suite 100 BLDG 154
Washington Navy Yard
Washington, D.C. 20374-5067

Telephone: 1-877-673-7773

Home Page: www.nsfamilyline.org

4. **Navy Wives Club of America**

a. The Navy Wives Club of America was incorporated in 1936, and a Federal charter was granted in 1984. Chapters (worldwide) are open to spouses of enlisted personnel serving in the Navy, Marine Corps, Coast Guard, and the Active Reserve units of these Military Services; spouses of enlisted personnel who have been honorably discharged, retired, or transferred to the Fleet Reserve on completion of duty; and widows and widowers of enlisted personnel in the Military Services.

b. The Navy Wives Club of America Scholarship Foundation awards up to 30 scholarships annually to children of enlisted personnel in the Navy, Marine Corps, and Coast Guard.

Navy Wives Club of America, Inc.
PO Box 54022
NSA Mid-South
Millington, TN 38054

E-mail: nwcamembership@gmail.com

Home Page: www.navywivesclubsofamerica.org

MILPERSMAN 5800-010

PATERNITY COMPLAINTS

Responsible Office	NAVPERSCOM (PERS-660)	Phone:	DSN COM FAX	882-4387 (901) 874-4387 882-2630

1. **Introduction**. With respect to determination of paternity and support of illegitimate children, no complaint requires greater exercise of judgment and tact than the charge that a member serving under one's command is the father of a child born out of wedlock. While the member should not be left with the impression that either civil law or Navy Regulations require that he marry the mother of the child, if the member desires marriage, leave for this purpose is recommended whenever the absence of the member concerned will not be detrimental to the needs of the service. When the blood parents of an illegitimate child marry, and the member acknowledges paternity of the child, the child is considered to be legitimized by the marriage unless a court finds the child to be illegitimate. While legitimatized, the child is eligible for all allowances and benefits the same as any other legitimate child of the member.

2. **Foreign Complaints**. Complaints from various sources in foreign countries regarding alleged paternity, marriage, or related matters involving Navy personnel during their service at a foreign station can be detrimental to the prestige of the United States Navy and adversely affect international relationships if not promptly resolved. Commanding officers (COs) are expected to expeditiously dispose of such complaints. Commanding officers should feel free to seek advice of local United States consular officials. If, in the judgment of the CO, the situation cannot be disposed of satisfactorily or permanently before departure from the foreign area in question, a report setting forth all pertinent facts should be made to appropriate higher authority.

3. **Legal Obligations**. Normally any order or decree which specifies the obligation to render support of illegitimate children will include within it a determination of paternity of such children. Some jurisdictions provide for determinations of the legal obligation to support illegitimate children without determination of paternity. Either type of order or decree

falls within the scope of this paragraph. If a judicial order or decree of paternity or support is rendered by a United States or foreign court of competent jurisdiction against a member of the Navy on active duty, the member concerned shall be informed of his moral and legal obligations as well as his legal rights in the matter.

4. **Financial Obligation**. The member shall be advised that he is expected to render financial assistance to the child regardless of any doubt of paternity that the member may have. If the court order or decree specifies an amount of support to be provided, the member shall be expected to comply with the terms of such decree or court order. If no amount is specified, support should be rendered following such reasonable agreement as may be made with the mother or legal guardian of the child or in the absence of such an agreement under the support guide in this article. Basic allowance for quarters may be payable on behalf of the illegitimate children. Basic allowance for quarters will be included in determining the member's gross pay. If the member refuses to comply with the terms of the court order, administrative action will be taken as appropriate.

5. **Court Competency**. A court of competent jurisdiction is generally a court that has jurisdiction over the subject matter and the parties involved as well as being the proper judicial forum. As a general rule, the competency of the court to render the judicial order or decree may be tested by the enforceability of the order or decree. Normally, personal service of the court's process on the member is considered essential. With respect to a foreign judicial order or decree, the general rule is that where the defendant was a citizen or subject of the foreign country in which the order or decree was issued, the court may have acquired jurisdiction over him by any mode of service or notice recognized as sufficient by the laws of that country. An order or decree against a citizen or permanent resident of another country, without personal service on him or personal notice of the action to him, is null and void unless he has voluntarily submitted himself to the jurisdiction by appearing and contesting the action. If there is no doubt as to the competency of the court to enter the order or decree, the question shall be referred to the judge advocate general.

6. **Moral Obligation**. In the absence of an adjudication of paternity or of a legal obligation to furnish support by a court of competent jurisdiction, the member shall be privately consulted, advised of the legal or moral obligations of support

of any illegitimate children as well as the rights in the matter, and asked whether he admits either paternity of, or the legal obligation to support, the child or expected child. If the answer is affirmative, the member shall be informed that he is expected to furnish support as set forth above. Where paternity or legal obligation to support is admitted, members should be informed of their moral obligation to assist in the payment of parental expenses.

7. **Sample Reply**. Replies to individuals concerning paternity cases should be as kind and sympathetic as the circumstances permit. The following example may be appropriate in certain cases: (Use proper letter format.)

Dear Ms. Smith:

This letter is in response to your letter of 25 February in which you claim Seaman John P. Jones to be the father of your minor child.

Seaman Jones has been consulted regarding your claim, and he denies that he is the father of your child. Given this denial, the Navy can do nothing further to assist you without a court order finding Seaman Jones to be the father.

While I understand the difficulty of your situation, please understand that the Department of the Navy has neither the authority nor the facilities to adjudicate your paternity claim. If, however, Seaman Jones is adjudged by a civil court of competent jurisdiction to be the father of your child, he will be expected to contribute to the support of the child and to comply with the terms of the judicial decree. If he then refuses to take satisfactory action, he will be subject to administrative or disciplinary action which may jeopardize his Navy career. Such actions by the Navy are designed to encourage its members to voluntarily comply with court orders of support, but do not guarantee compliance. Any claim that you would have against Seaman Jones' military pay for the child support has to be pursued through a civilian court of competent jurisdiction.

If you have any questions regarding this, you should consult a private attorney.

8. **Court Summons**. Communications from a judge of a civilian court, including a court summons or a judicial order, concerning the availability of personnel to appear at an adoption hearing, where it is alleged that an active duty member is the father of the illegitimate child, shall receive a reply that indicates

a. due to military requirements, the member cannot be granted leave to attend court hearing until (date); or

b. a request by the member for leave to attend an adoption court hearing on (date), if made would be approved; or

c. the member has stated in a sworn written statement (forward a copy with response) that he is not the natural parent of the child; or

d. due to the member's unavailability caused by a specific reason, a completely responsive answer cannot be made.

9. **Inform the Member**. The member should be informed of the inquiry and the response and urged to obtain legal assistance for guidance (including an explanation of sections of the Soldier's and Sailor's Civil Relief Act), if appropriate.

10. **Members not on Active Duty**. Allegations of paternity against members of the Armed Forces who are not on active duty will be sent to the member concerned in such a manner as to ensure that the charges are delivered to the addressee only. Military channels will be used when practical. When requested by the complainant, the last known address of inactive duty members may be furnished under the same conditions as set forth below for former members.

11. **Former Members**

a. In all cases of allegations of paternity against former members of the Armed Forces who have been completely separated from the service and who hold no military status whatsoever, the claimant will be informed of the date of discharge, that the individual concerned is no longer a member of the Armed Forces in any capacity and that the Navy Department assumes no responsibility for the whereabouts of individuals no longer under its jurisdiction. The correspondence and all accompanying documentation will be returned to the claimant.

b. The last known address of the former member shall be furnished to the claimant if the complaint against the former member is supported by a certified copy of either a judicial order or decree of paternity or support duly rendered against the former member by a United States or foreign court of competent jurisdiction, or a document which establishes that the former member has made an official admission or statement acknowledging paternity or responsibility for support of a child before a court of competent jurisdiction, administrative or executive agency, or official authorized to receive it, and/or in cases where the complainant, with the corroboration of a physician's affidavit, alleges and explains an unusual medical situation which makes it essential to obtain information from the alleged father to protect the physical health of either the prospective mother or the unborn child.

12. **Legal Assistance Officer**. Members should be encouraged to discuss any personal problems within the scope of this article with their legal assistance officer. This is not intended to delay the measures indicated once a case has reached an aggravated stage.

MILPERSMAN 5812-010

SETTING ASIDE NONJUDICIAL PUNISHMENTS (NJP)

Responsible Office	BUPERS (BUPERS-00J)	Phone: DSN COM FAX	882-3166 (901) 874-3166 882-2615

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Uniform Code of Military Justice (UCMJ), article 15(d) (b) Manual for Courts-Martial (MCM), part V, paragraph 6(d), paragraph 7(f) (c) JAGINST 5800.7F, Manual of the Judge Advocate General (JAGMAN), section 0118(b)

1. **Policy**. This article applies to both officer and enlisted personnel. Per references (a) through(c), the nonjudicial punishment (NJP) authority who imposed punishment, the commander who imposed NJP, a successor in command, or the next superior authority may set aside punishment in whole or in part. This action should ordinarily be exercised only when the authority believes that, under all circumstances, the punishment resulted in a clear injustice. The power to set aside an executed punishment should ordinarily be exercised only within a reasonable time after the punishment has been executed, which in the absence of unusual circumstances, 4 months is a reasonable time.

2. **Effects of Improper Set Asides**. Commanders should be cognizant of the effects of improperly setting aside an NJP. Such effects can include:

a. Disadvantaging Sailors who have not committed misconduct, especially in the area of advancement;

b. Denying detailers and gaining commands relevant information concerning the reliability of the affected Sailors;

c. Subjecting the Navy to financial reimbursement in the cases of restored reduction of rate; and

d. Denying a board relevant information regarding the Sailor's fitness for promotion, continuation, a special program, or senior leadership position.

3. **Action**

a. To set aside NJP punishment (in whole or in part), the NJP set aside authority shall prepare and personally sign (not "by direction") a letter of notification (LON) in the format shown in paragraph 4 below. If a set aside is directed by a command other than the command that imposed the NJP, the submitting NJP set aside authority shall send an information copy to the command that initially imposed punishment.

b. The LON shall explain why the punishment is being set aside, including why the punishment has resulted in a clear injustice.

c. LONs directing a set aside outside the 4-month window shall justify the unusual circumstances for the delay.

d. The LON must be sent via mail or e-mail to Bureau of Naval Personnel (BUPERS), Office of Legal Counsel (BUPERS-00J), copying the first flag officer in the NJP set aside authority's chain of command. If the NJP set aside authority is a flag officer, this requirement is waived.

e. After confirming an appropriate authority set aside the punishment, if the entire NJP punishment was set aside, BUPERS-00J will direct NAVPERSCOM (PERS-832) for enlisted and NAVPERSCOM (PERS-834) for officers to expunge all references to the NJP contained within internal databases. NAVPERSCOM (PERS-832) and NAVPERSCOM (PERS-834) will subsequently direct NAVPERSCOM, Records Management Policy Section (PERS-313) to expunge all documents pertaining to the NJP that have been set aside from the Sailor's official military personnel file. In addition, NAVPERSCOM (PERS-832) and NAVPERSCOM (PERS-834) will direct the Navy Standard Integrated Personnel System (NSIPS) help desk to expunge the NSIPS transactions associated with NJP that is set aside. If a reduction in rate is set aside, the date of restoration must revert to original date of advancement and time in rate, thereby entitling member to full reimbursement of back pay. BUPERS-00J will notify the NJP set aside authority and member when NAVPERSCOM review has been completed and local action is appropriate.

f. The NJP set aside authority will ensure all local records are purged of any notations of NJP hearing and or punishments awarded which have been set aside, and their residual effects.

g. NAVPERSCOM does not act as approval authority or have capability to correct or adjust pay and allowances. Correction of pay and allowances is to be accomplished by the command personnel office or servicing personnel support detachment (PERSUPP DET).

h. Performance evaluation documents and related correspondence may only be removed from the member's record if a special evaluation was issued as a result of NJP. For periodic or transfer reports, specific references to NJP, trait marks, and promotion recommendations may not be changed by NAVPERSCOM as a result of the set aside action. For records or documents which may not be corrected by set aside action, Service member should be advised to petition the Board for Correction of Naval Records (BCNR) for additional corrective action.

Note 1: **Mitigation of punishment** is a reduction in either the quantity or quality of a punishment, its general nature remaining the same. To mitigate punishment, per reference (b) (paragraph 6b), use:

- NAVPERS 1070/607 Court Memorandum (**if pay is involved**) or;
- NAVPERS 1070/613 Administrative Remarks **(if no pay is involved);**

to correct the original document. Reduction in pay grade may be mitigated to forfeiture of pay **only** within 4 months after date of execution, and forfeitures may not exceed the total amount of forfeitures that could have been awarded at NJP. Both original and corrected NAVPERS 1070/607 Court Memorandums will be filed as part of member's official record. Do not issue an LON in a modified format to NAVPERSCOM (PERS-832) for mitigation.

Note 2: See MILPERSMAN 1430-020 for procedures regarding advancement after reduction in rate.

4. **Sample LON**. Use this LON for setting aside an NJP (use the proper letter format below):

From: [position, command setting aside punishment]
To: Bureau of Naval Personnel, Millington (BUPERS-00J)
Subj: [partial] SET ASIDE OF NJP ICO [grade/rate, name, last 4 SSN]

Ref: (a) Manual for Courts-Martial (MCM), Part V, Paragraph 6d

1. As the [nonjudicial punishment (NJP) authority who imposed punishment, the commander who imposed NJP, the imposing NJP authority's successor in command, or the next superior authority of the imposing NJP authority], I hereby set aside [(state punishment being set aside) or (the NJP proceeding) in case of [grade/rate, name]. All rights, privileges, and property affected by virtue of execution of this [or if partial, this part of the punishment] punishment shall be restored. Per reference (a), request you remove from [grade/rate, name's] official record all reference to [this punishment or NJP hearing] which has been set aside. Request copy-to addressees take appropriate restorative action in case of [grade/rate, name] and notify me and member concerned when completed.

2. Following information concerning this action is provided:

a. Name: [grade/rate, name, SSN]

b. Date of NJP: (date)

c. Imposing Command: [If different from command setting aside, indicate by Standard Navy Distribution List long title and forward a copy of letter of notification (LON) to that command.]

d. Offenses of which member was found guilty:

e. Punishment awarded:

f. Punishment being set aside:

g. Rationale for set aside: [Describe why the punishment is being set aside, including the "clear injustice" warranting set aside.]

h. Unusual circumstance(s): [If set aside is to take place greater than 4 months since punishment was executed, explanation as to the unusual circumstance(s) present.]

3. This letter shall not be filed in [grade/rate, name] official record, but shall be destroyed after your action is complete.

4. POC: [name, telephone number]

Signature of NJP Set Aside Authority
(not "By direction")

Copy to:
(first flag officer in NJP set aside authority's chain of command)
(command which imposed punishment)
(cognizant personnel office)
(cognizant disbursing office if pay affected)
(member concerned)

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MILPERSMAN 5815-010

EXECUTING A DISHONORABLE OR BAD CONDUCT DISCHARGE

Responsible Office	NAMALA	Phone: DSN COM	325-0100 (202) 685-0100

MyNavy Career Center	Phone: Toll Free E-mail: Web site:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) Manual for Courts-Martial, United States, 2023 (b) SECNAVINST 5815.3K (c) SECNAV M-5815.1 of March 2020 (d) JAGINST 5800.7G

1. **Policy**

a. Punitive discharges from a court-martial will be effected only upon orders from Navy and Marine Corps Appellate Review Activity, per reference (a) and Naval Clemency and Parole Board, where applicable, per references (b) and (c).

NOTE: A supplemental court-martial order (SCMO) or notification of completion of appellate review (NOCAR) is required in all cases prior to executing a dishonorable discharge (DD) or a bad conduct discharge (BCD), even if the Service member has waived or withdrawn from appellate review.

b. In any action on the record to suspend a court-martial sentence (or any part thereof) which includes a punitive discharge, the convening authority (CA) will be guided by reference (a), rule 1107.

c. A Service member sentenced to an unsuspended punitive discharge will, at the convenience of the CA, be transferred to a separation activity for confinement and or retention, and or appellate leave, pending completion of the CA's action, per MILPERSMAN 1050-310 through 1050-380.

2. **Vacating Suspended Discharges**

a. Where execution of a portion of a sentence which includes a punitive discharge is suspended subject to a probationary period, the suspension may be vacated under reference (a), rule 1108, and reference (d), section 0165. A CA may initiate proceedings to vacate suspension of a sentence where it is clearly established by the record that such action is appropriate and in the best interest of the Navy.

b. For a new offense, imposition of non-judicial punishment or referral to a court-martial, along with vacation of suspension, may be appropriate.

c. Upon receipt of an order to vacate the suspension of a sentence which includes a punitive discharge, the Service member may be transferred for discharge, as appropriate.

3. **Procedures**. Follow the below procedures when executing a DD or BCD.

<table>
<tr><th>WHEN A DD/ BCD IS AFFIRMED</th><th>AND...</th><th>THEN...</th><th>THEN...</th></tr>
<tr><td rowspan="3">Execute the DD/BCD per the SCMO or NOCAR,</td><td>If the Service member is not in confinement,</td><td>Discharge Service member and issue DD 214,</td><td rowspan="2">Forward medical and dental records to Department of Veterans Affairs.</td></tr>
<tr><td>If the Service member is in confinement, retain electronic service record; appellate package; medical, dental, and pay records; DD 214; and other documents in the prisoner’s personnel file,</td><td>Retain until confinement is completed,</td></tr>
<tr><td>If Service member is released to parole or to mandatory supervised release,</td><td>Forward electronic service record, appellate package, medical, and dental records to

Navy and Marine Corps Appellate Leave Activity
1325 10th Street SE
Suite 303
Washington Navy Yard, DC 20374-5070

for retention until maximum release date.</td></tr>
</table>

WHEN A DD/ BCD IS AFFIRMED	**AND...**	**THEN...**	**THEN...**
Execute the DD/BCD per the SCMO or NOCAR, (continued)	If the Service member **is in confinement**, retain **electronic service record; appellate package; medical, dental, and pay records; DD 214;** and **other documents** in the prisoner's personnel file, (continued)	If Service member was **transferred** to the **Federal Bureau of Prisons (FBOP),** the commander of the losing facility (United States Disciplinary Barracks or naval consolidated brig will act as the custodian of all records of the prisoner confined in the FBOP). The FBOP will be provided copies of any records they need,	Upon completion of confinement and when applicable (i.e., appellate review is not complete), the original records will be forwarded to Navy and Marine Corps Appellate Leave Activity 1325 10th Street SE Suite 303 Washington Navy Yard, DC 20374-5070 For retention until maximum release date.

MILPERSMAN 5821-010

DELIVERY OF PERSONNEL TO CIVILIAN AUTHORITIES

Responsible Office	NAVPERSCOM (PERS-832)	Phone: DSN COM	882-4431 (901) 874-4431

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

Reference	(a) JAGINST 5800.7G

1. **Policy**. Reference (a), chapter VI, provides direction and guidance for various situations where a military commander is asked to provide or, at a minimum, permit the delivery of personnel, property, or records from a military installation, to civilian authorities.

MILPERSMAN 6110-020

PHYSICAL RISK CLASSIFICATION FOR OFFICER AND ENLISTED PERSONNEL ON INACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-95)	Phone: DSN COM FAX	882-4503 (901) 874-4503 (901) 874-2689

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) BUPERSINST 1001.39F (b) NAVMED P-117, Manual of the Medical Department (MANMED) (c) RESPERS M-1001.5, Navy Reserve Military Personnel Manual (RESPERSMAN), article 6000-010

1. **Policy**

a. Per references (a), (b), and (c), article 6000-010; Navy Personnel Command (NAVPERSCOM), Line Of Duty/Medical Hold/Medical Retention Review Division (PERS-95) assigns physical risk classifications (PRCs) to officer and enlisted personnel based on the professional recommendation of Chief, Navy Bureau of Medicine and Surgery (BUMED). The PRC is recorded in the Inactive Manpower and Personnel Management Information System and the Medical Readiness Reporting System databases. When a member is not assigned a PRC, the individual is normally considered physically qualified for orders to active duty without restrictions.

b. NAVPERSCOM (PERS-95) will notify the member's chain of command, via official message, of the assigned PRC. The member will be notified by his or her chain of command. Once assigned, PRCs will remain in effect unless changed by NAVPERSCOM (PERS-95). A member may request reconsideration of a PRC by submitting additional substantive medical information to BUMED (M3B4), via the member's chain of command, for adjudication. Final action will be announced by NAVPERSCOM (PERS-95) message.

2. **Classification Categories**. NAVPERSCOM (PERS-95) assigns the following PRCs:

a. **Physically Qualified** - Assigned to a member who is generally considered physically qualified for assignment to all duties consistent with grade, designator, and rating; and is recommended for retention in the Navy Reserve. The member may have a minor physical defect or condition that must be monitored, but a PRC "physically qualified" is generally considered physically qualified for orders to active duty.

b. **Not Physically Qualified with Retention Recommended** - Assigned to a member who is generally considered physically qualified for assignment to all duties consistent with grade, designator, and rating; and is recommended for retention in the Navy Reserve. However, the member has a physical defect or condition that could restrict the member's active duty assignment. Personnel with this classification may require a medical retention review (MRR) submission based on BUMED's recommended timeline. Per MILPERSMAN 1910-158, members who have not complied with the update requirement will be subject to administrative separation processing from the Navy Reserve. A member assigned "not physically qualified with retention recommended" has substantive restrictions placed on active duty eligibility. A member assigned "not physically qualified with retention recommended" may complete required annual training and is eligible for active duty orders with waiver (as required). A waiver is required for any active duty period greater than 30 days or duty outside the continental United States (OCONUS). Navy Reserve activity medical department representatives are responsible for forwarding active duty waiver requests per reference (c).

c. **Not Physically Qualified with Retention Not Recommended -** Assigned to a member who is not physically qualified for assignment to all duties consistent with grade, designator, or rating, and is not recommended for retention in the Navy Reserve. NAVPERSCOM (PERS-95) will notify the member's command of the disqualification. The command will notify the member of the finding of physical disqualification by using the letter format contained in MILPERSMAN 1910-168. NAVPERSCOM (PERS-95) will direct involuntary discharge or retirement for eligible members who fail to elect one of the options contained within the physical disqualification notification letter.

3. **Assignment in an MRR status**. Per references (a) and (c), members in an MRR status will be assigned per current Reserve force assignment policy.

MILPERSMAN 6120-010

ENLISTED PHYSICAL QUALIFICATIONS FOR CERTAIN DUTY ASSIGNMENT AND PHYSICAL EXAMINATION/MEDICAL SCREENING PRIOR TO TRANSFER OF DUTY

Responsible Office	NAVPERSCOM (PERS-40)	Phone: Toll Free	1-866-U ASK NPC

References	(a) OPNAVINST 1300.15A (b) OPNAVINST 6000.1B (c) NAVMED P-117, Manual of the Medical Department (MANMED) (d) BUMEDINST 1300.2A

1. **Policy**. Medical screening is required by references (a) and (b) for military personnel prior to transfer or assignment to certain duty.

2. **Examples of Screening Requirements**

a. Mandatory urinalysis for “A” School attendees.

b. Overseas screening requirements.

c. Human Immunodeficiency Virus (HIV) testing for overseas assignment.

Upon completion of the appropriate screening, health and dental records will be updated, certifying completion of the required screening. Additionally, personnel transferred for separation shall be physically examined as required in MILPERSMAN 1900-808. Personnel transferred for overseas assignment shall be physically examined as required in MILPERSMAN 1300-304.

3. **Special Requirements for Certain Duty Assignment**

a. In addition to the physical qualification requirements for enlistment and separations, there are special requirements for certain types of duty such as the following:

Aviation training and duty.
Submarine training and duty.
Nuclear power training and duty.
Diving training and duty.
Antarctic Expedition Program.
State Department duty.
Personnel applying for service schools.
Detachments to sea duty or duty outside the 48 contiguous United States and District of Columbia.
Applicants for food handler ratings.
All rates or specified duty in which special physical requirements apply.

b. Prior to forwarding requests, when applicable, to Navy Personnel Command (NAVPERSCOM) concerning duties listed above, applicants shall be examined physically per reference (c) and suitable notation shall be made of the results of the examination, giving the nature of defects, if any, in sufficient detail to permit proper departmental review.

c. Personnel suffering from active venereal disease, or other diseases requiring periodic treatment under supervision of a medical officer, shall not be assigned to a ship or station where there is no medical officer attached.

d. References (a) through (d) refer.

MILPERSMAN 6120-020

PHYSICAL EXAMINATION AND MEDICAL SCREENING OF OFFICER PERSONNEL PRIOR TO TRANSFER

Responsible Office	NAVPERSCOM (PERS-451C)	Phone:	DSN COM FAX	882-4173 (901) 874-4173 882-2693

References	(a) BUMED 1300.2A (b) OPNAVINST 1300.15

1. **Policy**. Prior to transfer, officers are required to be medically screened under the references (a) and (b), and MILPERSMAN 1300-300 and 1300-800. Examples of screening requirements are Human Immunodeficiency Virus (HIV) testing and overseas screening requirements. Upon completion of the appropriate screening, health and dental records shall be updated, certifying completion of the required medical screening.

MILPERSMAN 7000-010

WORTHLESS CHECKS BY MEMBERS AND/OR THEIR FAMILIES

Responsible Office	NAVPERSCOM (PERS-4832)	Phone:	DSN COM FAX	882-4427 (901) 874-4427 882-2624

1. **Policy**. The issuance of worthless checks by members of the Navy and/or their family is totally unacceptable. It is the responsibility of every member of the Navy to promptly pay one's debts. Upon receipt of a returned check, the activity providing the check cashing privilege shall inform the commanding officer (CO) of the drawer, or in the case of a family member, the CO of the sponsor. If the drawer is retired, on inactive duty as a member of the Naval Reserve, or in the Fleet Reserve, the member will be advised in writing, and if necessary, the area coordinator in which the drawer resides. Suspension of drawer check cashing privileges pending resolution of the worthless check is at the discretion of the check cashing facility.

2. **CO's Responsibility**

a. Upon notification of a returned check, the CO shall

(1) notify the member and, if appropriate, investigate the matter;

(2) inform the member of the need to resolve and report to the command when the worthless check issue has been resolved, and/or take action commensurate with the offense (nonjudicial punishment (NJP), counseling, etc.).

b. Administrative separation (ADSEP) may also be considered for enlisted personnel who demonstrate financial irresponsibility or a pattern of dishonorable failure to pay just debts. For officers, reports of NJP, and/or action in connection with a Detachment for Cause may apply.

MILPERSMAN 7000-020

INDEBTEDNESS AND FINANCIAL RESPONSIBILITY OF MEMBERS

Responsible Office	NAVPERSCOM (PERS-4832)	Phone: DSN COM FAX	882-4427 (901) 874-4427 882-2624

References	(a) 42 U.S.C. 659 (b) 15 U.S.C. 1601 (c) 12 CFR 226, Federal Reserve Board Regulation Z (d) DOD 7000.14R, DOD Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (e) JAGINST 5800.7, Manual of the Judge Advocate General (JAGMAN)

1. **Policy**. Members of the Naval Service are expected to pay their just debts and financial obligations in a proper and timely manner. The Navy is without legal authority to require a member to pay a private debt, or to deduct any part of their pay to reimburse the creditor even if the indebtedness has been reduced to judgment by a civil court, unless the member's pay is to be garnished to provide child support or alimony under reference (a).

2. **Enforcement of Private Obligations**

a. The enforcement of private obligations is a matter for civil authorities. A commanding officer (CO) is without authority to adjudicate claims or to arbitrate controversies concerning debts or private obligations of naval members, or to act as an agent or collector. Members of the Naval Service are not, by virtue of their military status, relieved from continuing obligations to obey pertinent civil laws or to comply with the terms of applicable civil court orders, decrees, or judgments; however, the ***Servicemembers Civil Relief Act***, as amended, provides for certain privileges and benefits for members of the Naval Service.

b. The extent to which COs may cooperate with creditors is limited to administrative referral of correspondence to the member. The CO shall ensure the member communicates their intentions regarding the creditor. Under the ***Fair Debt***

Collection Practices Act (reference (b)), contact by a debt collector with third parties, such as COs, for the purpose of aiding debt collection is prohibited without prior concurrence of the debtor, or without a court order. Claims for support of family members or claims by the Federal, State, or Municipal Governments are not limited by this section.

3. **Creditor's Obligations**

a. The following requirements should be met by creditors prior to assistance in collecting debts:

(1) Creditors subject to reference (c), and assignees claiming thereunder, shall submit, with their request for debt processing assistance, an executed copy of the Certificate of Compliance and a true copy of the general and specific disclosures provided the member as required by the ***Truth-in-Lending Act***. Reference (b) pertains.

(2) A creditor not subject to reference (c), such as a public utility company, shall submit a certification that no interest, finance charge, or other fee is in excess of that permitted by the law of the State from which the obligation was incurred under reference (c), section 226.3 of Regulation Z.

(3) A foreign-owned company having debt complaints shall submit with its request a true copy in English of the terms of the debt and shall certify that it has subscribed to the Standards of Fairness.

(4) Credit unions chartered to serve DOD personnel, but operating off military installations, banks and credit unions operating on military installations, and bank branches operating on military installations shall conform to the Standards of Fairness. Relative to this requirement, the ***Truth-in-Lending Act*** prescribes the general disclosure requirements which must be met by those offering or extending consumer credit, and reference (c) prescribes the specific disclosure requirements for open-end and installment credit transactions. In lieu of Federal requirements, State regulations apply to credit transactions when the Federal Reserve Board has determined that State regulations impose substantially similar requirements and provide adequate enforcement measures. Regulations of the Federal Reserve Board should be checked to determine whether Federal or State laws and regulations govern.

b. These requirements of certification do not extend to

(1) claims of companies furnishing services such as newspapers and similar services where credit is extended solely to facilitate the service, as distinguished from inducing the purchase of the product or service; or

(2) claims by accommodation endorsers, co-makers, or lenders against the party primarily liable on obligations not intended to benefit the accommodating party, through payment of interest or otherwise; contracts for the purchase, sale, or rental of real estate; claims in which the total unpaid amount does not exceed $50.00; claims for support of family members (guidance found in reference (d), chapter 50 (FMR)); claims based on a revolving or open-end credit account if the account shows the periodic rate and its annual rate equivalent and the balance to which it is applied to compute the charge; or purchase money liens on real property (does not include liens on real property and related obligations such as those which represent obligations for improvement or repair).

4. **Commanding Officer's (CO's) Obligations**. The CO shall ensure members of their command are instructed in financial responsibility, suggested via the command's General Military Training (GMT) program. Disinterested third party counseling (financial counselor) should be made available by each command to assist members with their financial concerns or problems. Training should help to emphasize the following:

a. Thrift is not only a virtue, but for most people, a necessity.

b. The way in which one handles their private financial affairs provides a reliable indication of their general character and truthworthiness.

c. Prior to acceptance of any credit plan, members should evaluate their financial capabilities and set up a budget, which will preclude hopeless entrapment in overburdening and ever increasing debts.

d. Consultation with a legal assistance officer, or command financial assistant, when contemplating large purchases on credit may assist members to avoid commitments which may be difficult or impossible to carry out.

e. Be wary of the “high pressure” salesperson. Think carefully and seek advice before signing an agreement or contract. Never sign a blank contract and always multiply the number of payments by the amount to determine the total payment. Note particularly the penalty clauses.

f. Failure to pay just debts or repeatedly incurring debts beyond one’s ability to pay is evidence of irresponsibility and may jeopardize their security clearance status, advancement status, duty assignment, qualification for reenlistment or extension of enlistment, retention, and in aggravated circumstances may become grounds for disciplinary and/or administrative separation action.

g. A savings may be realized by setting funds aside to provide for cash purchases.

h. Take advantage of the saving, counseling, and lending services provided by credit unions organized by and for Department of the Navy (DON) civilian and military personnel.

i. The use of the statement of Full Disclosure forms as set forth herein will be included in indoctrination and each member desiring to obtain or execute a loan will be encouraged and advised to require the creditor or lender to complete the Full Disclosure form to be signed by both parties to the transaction.

j. Members who did not seek or heed advice beforehand or who otherwise encounter difficulties in paying their debts should be encouraged to consult with a legal assistance officer per reference (e).

k. Bankruptcy is not an easy way out of indebtedness. The Navy neither encourages nor discourages the filing of a petition in bankruptcy. The circumstances prompting bankruptcy proceeding are considered carefully since they may reflect adversely on the military character of the petitioner. A discharge in bankruptcy does not give a member immunity from appropriate disciplinary or administrative action for failure to pay just debts committed prior to a petition of bankruptcy.

5. **Notice of Indebtedness**. Upon receipt of a notice of indebtedness, determine if the creditor is

a. a **debt collector** who is in violation of the ***Fair Debt Collection Practices Act*** or a State statute regulating debt collection practices;

b. a **nonjudgement creditor** who has complied with the Standards of Fairness, made a full disclosure of the terms of the obligation, and executed the Certificate of Compliance before consummating the loan or credit contract, and has submitted a copy of the statement of Full Disclosure and the Certificate of Compliance with the signatures of both parties and the date of its execution;

c. a **nonjudgement creditor** who has certified that the Standards of Fairness are complied with and that the unpaid balance is adjusted accordingly or needs no adjustment, including a statement of Full Disclosure reflecting compliance. This provision applies only to those cases in which the creditor has not executed a Certificate of Compliance prior to the consummation of the contract or is unable to produce it.

d. a **creditor** who has procured a judgment in a civil court of competent jurisdiction.

6. **Letters to Creditors**. In the event that a notice of indebtedness is received by a member's command, the appropriate form letter should be used.

IF...	THEN...
a debt collector is in violation of the ***Fair Debt Collection Practices Act*** or a State statute	return the correspondence to the sender with **Letter L-1**.
the creditor is not listed under Creditors Obligations block	send the creditor **Letter L-2**.
a creditor is not in violation of the ***Fair Debt Collection Practices Act*** or a State statute, and is one of the other types listed under the Creditors Obligation block	• send the correspondence to the member concerned. • have the member respond directly to the creditor in writing, or another documented manner regarding their intentions. • send the creditor **Letter L-3**.
after resubmitting **Letter L-2**, the creditor still has not satisfactorily met the requirements for Full Disclosure or signed the Certificate of Compliance	send **Letter L-4**.
a creditor's letter is received via a member of Congress	respond by **Letter L-5**.
reply concerns verification of a member's employment as status of pay,	respond by **Letter L-6**.

7. **Indebtedness to the Navy and Marine Corps Relief**

a. The Navy and Marine Corps Relief Society (NMCRS) maintains a close affiliation with the Navy and Marine Corps. Communications from the NMCRS to the CO concerning funds advanced to a member are made only after repeated unsuccessful attempts have been made to communicate with the member. The NMCRS requests COs to have the member interviewed, to ask the member to reply to the NMCRS correspondence, and to submit a recommendation regarding member's ability to repay the funds. Answers to these letters shall be answered in terms of action and information requested, not in terms of typical indebtedness letters. These letters are not appropriate when responding to NMCRS, or letters to other COs, which are neither indebtedness complaints, nor collection letters.

b. Claims in which compliance with these requirements is questionable, or in which the total cost of the loan or credit including all finance charges, although stated, appear excessive shall be referred to the officer designated by the command as responsible for such consideration and disposition as may be appropriate; however, before deciding on the proper course of action, the command shall give the creditor an opportunity to demonstrate that the finance charges conform to law and the extent to which the finance charge and rates conform to prevailing rates and charges for similar consumer credit transactions.

c. Expeditious action is encouraged in the best interest of the Navy, and to assist member where feasible in obtaining needed credit, or preventing adverse credit information from being entered on their account(s).

8. **Request for Information on Member's Pay**. Requests to furnish information concerning the personal credit rating of a member of the Naval Service should be courteously refused. Inquiries will be limited to a verification that the member is in the Naval Service, and a statement of the member's duty station, duty address, and basic pay information. The command may provide the member a ***Statement of Service*** (see **Letter L-7**), which includes a statement of pay and allowances that has been signed and released by the command.

9. **Actions in Aggravated Situations of Nonpayment**

a. Should an aggravated situation due to nonpayment occur, the member should be immediately counseled on the adverse effects of such notification of nonpayment of legal debts, and the need to take prompt action to resolve the nonpayment issue.

b. If considered necessary to assist the member in managing their financial affairs, require the member to submit a ***Statement of Monthly Finance (Income and Output)*** (see **Letter L-8**). Submit to DON, Central Adjudication Facility (DON CAF), if appropriate, a full report of the circumstances in connection with any petition in bankruptcy, discharge in bankruptcy, or approved ***Wage Earner's Plan***.

LETTER L-1
(Use proper letter format.)

Dear Sir/Madam:

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name).

The policy of the Department of the Navy is that members of the Naval Service shall honorably discharge their just and fair debts. We have, however, no authority to enforce settlement of any private claims made against members of the Naval Service, nor is adjudication of disputed claims a matter under the cognizance of the Department of the Navy.

The Navy will forward complaints of indebtedness to members advising them to communicate directly with the creditors regarding their intention in the matter, provided the letter of indebtedness complies with statutory and regulatory requirements.

A careful review of the contents of your correspondence suggest that it is in violation of (statute (Federal or State, or both)), in that (briefly describe the apparent violation, i.e., correspondent is a member of the class of persons prohibited from contacting third parties). Therefore, the correspondence is returned to you without action.

You are advised to communicate directly with (grade/rate/name) about this matter.

Sincerely,

(Attached enclosures.)

LETTER L-2
(Use proper letter format.)

Dear Mr./Miss/Mrs./Ms/(surname)

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name).

The policy of the Department of the Navy is that members of the Naval Service shall honorably discharge their just and fair debts. The Department of the Navy has no authority to enforce settlement of any private claims made against members in the Naval Service, nor is adjudication of disputed claims a matter under the cognizance of the Department of the Navy.

Department of Defense directives require that as a condition precedent to forwarding complaints of indebtedness to a member, the enclosed forms must be completed and the Standards of Fairness complied with. If, after review, it appears that provisions of the Department of Defense directives have been fully satisfied, the matter will be referred to the member for reply directly to you.

Sincerely,

Enclosures: (Standards of Fairness forms for a statement of Full Disclosure and a Certificate of Compliance.)

LETTER L-3
(Use proper letter format.)

Dear (fill-in):

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name).

In view of your letter, the member has been advised to communicate directly with you regarding their intentions in this matter. I hope that this action will result in the matter being satisfactorily resolved.

Sincerely,

LETTER L-4
(Use proper letter format.)

Dear Mr./Miss/Mrs./Ms. (surname):

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name).

After a careful review of the contents of your correspondence, it does not appear that the Full Disclosure test and the Standards of Fairness requirement have as yet been met. (Specify particulars to the extent appropriate). This command is not permitted to assist you until the Standards of Fairness have been complied with, or until such time as you have obtained a civil judgment in a court of competent jurisdiction which complies with the provisions of the ***Servicemembers Civil Relief Act***.

Sincerely,

Encl: (correspondence in this case.)

LETTER L-5
(Use proper letter format.)

My Dear Mr. (Congressman/Congresswoman):

This is in reply to your letter of (date) concerning the alleged indebtedness of (grade/rate/name), United States Navy.

Navy personnel are well indoctrinated in the Department of the Navy's policy of expecting all members to discharge their acknowledged debts and just obligations. We desire to cooperate and be of assistance to persons who are experiencing difficulty in collecting from naval personnel. There is no legal authority to exercise control or direction over federal pay in matters of personal indebtedness. Cooperation is restricted to bringing the matter to the attention of the member concerned, and requesting they communicate directly with the creditor regarding their intentions in the matter.

Department of Defense directives require that as a condition precedent to forwarding complaints, the enclosed form must be completed and the Standards of Fairness complied with. Your constituent should be advised to send the forms to: Commanding Officer, (fill-in). I have ensured the member is advised of our learning of this issue, and have recommended member take action to resolve the issue immediately.

Sincerely,

Encl: (Standards of Fairness forms for Full Disclosure/Certificate of Compliance.)

LETTER L-6
(Use proper letter format.)

Dear Sir/Madam:

This is in reply to your letter of (date) requesting certain information relative to the credit rating of (grade/rate/name), United States Navy.

(Grade/rate/name) is currently a member of the Naval Service on active duty. His/her official address is: (fill-in). Current policy of the Department of the Navy precludes furnishing further information in this regard. If more detailed data is required, we suggest it be requested directly from the member or from credit bureaus or other commercial rating agencies.

We hope that the foregoing information satisfactorily answers your inquiry.

Sincerely,

NOTE: When in receipt of letters from creditors desiring to contact a member about their indebtedness and the member has transferred, the command should advise the creditor of the member's new duty station address or that the member has been discharged from the Navy and the Navy is not authorized to provide creditors with member's forwarding civilian address. Home addresses are never to be released.

LETTER L-7 (STATEMENT OF SERVICE)

This memorandum certifies that (grade/rate/name) is currently on active duty in the United States Navy, assigned to (fill-in command and address). His/her expiration of current enlisted is (fill-in). He/she entered in the Navy on (fill-in). His/her current military pay is as follows:

BASE PAY:
SPECIAL PAY (SEA/SUB/FLIGHT/MEDICAL/PRO, ETC., PAY):
ALLOWANCE FOR QUARTERS (BAQ):
ALLOWANCE FOR MEALS (BAS):
VARIABLE HOUSING ALLOWANCE (VHA):

REQUIRED DEDUCTIONS INCLUDE:
FEDERAL INCOME TAX:
STATEMENT INCOME TAX:
FICA:
(ANY OTHER REQUIRED DEDUCTIONS - GARNISHMENTS, ETC).

I hereby authorize the above information for the purpose of (obtaining a home loan, etc).

MEMBER’S SIGNATURE

I certify that the above information is a true report of member’s current pay as of the date of this memorandum.

COMMAND REPRESENTATIVE

NOTE: Commands are advised to keep a copy of this memorandum for one year.

LETTER L-8
(Use proper letter format.)

From: (Grade/rate/name/component/SSN)
To: Commanding Officer, (fill-in)

Subj: STATEMENT OF MY FINANCIAL STATUS AND CURRENT INDEBTEDNESS

1. PRIVACY ACT STATEMENT: Under the authority of 5 U.S.C. 301 and department regulations, information concerning my financial status and current indebtedness has been requested so my command may evaluate my financial status and current indebtedness, and counsel me in regard to them. I also understand that such information may be used in administrative discharge proceedings. The information provided by me may become a permanent part of my personal record and will not be divulged without my written authorization to anyone other than officials and employees of the Department of the Navy, and other governmental departments or agencies engaged in their official duties. I understand that disclosure of this information may hamper effective counseling by my command. Further, I understand that if I fail to disclose the requested information, any administrative determination upon which my financial status and current indebtedness may have a bearing will be made on the basis of other available information, which may support a determination adverse to me. Lastly, I understand that disclosure of my social security number is also voluntary and that there is no adverse effect on me for not disclosing it; however, I understand that disclosure of my social security number will reduce the possibility of mistaken identity.

2. My current financial status is as follows:

Current monthly income:	Average monthly expenditures:
Pay:	Shelter:
Allowances:	Food:
Bonus:	Utilities:
Other:	Clothing:
TOTAL:	Entertainment:
	Other (includes taxes):
	TOTAL:
Down payment:	Amount paid to date:
	Amount owed:

3. My current indebtedness is as follows: (make a separate listing for each creditor with the following information)

Creditor: Nature of debt:
Date debt incurred: Monthly payment:
Date last payment: Original amount owed:

4. The following judgments have been rendered against me:

Court: Nature of judgment:
Date of judgment: Amount of judgment:
Terms of judgment: Amount paid to date:

5. Additional remarks concerning my intention to liquidate my obligations include/are as follows (if applicable):

6. I certify that the foregoing is correct and complete to the best of my knowledge.

SIGNATURE AND DATE

MILPERSMAN 7040-010

BUPERSINST 7040.6/7040.7, FINANCIAL MANAGEMENT GUIDE FOR PERMANENT CHANGE OF STATION TRAVEL

Responsible Office	CNO (N100)	Phone:	DSN COM FAX	224-4520 (703) 614-4520 224-8687

References	(a) BUPERSINST 7040.6 (b) BUPERSINST 7040.7

1. **Guidelines**. Guidelines for the administration and accounting for costs incident to permanent change of station travel are established under references (a) and (b). The following are the appropriation codes to be used:

a. Appropriation (17*1453.225---) is used for Navy personnel.

b. Appropriation (17*1405.225---) is used for Reserve (TAR) personnel.

MILPERSMAN 7220-010

GENERAL INFORMATION CONCERNING PAY AND ALLOWANCES

Responsible Office	CNO (N13)	Phone: DSN COM FAX	224-5565 (703) 614-5565 225-3311

Governing Directives	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A DFAS-DJMS, Procedures Training Guide (DJMS-PTG) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1 NAVSO P-1459, United States Navy Travel Instruction (NTI)

1. **Pay and Allowance Information Policy**. Commanding officers shall

a. inform personnel of the existence of additions or enhancements to pay policies in order that such additions or enhancements will properly serve as incentives;

b. inform personnel of any other changes or terminations to pay policies in order to promote responsible personal financial management by personnel;

c. issue pay orders to the disbursing officer concerning information on which to open a pay record on enlistment and every change in status of personnel which affects pay; and

d. bring to the attention of all members under their command the advisability of direct deposit/electronic funds transfer to their pay, or making such allotments as necessary for the support of their family members or to meet their personal financial responsibilities.

MILPERSMAN 7220-020

COMPUTATION OF SERVICE FOR BASIC PAY

Responsible Office	NAVPERSCOM (PERS-482)	Phone: DSN COM FAX	882-4207 (901) 874-4207 882-2622

References	(a) DOD 7000.14-R, Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay

1. **Policy**. The monthly longevity basic pay for naval personnel is determined by a member's pay entry base date (PEBD). The PEBD is a calculated date based on creditable service as defined in reference (a), chapter 1.

2. **Computation of Service for Personnel on the Active Duty List (ADL) and Full Time Support (FTS)**. The supporting Personnel Support Activity Detachment (PERSUPP DET) or Personnel Office will calculate and enter the PEBD when a member is gained to active duty. Within 6 months upon reporting to active duty Navy Personnel Command (NAVPERSCOM), Officer Retirements Section (PERS-4822) will complete a Statement of Service (SOS) for officer personnel to calculate service dates, to include verification or updating the existing PEBD. The SOS is forwarded to the officer's electronic service record maintained at NAVPERSCOM. The service dates are entered into the Officer Personnel Information System (OPINS) and downloaded in the Master Military Pay Account. Once OPINS is updated, the PEBD will reflect on the officer's Leave and Earnings Statement (LES) within two cycles. The SOS will not be issued solely for record purposes. If the officer has been on active duty for 6 months and the correct PEBD does not reflect on the LES, a request for correction of PEBD should be sent to NAVPERSCOM (PERS-4822).

3. **Computation of Service for Reserve Officers (not on the ADL)**. Computation of, or correction to, an reserve officer's PEBD is calculated by NAVPERSCOM, Reserve Officer Status Section (PERS-4911). Inquiries regarding establishment of, or correction to, a reserve officer's PEBD should be addressed to NAVPERSCOM (PERS-4911). Cumulative credit for qualifying years of reserve service is under the purview of Commanding Officer,

Naval Reserve Personnel Center (NAVRESPERSCEN) (N21). A SOS to show a reserve officer's anniversary date is provided by NAVPERSCOM (PERS-4911) when required.

4. **Broken Service for Active Duty Enlisted Personnel**. In case of broken service, the individual should provide the DD 214, Certificate of Release or Discharge from Active Duty, issued at the time of discharge so that cumulative service may be computed. If the DD 214 is not in the member's possession, send a request for a SOS to NAVPERSCOM, Records Analysis Section (PERS-312D). Specify the SOS is required in the computation of service for base pay purposes. Retain a copy of DD 214, or NAVPERS 1070/878 (Rev. 3-99), Forwarding of Statement of Service in the Case of, for PEBD and active duty service date, in the new service record to substantiate cumulative service.

MILPERSMAN 7220-030

COMPUTATION OF PROFESSIONAL SERVICE DATES FOR SPECIAL PAY OF MEDICAL AND DENTAL CORPS OFFICERS

Responsible Office	NAVPERSCOM (PERS-4822)	Phone:	DSN COM FAX	882-4207 (901) 874-4207 882-2622

References	(a) DOD 7000-14-R, Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (b) Defense Joint Military Pay System (DJMS) Procedures Training Guide

1. **Guidance for Active Duty Pay**

a. Health Professional Service Dates (HPSD) for Medical and Dental Corps officers on active duty are established by Navy Personnel Command (NAVPERSCOM), Officer Retirements Section (PERS-4822). This date is used in establishing the Health Professional Pay Entry Date (HPPED).

b. The HPSD is reflected on the Statement of Service and entered into the Officer Personnel Information System (OPINS). Once OPINS is updated, Chief, Bureau of Medicine and Surgery (BUMED), Special Pays Office will establish the HPPED.

c. Regulations governing medical and dental special pays are contained in reference (a), chapters 5 and 6; and reference (b), chapter 5.

2. **Guidance for Reserve Pay**. Special pay for inactive reservists is computed in per reference (b) and eligibility is noted on the Statement of Service at the time of computation by NAVPERSCOM, Reserve Officer Status Section (PERS-4911).

MILPERSMAN 7220-050

COMPUTATION OF DISABILITY RETIRED PAY

Responsible Office	NAVPERSCOM (PERS-482)	Phone:	DSN COM FAX	882-3229 (901) 874-3229 882-2622

References	(a) 10 U.S.C. 1201-1221 (b) 10 U.S.C. 1208

1. **Policy**. Members who are retired for physical reasons, either temporarily or permanently, under authority contained in reference (a), are entitled to retired pay computed at their election by one of the following methods:

a. Monthly basic pay of the grade in which retired, multiplied by the assigned percentage of disability, or

b. Two and one-half percent of the monthly basic pay of the grade in which retired, multiplied by total years of service computed as prescribed in reference (b). In arriving at total years of service, a part of a year that is 6 months or more counts as a whole year and a part of a year that is less than 6 months is disregarded.

2. **If Eligible for Greater Retired Pay**. Regardless of the method elected, if an officer at the time of retirement for physical reasons has completed the service or requirements for retirement under any other law that would provide greater retired pay, such pay will automatically be adjusted to the greater pay by Commanding Officer, Defense Finance and Accounting Service Cleveland Center (DFAS-CL), Cleveland, OH. Such action does not alter the fact that the officer concerned was retired for physical reasons. Retired pay shall not be less than 50 percent for as long (not to exceed 5 years) as the member’s name is carried on the Temporary Disability Retired List (TDRL).

MILPERSMAN 7220-070

SPECIAL PAY FOR HARDSHIP DUTY (HDP)

Responsible Office	OPNAV (N130)	Phone: DSN COM E-mail:	604-5478 (703) 604-5478 NXAG N130C@navy.mil

MyNavy Career Center	Phone: E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), March 2024 (b) DoD Instruction 1340.26 of 25 September 2017 (c) Pay and Personnel Information Bulletin (PPIB) 20-07 (d) Pay and Personnel Information Bulletin (PPIB) 21-34

1. **Policy**. Per reference (a), volume 7a, chapter 17 and reference (b), the Secretary of Defense (SECDEF) has established that hardship duty pay (HDP) will be paid to Service members:

a. For performing specific missions (HDP-M);

b. When assigned to designated locations (HDP-L);

c. When spending excessive amounts of time (tempo) outside of their permanent duty station (PDS) (HDP-T); or

d. When ordered to restriction of movement (ROM) within their PDS at their own expense (i.e., somewhere other than Government-furnished lodging or their personal residence) for self-monitoring due to exposure or suspected or potential exposure to COVID-19 (HDP-ROM).

2. **HDP-M Entitlement**. HDP-M is designed to recognize permanent or temporary assignment of Service members when conditions are deemed particularly arduous or require Service members to

perform duties outside of normal military operations. HDP-M is payable at the full monthly rate, without prorating or reduction. Qualifying missions and maximum payment amounts are listed in reference (a), volume 7a, chapter 17.

3. **HDP-L Entitlement**. HDP-L is designed to recognize service at locations where living conditions are substantially below those normally found within the continental United States and to provide equity across the Department of Defense (DoD) for Service members assigned to these locations. Service members are eligible if they are permanently assigned or serving in a temporary duty, deployed, or attached status for over 30 consecutive days in a designated area. Qualifying locations, qualifying conditions, and payment amounts are listed in reference (a), volume 7a, chapter 17.

4. **HDP-T Entitlement**. HDP-T is designed to recognize extended or excessive amounts of time outside of a Service member's PDS. Secretaries of the Military Departments will establish eligibility criteria based on retention, quality of life, family separation, and other factors that contribute to a Service member's dissatisfaction when spending extended or excessive amounts of time away from his or her PDS. Qualifying conditions and maximum payment amounts are listed in reference (a), volume 7a, chapter 17.

a. HDP-T is authorized at the monthly rate of $495 for Sailors and Marines deployed beyond the 220th consecutive day of an operational deployment, prorated based on the number of days in the month that they are eligible.

b. Delegation authority conditions are described in reference (a), volume 7a, chapter 17. Additional information regarding HDP-T may be found in MILPERSMAN 7220-075.

5. **HDP-ROM Entitlement**. HDP-ROM is designated for Service members ordered by their command to ROM for self-monitoring due to exposure, including suspected or potential exposure to COVID-19, when such order requires the Service member to ROM at their own expense (i.e., somewhere other than Government-furnished lodging or their personal residence). HDP-ROM will be paid at the rate of $100 per day not to exceed $1,500 per month. Specific conditions of entitlement are listed in reference (a), volume 7a, chapter 17.

6. **Payment Restrictions**

a. When a Service member is in receipt of hostile fire pay (HFP) or imminent danger pay (IDP), the maximum monthly amount of HDP-L is $100. The total entitlement of HDP-L plus HFP or IDP in any single-month may not exceed $325.

b. The combination of HDP-M, HDP-L, and HDP-T entitlements and other assignment and special duty pays may not exceed an average monthly amount of $3,500 unless otherwise authorized by the Assistant Secretary of Defense (ASD) for Manpower and Reserve Affairs (ASD (M&RA)).

c. HDP-ROM may be paid in addition to all other HDPs and assignment and special duty pays, such that the total combined may not exceed the average monthly amount of $5,000.

7. **Process for Submitting Requests for Designation, Modification, or Deletion of Hardship Location**

a. Requests to designate, modify, or delete a location will be submitted through the appropriate chain of command to the combatant command (COCOM) for locations or installations within the COCOM's area of responsibility. If approved, the COCOM will submit the request through the Chairman of the Joint Chiefs of Staff to the Office of the Under Secretary of Defense for Personnel and Readiness (USD (P&R)) for consideration.

b. Requests to designate a location or designate at a higher rate of HDP-L must include a completed Department of Defense Hardship Duty Location Assessment Questionnaire. Commands should work with their chains of command to request the most up-to-date questionnaire from USD (P&R).

c. Requests should include, at a minimum, an endorsement by Commander Navy Installations Command (CNIC) and concurrence of other Services with Service members assigned to the area.

8. **Process for Submitting Requests for HDP-ROM Entitlements**

a. Command Action. MyNavy Career Center (MNCC) Human Resources Service Center (HRSC) will process requests for HDP-ROM reimbursement per references (c) and (d). Commands should submit requests via e-mail to MNCC HRSC at:

askmncc.fct@navy.mil. Requests should be in the format of a letter from the commanding officer and include the following information:

(1) Name of each Service member eligible and full Social Security number;

(2) Orders to ROM and lodging receipts (unpaid copy of receipts with inclusive lodging dates of occupancy will be accepted);

(3) Copy of the DD 577 Appointment/Termination Record - Authorized Signature for the command's approving official (AO) (E-7 and above, preferably the executive officer, administrative officers, personnel officers, and disbursing officers) who signs the letter; and

(4) Non-availability of Government quarters must be noted on the memo.

Note: Approved amount is not to exceed $1,500 per month and "by direction" authority is permissible.

b. MNCC HRSC Action. Upon receipt of commands' requests, MNCC HRSC will perform the following functions:

(1) Open new cases for each command submission within Salesforce, for tracking purposes, uniquely identifying all cases as HDP-ROM;

(2) Securely forward all HDP-ROM cases to MNCC Application and Access Control Department (MNCC-422) for action; and

(3) Upon notification of final payment by MNCC-422, close out each case.

c. MNCC-422 Action. MNCC-422 will perform the following actions:

(1) Verify contents of each case received from MNCC HRSC via Salesforce for the command letter and DD 577 signed by the AO;

(2) Provide a copy of the appropriate Master Military Pay Account (MMPA) panel;

(3) Submit the HDP-ROM package via Defense Workload Operations Web System (DWOWS) to Defense Finance and Accounting Service (DFAS) for processing; and

(4) Upon feedback from DFAS of payment, close out the Salesforce ticket.

d. DFAS Action. Upon receipt of each HDP-ROM DWOWS ticket, DFAS-Cleveland (CL) will initiate payment action to post HDP-ROM to each qualified Service member's account.

(1) DFAS-CL will provide payment feedback by providing a listing of those personnel who have been paid for accounting purposes.

(2) Payment of HDP-ROM (after taxes) will be included in the Service member's regular scheduled payday after posting to his or her MMPA. A possible 1–3-week delay from submission to payment should be expected due to mid-month and end-of-month update schedules.

MILPERSMAN 7220-075

GUIDELINES FOR HARDSHIP DUTY PAY – TEMPO (HDP-T)

Responsible Office	(N130)	Phone: DSN COM FAX	664-5474 (703) 604-5474 (703) 604-3916

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC UASKNPC@navy.mil

References	(a) 37 U.S.C. (b) PDUSD(P&R) Memo of Oct 1, 2008 (c) Acting ASD(R&FM) Memo of Sep 17, 2014 (d) ASN(M&RA) Memo of Sep 17, 2014 (e) ASN(M&RA) Memo of Oct 22, 2014 (f) USD(P&R) Memo of Nov 1, 2013 (g) 10 U.S.C. (h) DoDI 8260.03 (i) USD(P&R) Memo of May 15, 2008 (j) OPNAVINST 3000.13D (k) OPNAVINST 1754.6

1. **Policy**. Payment of Hardship Duty Pay – Tempo (HDP-T) is governed by section 305 of reference (a) and references (b) through (e), and is used to compensate enlisted Sailors and officers, both Active Component (AC) and Reserve Component (RC), for extended operational deployments.

2. **Eligibility**

a. Personnel who are deployed beyond 220 consecutive days on an operational deployment, as defined in reference (f), become eligible for HDP-T on the 221st day of consecutive deployment.

b. Days deployed inside the continental United States (CONUS) or non-foreign outside the continental United States (OCONUS) areas do not count towards determining HDP-T eligibility, except as noted in paragraph 5 of this article. Non-foreign OCONUS areas include the states of Hawaii and Alaska, the Commonwealths of Puerto Rico and Northern Marianas Islands, Guam, the U.S. Virgin Islands, and U.S. territories and

possessions (excluding the former Trust Territories of the Pacific Islands).

c. RC personnel will generally not accrue consecutive deployment days beyond 220 and will not be eligible for this pay, with one notable exception in the current operating environment: Those serving as individual augmentees (IA) in support of contingency operations on non-permanent change of station (non-PCS) active duty orders. This can occur in one of two ways, under the authority of reference (g): section 12302 (partial mobilization) or section 12301(d) (voluntary contingency recall). In the future, other types of support under the same or other reference (g) authorities may potentially cause the accrual of more than 220 consecutive deployment days in non-PCS status. Guidance for IAs, both AC and RC, is provided in paragraph 7 of this article.

3. **Payment Amount and Frequency**. HDP-T will be paid on a prorated daily basis not to exceed a monthly rate of $495. The proration does not apply to the 31st day of a month. The following examples for payment on the 31st are provided:

Example 1: A member eligible for HDP-T for the period March 31 through April 29 will receive HDP-T only for the period April 1-29.

Example 2: A member eligible for HDP-T for the period March 31 through May 15 will receive the full monthly amount of HDP-T of $495 for the month of April, and daily HDP-T for the period May 1-15.

Example 3: A member eligible for HDP-T for the period March 10 through May 10 will receive daily HDP-T for the period March 10-30, the full monthly amount of HDP-T of $495 for the month of April, and daily HDP-T for the period May 1-10.

Example 4: A member eligible for HDP-T for the period January 31 through March 10 will receive the full monthly amount of HDP-T of $495 for the month of February, and daily HDP-T for the period March 1-10.

4. **Operational Deployment Defined**

a. Operational deployment is defined in reference (f) as an event recorded in the Joint Capabilities Requirement Manager (JCRM) or Fourth Estate Manpower Tracking system (FMTS), and is

contained in the annual Global Force Management Data Initiative (GFM DI) compliant tool under the GFM DI reporting structure in reference (h). Forces deployed in support of executive orders, operational plans, or concept plans approved by the Secretary of Defense are also considered operationally deployed.

b. Operational deployments generally include:

(1) Scheduled deployments of carrier strike groups, amphibious readiness groups, independently deploying ships, submarines, expeditionary units, squadrons and detachments; both units and individuals.

(2) Units or individuals deployed in support of contingency operations, counterdrug operations, law enforcement operations, humanitarian operations, peacekeeping operations, surveillance operations, and forward presence.

c. Consecutive operational deployment days will be calculated using the Personnel Tempo (PERSTEMPO) system, except as outlined in paragraphs 5a(2)(b), 6e through 6h, and 7 below.

5. **Clarifications Regarding Operational Deployment**

a. Leave while deployed shall not count as deployed time. The following exceptions apply:

(1) Chargeable leave that is taken in order to be exempted from duty requirements or watch standing requirements while deployed will be counted as deployed time for the first 9 consecutive days. Chargeable leave in excess of 9 consecutive days, whether in a deployed area or not, shall not count as deployed time and shall stop the operational deployment event in the PERSTEMPO system effective the 10th day of leave.

(2) Emergency leave. For the purposes of this article, emergency leave is defined as chargeable leave that was not planned and for which the member was notified via an official American Red Cross (ARC) message indicating that a family emergency or crisis has occurred, and that the member shall be afforded the opportunity to return from deployment immediately.

(a) Emergency leave periods not exceeding 9 consecutive days will be treated the same as regular chargeable leave periods of 9 consecutive days or less (i.e., all leave

days will be considered deployed days for the purposes of HDP-T).

(b) Emergency leave periods exceeding 9 consecutive days will be treated the same as regular chargeable leave for the first 9 days of the emergency leave period. Effective the 10th day of emergency leave away from an operational deployment status, continued accrual of consecutively deployed days (i.e., "deployment counter"), and (if applicable) HDP-T payments will cease for the duration of the emergency leave period. HDP-T payments and continued accrual of consecutively deployed days will resume, from where it stopped on the 10th day of the leave period, upon return to the operational deployment.

(c) In the PERSTEMPO system, the operational deployment event shall be stopped on the 10th day of leave. A new operational deployment event shall be started effective the date of return to the operational deployment. This will automatically break the consecutive nature of the deployment days in the PERSTEMPO system.

(d) Units shall manually calculate (outside of the PERSTEMPO system) a member's consecutive deployment days to reflect the pause in the operational deployment (i.e., deployment counter is "frozen") beginning on the 10th day of emergency leave and ending the day member returns to an operational deployment status. If the member is eligible for HDP-T using this manual calculation, the commander, commanding officer (CO), or officer in charge (OIC) may authorize payment of HDP-T by attaching a signed letter (format provided in paragraph 6d of this article) to the monthly HDP-T list submitted to the supporting Personnel Support Detachment (PERSUPP DET)/personnel office.

b. When a member is deployed and requires hospitalization away from the permanent duty station/homeport, the member is still considered deployed. If a line of duty investigation determines injuries are due to member's misconduct, then deployment days do not accrue even when the hospitalization is away from the member's permanent duty station/homeport. Thus, in misconduct cases, HDP-T eligibility ends effective the first day of hospitalization and does not restart until the member returns to the operational deployment and resumes normal duties.

c. If a member is deployed and requires hospitalization at the permanent duty station/homeport, then the member is no

longer considered deployed. The operational deployment PERSTEMPO event is stopped effective the first day of hospitalization, ending HDP-T eligibility for the duration of the hospitalization.

d. Under the Pay and Allowances Continuation (PAC) Program, pay and allowances shall continue to be paid to a member (AC or RC), who, in the line of duty incurs a wound, injury, or illness while serving in a combat operation or combat zone, while serving in a hostile fire area, or while exposed to a hostile fire event, and is hospitalized for treatment of the wound, injury, or illness. If, while eligible for HDP-T, a member becomes eligible for the PAC Program, per reference (a), section 372 and reference (i), the member will continue to be paid HDP-T, per PAC guidelines, regardless of location of hospitalization (i.e., hospitalization either in area or away from area of permanent duty station or homeport).

e. Temporary Duty (TDY)

(1) Operationally deployed members who perform TDY in a foreign OCONUS location, away from their deployed unit, remain eligible for HDP-T for the duration of the TDY period.

(2) Operationally deployed members who perform TDY in CONUS or non-foreign OCONUS areas, or are otherwise directed back to their permanent duty station in support of the operationally deployed unit, are considered operationally deployed and the days spent TDY count towards HDP-T eligibility regardless of the TDY location, for a TDY period not to exceed 9 consecutive days. For example, a member who is on an operational deployment to Afghanistan travels to Tampa, Florida for a security assistance working group meeting lasting 10 days. Only the first nine days spent TDY in Tampa, Florida count toward HDP-T eligibility, even if Tampa, Florida is the member's permanent duty station. The member's operational deployment counter (in the PERSTEMPO system) will be reset to zero on the 10th day.

(3) HDP-T eligibility for members that do not resume their operational deployment following TDY terminates and resets on the date the member originally departed the deployed unit. For example, members who are part of the homecoming party that return to homeport ahead of the ship will no longer be considered deployed and HDP-T eligibility will terminate on the day the member departed the ship.

f. If a member is operationally deployed and conducts a port visit to a CONUS or non-foreign OCONUS location away from the member's homeport, the member is still considered operationally deployed (e.g., a member is deployed on a ship with a homeport in San Diego). If the ship is on an operational deployment and conducts a port visit to Hawaii, the days spent in Hawaii count toward HDP-T eligibility.

g. If a member is confined to a ship during an operational deployment, such that the member is restricted from performing normal duties, the member is not considered deployed during the confinement, and the operational deployment event in the PERSTEMPO system is stopped effective the first day of confinement. This does not include members who are restricted to the ship but still performing normal duties.

h. Any member who permanently resides on the ship to which he or she is assigned is considered deployed if engaged in an operational deployment, as defined in reference (f) and paragraph 4 of this article, making it impossible or infeasible for the member to spend off-duty time in the homeport of their ship.

i. For other scenarios not specifically described in paragraph 5 above, if a member is in an operational deployment status, and actions occur that qualify that time as a non-operational deployment, the operational deployment event in the PERSTEMPO system shall be stopped on the date the non-operational deployment event commences. A new operational deployment event may be started effective the date of return from the non-deployment event. This will break the consecutive deployment days in the PERSTEMPO system.

6. **HDP-T Eligibility Determination**. The PERSTEMPO system will be used to report deployment events and determine eligibility for HDP-T, exceptions are described in paragraphs 5a(2)(b), 6e through 6h, and 7.

a. Per reference (j), commanders, COs, and OICs of all Navy activities, including Navy elements of other services, joint, or jointly manned activities to which Navy personnel are assigned, are responsible for reporting PERSTEMPO events, including operational deployment, in the PERSTEMPO system.

b. Each month, units shall generate an "over 220-days" report out of the PERSTEMPO system for each of their unit identification codes (UICs). This roster will reflect personnel who are potentially eligible for HDP-T.

c. Commanders, COs, and OICs are responsible for verifying the monthly HDP-T eligibility certification report worksheet. Commands will then reconcile any inaccuracies within the PERSTEMPO system. Following verification of the worksheet and corrections to the PERSTEMPO system (as appropriate) commanders, COs, and OICs will run the HDP-T certification report for the month, digitally sign the report, and submit to the supporting PERSUPP DET/personnel office for processing and payment.

(1) For pay auditability, commanders, COs, and OICs are not permitted to verify and digitally sign their own HDP-T eligibility. Therefore, the unit shall first run an individual PERSTEMPO report on the commander, CO, or OIC, with verification and digital signature completed by a member designated in writing (such as executive officer, administrative officer, etc.).

(2) Subsequently, the command will then run a unit PERSTEMPO report for the command which the commander, CO, or OIC may verify and digitally sign. The unit report will be submitted to the supporting PERSUPP DET/personnel office with the individual report for the commander, CO, or OIC.

d. Eligibility determination for emergency leave. If a member is deemed eligible for HDP-T using the manual calculation described in paragraph 5a(2)(b) of this article, the command must submit a letter signed by the commander, CO, or OIC to the supporting PERSUPP DET/personnel office with the monthly list. The "Emergency Leave Start Date" should reflect the 10th day of the emergency leave period, to account for the 9 days of leave that can still be considered for HDP-T eligibility. The format for the letter will be:

From: Commanding Officer, Unit To: Supporting PERSUPP DET Subj: Additions to HDP-T Certification Report for Month of (Month, Year) Ref: (a) MILPERSMAN 7220-075 Encl: (1) HDPT Certification Report # HDPT_UIC-YYYYMMDD-HHMMSS

(2) Emergency leave chit and travel claim ICO SVM A
(3) Emergency leave chit and travel claim ICO SVM B

1. Per reference (a), the following members are eligible for payment of Hardship Duty Pay – Tempo (HDP-T) for the month of (Month, Year). They are not listed on the 220-days report from the PERSTEMPO system because their consecutive operational deployment days were broken by emergency leave. This memo corresponds with the HDP-T Certification Report in enclosure (1).

Name	**Emergency Leave Start Date**	**Emergency Leave Travel Stop Date**	**Manually Calculated Consecutive Deployment Days**
SVM A			
SVM B			

//s//

e. Personnel listed on 220-days report who are ineligible for HDP-T. Units may occasionally find that a member has been deployed for over 220-days and is listed on the 220-days report, but is ineligible for HDP-T due to portions of the deployment taking place in a CONUS or non-foreign OCONUS location. To ensure such members are not erroneously paid HDP-T, the command must submit a letter signed by the commander, CO, or OIC to the supporting PERSUPP DET/personnel office with the monthly HDP-T list, indicating which members are ineligible for HDP-T due to deployment location. The format for the letter will be:

From: Commanding Officer, Unit
To: Supporting PERSUPP DET

Subj: Deletion to HDP-T Certification Report for Month of (Month, Year)

Ref: (a) MILPERSMAN 7220-075

Encl: (1) HDP-T Certification Report # HDPT_UIC-YYYYMMDD-HHMMSS

1. Per reference (a), the following members are ineligible for payment of Hardship Duty Pay – Tempo (HDP-T) for the month of (Month, Year) because they served all, or a portion of their deployment in a CONUS or non-foreign OCONUS location. This memo corresponds with the HDP-T Certification Report in enclosure (1).

Name	**SSN**	**Justification**
SVM A	Full SSN	CONUS IA
SVM B	Full SSN	CONUS Training for period (YYMMDD - YYMMDD)

//s//

f. Per reference (k), United States Fleet Forces, as Executive Agent for IAs, will standardize application and oversee execution of HDP-T implementation for IAs Navy-wide; including appropriate vertical (i.e. echelon I to unit level) and horizontal (i.e., across echelon II commands) alignment of HDP-T processes and procedures for IAs. Guidance for IAs, both AC and RC, is provided in paragraph 7 of this article.

g. Navy special warfare (NSW) activities will enter PERSTEMPO data in Navy Standard Integrated Personnel System (NSIPS). Each month, each NSW UIC will utilize NSIPS to access a roster of their personnel who are eligible for HDP-T. Commanders, COs, and OICs will verify the monthly HDP-T eligibility list (over 220-days report). Commands will then reconcile any inaccuracies of the PERSTEMPO data in NSIPS. Following verification of the report and corrections to PERSTEMPO data in NSIPS, (as appropriate) commanders, COs, and OICs will sign the report and submit to the servicing PERSUPPP DET for processing and payment.

h. Sailors assigned to, and operationally deployed with Marine units will have PERSTEMPO events entered into an official PERSTEMPO tracking system, such as Marine Corps Total Force System (MCTFS) or the PERSTEMPO system. Per local command standard operating procedures, a validated and signed PERSTEMPO list of personnel eligible for HDP-T will be provided to the servicing PERSUPP DET for monthly HDP-T processing and payment. Validation must include a review of the Sailors leave and TDY to ensure there is no break in eligibility.

i. The process for correcting PERSTEMPO data discrepancies discovered **after** certification and payment of members on the original HDP-T list is as follows: Commands are responsible for correcting PERSTEMPO data in their respective systems (PERSTEMPO, NSIPS, and MCTFS), running the "HDP-T Corrections Report" (in the PERSTEMPO system) for the effected UIC, and submitting the appropriate transmittal official correspondence with the corrections report attached. Commands will submit their certified correction information to the servicing PERSUPP DET/personnel office for members to be paid or for recoupment of payment.

7. **Guidance for Individual Augmentees (IAs).** Due to the unique nature of individual augmentation requirements, special considerations and guidance are provided:

a. IAs with an ultimate duty station in a CONUS or non-foreign OCONUS area (as defined in paragraph 2b), although on an operational deployment event, are wholly ineligible for HDP-T per references (d) and (e), unless further deployed to a foreign OCONUS location for a period of 221 or more days and they meet the eligibility requirements in paragraph 2.

b. Even when the ultimate duty station is in a foreign OCONUS location, days deployed in the following locations (e.g., to complete training or in- or out-processing) will not count towards HDP-T eligibility:

(1) CONUS.

(2) Non-foreign OCONUS areas, including the states of Hawaii and Alaska, the Commonwealths of Puerto Rico and Northern Marianas Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands).

Note: The day of travel from CONUS or non-foreign OCONUS area to foreign OCONUS location shall count as an operationally deployed day; the day of return to CONUS or non-foreign OCONUS area does not.

c. Guidelines for TDY are outlined in paragraph 5e of this article.

d. Depending on the location of the foreign OCONUS operational deployment, IAs may be eligible to take various forms of leave or administrative absence. Like unit deployments, some forms pause or stop the operational deployment event, and some do not. If the operational deployment event is stopped, this break in consecutive deployment days will likely impact eligibility for HDP-T. The below clarifications are in addition to those in paragraph 5 of this article:

(1) The following events are not counted as deployed time and will stop an operational deployment event:

(a) Chargeable leave for any period greater than 9 days will reset the member's operational deployment counter to zero on the 10th day.

(b) Chargeable R&R leave for any period greater than 9 days will reset the member's operational deployment counter to zero on the 10th day.

(c) Post deployment/mobilization respite absence of any length.

(2) Non-Chargeable R&R is counted as deployed time and does **not** stop the operational deployment event.

e. Procedures for paying HDP-T to IAs. Eligible IAs will be paid HDP-T post-deployment vice monthly. This is not a lump-sum type payment. As such, payments will be posted/processed as delayed monthly payments by PERSUPP DETs and Defense Finance and Accounting Services (DFAS) to ensure appropriate taxation, including the application of any combat zone tax exclusion benefit. PERSUPP DETs may accept HDP-T verification for IAs from a Navy mobilization processing site (NMPS) OIC/CO or a parent command OIC/CO of an active duty IA.

(1) CO Verification Process: The PERSTEMPO system shall not be utilized as the authoritative source for consecutive deployment days of IAs. Instead, as part of the verification process, the OIC/CO shall compute overall HDP-T eligibility and number of days eligible by referencing official documents and sources. The screening and eligibility/non-eligibility of an IA who was on orders for over 220 days in a foreign OCONUS location shall be documented on NAVPERS 1070/613 Administrative Remarks (page 13). NAVPERS 1070/613 shall be retained by commands (with any supporting documentation) and are auditable documents. To complete HDP-T verification, COs shall reference:

(a) Endorsed orders (vice the PERSTEMPO system) for dates member was operationally deployed in eligible geographic location;

(b) Master military pay account for any leave taken and how long;

(c) Defense Travel System for any disqualifying TDY performed and duration/location;

and shall address these items in detail on the NAVPERS 1070/613. Paragraph 5 of this article includes other circumstances that need to be screened for and potentially addressed on NAVPERS 1070/613. NAVPERS 1070/613 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201070-613%20(Rev.%2008-2012) RE.pdf. An HDP-T NAVPERS 1070/613 template is provided:

Subject: HARDSHIP DUTY PAY-TEMPO (HDP-T) ELIGIBILITY DETERMINATION

Member served on active duty on an operational deployment in support of contingency operations in non-PCS status per BUPERS order _____.

Member served in the following foreign OCONUS location (name of location) from (date member departed CONUS) to (date member returned CONUS). Location is/is not a combat zone tax exclusion area.

***For HDP-T, date of departure from CONUS counts as a day deployed; date of return to CONUS does **NOT).**

Member reached 221 days in this location on: _____.

Member did/did not take leave. List leave type and inclusive dates and explain impact on eligibility: _____.

Member did/did not perform TDY. List location/s of TDY and inclusive dates and explain impact on eligibility _____.

List any other events, with inclusive dates, that impact member's HDP-T eligibility; as per paragraph 5 of MILPERSMAN 7220-075 _____.

Per this review and per MILPERSMAN 7220-075, member has/has not earned HDP-T for the following time period/s:

HDP-T Start Date: _____
HDP-T Stop Date: _____
Tax Free Zone Start Date: _____
Tax Free Zone End Date: _____

Notes: _____

Member – Sign & Date

(2) Certification for payment shall be provided by the applicable command to the supporting PERSUPP DET in the following format:

From: Commanding Officer/Officer in Charge
To: Supporting PERSUPP DET or Personnel Office

Subj: INDIVIDUAL AUGMENTEE (IA) HDP-T CERTIFICATION REPORT

Ref: (a) MILPERSMAN 7220-075

Encl: (1) COMMAND IA HDP-T Eligibility List

1. Per references (a), the following member(s) in enclosure (1) are eligible for payment of Hardship Duty Pay – Tempo (HDP-T).

2. I certify that member(s) in enclosure (1) have been on an operational deployment for greater than 220 consecutive days with no breakage in days (i.e., leave).

//s//

Notional enclosure:

'COMMAND NAME'
INDIVIDUAL AUGMENTEE HARDSHIP DUTY PAY -TEMPO CERTIFICATION LIST

SSN	Name	Consecutive Days	Eff HDPT Start Date	Eff HDPT Stop Date	Tax Free Zone Start Date	Tax Free Zone End Date
999999999	DOE MARY JANE	264	140917	141030	140925	141030
999999999	KILROW JAKE DAVE	264	140917	141030	140917	141030
999999999	JONES TOM JACK	264	140917	141030	140917	141030

f. For a reservist who is no longer on active duty, the CO of the reservist's Navy operational support center (NOSC) shall provide verification as described above by completing the following steps:

(1) If the reservist was in a foreign OCONUS location for over 220 days, screen for eligibility/non-eligibility and document on NAVPERS 1070/613 as described in paragraph 7.e.(1) of this article.

(2) If eligible, complete a certification report memo as described in paragraph 7e(2) of this article, but addressed to DFAS vice the supporting PERSUPP DET or personnel office.

(3) Assist the reservist in completing DD Form 827 Application for Arrears in Pay and submit this form, along with the certification report memo, to DFAS at the following address:

Defense Finance and Accounting Center-CL Attention: Department JFLA 1240 East 9th St. Cleveland, OH 44130

DD Form 827 may be accessed by using the following link provided: http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms0500-0999.htm.

g. **IAs That Comprise or Are Attached to Commissioned Navy Units.** CO/OIC of commissioned units shall submit eligible personnel for HDP-T IAW paragraph 7e through servicing PERSUPP DET as part of member's transfer or demobilization. NMPS CO/OIC (for those processed through NMPS for demobilization) or commissioned unit ISIC shall validate complete.

h. **IAs Transferring Between HDP-T Qualifying Deployments.** In the event that an IA remains operationally deployed between HDP-T qualifying deployments without an HDP-T reset event as defined in para 5 and paragraph 7c or 7d, the HDP-T counter and eligibility continues. In these rare cases, either the gaining or losing CO/OIC may submit via supporting PERSUPP DET for the completed orders set per paragraph 7e above.

MILPERSMAN 7220-080

INCENTIVE PAY FOR HAZARDOUS DUTY

Responsible Office	OPNAV N130	Phone: DSN COM E-mail:	604-5478 (703) 604-5478 NXAG N130C@navy.mil

MyNavy Career Center	Phone: E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc.fct@navy.mil https://my.navy.mil/

References	(a) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), Volume 7A (b) DoD Instruction 1340.09 of 26 January 2018 (c) OPNAVINST 7220.18A (d) OPNAVINST 7220.4L

1. **Policy**. Hazardous duty incentive pay (HDIP) is an incentive pay for Service members who perform duties designated as hazardous, based upon the inherent dangers of the duty, have risks of physical injury, and meet eligibility requirements in line with references (a) and (b).

2. **Eligibility**

a. In order to receive HDIP, a Service member must be:

(1) entitled to basic pay;

(2) serving under competent orders to perform the hazardous duty; and

(3) be in training or have completed qualifying training and meet eligibility criteria for the performance of the hazardous duty.

b. Entitlement for reservists on either extended active-duty or active-duty training may be eligible for HDIP in line with reference (a).

3. **Payment and Restrictions**. Payment is based on the type of duty performed. The most current rates are available on the

Defense Finance Accounting Service Web site at https://www.dfas.mil/MilitaryMembers/payentitlements/Pay-Tables/HDIP/.

a. Specifics on when to start and stop are outlined in reference (a).

b. Members may be entitled to a prorated portion of the rate of pay for the month or the full rate of pay for the month, as approved by the Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD (M&RA)).

c. Members performing multiple hazardous duties may receive a maximum of three HDIP payments per month. Additional restrictions are outlined in reference (a) and MILPERSMAN 7220-114.

d. Service members who are temporarily unable to perform a hazardous duty due to injury or illness that is not the result of the Service member's own misconduct may continue to receive HDIP for up to 6 months. Under no circumstance may HDIP payments continue beyond 12 months from the date of injury or illness.

e. If injury or illness occurred while serving in a combat zone, hostile fire area, or imminent danger area, Service members may continue to receive HDIP during their hospitalization and rehabilitation.

f. Only one payment of HDIP for experimental stress duty during any one month is authorized.

g. Additional conditions of entitlement can be found in chapter 24, table 24-1, of reference (a).

4. **Hazardous Duty List**. With the exception of naval special warfare (NSW) and explosive ordnance disposal (EOD) skill incentive pay (SKIP), the following duties will constitute hazardous duty for the purpose of determining entitlement to HDIP:

Parachute Duty, to include military free fall
Flying Duty
Demolition Duty
Experimental Stress Duty

Flight Deck Duty
Toxic Fuels or Propellants Duty
Toxic Pesticides Duty
Dangerous Viruses or Bacteria Lab Duty
Chemical Munitions Duty
Maritime Visit, Board, Search, and Seizure Duty
Polar Region Flight Operations Duty
Weapons of Mass Destruction Civil Support Team
Diving Duty

5. **Parachute Duty**. Eligibility information regarding parachute duty and military free fall can be found in references (a) and (b). Service members may also reference MILPERSMAN 1220-030.

6. **Flying Duty**. Eligibility for flying duty HDIP is outlined in references (a) and (b). Additional information regarding flying duty HDIP may be found in chapter 22 of reference (a) and in reference (c).

7. **Demolition Duty**. Eligibility information regarding demolition duty can be found in references (a) and (b). Service members may also reference MILPERSMAN 1220-280.

8. **Flight Deck Duty**. Flight deck duty HDIP eligibility requirements are outlined in references (a) and (b). Additional information, to include current quotas, is available in reference (d).

9. **Diving Duty**. Eligibility information regarding diving duty can be found in references (a) and (b). Chapter 11 of reference (a) includes amplifying information. Service members may also reference MILPERSMAN 7220-090.

10. **Skill Incentive Pay (SKIP)**. NSW and EOD SKIP will be used in lieu of certain HDIPs to minimize costly training interruptions in the inter-deployment training cycle (IDTC) or optimized fleet response plan cycle to minimize strain on force personnel tempo system during IDTC and to remove financial disincentives associated with necessary medical care. NSW and EOD SKIP are outlined in separate MILPERSMAN articles. Eligibility requirements are outlined in reference (a). Service members drawing NSW or EOD SKIP are ineligible for the HDIPs which are included in SKIP.

11. **Requests to Add a Duty as HDIP**. Requests to add a duty to paragraph 4 must be submitted to ASD (M&RA). Requests must be supported with an assessment of the inherent dangers and threats that place Service members at risk of physical injury while performing the duty. At a minimum, requests must also demonstrate the following:

a. Measures taken to mitigate the hazard;

b. Requirements for initial training or to remain qualified to perform the duty; and

c. Readiness requirements that mandate the frequency of the performance of the duty on a daily or monthly basis.

MILPERSMAN 7220-090

HAZARDOUS DUTY INCENTIVE PAY (HDIP) FOR DIVING DUTY

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	664-5008 (703) 604-5008 604-5943

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD Instruction 1340.09 of 26 January 2018 (b) DoD 7000.14-R, DoD Financial Management Regulation (DoD FMR), Volume 7A, May 2024 (c) NAVSEA SS521-AG-PRO-010, United States Navy Diving Manual

1. **Diving Pay Entitlement Criteria**. Navy Service members entitled to basic pay may be eligible for hazardous duty incentive pay (HDIP) for diving duty, as specified in reference (a), for periods during which they are:

a. Designated divers or under training for a specific diver designation;

b. Assigned by competent orders to the duty of diving issued by an order-writing authority defined in paragraph 3 below; and

c. Required to maintain proficiency as a diver by frequent and regular dives:

(1) Perform diving duty while serving in an assignment for which diving is a primary duty; or

(2) Meet the requirements to maintain proficiency as a diver by frequent and regular dives while serving in an assignment that includes diving other than as a primary duty.

Note: Additional conditions of Service may be imposed by the Secretary of the Navy.

2. **Situations or Conditions of Entitlement**. When a Service member is entitled to HDIP, the following conditions apply:

a. Entitlement to HDIP for diving duty will continue during periods of:

(1) authorized leave;

(2) temporary additional duty; and

(3) hospitalization, as set forth in pay directives.

b. Entitlement to HDIP for diving duty will accrue during periods as outlined in reference (b), chapter 11.

c. Upon requalification, payments may not be made for the period of lapsed qualification.

d. Officer and enlisted divers under competent orders to diving duty and in excess of total diving billets at a given command may be utilized and paid by pay directives.

3. **Competent Authority**

a. Orders to diving duty will fall under competent authority for issuing orders to diving duty for officers and enlisted Service members under the Commandant of the Marine Corps and or Chief of Naval Personnel.

b. In addition, activities with authorized self-contained underwater breathing apparatus (SCUBA) diver billets, competent authority includes commanding officers and officers in charge.

4. **Competent Orders**

a. Competent orders for officers and enlisted Service members to duty involving diving are those orders issued by competent authority, which specify that "performance of diving duty" is authorized.

b. In addition, commanding officers and officers in charge of SCUBA diving activities are authorized to issue "additional duty involving diving" orders to any combination of officer and or enlisted qualified SCUBA divers assigned to that activity.

Note 1: The number of SCUBA divers under "additional duty involving diving" orders will not exceed the number of authorized SCUBA diver billets at the activity.

5. **Minimum Performance Requirement**. At the minimum, Service members entitled to receive HDIP for diving duty must perform the qualification dives required for their class.

a. The term "diver," when used in context of requalification, refers to Service members designated in the Navy enlisted classification (NEC) codes, additional qualification designators (AQD), and officer designators listed in subparagraph 5b table below.

b. Standards for requalification:

Enlisted Designation	**NEC**	**Perform Dives**
Master Diver	MMDV B18A	8 8
Diver First Class Underwater Construction Team (UCT) Diver, Advanced (includes Saturation Hospital Corpsman (HM))	M1DV B16A	8 8
Diver Second Class UCT Diver, Basic Deep Sea Medical Technician Deep Sea Medical Technician (Independent Duty Corpsman (IDC))	M2DV B17A L27A L28A	8 8 8 8
SCUBA Diver Fleet Marine Force (FMF) Reconnaissance HM (IDC) FMF Reconnaissance HM	839A/840A L02A L11A	8 8 8
Explosive Ordnance Disposal (EOD)	M00A, M01A, M02A, M03A, M04A, M06A	8
Naval Special Warfare Enlisted Operators	O19A-O29A	8
Officer Designation	**AQD or Designator**	**Perform Dives**
Sea-Air-Land (SEAL) Officer	113X, 118X, 715X	8
EOD Officer	114X, 119X, 648X	8
Engineering Duty Officer, Civil Engineer Corps Officer	KL0	8
Surface Warfare Officer	KL0, LOA	8

Officer Designation	**AQD or Designator**	**Perform Dives**
Undersea Medical Officer	6UD, 6UE, 6UF, 6UG, 6UM	8
Diving Officer	720X	8

Note 2: All dives will be conducted in line with reference (c).

Note 3: Dives should be completed for each command's required operational capabilities and projected operational environment, or mission essential task list when possible.

Note 4: Any diver assigned to a Navy experimental diving unit and participates in a saturation dive, by being placed under pressure inside the Ocean Simulation Facility or Saturation Fly Away Diving System, is deemed to have completed four bounce dives as part of the annual requalification period.

c. The diver requalification timeline is annually and requires a minimum of eight dives per year. In order to remain in a dive status, divers must requalify per the standards and requalification chart in subparagraph 5b.

d. In order to qualify for special pay for diving duty, divers are considered qualified if they have conducted eight dives in the previous diver qualification period, in line with reference (b), chapter 11.

e. If the diver fails to qualify during a requalification period, he or she is considered "not in dive status" and is not entitled to dive pay. In line with reference (b), chapter 11, when a Service member is removed from diving duty or the member’s diving qualifications lapse, diving pay ceases on the date of removal or lapse.

6. **Requalification Period**

a. The annual requalification period is waived for diving Service members:

(1) Injured in the line of diving, or

(2) Performing related duties, including involvement as experimental divers or test subjects for approved protocols. These members will be considered qualified with an indefinite lapse date and are entitled to diving pay. Requalification must

be completed within 60 days after being returned to full diving duty.

b. Service members deemed not physically qualified, as a result of injuries sustained in the line of diving or related duties, may apply for supervisor status (non-diving). Waiver of NEC code or officer designator and or pay grade restrictions may be requested in conjunction and in support of such designation. Waiver request will be routed through the Bureau of Naval Personnel (BUPERS) Director, Military Community Management (BUPERS-3) for final approval.

c. Service members approved for supervisor status (non-diving) and assigned to a diving NEC or officer designator billet will have a qualification lapse date of "indefinite." Service members not approved for designation will be made available for assignment to billets not requiring a diving-related NEC or officer designator.

7. **Lapses Over 1 Year**. If diving qualification has lapsed for more than 1 year, but less than 3 years, the diver may perform the required requalification dives after successfully completing the physical screening test described in MILPERSMAN 1220-410 and with the commanding officer's approval. The diver will be considered qualified for a period of 1 year from the date requalification is accomplished.

Note 5: Physical screening test waiver requests will be submitted, via formal letter, to either the Commanding Officer, Center for Explosive Ordnance Disposal and Diving (CENEODDIVE) or the Commander, Naval Special Warfare Center (CNSWC) for consideration and will be approved on a case-by-case basis, after determination. All waiver requests are to be forwarded to the Office of the Chief of Naval Operations (OPNAV) Naval Special Warfare Program Manager (OPNAV N137).

8. **Lapses Over 3 Years**

a. If diving qualification has lapsed for more than 3 years, but less than 6 years, the diver must successfully complete the physical screening test described in MILPERSMAN 1220-410, exhibit 1, and successfully retake the following portions of the diving course that would bestow the diving qualification desired:

(1) Portions relating to diving physics and or general diving procedures;

(2) Portions relating to diving medicine;

(3) Practical portions relating to recompression chamber operations; and

(4) Practical portions relating to diving equipment in which the individual has not been previously trained (may be taken from courses other than that which bestows desired qualifications).

Note 6: Physical screening test waiver requests will be submitted, via formal letter, to either Commanding Officer, CENEODDIVE or CNSWC for consideration and will be approved on a case-by-case basis, after determination. All waiver requests are to be forwarded to OPNAV N137.

b. Requalification may take place at any local fleet command, provided the following requirements are met:

(1) Command performing requalification must formally request required curricula from appropriate learning center;

(2) Command performing requalification must be authorized in writing by the appropriate learning center;

(3) Requalification will be conducted using curricula provided and controlled by appropriate learning center;

(4) Commands conducting local requalification must have a 720X diving officer designation, a master diver holding NEC 805A, or an equivalent instructor qualification as determined by appropriate learning center; and

(5) Commands desiring authorization to conduct local requalification must request authorization, via standard naval letter, from appropriate learning center. Request must state command's ability to meet prerequisite conditions above and its capability to conduct training. If approved, learning center will forward authorization letter and curriculum/training package. Commands will document completion of training on NAVPERS 1070/613 Administrative Remarks for inclusion in member's official military personnel file.

9. **Lapses over 6 years**. When a Service member's qualification has lapsed more than 6 years, a formal request from the member's commanding officer must be submitted to the appropriate learning center stating command's requirement for reinstatement. The learning center will review request for final disposition.

10. **Diver Qualifications and Requalifications**. All individual dives must be entered in the Navy/Marine Corps Dive/Jump Reporting System (DJRS). DJRS will serve as the sole repository of diving history for dive pay audit purposes. Annual requalification letters are not required. DJRS provides command reports for audit purposes. Type commanders may approve an alternate reporting system to DJRS if it is an operational or administration requirement.

11. **Condition for Canceling Orders**. Orders to diving duty will be cancelled under any of the following conditions:

a. In the opinion of the issuing authority or the cognizant commanding officer, the diver is no longer considered professionally qualified. In this instance, the revocation of diving designation is mandatory and will be effected in line with the procedures contained in this article.

b. Diver qualifications have lapsed by the following:

(1) Upon requalification, payments may not be made for the period of lapsed qualification.

(2) Commanding officers are responsible for ensuring divers are afforded an opportunity to maintain their qualifications without lapse.

c. The assigned diver designation had been removed; or

d. The member has been assigned permanent duty other than that involving the performance of diving duty.

12. **Restriction on Receipt of More Than One HDIP**. Reference (a) restricts a Service member from receiving simultaneous payments for more than three HDIP duties in a month. **Example:** A Service member may receive pay for diving duty, submarine duty incentive pay, and no more than two hazardous duty incentive pays, if qualified separately for each pay.

MILPERSMAN 7220-100

COMMAND RESPONSIBILITY PAY (CRP)

Responsible Office	OPNAV N130	Phone: DSN COM E-mail	604-5478 (703) 604-5478 NXAG_N130C@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), March 2024 (b) OPNAVNOTE 5450 Ser N1/23O114534 of 12 Dec 23 (Canc: Dec 24) (c) OPNAV (N13) Policy Decision Memorandum for Shared Captain Command Apportionment Plan (NOTAL) (d) OPNAV (N13) Policy Decision Memorandum Shared Commander Command Apportionment (NOTAL) (e) OPNAV (N13) Policy Decision Memorandum Shared Early Command Apportionment Plan (NOTAL)

1. **Purpose**. Per reference (a), command responsibility pay (CRP) is designed to recognize officers assigned as commanding officer (CO) or operational commander in operational leadership positions of unusual responsibility which are of a critical nature.

2. **Eligibility**. This special pay is only authorized for officers in pay grades O-3 through O-6.

a. The primary consideration for CRP is "command at sea." Only officers commanding activities which entitle them to wear the command at sea insignia are entitled to CRP. Exceptions to this general rule are identified in paragraph 3.

b. Although many naval officers hold difficult and challenging positions of unique responsibility, entitlement to CRP is limited to COs in direct control of deploying units.

c. Entitlement to CRP begins when the member assumes command and ceases when the member leaves that command position.

d. Entitlement will be based on the nature of the assignment rather than the personal qualifications of the CO.

e. Provided the mission of the command remains unchanged, succeeding COs of authorized commands need not seek approval at each change of command.

3. **Qualifying Units**

a. Command at sea insignia qualifying units are identified in references (b) through (e). References (c) through (e) may be requested from the Office of the Chief of Naval Operations (OPNAV) Officer Force Shaping Plans and Policy Branch (N131) via e-mail: nxag n131e@navy.mil.

b. COs of newly established operational commands who believe they qualify to wear the command at sea insignia should contact OPNAV N131.

c. Additional commands authorized to receive CRP are listed below:

Underwater construction teams
Naval mobile construction battalions
Navy Flight Demonstration Squadron
Naval construction regiments (except 20th, 21st, and 31st)
Naval airborne weapons maintenance units
Navy cargo handling battalions
Amphibious construction battalions

4. **Officers Not Authorized CRP**

a. Officers temporarily succeeding command, without Chief of Naval Personnel orders directing relief, during temporary absences of the CO.

b. Officers assigned to a billet designated as "officer in charge," other than those specifically listed in paragraph 3.

c. Inactive duty operational commanders and COs, except during periods of special active duty for training and annual training.

d. Officers assigned as COs of pre-commissioned units. Surface ships or submarines must be commissioned or in a commission special status for the CO to warrant CRP.

e. COs assigned to shore duty billets.

MILPERSMAN 7220-110

SPECIAL PAY FOR DUTY SUBJECT TO IMMINENT DANGER OR HOSTILE FIRE

Responsible Office	OPNAV (N130)	Phone: DSN COM E-mail:	604-5478 (703) 604-5478 NXAG N130C@navy.mil

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC(6622) Askmncc.fct@navy.mil https://my.navy.mil/

Reference	(a) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR),10 April 2022

1. **Policy**

a. Hostile fire pay (HFP) provides a monetary incentive to compensate members who perform duty in a hostile fire area and are exposed to a hostile fire event or are placed on duty during a month in an area in which a hostile fire event occurred which placed the member in grave danger of physical injury.

b. Imminent danger pay (IDP) is designed to compensate members for performance of duty in a foreign area designated as an area in which the member is subject to the threat of physical harm or imminent danger on the basis of civil insurrection, civil war, terrorism, or wartime conditions.

2. **Eligibility**. Members may be paid HFP or IDP for any month when they meet the qualifying criteria of reference (a), volume 7A, chapter 10.

3. **Restrictions**. Members are not authorized to receive concurrent payments for HFP and IDP. HFP will not be prorated.

4. **Locations**. The most current list of approved locations eligible for IDP is available on the Defense Finance and Accounting Service Web site: https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables/IDP-Areas/

MILPERSMAN 7220-112

PAY AND ALLOWANCE CONTINUATION (PAC) PROGRAM

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	225-3005 (703) 695-3005 225-3311

References	(a) 37 U.S.C. 372 (b) USD(P&R) memo of 15 May 2008 (c) 26 U.S.C. 112 (d) 37 U.S.C., Chapter 5 (e) 10 U.S.C. (f) 37 U.S.C, Chapter 7

1. **Purpose**. Pay and Allowance Continuation (PAC) Program is effective as of 15 May 2008 per references (a) and (b) and terminates the Combat-Related Injury Rehabilitation Pay (CIP) established in 2006. PAC mandates that pay and allowances shall continue to be paid to a member of a regular or reserve component who, in the line of duty, incurs a wound, injury, or illness

- while serving in a combat operation or a combat zone,
- while serving in a hostile fire area, or
- while exposed to a hostile fire event (regardless of location);

and is hospitalized for treatment of the wound, injury, or illness. This entitlement is payable for up to 12 months if a member remains eligible.

2. **Definitions**

a. **Hostile Fire**. An event including hostile fire, an explosion of a hostile explosive device, or any other hostile action that involves an attack or other use of force perpetrated by a foreign individual(s) or entity against the United States (U.S.) or a member of its uniformed services, or other designated persons or property. It also includes force used directly to impede the mission and/or duties of the uniformed services, such as the recovery of U.S. personnel or vital U.S. Government property.

b. **Combat Operation.** A military action that may involve carrying out a strategic, operational, or tactical mission against a hostile or unfriendly force, to include carrying on combat and any related movement, supply, attack, defense, and maneuvers needed to gain the objectives of a battle or campaign. Operation Enduring Freedom (OEF) and Operation Iraqi Freedom (OIF) are examples of combat operations.

c. **Combat Zone.** An area designated by Executive Order under reference (c) as an area in which U.S. Armed Forces are or have engaged in combat. Combat zone also includes direct-support areas certified by the Secretary of Defense (SECDEF).

d. **Line of Duty.** A member will be considered as serving in the line of duty unless the wound, injury, or illness is the result of the member's intentional misconduct or willful negligence, or is incurred during a period of unauthorized absence.

e. **Hospitalized.** A member who is admitted as an inpatient to a qualifying Medical Treatment Facility (MTF). Additionally, a member who may be initially admitted as an inpatient and later receives outpatient rehabilitation meets the definition of "hospitalized." In cases where adequate medical treatment (e.g., field medical unit or fleet hospital) is not available in a theater for injuries, illnesses, or wounds incurred in a combat operation, combat zone, hostile fire area, or hostile fire event, the member would be considered "hospitalized" if evacuated. The hospitalization related to a wound, injury, or illness that is the result of service in a combat operation or combat zone, service in a hostile fire area, or exposure to a hostile fire event, may occur immediately following such wound, injury or illness, or at a later time if the need for hospitalization is not initially evident.

f. **Medical or Patient Unit.** An organizational entity or functional division or facility associated with providing medical care to qualifying wounded, injured, or ill members. A member assigned in an "other" category to a command or installation in a limited duty (LIMDU) status may be eligible for the PAC entitlement if determined by Office of Chief of Naval Operations, Navy Casualty (OPNAV (N135C)).

3. **Entitlement**

a. Members of the Regular or Reserve Components who, in the line of duty, incurred a wound, injury, or illness while serving in a combat operation or a combat zone; while serving in a hostile fire area, or while exposed to a hostile fire event (regardless of location); and are hospitalized for treatment of the wound, injury, or illness shall continue to receive the pay and allowances the member received at the time of hospitalization. These pay and allowances include those authorized in references (d) and (e) and the incidental expense (IE) portion of per diem for members deployed in a combat operation or combat zone. These pay and allowances include, but are not limited to:

(1)	Hardship Duty Pay-Location
(2)	Hostile Fire/Imminent Danger Pay
(3)	Per Diem (Incidental Expense Portion Only)
(4)	Hazardous Duty Incentive Pay (e.g., Demolition, Jump, Flight Deck)
(5)	Diving Duty Pay
(6)	Special Duty Assignment Pay
(7)	Assignment Incentive Pay
(8)	Sea Pay
(9)	Selective Reenlistment Bonus

Basic Pay, Basic Allowance for Subsistence (BAS) , Cost of Living Allowance (COLA), Family Separation Allowance (FSA), and Basic Allowance for Housing (BAH); or any other allowance (except as indicated above) found in reference (f) are not included in the calculation of PAC.

b. Members meeting the qualification for this entitlement in paragraph 3(a) above and serving on temporary, deployed, or attached duty for over 30 days duration in a designated hardship duty location for purposes of Hardship Duty Pay (HDP-L); and who are wounded, injured, or become ill within the first 30 days of serving in the designated area; will be considered eligible for HDP-L at the time the wound, injury or illness is incurred.

4. **Termination of Entitlement**

a. Members meeting the qualifications for PAC will have the pay and allowances continued until the end of the first month beginning after the earliest of the following dates:

(1) **The date on which the member is returned for assignment to other than a medical or patient unit for duty as determined by OPNAV (N135C).**

(2) **The date on which the member is discharged, separated, or retired (including temporary disability retirement) from the Uniformed Services**; or

(3) **One year after the date on which the member is first hospitalized for the treatment of the wound, injury, or illness.** The Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)) may extend the termination date in 6-month increments, but only under extraordinary circumstances (e.g., member remains in a comatose state for the duration of the 12-month eligibility period). Requests for this extension should be sent through the member's chain of command and endorsed by competent medical authority before being forwarded first through OPNAV (N135C); and then Pay and Compensation Branch (OPNAV (N130)). When possible, the request for extension should be sent to OPNAV (N135C) 60 days prior to entitlement expiration.

b. In order to ease the transition from CIP to PAC, an automatic 6-month extension was granted **until 31 October 2008,** for members who were eligible in all other respects for the PAC entitlement. A second extension was granted for all members receiving PAC whose eligibility would have expired due to length of hospitalization **before 31 October 2008.** This second extension allows members to continue to receive PAC, if eligible in all other respects, **until 30 April 2009.** Additionally, any member whose PAC entitlement would have expired or will expire due to length of hospitalization at any point from November 2008 until October 2009 shall have a 6-month extension authorized from the date after the entitlement would expire.

5. **Examples**:

(See next page.)

a. **Servicemember injured in Iraq on 1 June 2008.**

- Member is seen in field hospital on 1 June 2008 and flown to Landstuhl, Germany on 3 June 2008.
- Member is inpatient in Germany from 3 June 2008 until 6 June 2008 and then flown to Bethesda on 7 June 2008.
- Member is inpatient in Bethesda from 7 June 7 2008 until 29 June 2008.
- Member is then released to a medical/patient unit for outpatient care from 29 June 2008 until 20 August 2008.
- On 20 August 2008, member is returned to member's unit in a LIMDU status.
- On 20 June 2008 member received payment under the Traumatic Injury Servicemembers' Group Life Insurance (TSGLI).

Member would be qualified for PAC payments for June, July, and August 2008. PAC eligibility is not stopped when a member receives a payment under TSGLI.

b. **Servicemember is injured in Afghanistan on 21 April 2008.**

- Member is seen in field hospital on 21 April 2008 and flown to Landstuhl, Germany on 25 April 2008.
- Member is inpatient in Germany from 25 April 2008 until 3 May 2008 and then flown to Brook Army Medical Center (BMAC) on 3 May 2008.
- Member is inpatient in Brooke Army Medical Center from 3 May 2008 until 30 May 2008.
- On 30 May 2008, member is returned to member's unit in a LIMDU status.
- On 15 August 2008, member is admitted back to BAMC for surgery to correct the above mentioned injury and is inpatient from 15 August 2008 until 18 August 2008.
- On 18 August 2008, member is returned to member's unit.

Member would be qualified for PAC payments for May and August 2008.

c. **Servicemember is injured in Iraq on 7 June 2007.**

- Member is seen in field hospital on 7 June 2007 and flown to Landstuhl, Germany on 9 June 2007.
- Member is inpatient in Germany from 9 June 2007 until 17 June 2007 and then flown to Walter Reed Medical Center on 18 June 2007.
- Member is inpatient at Walter Reed Medical Center from 18 June 2007 until 28 September 2007.
- On 28 September 2008, member is released from the hospital and is assigned to a medical/patient unit and is being seen on a regular outpatient basis from 28 September 2007 through 20 January 2008.
- On 20 January 2008, member is returned to member's unit.
- On 2 May 2008, member is admitted back to Walter Reed for surgery to correct the above mentioned injury and is inpatient from 2 May 2008 until 20 May 2008.
- On 20 May 2008, member assigned to a medical/patient unit on 10 November 2008.
- On 10 November 2008 member is returned to member's unit.

Member would be qualified for PAC payments for June, July, August, September, and October 2008 (due to extended PAC eligibility through 31 October 2008).

6. **Tracking, Reporting, and Payment**

a. **Tracking and Reporting Requirements**

(1) Bureau of Medicine and Surgery (BUMED) will ensure each MTF transmits **via encrypted E-Mail** the NAVPERS 7220/11 Pay and Continuation Program Report which can be accessed by the following link http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx to OPNAV (N135C), via the appropriate cognizant Navy Medical Region, utilizing a format provided by OPNAV (N135C). The report will contain information on all Navy personnel undergoing treatment, whether inpatient or outpatient, for a wound, illness, or injury incurred in theater. Injured, ill, or wounded Sailors will remain on the report until one week after they are no longer hospitalized as defined in this MILPERSMAN article. Information provided to OPNAV (N135C) will include the

- Cognizant Medical Region;
- Medical Treatment Facility;
- Sailor's name;
- Last Four of Sailor's Social Security Number (SSN);
- Theater of Operations (OEF/OIF);
- Date of Evacuation/Initial Hospitalization;
- Battle Injury (BI) or Non-Battle Injury/Illness (NBI);
- Current Status (Inpatient, Outpatient, Care/Rehab);
- Inpatient Admission Date;
- Inpatient Discharge Date;
- Inpatient Facility Name, Location, and Type (MTF/VA/Civilian); and
- Date of Completion for Outpatient Care or Separation/Retirement from Service.

This report will be transmitted to OPNAV (N135C) on a weekly basis.

(2) OPNAV (N135C) will determine PAC eligibility utilizing data submitted by BUMED for evacuated Sailors and maintain data on those Sailors who have been notified of eligibility to receive the PAC benefit. OPNAV (N135C) will transmit the completed PAC Program Report to Defense Finance and Accounting Center, Cleveland Center (DFAS-CL) weekly. Additionally, OPNAV (N135C) will generate a quarterly report that includes the Sailors who are currently receiving PAC and

will forward to Principal Deputy Undersecretary of Defense (USD(P&R)).

(3) OPNAV (N135C) will track each Sailor's PAC eligibility and ensure that the Sailor is aware and counseled regarding expiration date of the entitlement.

b. **Payment Procedures**

(1) Continuation of pay and allowances under the PAC program shall occur from 15 May 2008, or the member’s eligibility, whichever occurs later.

(2) Members who were already authorized payment of CIP and were determined to be eligible for PAC had their CIP payment terminated on 31 May 2008 with the PAC authorization effective 1 June 2008.

(3) OPNAV (N135C) will provide Defense Finance and Accounting Service-Cleveland Center (DFAS-CL) with a monthly list of members who are eligible for PAC, and the date members previously eligible for PAC become ineligible so that the pay may be terminated.

MILPERSMAN 7220-113

SPECIAL COMPENSATION FOR ASSISTANCE WITH ACTIVITIES OF DAILY LIVING (SCAADL)

Responsible Office	CNIC (Safe Harbor Program Management)	Phone: DSN COM FAX	664-5440 (703) 604-5440 (703) 604-3883
	BUMED (M9)	Phone: DSN COM FAX	761-9080 (703) 681-9080 TBD

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD Instruction 1341.12 of 31 Aug 2011 (b) 37 U.S.C., Chapter 7, Allowances Other Than Travel and Transportation Allowances (c) DON CIO 031648Z Oct 11 (d) Caregivers and Veterans Omnibus Health Services Act of 2010. (e) SECNAVINST 5420.193, Board for Correction of Naval Records

1. **Purpose**. Reference (a) implements the statutory authority provided by reference (b) for payment of special compensation for assistance with activities of daily living (SCAADL) to eligible members of the Active component (AC) or Reserve component (RC) of the military services. SCAADL is a special monthly compensation for Service members who incur a permanent catastrophic injury or illness. SCAADL helps offset the economic burden borne by requiring a caregiver to provide nonmedical care, support, and assistance for eligible military members. In order to qualify for SCAADL, a Service member must have a catastrophic injury or illness incurred or aggravated in the line of duty and need assistance from another person to perform the personal functions required in everyday living or require constant supervision.

2. **Definitions**. See reference (a).

3. **Eligibility**. Service members are eligible for SCAADL per reference (a).

4. **Application Process**

a. Requests for SCAADL and questions regarding eligibility should be directed to the non-medical care manager (NMCM) at the nearest military treatment facility (MTF) or a veterans administration (VA) polytrauma center. If all criteria are met, Navy Safe Harbor will work with the Service member's medical care case manager, MTF staff, and Department of Defense (DoD) VA physician to ensure DD 2948 Special Compensation for Assistance with Activities of Daily Living (SCAAL) Eligibility (application) is properly completed. DD 2948 is the official application that must be submitted and can be found at the following location: http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm.

b. Requests for SCAADL must include the completed DD 2948 with the "Activities of Daily Living (ADL)" and "Supervision" sections signed and certified by a DoD VA physician. Once DD 2948 is signed and certified by a DoD VA physician, reviewed and signed by the Service member, and the Service member has been properly counseled on SCAADL, per reference (a), the completed application can be hand-delivered, faxed, or e-mailed by the Service member or family member to Navy Safe Harbor NMCMs for processing. Failure to include all required information and supporting documentation may delay processing or result in the inability to process an application. Applicants will be notified if additional documentation is required, and the application will be held pending submission of supporting information.

c. Service members or family members of eligible service members may call Navy Safe Harbor at (703) 604-5440 or e-mail to www.safeharbor.navy.mil for assistance regarding SCAADL and the application process.

d. The monthly compensation amount will be calculated by Navy Safe Harbor using the United States Department of Labor's Bureau of Labor Statistics wage rate for a home health aide.

e. Per reference (a), the amount of compensation will be based on a three-tier system recognizing the variation in complexity of care required and provided by the caregiver. The compensation matrix consists of three tiers based upon a clinical determination of the number of ADL needs of the Service member and the hours required by a caregiver to perform each ADL

or significant mental health or behavior impairment requiring continuous supervision. The Service member's DoD VA physician will utilize DD 2948 to determine the level of dependency based on the degree to which the member is unable to perform one or more ADL, or the degree to which the member is in need of supervision or protection based on the symptoms or residuals of neurological or other impairment or injury. Per reference (a), the member will be rated as follows:

(1) **High Tier**: Member who scores 21 or higher will be presumed to need a full-time caregiver, one who provides 40-hours of personal care services per week.

(2) **Medium Tier**: Member who scores 13-20 will be presumed to require 25-hours per week of caregiver assistance.

(3) **Low Tier**: Member who scores 1-12 will be presumed to require 10-hours per week of caregiver assistance.

5. **Appeals and Reconsideration**. If the Service member is not satisfied with the initial scoring made by the DoD VA physician, he or she must acknowledge this decision on DD 2948 and appeal at the MTF level. During the appeals process, the original score will remain in effect until a new DD 2948 is signed and certified with a new score and effective date. Bureau of Medicine and Surgery (BUMED) and Navy Safe Harbor will ensure that the appeal is handled at the MTF level according to their process based on the guidelines below. However, the basic parameters below are to be followed to ensure members have an opportunity to have their initial score re-evaluated. Members who petition the initial DoD VA physician to reconsider their score and succeed in obtaining an adjustment do not need to follow the formal appeals process. They simply can have the DoD VA physician fill out a new DD 2948 and submit it to a Navy Safe Harbor NMCM for payment processing. For appeal process purposes, the DoD VA physician may only leave the score(s) the same or increase it.

a. The appeals process consists of two opportunities - informal and formal:

b. **Informal Appeal**. This is an informal reconsideration of DD 2948 by the same DoD VA physician who completed it previously.

(1) **Timeline.** Member must indicate on the original DD 2948 his or her intent to appeal score(s). The DD 2948 and appeals package must be provided to a Navy Safe Harbor NMCM **within 5 business days** from the date the member acknowledges desire to appeal original decision. Navy Safe Harbor and BUMED MTF leadership will make every effort to ensure medical appointments for appeals processing are made to conform to timeline requirements.

(2) The original DoD VA physician may be asked by the member to review his or her initial scoring and modify it. This informal process may only maintain or increase the overall score. If asked to informally reconsider the initial scoring, the DoD VA physician has two options:

(a) **No Change in Score.** Initial score stands unless formal appeal is submitted which changes it.

(b) **Modified Score.** Modified score will be indicated on new DD 2948 with a new date.

(3) Upon completion of the informal appeal, the member will review the new DD 2948. If he or she agrees with the new score, he or she will sign and date the revised form and submit it to a Navy Safe Harbor NMCM for processing. If he or she does not agree with the revised DD 2948, he or she will request a final formal appeal.

(4) Informal Appeal must be initiated within 5 **business days** of original SCAADL evaluation and completed within 10 calendar days.

c. **Formal Appeal.** This is a formal reconsideration of the original DoD VA physician evaluation by a new and independent DoD VA physician. SCAADL is only meant as a temporary stop-gap prior to being enrolled in and becoming eligible for the VA system, with its version of entitlement to assist with the costs of ADL. Therefore, to streamline acquisition into the VA system, there will only be one formal appeal of the original DoD VA physician’s decision.

(1) The formal appeal process occurs:

(a) When a Service member acknowledges desire to appeal original decision and does not wish to request an informal appeal by the original DoD VA physician; or

(b) When a Service member acknowledges desire to appeal original decision and after an attempt to obtain an informal appeal change by the original DoD VA physician.

(2) In both cases, Navy Safe Harbor and BUMED MTF leadership will make every effort to ensure medical appointments for appeals processing are made to conform to timeline requirements.

(3) A new DD 2948 will be completed and signed and certified by the new and independent DoD VA physician.

(4) Upon completion of the formal appeal, the Service member will review, sign, date, and submit the new DD 2948 to a Navy Safe Harbor NMCM for processing. For the formal appeal, the new score may remain the same. However, since this appeal is conducted by a different physician, it may also either increase or **decrease** from the original score.

(5) **Timeline.** Appeal package with all supporting documentation and evaluations must be received by a Navy Safe Harbor NMCM **no later than 25 days** from the date of the last SCAADL rating. Packages received after that date, without prior approval by Navy Safe Harbor, will not be processed.

(6) **Appeal Package.** An appeal package must contain the following:

(a) Copy of original DD 2948;

(b) **Service Member's Personal Statement.** This statement must specify each area score contested and provide an explanation why the element score should be different. Statement must be signed and dated.

(c) **Supporting Medical Documentation.** Package must include medical documentation that addresses the area(s) contested. Any documentation provided must be dated within 35 days of the date the DoD VA physician signed and certified the DD 2948. Evaluations older than 35 days may be used if documentation (e.g., letter or memorandum) is provided from the evaluating physician citing which area(s) in the prior evaluation are unchanged. The Service member's medical or nurse case manager and NMCM should assist the Service member in obtaining requisite documentation.

6. **Tracking, Reporting, and Payment**

a. In all cases, the following reporting requirements involving personally identifiable information will be properly protected and encrypted for transmission per reference (c).

b. BUMED will ensure MTFs collaborate with Navy Safe Harbor and a VA Federal recovery coordinator to identify Service members qualified for SCAADL.

c. Navy Safe Harbor will review SCAADL eligibility and maintain data on those Sailors who have been notified of eligibility to receive SCAADL.

d. Navy Safe Harbor will determine the monthly SCAADL stipend from the DoD provided calculator and will provide calculation information to include effective start and stop dates to Defense Finance and Accounting Service, Cleveland (DFAS-CL). In addition to notifying members of their approval, Navy Safe Harbor will transmit the list of those qualified for payment to DFAS-CL (as they are eligible) in order to ensure proper stipend payments.

e. DFAS-CL will pay stipend via electronic funds transfer into the member's Active or Reserve component military master pay account on scheduled paydays.

f. Continuation of SCAADL stipend shall occur from 15 September 2011, or the member's eligibility effective date (whichever occurs later) until they meet one of the conditions for termination of such payment listed in paragraph 7 of this article.

g. Even though the compensation is for payment to a caregiver, SCAADL will be considered taxable income for the member.

h. Re-evaluation will occur in the following circumstances:

(1) 180 days from the effective date of eligibility.

(2) If the Service member's condition changes, the member is required to undergo a re-evaluation to determine the level of dependency and the degree to which the member is in need of supervision or protection. Compensation may increase or decrease based on the re-evaluation.

7. **Termination of Payment.** Members who qualify for SCAADL shall have the qualifying payments continue until the earliest date of one of the following conditions:

(1) The last day of the month, during which a 90-day period ends, that begins on the date of separation or retirement of the member (e.g., 1 June 2011 (separation date) + 90 days = 1 September 2011). Last day of entitlement is 30 September 2011.

(2) The last day of the month during which a member dies.

(3) The last day of the month during which the member is determined to be no longer afflicted with the catastrophic injury or illness. A member is not entitled to SCAADL if the member is no longer afflicted with a catastrophic illness or injury, but has not met with a DOD VA physician.

(4) The last day of the month preceding the month during which the member begins receiving compensation per reference (d).

8. **Board for Correction of Naval Records (BCNR).** Members who dispute administrative issues on their DD 2948 may petition the BCNR to seek correction of his or her naval record per reference (e). All BCNR applications must clearly identify the error or injustice and the remedial action the petitioner desires BCNR to take. Examples of administrative issues include, but are not limited to the following:

a. Request to apply different zip code to stipend amount.

b. Start or stop date of stipend, due to no fault of member.

9. **Cancellation.** Payment authorization of SCAADL will terminate upon cancellation of reference (a).

MILPERSMAN 7220-114

NAVAL SPECIAL WARFARE SKILL INCENTIVE PAY

Responsible Office	OPNAV (N13)	Phone: DSN COM	664-5008 (703) 604-5008

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC askmncc@navy.mil https://my.navy.mil

References	(a) 37 U.S.C. (b) DoD 7000.14-R Volume 16, Financial Management Regulation (DoD FMR), November 2019

1. **Policy**. This article establishes policy for the Naval Special Warfare (NSW) Skill Incentive Pay (SKIP) Program per reference (a), section 353. SKIP will be used in lieu of hazardous duty incentive pays to minimize costly training interruptions in the NSW inter-deployment training cycle (IDTC), minimize the strain on force Personnel Tempo System (PERSTEMPO) during the IDTC and remove financial disincentives associated with NSW operators seeking medical care.

2. **NSW Operator**. NSW operators perform clandestine paradrop, maritime, and land-based special operations in austere conditions in order to provide the United States and its allies with tailored capabilities. The term NSW operator encompasses the following critical Navy enlisted classifications (NEC) and officer designator codes:

a. Sea, air, land (SEAL) delivery vehicle (SDV) operator (O23X),

b. SEAL special warfare operator (O26X),

c. SEAL special warfare officer (113X)

d. SEAL special warfare warrant officer (715X),

e. Special warfare combatant-craft crewman (SWCC) operator (O52X), and

f. SWCC warrant officer (717X).

3. **Eligibility Criteria**. NSW SKIP is payable to active duty and full-time support operators only, on a monthly basis, who meet all criteria listed in subparagraphs 3a through 3g below:

a. Entitled to basic pay per reference (a), section 204, or to compensation per reference (a), section 206,

b. Serving in one of the NSW operators NECs or officer designator codes outlined in subparagraphs 2a-2f above,

c. Completed all required training and maintained eligibility for designation as an NSW operator,

d. Completed the requisite training necessary to perform parachute duty and (if necessary) qualification training for demolition and diving duty,

e. Meet the medical and physical requirements for deployment or granted a waiver as outlined in this article,

f. Assigned to commands that complete NSW IDTC (e.g., SEAL team, SDV team, special boat team, NSW training detachment), and

g. Meet the minimum semi-annual currency requirements as listed by rating and qualification in exhibit 1.

Note 1: NSW operators will continue to receive NSW SKIP while in school, NSW IDTC, on leave, or en route to next assignment as long as they continue to meet criteria outlined in subparagraphs 3a-3g above. Contact the Office of the Chief of Naval Operations (OPNAV) Naval Special Warfare Program Management Branch (N137) for partial payment information.

Note 2: NSW operators who receive NSW SKIP under this guidance and fail to satisfy the eligibility requirements will be subject to having their pay terminated. Repayment of any overpayment will be under reference (a), section 373, and reference (b), chapter 3 - Collection of Debts Owed by Individuals to the Department of Defense.

Note 3: Reserve NSW operators (1135) will receive NSW SKIP if recalled to fulfill orders that are 1 year or longer. Jump, dive, and demolition payments may be paid to NSW reservists with orders under a year and have met currency requirements per Exhibit 1.

4. **NSW SKIP Pay Levels and Qualifications**. Enlisted pay rates will be administered according to NECs and qualifications. Officer pay rates will be administered according to designators and qualifications. Pay will be stopped by the commanding officer's (CO) decertification, NEC or designator removal, terminal leave or lateral transfer out of the NSW community. Levels and qualifications are as follow:

a. **SDV Operator holding NEC O23X**

(1) SEAL enlisted SDV operators qualified and current in all of the following duties:

(a) Military parachuting operations including static line and or military free-fall,

(b) Combat diving (open circuit self-contained underwater breathing apparatus (SCUBA) and or closed circuit) operations, and

(c) Demolition and explosive breaching operations with live explosive material as an essential part of required duties.

(2) Monthly pay rate - see exhibit 1.

b. **Special Warfare Operator holding NEC 026X, SEAL Warrant Officer holding Designator 715X, SEAL Officer holding Designator 113X**

(1) SEAL enlisted operators, SEAL officers, and SEAL warrant officers qualified and current in all of the following duties:

(a) Military parachuting operations including static line and or military free-fall,

(b) Combat diving (open circuit SCUBA and or closed circuit) operations and

(c) Demolition and explosive breaching operations with live explosive material as an essential part of required duties.

(2) Monthly pay rate - see exhibit 1.

c. **Special Warfare Boat Operator holding NEC O52X and**

Special Warfare Combatant-Craft Crewman Warrant Officer holding Officer Designator 717X.

(1) For SWCC enlisted operators and SWCC warrant officers qualified and current in military parachuting operations including static line and or military free-fall.

(2) Monthly pay rate - see exhibit 1.

5. **Limitation**. The following limitations and restrictions apply for receipt of NSW SKIP:

a. Service members may not be paid NSW SKIP and jump, dive, or demolition duty pays for the same period of service.

b. Service members may not be paid more than one SKIP in any month for the same period of service.

c. Service members temporarily unable to perform the skills of an NSW operator due to a medical restriction that is not the result of the Service member's own misconduct may continue to receive NSW SKIP for up to 12 months, provided the Service member met the eligibility criteria for the pay within 30 days prior to the injury or illness. If the restriction persists beyond 12 months or the Service member is no longer certified to perform the NSW operator skill, NSW SKIP payments will terminate and may not resume until the condition, which resulted in the medical restriction, is corrected and the Service member is certified to resume NSW operator duties by the appropriate medical authority. The Secretary of the Navy may, on a case-by-case basis, authorize a one-time extension of NSW SKIP for up to 90 days beyond the initial 12 months. Extensions beyond 90 days must be forwarded to the Assistant Secretary of Defense for Manpower and Reserve Affairs for approval.

d. COs, in the pay grade of O-5 or above, may waive the jump requirement for one jump during a 12-month period due to non-availability of jump equipment or aircraft, inclement weather, or attendance at military education or training of less than 179 days. Service members must maintain their proficiency through refresher training in lieu of jumping in order to retain eligibility for NSW SKIP pay during the waived period.

e. COs, in the paygrade of O-5 or above, may waive jump, dive, and demolition currency requirements for joint individual augmentations and any global force management assignment that

requires a member to deploy where operations or equipment do not permit execution of jump, dive, and demolition training.

6. **Responsibility**

a. Commander, Naval Special Warfare Command (COMNAVSPECWARCOM) is responsible for:

(1) Ensuring commands track NSW SKIP currency and

(2) Reporting the statistics received listed in subparagraphs 6c(1)a through 6c(1)d below annually to OPNAV N137 no later than 31 January of each year.

b. OPNAV N137 is responsible for:

(1) Managing the NSW SKIP Program,

(2) Processing qualified and unqualified NSW SKIP recipients and routing to Defense Finance and Accounting Services (DFAS), and

(3) Submitting an annual report to the Assistant Secretary of the Navy for Manpower and Reserve Affairs.

c. COs and officers in charge (OIC) are responsible for:

(1) Reporting the following statistics annually to COMNAVSPECWARCOM no later than 15 January of each year:

(a) The number of injured NSW operators receiving NSW SKIP,

(b) The number of NSW operators whose injuries or illnesses have resulted in partial loss of NSW SKIP (i.e., if member losses the ability to perform 1 of the 3 qualifications (jump, dive, or demolition), the member will be ineligible to receive that portion of the pay),

(c) The number of NSW operators whose injuries or illnesses have exceeded 12 consecutive months and resulted in the loss of NSW SKIP and

(d) The number of NSW operators whose injuries or illnesses resulted in reclassification to a new NEC or officer designation or separation due to a medical condition.

(2) Routing medical waivers to Secretary of the Navy via COMNAVSPECWARCOM and OPNAV (N137) (as applicable),

(3) Managing and maintaining SKIP currency tracker,

(4) Designating program managers for dive, jump, and demolition programs:

(a) Dive and jump program managers will enter dive and jump qualifications into the Dive Jump Reporting System (DJRS) and provide list of qualified individuals to the command pay/personnel administrator (CPPA) within the personnel/administrative office into the Navy Standard Integrated Personnel System (NSIPS).

(b) Demolition program managers will track demolition qualifications and provide a list of qualified individuals to the CPPA within the personnel/administrative office for entry into NSIPS.

(5) Ensuring CPPAs enter all dive, jump, and demolition qualifications in the member's NSIPS and generating pay effecting memorandums for submission to OPNAV N137, if pay changes are required. Pay memorandums are to be signed by the CO/OIC or designated approving official via DD 577 Appointment/Termination Record – Authorized Signature.

(6) Ensuring OPNAV (N137) is informed when a Service member fails to perform the minimum currency required for entitlement to SKIP. Pay will be stopped by the CO or OIC upon decertification, NEC/designator qualification removal, lateral transfer out of the NSW community or when a Service member commences terminal leave, and

(7) Ensuring OPNAV N137 is informed when a Service member's payment level changes

d. NSW operators will be responsible for the following:

(1) Reporting jump and dive currencies via the DJRS and

(2) Reporting demolition currency via the NSIPS.

Note 1: Service members failing to meet the minimum requirements for SKIP will have their pay discontinued, and any overpayment or unearned portion of the pay will be subject to recoupment.

Note 2: Failure to report currencies via DJRS and NSIPS may result in loss of NSW SKIP.

Exhibit 1
Naval Special Warfare (NSW) Skill Incentive Pay (SKIP) Currency and Payment Levels

NSW SKIP Currency Requirements and Max Payment Levels					
Level	**NEC/Designator**	**NSW Operator Description**	**Qualification**	**Semi-Annual Requirement**	**NSW SKIP Monthly Pay**
1	O52X/717X	special warfare combatant-craft crewman (SWCC) enlisted/warrant officer	tatic line jump (SL)	2 jumps	$150
2	O52X/717X	SWCC enlisted/warrant officer	litary free-fall (MFF)	2 jumps	$225
3	O26X	sea, air, land (SEAL) enlisted	+ Dive + Demo	2 jumps, 4 dives, 6 demolition shots	$515
4	O26X	SEAL enlisted	+ Dive + Demo	2 jumps, 4 dives, 6 demolition shots	$590
5	113X/715X	SEAL warrant officer/SEAL officer	+ Dive + Demo	2 jumps, 4 dives, 6 demolition shots	$540
6	113X/715X	SEAL warrant officer/SEAL officer	+ Dive + Demo	2 jumps, 4 dives, 6 demolition Shots	$615
7	O23X	SEAL delivery vehicle (SDV) enlisted	+ Dive + Demo	2 jumps, 4 dives, 6 demolition Shots	$640
8	O23X	enlisted SDV	+ Dive + Demo	2 jumps, 4 dives, 6 demolition shots	$715

Note 1: The SKIP requalification timeline is semi-annually and broken down into two blocks:

Block 1: 1 January through 31 May
Block 2: 1 June through 31 December

Note 2: In order to qualify for special pay for SKIP, NSW

operators are considered qualified if they have conducted minimum requirements in the previous block.

Note 3: SEAL enlisted operators who commission will continue to receive the same NEC SKIP pay level they received prior to commissioning until they complete the Junior Officer Training Course (JOTC). After completing JOTC and their officer designator is changed from 1180 to 1130, the officer will begin receiving the 113X SKIP pay level.

MILPERSMAN 7220-120

FAMILY SEPARATION ALLOWANCE (FSA)

Responsible Office	OPNAV N130	Phone: DSN COM E-mail:	604-5478 (703) 604-5478 nxag_n130C@navy.mil

MyNavy Career Center	Phone: E-mail: MyNavy Portal:	1-833-330-MNCC(6622) askmncc.fct@navy.mil https://www.mynavyhr.navy.mil

Reference	(a) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR), April 2022

1. **Purpose**. Family separation allowance (FSA) provides compensation for added expenses incurred because of an enforced family separation under one of the conditions addressed below. FSA is payable to qualified members serving inside or outside the United States. FSA is not authorized when a member performs duty at any station under permissive orders.

2. **Policy**. FSA is payable to members with dependents and members married to other members of the Military Services, regardless of any other dependency status. FSA is payable in addition to any other allowance, or per diem, to which a member may be entitled. Members, however, may not receive more than one payment of FSA for the same period. Members must complete a **DD 1561 Statement to Substantiate Payment of Family Separation Allowance** to substantiate entitlement to FSA.

3. **Eligibility**. FSA is payable to members serving in any pay grade, with dependents. Members must meet all general requirements and one of the following conditions:

a. FSA- Restricted (FSA-R)

(1) Member's dependents, including dependents acquired after the effective date of permanent change of station (PCS)

orders, do not live in the vicinity of the member's homeport or permanent duty station (PDS); and

(a) Their transportation to, or near, the PDS is not authorized at government expense; or

(b) Transportation of dependents is authorized at government expense, but member elects an unaccompanied tour of duty because a dependent cannot accompany the member to, or at that homeport or PDS, due to certified medical reasons, regardless of the date on which the member first made the election to serve an unaccompanied tour.

(2) Members on continental United States (CONUS) orders, who are authorized movement of dependents at government expense to PDS, are not authorized when he or she is voluntarily reassigned on PCS orders under permissive orders. Separation from dependents under these circumstances is not an enforced separation due to government requirements; therefore, members are not entitled to FSA.

(3) Members on overseas assignments who elect to serve an unaccompanied tour, in lieu of an accompanied tour, at a PDS where dependents are permitted are not entitled to FSA. Members in receipt of accompanied tour orders, and subsequently request to serve an unaccompanied tour in lieu of an accompanied tour at a PDS where dependents are permitted, are not entitled to FSA-R for such a tour.

(4) Members who are voluntarily reassigned PCS orders overseas, under permissive orders, from the station where he or she already is entitled to FSA-R remain entitled if reassigned to an area overseas where dependents are not permitted.

(5) Reference (a), volume 7a, chapter 27, table 27-2, delineates FSA entitlement for eligible members assigned overseas.

b. FSA-Ship (FSA-S). Members on duty aboard a ship, and

(1) Whose ship is away from the homeport continuously for more than 30 days; or

(2) Ordered to remain aboard a ship while at homeport, and whose duty aboard the ship is for a continuous period of more than 30 days. When members are under orders to remain aboard a ship while at homeport, the days onboard the ship while at homeport will count towards the "more than 30 continuous days," except when members are required to stay aboard for disciplinary reasons. Dependents are not required to reside in the vicinity of the homeport.

c. FSA-Temporary (FSA-T)

(1) Members on temporary duty (TDY) or temporary assigned duty (TAD) away from the PDS or the home of residence (HOR) continuously for more than 30 days, and the member's dependents do not reside at, or near the TDY or TAD station. This includes members who are required to perform a period of the TDY or TAD before reporting to their initial station of assignment. Members on an unaccompanied tour are entitled to FSA-T for TDY or TAD periods of over 30 continuous days if the member's dependents do not reside at or near the TDY station, and they do not reside near the PDS.

(2) If a member's TDY or TAD location is within a reasonable commuting distance from the member's PDS or HOR, or if the member commutes daily, regardless of distance, the member is not entitled to FSA-T. A distance of 50 miles, one-way, is considered to be within a reasonable commuting distance of a PDS or HOR. "Within a reasonable commuting distance" may include distances of less than 50 miles, and the time required to travel, under unusual conditions, does not exceed 1.5 hours.

4. **Member Married to Member**. FSA is payable to a member married to another member, regardless of whether the member has any non-active duty dependents, when all other general conditions are met and provided members were residing together immediately before being separated by reason of execution of military orders.

a. Except as provided in subparagraph 4d below, no more than one monthly FSA may be paid with respect to a married military couple for any month. Each member may be entitled to FSA within the same month, but both cannot simultaneously be entitled. Payment will be made to the member whose orders resulted in the separation. If both members receive orders requiring departure on the same day, then payment will go to the senior member.

b. If a member meets the requirements for credit of FSA, but entitlement is precluded by an existing entitlement status of the spouse, then the second member may, if still qualified, immediately become entitled to FSA upon termination of the spouse's status. The military couple may qualify for sequential entitlements to FSA, provided military orders keep them continuously separated.

c. To qualify for a subsequent entitlement to FSA, a married member couple, no longer separated by reason of military orders, must reestablish a joint household and reside together.

d. FSA is payable to both married members when they reside together with their dependents immediately before being separated from their dependents by competent orders to assignments. The dual allowance will continue until one of the members is no longer assigned to one of those duty assignments.

e. In the case of a member being married to another member, and the couple has a child(ren), one member may claim the child(ren) for entitlement to basic allowance for housing and the other member may claim the child(ren) for entitlement to FSA. FSA may not be paid simultaneously to both members on behalf of the same dependent, except as provided in subparagraph 4d above.

5. **Separation Requirements**. Additional information on dependent's separation requirements, including when a member is not considered a member with dependents for FSA entitlement, and temporary social visits by dependents can be found in reference (a), volume 7a, chapter 27, section 3.

6. **Dependents Reside Near Duty Station**. FSA does not accrue to a member if all of the dependents reside at, or near, the duty station. If some, but not all, of the dependents voluntarily reside near the PDS, then FSA may accrue on behalf of those dependents who do not reside at, or near, the PDS.

a. Dependents reside near a duty station if they live within a reasonable commuting distance of that PDS, whether or not the member commutes daily. A distance of 50-miles, one-way, is usually considered to be within a reasonable commuting distance of the PDS or HOR.

b. Unusual conditions may permit a determination that dependents do not live within a reasonable commuting distance, even though the distance is less than 50 miles one-way. If the time required to commute one-way by commonly used route and method of transportation would exceed 1.5 hours, the dependents will be considered as not residing near the member's PDS, unless the member actually commutes daily.

c. If dependents are authorized concurrent travel with the member to the PDS and are subsequently authorized to reside at a location over 50 miles from the member's PDS for personal reasons, rather than as a result of military restriction on dependents' travel, then FSA entitlement does not accrue.

7. **Authorization of FSA-R During Homeport Change (HPC)**

a. Members will be separated into categories based either on their report date to the ship changing homeport or on the amount of time remaining aboard. In most cases, the categories are as follows:

(1) Members who will have more than 12 months remaining aboard will be authorized to move their dependents at government expense and will not be entitled to FSA-R.

(2) Members who have less than 12 months onboard, or who have PCS orders to detach the ship after the HPC effective date, are not authorized to move their dependents at government expense and will be entitled to FSA-R.

(3) Members who report to the ship after the promulgation date, but before the effective date, are authorized to move their dependents at government expense and will not be entitled to FSA-R.

b. Additional information regarding a ship's HPC will be addressed in its HPC business rules. Advanced and delayed dependent travel, are both voluntary and do not entitle a member to FSA-R. Reference (a), volume 7a, chapter 27, section 4.5, contains additional information regarding FSA-S due to an HPC.

8. **FSA Commencement**. Further examples of FSA entitlements and specific commencement dates can be found in reference (a), volume 7a, chapter 27, tables 27-1, 27-2, and 27-4.

9. **Waivers for Unusual Family or Operational Circumstances**. Unusual family or operational circumstances are defined as those in which the Secretary of the Navy determines to be in the best interest of the government to permit payment of FSA to members who, through no fault of their own, must relocate in an unaccompanied status under certain circumstances. A waiver is effective upon the date granted.

a. Waiver authority should be used prudently.

b. Waiver requests may be forwarded to Office of the Chief of Naval Operations (OPNAV) Military Pay and Compensation Policy Branch (N130) for consideration.

c. Waivers will not be authorized for personal convenience or preference (e.g., spousal employment, school, stability, etc.), or caused by dependent's misconduct.

MILPERSMAN 7220-130

METHODS OF COMPUTING RETAINER PAY FOR A MEMBER OF THE FLEET RESERVE

Responsible Office	NAVPERSCOM (PERS-823)	Phone:	DSN COM FAX	882-3246 (901) 874-3246 882-2622

Governing Directive	DODD 1340.12-M

1. **Rate for Retainer Pay**

a. Enlisted personnel transferred to the Fleet Reserve are entitled to receive retainer pay computed at the rate of 2-1/2 percent of the basic pay being received at the time of transfer, multiplied by the total number of years of active service (including constructive service earned prior to 31 December 1977).

b. Effective 1 October 1983, a part of a year of the member's total service for transfer to the Fleet Reserve will be prorated for multiplier purposes as 1/12 of 2-1/2 percent for each full month served. Any fractional part of a month will be disregarded.

2. **Creditable Service for Percentage Multiplier**. The following service is creditable as constructive service for percentage multiplier but not for basic pay purposes:

a. Any enlistment, or enlistment as extended, terminated within 3 months of the normal expiration date prior to 31 December 1977 is considered a completed enlistment and the full term is counted.

b. A completed minority enlistment (served to within 3 months of the expiration of enlistment) is computed as a completed 4-year enlistment. Minority enlistments were terminated in March 1969.

3. **Creditable Service for Basic Pay**. All periods of active duty and inactive duty service as specified in pay directives are creditable for computing basic pay at time of transfer to the Fleet Reserve.

4. **Retainer Pay**. Retainer pay may be increased by 10 percent if member has been credited with extraordinary heroism as determined by Secretary of the Navy. Retainer pay shall not exceed 75 percent of active duty basic pay being received at time of transfer to the Fleet Reserve.

5. **Date of Transfer**. Enlisted personnel applying for transfer to the Fleet Reserve should be advised to take into consideration the date which would provide the greater percentage multiple and/or additional increment for basic pay after all other requirements have been met under DODD 1340.12-M.

6. **Retired Pay**. Upon transfer to the Retired List from the Fleet Reserve, the retired pay of all members will be the same as the retainer pay they were receiving, except that members who held a temporary officer grade or who transferred to the Fleet Reserve subsequent to 4 December 1987 and held a higher grade are entitled to advancement on the Retired List and to receive retired pay based on the highest grade in which they served satisfactorily as determined by Secretary of the Navy.

7. **Recomputing Retainer Pay**. Members of the Fleet Reserve entitled to receive retainer pay who serve on active duty may upon release from such duty have their retainer pay recomputed so as to obtain credit for such additional service. The new rate of retainer pay shall be computed by adding the number of years of service creditable to the member at the time of transfer and the number of years of subsequent active duty and multiplying the sum by 2-1/2 percent of the basic pay of the pay grade in which they would be eligible at the time of release from active duty. Members of the Fleet Reserve so recalled must serve, day for day, a minimum of 24 months continuous active duty subsequent to the last pay raise in order to have their retainer pay recomputed at a higher rate of base pay than that used at the time of recall to active duty.

MILPERSMAN 7220-150

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) – SPECIALIZED TERMS

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	664-5478 (703) 604-5478 604-5943

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U-ASK-NPC

References	(a) 37 U.S.C. § 402 (b) DoD 7000.14-R Volume 7A, DoD Financial Management Regulation, April 2017

1. **Purpose.** To provide guidance on specialized terms of basic allowance for subsistence authorized in references (a) and (b).

2. **Definition: Impracticable**. The term is defined in two ways:

a. **Definition 1:** Not practical or reasonable due to time, distance, or other circumstances.

b. **Definition 2:** Not practical or reasonable due to adverse impact on member's mission:

(1) applies only to those personnel whose duties are of a unique nature, which makes use of a Government mess unreasonable or undesirable (e.g., investigative personnel, certain EOD personnel, etc.).

(2) does not mean adverse impact on a command's mission due to lost work hours, etc.

3. **Definition: Responsible Commanding Officer (RCO)**. Commanding officer of a shore activity operating one general mess or more.

a. The RCO is the sole authority for granting authorizations to mess separately for Service members of his or her command as well as Service members of commands serviced by that mess.

b. This authority cannot be delegated to other tenant commands.

4. **Definition: Sea Duty**. Service performed by a permanent party crew member in a self-propelled vessel that is in an active status, in commission or in service, and is equipped with berthing and messing facilities.

MILPERSMAN 7220-160

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) - GENERAL POLICIES

Responsible Office	OPNAV (N130)	Phone: DSN COM	664-5478 (703) 604-5478
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) 37 U.S.C. §402 (b) DoD FMR 7000.14-R Volume 7A, Military Pay Policy - Active Duty and Reserve Pay

1. **Policy**. Upon completion of initial basic training, Service members entitled to basic pay may also be entitled to basic allowance for subsistence (BAS) (unless otherwise restricted). For uniformity in making determinations, Government messes available in the geographical area must be used to the fullest extent compatible with economy and efficiency per references (a) and (b).

2. **Entitlement**. Service members entitled to receive basic pay are either:

a. furnished meals in a Government mess (subsisted in kind) and entitled to partial BAS or

b. entitled to BAS if not subsisted in kind.

3. **Enlisted BAS Types**. Enlisted Service members may be authorized one of the following types of full BAS on a daily basis when:

a. subsistence in kind is not available, or utilization of a Government mess is determined to be impracticable,

b. permission to ration separately (RATSSEP) is granted or

c. assigned to duty under emergency conditions where no messing facilities of the United States are available.

4. **Officer BAS**. Officers entitled to basic pay are also entitled to BAS at all times on a monthly basis.

5. **Restrictions**. Service members are not entitled to BAS of any type under the conditions listed in reference (b), section 250203. For sea duty BAS guidance, refer to MILPERSMAN 7220-180.

6. **BAS Payment Authority**. Ashore commanders, commanding officers (CO) and officers in charge (OIC) are authorized to approve payment of prorated or supplemental subsistence allowances only for the exact number of meals Service members miss when duty prevents them from obtaining those meals at a Government mess, or when a Government mess is not available for certain meals. Use the table below to determine which subsistence allowance applies.

If Service members are...	and whose duties...	then...
not receiving any subsistence allowance,	prevent them from obtaining certain meals in a Government mess,	prorated subsistence allowance applies.
RATSSEP,	preclude them from utilizing a Government mess for certain meals,	supplemental subsistence allowance applies.

Note: Military members may not be provided meals or rations at no charge by or on behalf of the Government while entitled to BAS for the same period of service, except as patients in the hospital.

7. **Payment Authorization Process**. Payment authorization is:

a. verified by the officer exercising close daily supervision of the Service member and

b. authorized by the CO's certification of the dates and specific meals missed.

8. **Responsible Commanding Officer (RCO) Responsibilities**

a. **Authorizing BAS**

(1) The RCO is charged with ensuring commands serviced by the RCO's mess(es) are authorized BAS as set forth in this article in direct connection with the efficient operation of mess(es) involved.

(2) When more than one installation featuring a Government mess is located within the same geographical area, the RCOs must confer to ensure uniform determinations are made on the authorization of BAS.

b. **Determining Availability of Government Mess.** The CO of an installation where a Service member is performing duty must make the determination of when a Government mess is in fact not available per guidance contained in this article and reference (b).

c. **Auditing and Re-verifying BAS Authorizations.** Annual audits and reverification of all BAS authorizations are required. COs and RCOs must incorporate BAS audits into local management control programs.

9. **BAS Continuation Policy**. BAS authorizations continue in effect as long as circumstances leading to the approval of BAS remain unchanged, and the Service member is still assigned to the command that approved or endorsed the request. If the Service member is transferred to another command, even when the new command is under the cognizance of the same RCO, the request must be resubmitted through the appropriate channels.

10. **Unit CO and OIC Responsibilities**

a. **Determining When Use of Government Mess is Impracticable Due to Location.** The unit CO or OIC, with the concurrence of the RCO, must make the determination when the use of an available Government mess is impracticable due to location of the mess in relation to the Service member's place of duty per guidance contained in this article and reference (b).

b. **Determining When Use of Government Mess is Impracticable Due to Duties or Unusual Work Hours.** The unit CO or OIC, with the concurrence of the RCO, must determine if the Service

member's duties or unusual work hours prevent the Service member from eating all or certain meals in a Government mess.

11. **Office of Chief of Naval Operations (OPNAV), Military Personnel Plans and Policies Division (N13) Responsibility**. OPNAV (N13) has been designated by the Secretary of the Navy as the only authority to make a determination of impracticability due to adverse effects on an assigned mission.

a. Command requests for BAS to determine impracticability due to adverse effects on an assigned mission must be forwarded to OPNAV, Military Pay and Compensation Policy Branch (N130) via the Service member's CO and RCO.

b. The entitlement is at the "Government messing not available" rate.

c. BAS rates must be applied uniformly for all enlisted Service members under similar conditions permanently assigned to the same installation, station, base or ship.

12. **Limitation on Authority of Naval Vessel COs to Grant BAS**. COs of naval vessels, which are normally equipped with messing facilities that become inoperable due to decommissioning, overhaul or other maintenance availability, are not authorized to automatically grant BAS. Refer to MILPERSMAN 7220-180 for specific procedures.

13. **BAS During Contingency Operations**. Refer to reference (b) for procedures for BAS during contingency operations.

MILPERSMAN 7220-180

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) - PROCEDURES FOR SERVICE MEMBERS ON SEA DUTY

Responsible Office	OPNAV (N130)	Phone: DSN COM	664-5478 (703) 604-5478
MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/	

References	(a) 37 U.S.C. §402 (b) DoD 7000.14-R Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay (c) DoD Directive 1418.05 of 6 October 2007 (d) OPNAVINST 4700.7L

1. **Subsistence of Enlisted Members in Sea Duty Status**. Service members assigned to sea duty, defined in MILPERSMAN 7220-150, are not normally eligible to receive a subsistence allowance per references (a) through (d). Refer to MILPERSMAN 1746-020 and MILPERSMAN 1746-030 for procedures when Service members are performing temporary duty ashore.

2. **Mess Membership of Chief Petty Officers**. Every chief petty officer (CPO), which includes Service members in pay grades E-7 through E-9, attached to or embarked in a ship having a separate CPO mess established, must belong to that mess, unless the CPO is assigned duty in another mess and subsists there.

3. **Messing for Ships in Overhaul**

a. Per reference (d), it is the responsibility of the commanding officer (CO) and availability resource sponsor to plan for and provide messing and berthing pertinent when shipboard facilities are expected to become unusable or uninhabitable. This pertains to all private and public shipyard availabilities.

b. COs of ships undergoing maintenance should use decision criteria in the table below to help in selecting appropriate messing option:

IF the ship galley or messing facility is...	AND the ship is located...	THEN COs may...
inoperable due to repair work,	where no Government mess is available,	grant basic allowance for subsistence (BAS) at the "messing not available" rate.
	where Government mess is available,	request permission, from responsible commanding officer (RCO) via immediate superior in command (ISIC), to receive approval to mess separately (RATSSEP).

c. **Submitting Requests for RATSSEP.** Requests must be submitted to RCO via the ISIC.

d. **Criteria for Granting RATSSEP.** The criteria for granting RATSSEP in these instances are the same as defined in MILPERSMAN 1746-020.

e. **Analysis of Factors Prior to Authorizing RATSSEP.** Due to the potential impact on Military Personnel, Navy - MPN budgeting caused by large unprogrammed expenditures; the CO, RCO, and ISIC should make every attempt to ensure available Government messing is utilized, and resort to RATSSEP only after other alternatives have been thoroughly investigated. The following factors should be considered prior to authorizing RATSSEP:

(1) availability and location of any general mess in the vicinity,

(2) impact use the mess would have on the ship's work,

(3) number of personnel to be authorized to mess separately,

(4) availability and cost of Government mess ashore, and
(5) anticipated duration of ship's gallery closure.

4. **Messing for Pre-Commissioned Units**. BAS II is authorized until the effective date of commission into naval service; refer to MILPERSMAN 7220-182.

5. **Messing for Ships Being Decommissioned**. Enlisted crewmembers of ships being decommissioned may request RATSSEP upon the permanent closure of that ship's general mess.

a. Requests must be submitted via the chain of command to the RCO.

b. COs of ships being decommissioned must coordinate these requests with the RCO prior to closure of the ship's general mess.

6. **Subsistence in Private Messes Afloat**

a. Enlisted Service members subsisting in private messes afloat (e.g., cabin and wardroom messes) are authorized to subsist in the mess to which assigned without charge, or subsist in the general mess at the discretion of the CO.

b. When subsisting in the private mess, since food is purchased by these messes, daily rations that would have been credited to the activity's general mess to feed these Service members are "commuted" to the private mess in an amount equal to the daily RATSSEP rate.

c. Crediting Rations. Rations are credited by submitting appropriate pay documents prepared according to the Defense Joint Military Pay System Procedures Training Guide stating that rations of the Service members listed are to be commuted to a specific mess, and that the value of the rations will be paid to the treasurer of that mess.

d. Mess Treasurer Action. The mess treasurer submits the following information to the disbursing officer:

(1) Name(s) of Service member(s),

(2) social security numbers,

(3) number of rations,

(4) applicable dates for each Service member whose rations are commuted, and

(5) total number of rations being commuted.

e. Disbursing Officer Action. The disbursing officer will perform a DS01 transaction to reimburse the mess treasurer.

MILPERSMAN 7220-182

BASIC ALLOWANCE FOR SUBSISTENCE (BAS) II

Responsible Office	OPNAV (N130)	Phone: DSN COM E-mail:	604-5478 (703) 604-5478 NXAG N130C@navy.mil

MyNavy Career Center	Phone: E-mail: MyNavy Portal:	1-833-330-MNCC(6622) Askmncc.fct@navy.mil https://my.navy.mil/

References	(a) DoD 7000.14-R, Department of Defense Financial Management Regulation (DoD FMR) (b) DoD Directive 1418.05 of 6 October 2003 (c) OPNAVINST 4700.7M

1. **Policy**. Basic allowance for subsistence (BAS) II is designed to provide a special rate of subsistence for enlisted Service members permanently assigned to single (unaccompanied) government quarters without adequate facilities for food storage or food preparation, where a government mess is not available, and where the Government cannot otherwise make meals available per references (a) through (c) and MILPERSMAN 7220-160.

2. **Definitions**

a. Adequate Food Storage and Preparation Facilities. Strictly stated for the purpose of clarifying the need for BAS II based on the absence of food storage and preparation facilities, the following terms are further defined:

(1) Adequate food storage is storage provided that accommodates personal food in a shared common area that must be separate from the bathroom. This can include a shared kitchen area that is detached from individual rooms.

(2) An adequate preparation facility is comprised of a refrigerator with a freezer, conventional oven or microwave, sink separate from the bathroom, and a dry food pantry or storage

cabinets. This includes adequate preparation facilities in a shared kitchen area that is detached from individual rooms.

b. Government Mess. A dining facility supported with appropriated funds that provides meals or rations to Service members subsisted in kind or sold at food cost. The term "government mess" includes general mess, wardroom mess, officers' mess, chief petty officers' mess, field mess, dining hall, dining activity, dining facility, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded completely by appropriated funds. The term does not include activities operated with non-appropriated funds such as the officers club, enlisted club, squadron mess, organized mess, or similar terms, except when those activities provide meals or rations under contract or agreement with the applicable operating and food costs borne by appropriated funds.

3. **Eligibility**

a. Each of the following criteria must be met for BAS II eligibility:

(1) Enlisted Service members must be entitled to BAS, per reference (a), chapter 25;

(2) Permanently assigned to single (unaccompanied) government quarters without adequate food storage or preparation facilities;

(3) There is no government messing facility serving those quarters capable of making meals available to the occupants of those quarters; and

(4) The Government cannot otherwise make meals available.

b. BAS II may be paid to enlisted Service members assigned to vessels in a pre-commissioning status and enlisted Service members who have been approved for BAS II due to unique or unusual circumstances.

c. BAS II is to be used as a **last resort.** Requests must demonstrate that all other means to secure adequate messing and

berthing have been attempted. Retroactive requests for BAS II **will not** be considered when preventative measures could have been taken to provide Service members timely payment and support.

4. **Requests**. Requests for BAS II must be forwarded to Office of the Chief of Naval Operations (OPNAV) Military Compensation Policy Branch (N130) for determination.

a. At a minimum, requests must include:

(1) Number of Service members impacted;

(2) Characteristics of quarters – available food storage and preparation facility (for shore facilities, photographs are encouraged) to include any common kitchen areas;

(3) Statement that a government messing facility is not available to serve the quarters in which these Service members reside (the installation commander will determine availability of government messing facility for enlisted Service members performing duty at that installation). Government messing includes facilities ashore and those located on a vessel; and

(4) Estimated duration of the requirement for BAS II.

b. Commander, Navy Installations Command is the designated authority responsible for determining whether the unaccompanied housing facilities are sufficient to allow for sanitary food storage and preparation of nutritious meals.

c. For other forms of government quarters, aside from unaccompanied housing (UH), the authority responsible for determining whether food storage and preparation is adequate is OPNAV N130. This includes government provided leased housing.

5. **Rate**. The rate for BAS II is fixed at twice the rate of standard enlisted BAS.

6. **Restrictions**. The following restrictions apply to BAS II entitlement:

a. BAS II is not authorized for Service members permanently assigned to single (unaccompanied) government quarters with adequate food storage and preparation facilities.

b. BAS II is not authorized for Service members when the Government is capable of making meals available. Lack of availability of government meals in a shipyard is not reason alone to justify payment of BAS II.

c. BAS II is not authorized when a government mess is temporarily closed for less than 14 days.

d. Members assigned to ships will have messing provided by the ship, per references (a) through (c) and MILPERSMAN 7220-160. BAS II will only be considered in unique situations and only as a **last resort**.

e. Enlisted Service members in receipt of BAS II at their permanent station who are hospitalized or performing regular permissive temporary additional duty (including field duty, sea duty, essential unit messing, or group travel) under orders away from the permanent station will revert to standard enlisted BAS for the period of absence from the permanent station.

f. Payment of BAS II must be applied uniformly for all enlisted Service members permanently assigned to single government quarters under **similar circumstances** at the same installation. Approval of BAS II for certain UH buildings on an installation does not automatically authorize BAS II for all UH buildings on the same installation.

MILPERSMAN 7220-210

DISLOCATION ALLOWANCE AND SECNAVFIND

Responsible Office	NAVPERSCOM (PERS-451H)	Phone: DSN COM FAX	882-4198 (901) 874-4198 882-2693

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR)

1. **Dislocation Allowance Policy**. A dislocation allowance is payable

a. to members when their dependents perform an authorized move in connection with permanent change of station (PCS), or

b. to a member without dependents that occupies private quarters when not assigned adequate government quarters upon reporting at a new permanent duty station.

Details governing the conditions of entitlement and amounts payable are contained in reference (a).

2. **SECNAVFIND Policy**

a. A member is not entitled to more than one dislocation allowance during any fiscal year unless Secretary of the Navy (SECNAV) finds that the exigencies of the service require more than one PCS during the same fiscal year. As used in this article, **this finding is referred to as SECNAVFIND**.

b. Exceptions to the requirement for a SECNAVFIND are as follows:

(1)	Change in home port, including the initial home port assignment;
(2)	Change of a ship or afloat staff;
(3)	Deactivation of a ship or activity;
(4)	Transfer of a member from outside the United States (U.S.) to a hospital in the U.S. for observation and treatment, provided the commanding officer (CO) of the receiving hospital issues a statement the treatment will be of a prolonged duration and/or the member's CO requests a permanent replacement for the hospitalized member as an operational necessity;
(5)	Member is assigned on PCS duty under instruction to, from, or between courses conducted at a U.S. installation, or conducted, controlled, and managed by one or more of the services at a civilian educational institution, or elsewhere;
(6)	When the PCS transfer order states "SECNAVFIND NOT REQUIRED" as determined by the order issuing command; or
(7)	Emergency evacuation of dependents as provided in reference (a).

c. Constant effort will be exerted by all order issuing authorities to reduce the frequency of PCS.

d. If required, a request for a SECNAVFIND must be initiated when entitlement to a second or subsequent dislocation allowance in the same fiscal year exists. Requests for a SECNAVFIND for officer and enlisted personnel are completed by the member's detailer at the time PCS orders are being initiated.

MILPERSMAN 7220-220

DISLOCATION ALLOWANCE (DLA) ENTITLEMENT POLICY

Responsible Office	OPNAV (N130E)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) NAVSO-P 6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members

1. **Dislocation Allowance Policy for Military Couples**

a. Dislocation allowance entitlement for a servicemember married to another servicemember is described in reference (a), Chapter 5, Part G.

(1) Additionally, children of that marriage may travel under either, but not both, parent's permanent change of station (PCS) orders.

(2) The **parent claiming dependent travel** of the children would be entitled to DLA at the **with-dependent rate** regardless of which parent claims the children for basic allowance for housing (BAH).

(3) The **other parent's** DLA entitlement would be per reference (a), Chapter 5, Part G.

b. See MILPERSMAN:

(1)	7220-240	Overseas Station Allowances Policy
(2)	1300-090 - 1300-140	Permanent Change of Station (PCS) Entitlement Policy
(3)	1300-150 - 1300-200	Command Sponsorship of Dependents at Overseas Duty Stations

2. **Dislocation Allowance Policy when Dependents do not Relocate**. A servicemember who has dependents, but does not relocate them incident to a PCS, is entitled to DLA at the **without-dependent rate** if government quarters are not occupied at the new permanent duty station (PDS).

3. **Fiscal Year (FY) DLA Limitation and Exceptions**. Only one DLA entitlement is authorized during a FY.

a. **Secretary of the Navy Finds (SECNAVFIND) Exception**: SECNAVFIND that more than one PCS requiring a DLA payment is required during the current FY.

b. **Course of Instruction Exception**: This limitation on second DLAs does not apply to servicemembers ordered to, from, or between courses of instruction conducted, controlled, or managed by one or more of the uniformed services.

4. **Dislocation Allowance Policy for Proximity Moves**. Entitlement to DLA payment in the case of proximity moves, per reference (a), para. U5355, occurs only when the new commanding officer (CO) certifies that the relocation of the servicemember’s household is in the best interest of the Government. This authority will not be delegated. See MILPERSMAN 1300-090 through 1300-140.

5. **Dislocation Allowance Policy if Dependent Travel is Denied**. Servicemembers who are denied concurrent travel with dependents, or dependent travel for 20 weeks or more, and elect a continental United States (CONUS) designated place move; and subsequently relocate their dependents to their overseas PDS, may receive only one DLA entitlement to cover both moves.

6. **Advance Payment of DLA**. Dislocation allowance may be paid in advance.

MILPERSMAN 7220-230

CIVILIAN CLOTHING ALLOWANCE (CCA) FOR OFFICERS AND ENLISTED PERSONNEL

Responsible Office	OPNAV (N131U)	Phone:	DSN	664-4713/4955
			COM	(703) 604-4713/4955
		Fax:	DSN	664-6957
			COM	(703) 604-6957

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Public Law 100-180, DoD Authorization Act 1988-89, 101 Stat. 1093, §611 (b) 37 U.S.C. §419 (c) DoDI 1338.18 of 7 Jan 1998 (d) DoDD 7000.14-R, DoD Financial Management Regulation (FMRS), Volume 7A, Chapter 29 and 30

1. **General Description**

a. This article, along with references (a) through (d), provide policy guidance, eligibility criteria, and civilian clothing allowance **(CCA)** rates for Navy Service Members required to wear civilian clothing in the actual performance of their official military duties.

b. **Officers** are precluded by law from receiving a CCA while assigned to a permanent duty station within the United States (including Hawaii and Alaska).

c. **Enlisted** personnel may be eligible to receive a CCA while permanently assigned to a duty station within, or outside, the United States; however, there are very few duties within the United States that would require enlisted Service Members to wear civilian clothing in the actual performance of their official military duties, thereby justifying the payment of CCA.

d. **There are two types of CCA as follows:**

(1) **Permanent duty CCA**

(a) Initial CCA

(b) Replacement CCA

(2) **Temporary duty CCA**

(a) Temporary duty of at least 15 days

(b) Temporary duty of at least 30 days

e. **Office of the Chief of Naval Operations (OPNAV) (N131U) is the final approving authority** for these allowances when area commanders have required personnel under their jurisdiction to wear civilian clothing in the performance of their official duties. The determination will be based on detailed information or justification submitted by the command requesting the authorization.

f. **Requests for CCA** that are not submitted per this article will be returned to the originating command without OPNAV (N131U) approval.

g. **Payment of CCA** must not exceed the maximum authorized rates per qualifying criteria.

(1) A command may request a lesser amount than the qualifying rates listed.

(2) OPNAV (N131U) may authorize all or part of the amount requested on the basis of the circumstances surrounding the request.

(3) Concurrent payment of different types of CCA is not authorized.

h. Submit request to:

Office of the Chief of Naval Operations (N131U)
701 S. Courthouse Road
Arlington, VA 22204-2164

2. **Specifying the Requirement**

a. All Navy personnel on duty in the United States and overseas are required to wear the prescribed uniform; however, when wearing a Navy uniform would preclude members from

effectively performing duties in support of their command's assigned mission, civilian clothing may be authorized.

b. Examples of a mandatory requirement to wear civilian clothing include:

(1) Certain overseas locations where the political climate precludes the wearing of uniforms.

(2) Assignment to duties for which the wearing of uniforms would compromise lives or security.

(3) Duties for which the military identity of the Service Member must be protected.

(4) The physical safety of others in close contact with such members might, or would be, compromised (e.g., Secret Service).

c. The Service Member must be required to wear civilian clothing a substantial portion of the time (in excess of 50 percent of their time on duty), not merely during isolated instances. The necessity to wear civilian clothing while commuting to and from work, command desirability, or personal preference do not constitute eligibility for entitlement to CCA.

d. CCA will not be authorized for casual clothing. The circumstances must require the Service Member to wear civilian "coat and tie" or female equivalent apparel, or the accepted cultural equivalent in the actual performance of official military duties.

e. CCA is not intended to defray the cost of purchasing organizational or unique non-military clothing.

(1) Special-purpose individual clothing required for support of personnel to accomplish their assigned duties must be carried as organizational issue by the cognizant command, and be issued to Service Members on an "as needed" basis.

(2) Organizational clothing includes special or distinctive non-military apparel, such as that required to be worn by Navy band members, flag mess members, and aircraft maintenance crews performing duties at foreign airports.

(3) No monetary credits or payments are provided to Service Members for obtaining or replacing organizational clothing.

3. **Request Content**. Requests for CCA must be signed by the cognizant commander or commanding officer. Please refer to the request content table below for information required:

a.	**Member's** • Name • Rate/pay grade • Social security number • Permanent duty station • Unit identification code • Projected rotation date • Expiration of active obligated service
b.	**Type of CCA required:** • Permanent duty CCA • Temporary duty CCA
c.	**Date, type, and amount of any previous CCA payment (if available)**
d.	**If requesting permanent duty CCA, identify the percentage of the time during the work week:** • Uniform is worn in the performance of official duties • Civilian clothing is worn in the performance of official duties
e.	**If requesting temporary duty CCA, identify:** • Temporary duty station • Expected duration of assignment • Include a copy of the temporary additional duty/temporary duty orders with the request
f.	**Justification as to why the member's duties cannot be performed in uniform**
g.	**Clothing prescribed for duty:** • Type of uniforms • Type of civilian clothing
h.	**Point of contact, telephone number, and e-mail address**

MILPERSMAN 7220-240

OVERSEAS STATION ALLOWANCES POLICY

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	224-5635 (703) 614-5635 225-3311

Governing Directive	NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Chapter 9. OPNAVINST 3111.14V

1. **Definition: Overseas Station Allowances**. Servicemembers, with or without dependents (as defined in NAVSO P-6034, para. U9000), are entitled to overseas station allowances including Cost-of-Living Allowance, Overseas Housing Allowance, and Temporary Lodging Allowance under NAVSO P-6034, volume. 1, chapter 9.

2. **Reporting to Overseas Duty Station**. A servicemember, assigned to a unit with an overseas home port (as opposed to an overseas permanent duty station location - see OPNAVINST 3111.14V), who reports to the unit while away from the home port has reported to the overseas duty station for the purpose of overseas station allowance payment under NAVSO P-6034, para. U9300-A.

3. **Dependent Status Policies**

a. **Dependents in Vicinity:** For the purpose of payment of overseas station allowances, dependents are in the vicinity of the overseas duty station if the conditions in NAVSO P-6034, para. U9000-E have been met.

b. **Non-BAQ Dependency:** Dependent (as defined in NAVSO P-6034, para. U9000) is not based on basic allowance for quarters (BAQ) dependency.

c. **Authority for PCS Travel of Children of a Military Couple:** In servicemember married to another servicemember situations, children of that marriage may travel under either but not both parent’s permanent change of station (PCS) orders.

d. **Station Allowances Rate for Travel of Children:** The parent claiming dependent travel of the children would be entitled to overseas station allowances at the with-dependent rate.

e. Also see MILPERSMAN 1300-xxx, 7220-220, and 1300-150 through 1300-210.

4. **Overseas Station Allowances Continuation Policy.** When dependents depart an overseas station after the servicemember sponsor has departed, station allowances may continue for as long as 60 days following the servicemember's effective date (as defined in NAVSO P-6034, volume 1, appendix A) of PCS orders.

a. Continuation may be granted only if delayed departure resulted from circumstances in NAVSO P-6034, para. U9101-B. Personal convenience of servicemember or dependents shall not be considered.

b. Requests for extensions beyond 60 days after effective date of orders should be forwarded to Chief of Naval Personnel (PERS-454C), citing NAVSO P-6034, para. U9101-C:

(1) Providing appropriate justification based on NAVSO P-6034, para. U9101-B.

(2) The estimated effective date of orders should be noted on the request.

(3) Requests should be submitted to enable determinations to be made before the date required.

NOTE: VHA cannot be continued after a servicemember departs Hawaii or Alaska.

MILPERSMAN 7220-250

OVERSEAS COST-OF-LIVING ALLOWANCE (COLA) POLICY

Responsible Office	CNO (N13)	Phone: DSN COM FAX	224-5635 (703) 614-5635 223-3311

Governing Directive	NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Chapter 9

1. **Purpose**. The overseas COLA is prescribed to maintain the purchasing power of basic military compensation in an overseas area.

2. **Description**. Cost-of-Living Allowance is based on comparison of costs between an overseas area and the continental United States (CONUS). COLA computation compares the cost of over 100 different goods and services between CONUS and an overseas area. Cost changes at the overseas location do not necessarily cause COLA changes. The overseas change must be compared to the CONUS change.

a. **Example 1**: If an overseas cost increase is greater than a corresponding CONUS increase for the same time, a COLA increase could occur depending on how large of a difference.

b. **Example 2**: If the overseas item cost increase is the same as the CONUS item increase, no COLA change should occur.

c. **Example 3**: If an overseas item cost increase is less than a corresponding CONUS item increase, a COLA decrease could occur despite the increase in item cost at the overseas site.

3. **Computation of Overseas COLA**. See NAVSO P-6034, volume 1, appendix L for the computation of COLA.

4. **Entitlement Policy**. Entitlement to COLA generally begins on the day a member reports to a new permanent duty station and terminates the day before the day the member departs permanent change of station (PCS):

a. When dependents depart an overseas station after the servicemember sponsor has departed, COLA may continue for as long as 60 days following the servicemember's effective date (see NAVSO P-6034, volume 1, appendix A) of PCS orders.

b. Continuation may be granted only if delayed departure resulted from circumstances in NAVSO P-6034, para. U9101-B. See MILPERSMAN 7220-240.

5. **Advance COLA**. There is no legal authority to pay advance COLA.

MILPERSMAN 7220-260

OVERSEAS HOUSING ALLOWANCE (OHA) POLICY

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) Joint Federal Travel Regulations (JFTR)

1. **Description**. The overseas housing allowance (OHA) system provides a housing allowance to uniformed members assigned to overseas locations. OHA is described in detail per reference (a), Chapter 10. This allowance is intended to defray a significant amount of housing costs. Overseas housing allowance is based on the difference between basic allowance for housing (BAH), or family separation housing allowance (FSH) and total housing costs not to exceed a maximum amount set for a Service member's pay grade, see reference (a), Appendix K. Effective 1 October 2005 command sponsorship of dependents present outside of the continental United States at their permanent duty station is not required in order to be paid a housing allowance (OHA or BAH) at the with dependent rate.

2. **Type BAQ to Use in OHA Computation**. Service members who have dependents and:

a. Are serving unaccompanied tours; and

b. Are drawing BAQ at the with dependents rate; and

c. Have no dependents residing in the vicinity of the overseas permanent duty station, will have FSH at the **without dependents** rate used for any housing allowance computation, see reference (a), Chapter 10.

3. **Criteria for Residing in Vicinity of Duty Station**. For the purpose of OHA, dependents are residing in the vicinity of the duty station if they meet the criteria set forth in reference (a), Chapter 10.

4. **Overseas Housing Allowance/BAQ Advance Payment Policy**. Instructions for advance payment of OHA/BAH are in reference (a), Chapter 10. No cost associated with purchase of a residence will be considered when determining whether an advance payment of OHA/BAH should be made, or the amount of the advance.

5. **Overseas Housing Allowance Continuation Policy**. When dependents depart an overseas station after the Service member sponsor has departed:

a. OHA may continue for the period specified by Navy Personnel Command, Distribution Management and Procedures Branch (PERS-451H) when approving delayed dependent departure.

b. Continuation may be granted only if delayed departure resulted from circumstances in reference (a), Chapter 10. See MILPERSMAN 7220-240, Overseas Station Allowances Policy.

MILPERSMAN 7220-270

OVERSEAS TEMPORARY LODGING ALLOWANCE (TLA) POLICY

Responsible Office	OPNAV (N130E)	Phone:	DSN COM FAX	224-5635 (703) 614-5635 225-3311

References	(a) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members, Chapter 9 (b) DoD Directive 5154.29 of 9 Mar 93

1. **Definition**

a. Temporary lodging allowance (TLA) is a permanent change of station (PCS) allowance payable incident to

(1) initially reporting to an overseas permanent duty station (PDS),

(2) detaching from an overseas PDS, or

(3) certain other circumstances.

b. It is authorized to partially reimburse a servicemember for more than normal expenses incident to use of temporary lodgings outside the contiguous 48 states and the District of Columbia (DC).

2. **Restrictions on Payment of TLA**. TLA cannot be paid

a. at the same time as overseas housing allowance (OHA) or overseas cost-of-living allowance (COLA) except under conditions in reference (a).

b. for a member or on behalf of a dependent acquired subsequent to the effective date of PCS orders while they are initially seeking a residence.

3. **TLA Entitlement Period**. The period of entitlement to TLA upon departure will not normally exceed the last 10 days preceding the day of departure:

a. Exceptions to the 10-day rule are listed in reference (a).

b. The overseas commander must determine that a servicemember meets one of the listed exceptions for TLA to be approved for a longer period.

c. Shorter periods may be prescribed as long as procedures enable additional TLA payments if conditions warrant.

4. **Vacating Quarters as Condition for TLA Payment**. TLA is payable under reference (a), after the servicemember has vacated quarters.

a. **Vacate**, for the purposes of this article, is defined as

> when the personal property of the occupant has been either moved or prepared to be moved so that normal use of the quarters is prevented. As a result, dependents cannot occupy quarters. The mere departure from quarters does not constitute a basis for payment of TLA.

b. When computing TLA under reference (a), basic allowance for housing (BAH) and basic allowance for subsistence (BAS) will only be deducted when being paid to the servicemember.

5. **Usability of Facilities for Preparing and Eating Meals**. When temporary lodgings have

a. facilities and space for preparing and eating meals, as determined by the overseas commander or designated representative, the daily rate of TLA is modified under reference (a).

b. meal preparation and eating facilities, but which are not usable, the servicemember must notify the overseas commander or designated representative as soon as the condition is known.

6. **Usability Determination**. The determination as to whether or not the meal preparation/eating facilities are usable rests with the overseas commander or designated representative. The determination must be submitted when making a claim for TLA in order for the proper deduction to be made.

7. **TLA Impact of Staying with Friends or Relatives**. When the servicemember and/or dependents stay with friends or relatives,

a. no lodging portion of TLA is payable, and

b. computation of meal portion of TLA shall be based on the applicable per diem rate. See reference (a).

8. **Declaring Apartments or Houses as Temporary Lodging**. Overseas commanders may declare furnished or unfurnished apartments or houses to be temporary lodgings for TLA purposes.

9. **Conversion from Temporary to Permanent Lodging**. Acceptance of household goods (HHG) by the servicemember and/or dependents converts temporary lodgings to permanent lodgings.

10. **Issuing Supplemental Administrative Instructions**. Overseas commanders are to issue supplemental administrative instructions to provide local guidance under reference (a). A copy of the instruction will be sent to both the Chairman, Per Diem, Travel and Transportation Allowance Committee; and Navy addressee in this office per reference (b).

11. **Advanced Payment**. See reference (a).

MILPERSMAN 7220-280

CONTINENTAL UNITED STATES (CONUS) TEMPORARY LODGING EXPENSE (TLE) POLICY

Responsible Office	OPNAV (N13)	Phone: DSN COM FAX	224-5635 (703) 614-5635 225-3311

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) Joint Federal Travel Regulations, (JFTR)

1. **Purpose**. Temporary lodging expense (TLE) is intended to partially offset the cost of occupying temporary lodgings incident to a permanent change of station (PCS) move.

2. **Lodging Types Eligible for TLE**. Both temporary lodging facilities (defined per reference (a), appendix A) and private or commercial lodgings, in the vicinity of either the old or new permanent duty station (PDS) within the continental United States (CONUS), may be occupied by the Service member or dependents in order to be eligible for TLE.

3. **Maximum TLE Entitlement Authorized**

a. Maximum TLE entitlement is determined as a function of the CONUS or outside the continental United States (OCONUS) locations of the two PCS PDSs involved using the table below:

IF a PCS is...	THEN maximum TLE entitlement authorized in CONUS incident to a PCS is...
between two PDSs in CONUS or to a PDS within CONUS,	10 days.
from a PDS within CONUS to a PDS OCONUS,	5 days.
to a secretarial designated major disaster area, or PDS experiencing a sudden increase in number of members assigned.	60 days.

b. The total TLE reimbursement to the Service member together with documentation required is outlined per reference (a), Chapter 5, Part H.

4. **Temporary Lodging Expense Policy Relating to Permanent Type Lodging**. Temporary lodging expense must be paid for only temporary lodgings. Lodgings occupied after reporting to a new PDS which are permanent-type resident quarters into which a Service member or dependents move household goods and occupy indefinitely, do not qualify for TLE reimbursement.

5. **Permanent Change of Station Order Types for Which TLE cannot be Paid**. The types of PCS orders for which TLE cannot be paid are described per reference (a), Chapter 5, Part H.

6. **Temporary Lodging Expense not Payable if Per Diem is Payable**. Temporary lodging expense is not payable to the Service member when per diem is payable.

7. **Temporary Lodging Expense Policy Relating to Reporting for Duty at New PDS Activity**. Temporary lodging expense is payable to cover designated place expense of dependents per reference (a), Chapter 5, Part H., even though member has not reported.

8. **Temporary Lodging Expense Policy Relating to Advanced and Delayed Travel of Dependents**. Temporary lodging expense is payable to cover temporary lodgings associated with approved, advanced, or delayed permanent change of station dependent travel.

MILPERSMAN 7220-300

ADVANCE PAY ON PERMANENT CHANGE OF STATION

Responsible Office	CNO (N13)	Phone: DSN COM FAX	695-3304 (703) 695-3304 225-3311

Governing Directive	NAVSO P-6034, Joint Federal Travel Regulations, Volume 1, Chapter 5 DOD 7000.14-R, DOD Financial Management Regulation, Volume 7A

1. **Purpose**. Advance pay is intended to enable a member to have sufficient money in hand to execute a move without visiting disbursing officers en route or submitting claims at the member's new duty station until the member has settled in the new residence and reported for duty.

2. **Basic Policy**. A member may be paid an advance in pay upon permanent change of station (PCS), **except** PCS incident to

a. separation from the service, or

b. trial by court-martial.

3. **Other Types of PCS**. The following are also considered PCS for purposes of this article:

a. A call to extended active duty of a

(1) reservist,

(2) retired member, or

(3) member of the Fleet Reserve.

b. A duly authorized change of home yard or home port.

c. Orders to a duty station upon reenlistment of a member with a break in service.

4. **Advance Pay within Same Geographic Area**

a. Advance payments on PCS within the same geographical area are only authorized when the member is entitled to ship household goods (personal property) at Government expense under NAVSO P-6034, volume 1, chapter 5.

b. Generally such shipments are prohibited under NAVSO P-6034, volume 1, paragraph U5317 for PCS in the same geographical area.

c. **Definition: the same geographical area** – as being within the corporate limits, such as the member's prior duty station, home port, or place from which ordered to active duty.

d. The restriction does not apply to no-cost PCS orders outside the geographical area.

5. **Advance Pay Request Windows**. The table below specifies the conditions for and the width of windows in days for submitting advance pay requests during PCS:

WHEN member requires advanced pay under circumstances that are...	**THEN submittal of advance pay request is limited up to...**	**AND not to exceed...**
normal,	30 days prior to scheduled date of departure,	60 days after reporting to the new permanent duty station.
special, i.e., • extenuating, • causing severe hardship, or • having unusually large expenses, when clearly justified,	90 days prior to scheduled date of departure,	180 days after reporting to the new permanent duty station.

6. **Limitations and Requirements for Requesting Advanced Pay**

a. **Advance Pay Amount and Liquidation Period Limits**: The member may request advance pay up to 3 months and liquidation up to 24 months.

b. **Advance Pay Certificate/Authorization**: All members requesting advance pay must sign an Advance Pay Certificate/Authorization.

c. **Conditions Requiring Commanding Officer (or Representative) Written Approval and/or Member Justification**: See table below.

WHEN...	THEN....
• member is E-3 or below, or • advance pay request is for more than 1 month, or • repayment schedule is greater than 12 months, or • request for advance pay is prior to 30 days before departure or 60 days after arrival,	commanding officer or representative must provide written approval.
• request is for more than 1 month of advance pay, less deductions; or • request shows more than a 12-month repayment schedule; or • advance request is outside the window of 30 days before departure or 60 days after arrival to the new PCS station;	justification by the member is required.

7. **Financial Status Review**. Prior to approval of a request for advance pay, commanding officers will make sure the financial status of the member is thoroughly reviewed to determine that the member has not shown a pattern of financial irresponsibility. Commanding officers should use their discretion in limiting advances of pay in those cases of demonstrated fiscal immaturity.

8. **Advance Pay Liquidation**. A member requesting advance pay under this article will be advised

a. the advance may be liquidated in one lump sum at any time within the authorized repayment period; and

b. the total pay due after a move, including

(1)	dislocation allowances,
(2)	travel allowances,
(3)	rations,
(4)	basic allowances for quarters (BAQ),
(5)	and basic pay,

may be used provided it equals or exceeds the advance pay;

c. the repayment period will be scheduled to liquidate the advance before the member’s expected date of separation; or

d. liquidation will be scheduled for completion before the start of a subsequent PCS move.

9. **Advance Pay of BAQ and Variable Housing Allowance (VHA)**. NAVSO P-6034, para. U8014, provides guidance for advance payment of BAQ and VHA.

MILPERSMAN 7220-310

ADVANCE PAY AND ALLOWANCES

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directive	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A

1. **General Policy**. Naval personnel,

   a. when on duty at a distant station,

   b. mobilized, or

   c. deployed aboard ships for more than 30 days, and

   d. where pay and allowances cannot be disbursed regularly,

may be paid in advance of basic pay and allowances per regulations contained in DOD 7000.14-R, volume 7A.

MILPERSMAN 7220-320

PAY AND ALLOWANCES WHILE ON LEAVE

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directive	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A

1. **Policy**. Members on authorized leave or liberty, while in an active duty status, are entitled to full pay and allowances **except** for periods set forth below:

a.	Excess Leave will be computed from the first day of excess leave, unless it is anticipated that member will not return to duty; for example, appellate leave. **Exception**: Members with dependents in pay grade E-4 or below and 4 years or less of service, who are entitled to continued payment of Basic Allowance for Quarters (BAQ) for a period not to exceed 2 months during which an excess leave period accrued.
b.	Leave Without Pay when authorized under pertinent departmental instructions.
c.	Periods of absence over leave or liberty, unless excused.

2. **Convalescent and Graduation Leave**. Members on convalescent leave and graduation leave are entitled to full pay and allowances including leave rations. The application procedures are found in DOD 7000.14-R, volume 7A.

MILPERSMAN 7220-330

CHECKAGE OF PAY FOR EXCESS LEAVE

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directive	DoD 7000.14-R, DoD Financial Management Regulations, Volume 7A

1. **Checkage of Pay Rules for Excess Leave**. Use the table below to identify excess leave conditions and actions required to effect checkage of pay:

WHEN...	THEN...	AND...
member returns from excess leave,	make checkage of pay immediately.	
member takes additional excess leave prior to completion of obligated active service,	checkage of pay shall be made for the total excess leave, including the one-half day.	
excess leave is taken as a result of an administrative error,	checkage shall be made immediately upon discovery that such leave has been taken,	shall be based on the pay and allowances received by the member at the time the excess leave was taken.
it is discovered that a member was granted excess leave,	the disbursing officer shall be notified,	the disbursing officer shall effect checkage of pay and allowances. **NOTE:** See pay directives for required support documents.
in the checkage of pay and allowances for excess leave upon separation, release, or retirement, a fractional part of a day of excess leave is found,	the fractional part of a day shall be checked as a whole day.	**NOTE:** Members shall not be retained in service, since the checkage of pay for excess leave produces an overpayment at the time of separation from active duty.

2. **Rules for Minus Leave Balance**. Use the table below to deal with minus leave balances:

WHEN...	AND...	THEN...	AND...
the leave record accounting at the time a first extension of enlistment, regardless of duration, becomes operative,	separation from active service, desertion, or death produces a minus leave balance,	such minus leave balance shall be considered excess leave,	proper checkage for such excess leave shall be made at the time of closing the pay record, except in the situations listed below. **Caution:** This policy is based on public law and cannot be waived.

WHEN...	AND...	THEN...	AND...
a minus leave credit exists at the time of separation under any of the following circumstances: • discharge from an enlistment for the purpose of accepting a permanent or temporary commission or warrant appointment in the Regular Navy or the Naval Reserve and continuing on active duty, or • termination of a temporary commission or warrant appointment, reverting to an enlisted status and continuing on active duty, or • discharge from an enlistment prior to the expiration for the purpose of continuing on active duty in the same or other status, **NOTE:** This does not apply to discharge within 3 months of expiration of enlistment for the purpose of reenlistment.	the minus leave balance does not exceed 30 days,	checkage of pay and allowances shall not be made,	the minus leave balance shall be carried forward into the new leave record.
	the minus leave balance exceeds 30 days,	checkage of pay and allowances shall be made for the portion of minus leave balance exceeding 30 days,	the first 30 days of minus leave balance shall be carried forward into the new leave record.

WHEN...	AND...	THEN...	AND...
an enlisted member, who accepts an appointment to one of the service academies or as a Naval Reserve midshipman, shall be considered discharged for the purpose of this article,		checkage shall be made for any minus leave balance that exists at the time of such appointment.	
member, who has been checked for excess leave as the result of being declared a deserter, is returned to a duty status after completion of disciplinary action which resulted in conviction of the lesser charge of unauthorized absence or acquittal,	the mark of desertion is removed,	the minus leave balance shall be reentered on the leave record,	the amount of pay and allowances for which checked shall be recredited on member’s pay record.

MILPERSMAN 7220-340

LUMP-SUM PAYMENT FOR ACCRUED LEAVE

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	664-5477 (703) 604-5477 604-6957

MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/

References	(a) DoD 7000.14-R, DOD Financial Management Regulations, Volume 7A, Military Pay Policy – Active Duty and Reserve Pay (b) 10 U.S.C.

1. **Policy**

a. Each Service member in the Navy on active duty (ACDU) is entitled to a lump-sum payment of accrued leave on the date of

(1) death,

(2) discharge,

(3) release from ACDU, or

(4) on the date preceding the effective date of a first extension of enlistment.

b. **The 60-Day Limit:** Generally, Service members may not sell back more than 60 days of accrued leave during a military career.

c. **Modification for Enlisted Service Members.** Enlisted Service members may sell a portion of accrued leave and carry forward the remainder to a new enlistment or first extension. The combination of elections may exceed 60 days. Additionally, an enlisted Service member who would lose accumulated leave in excess of 120 days earned, per MILPERSMAN 1050-070, may elect to be paid in cash or check from the Treasurer of the United States for any leave in excess of up to 30 days of such leave. This

election may be made at any time during the year when the Service member's leave accrued is in excess of 120 days. A Service member may elect to execute this option only once.

d. Detailed instructions concerning the lump-sum payment for accrued leave are contained in reference (a), chapter 35.

2. **Payment to Survivors**. Payment may be made to survivors of deceased Service members in the order of precedence of designated or non-designated beneficiaries per reference (a), with the exceptions identified in Table 1-1.

3. **Exceptions to the 60-Day Career Leave Payment Limitation**. Unused leave accrued specifically under the following conditions is additional to the Service member's career leave payment limitation of 60 days. Such unused excepted leave may be carried forward into a new contract period of ACDU and later be eligible for payment in addition to other leave to which the 60-day career ceiling applies.

a. **Contingency Operations.** The 60-day leave payment limitation does not apply with respect to leave accrued by a Service member of a Reserve Component or in the Retired Reserve, or by a retired Service member, or a Service member of the Fleet Reserve during any period while the Service member is also

(1) serving on ACDU in support of a contingency operation on or after 5 December 1991, or

(2) serving on ACDU in connection with the Persian Gulf conflict (other than for training) under authority in reference (b), sections 672, 688, 12302, 12304, 12306, or 12307, on or after 2 August 1990.

b. **ACDU of 31 to 365 Days.** The 60-day leave payment limitation does not apply to leave accrued by a Service member of a Reserve Component while serving on ACDU, full-time National Guard duty, or ACDU for training during a period of more than 30 days, but not in excess of 365 days, beginning on or after 1 October 2001.

c. **Death on ACDU.** The 60-day leave payment limitation does not apply to leave accrued by a Service member who dies while on ACDU or a Service member or former Service member who dies after retirement or discharge, but before receiving payment of accrued leave. Payment of accrued leave for a deceased Service member

is based upon the unused accrued leave that he or she carried forward into the leave year in which deceased, plus the unused leave that accrued during that leave year, beginning on or after 10 February 1996.

4. **Reserve Component**. Sailors who desire to carry over leave must sign NAVPERS 1070/613 documenting desire for leave carry-over prior to the end of each ACDU period. NAVPERS 1070/613 must be received and signed as witnessed by the supported command, Service member's assigned Reserve Component activity, or the servicing personnel support detachment prior to the completion of each ACDU period. NAVPERS 1070/613 may be accessed by using the following Web address: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx.

a. All modifications, back-to-back orders, and active periods overlapping fiscal years are considered as separate ACDU periods, and a declaration for leave earned must be submitted via a NAVPERS 1070/613 prior to the end of each ACDU period individually. This includes all ACDU for training, definite or temporary recalls, mobilization, and ACDU for special work.

b. Failure to make an election or non-receipt of the NAVPERS 1070/613 by the servicing personnel detachment prior to the end of any ACDU period(s) will result in lump-sum payment for accrued leave.

c. ACDU orders will not be extended to accommodate leave.

5. **When Lump-Sum Leave is Not Authorized**. There is no entitlement to payment for accrued leave under the following situations involving:

WHEN NO ENTITLEMENT TO LUMP-SUM LEAVE EXISTS
TABLE 1-1

	OFFICERS OR ENLISTED SERVICE MEMBERS
(1)	Service members of the Navy Reserve released to ACDU for the purpose of reporting for ACDU the following day in the same or in another status.
(2)	Service members discharged under other than honorable conditions.
(3)	Service members on training duty with pay for periods of less than 30 consecutive days.
(4)	Service members on training duty without pay.

	OFFICERS ONLY
(1)	An officer retires, immediately reenters on ACDU or separated on a day other than the end of the specified period of ACDU for the purpose of reentering on ACDU in any status within any uniformed Service.
(2)	Officers of the Regular Navy or Navy Reserve transferring to another branch of Service, or the Reserve Components thereof.
	ENLISTED SERVICE MEMBERS ONLY
(1)	Service members discharged for fraudulent enlistment.
(2)	Service members released from duty because of void enlistment or void induction.
(3)	Service members discharged before completing 6 months ACDU and separation is for unsatisfactory performance or misconduct.
(4)	Service members discharged for the purpose of accepting a commission or warrant.
(5)	Service members discharged more than 3 months prior to the normal date of expiration of their enlistment for the purpose of enlistment or reenlistment.
(6)	Service members retired and continued on ACDU after retirement, or are recalled to ACDU service.
(7)	Service members transferred to the Fleet Reserve and continued on ACDU after transfer without a break in ACDU service.
	MIDSHIPMEN/STUDENTS
(1)	Midshipmen discharged from the Naval Academy or elsewhere.
(2)	Students of the Navy Reserve Officers Training Corps.
	SURVIVORS OF SERVICE MEMBERS WHO WERE PUT TO DEATH AS LAWFUL PUNISHMENT FOR A CRIME OR MILITARY OFFENSE

MILPERSMAN 7220-350

PAY AND ALLOWANCE WHILE AWAITING ON LEAVE ORDERS OR WHILE SICK OR WOUNDED

Responsible Office	CNO (N13)	Phone:	DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directive	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A

1. **Rules on Entitlements During Special Absences**. Use the table below to determine entitlements associated with special absences from duty caused by sickness, wounds, or awaiting orders status:

WHEN...	AND...	THEN...	AND...
an officer or an enlisted member, while on active duty,	absent on account of sickness or wounds, except sick misconduct because of intemperate use of alcoholic liquor, or habit forming drugs or directed to be absent from duty to await orders pending final action by Secretary of the Navy upon the recommended findings of a Physical Evaluation Board,	is entitled to proper credit of pay and allowances for the entire period of such absence,	any travel performed by a member, pursuant to competent orders while the member is in an awaiting orders status, will be reimbursable on a mileage basis.
A member is absent from regular duties for a continuous period of more than 1 day because of disease that is directly caused by and immediately follows intemperate use of alcoholic liquor or habit forming drugs,		the member is not entitled to basic, special, or incentive pay,	is entitled to allowances, as prescribed in DOD 7000.14-R, volume 7A, for the period of that absence. Comment: Each member whose pay is so forfeited for more than 1 month is entitled to $5 for personal expenses for each full month that pay is forfeited.

2. **Determination of Absence Periods and Causes**. Determination of periods and causes of absence under this article shall be made as prescribed by Secretary of the Navy and are final and conclusive.

MILPERSMAN 7220-360

ENTITLEMENT TO PAY AND ALLOWANCES WHILE UNDER INVESTIGATION FOR FRAUDULENT ENLISTMENT OTHER THAN UNDERAGE

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directive	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A

1. **Entitlement Process Relating to Fraudulent Enlistment.** Use the following table to determine what pay and allowance entitlement actions must be taken during and after a fraudulent enlistment investigation:

WHEN...	AND...	THEN...	AND...
information is received indicating that a member of the command may have enlisted fraudulently,		the commanding officer (CO) shall inquire into the matter with a view to processing the case per this manual,	except in aggravated cases, such as • repetitious fraudulent enlistment in the military establishment, or • fraudulent enlistment coupled with serious military offenses, administrative action is deemed appropriate. **COMMENT:** Trial by court-martial is not precluded when such action is believed to be in the best interest of the service.

WHEN...	AND...	THEN...	AND...
an enlisted member is under investigation for fraudulent enlistment,		as provided in pay directives, pay and allowances accrue and payments shall continue to be made.	
the CO receives notice that Chief of Naval Personnel, or other authority specifically designated by him, has determined the enlistment to be fraudulent,		the CO shall immediately direct the disbursing officer to suspend pay and allowances pursuant to detailed instructions contained in pay directives.	
pay and allowances have been suspended,	Chief of Naval Personnel directs the enlistment be terminated on account of fraud,	no further payments shall be made regardless of the character of the discharge directed.	
or if the fraud is waived,	pay and allowances will have accrued,	pay and allowances shall be paid as if the member's account had not been suspended,	in this connection, entitlement to pay and allowances, once withheld by pay directives and this article, may not be reinstated unless the member's retention in the naval service is authorized by administrative action or affirmed pursuant to action by court-martial.

2. **Payment of Health and Comfort Money**. Nothing in this article shall prevent payments of health and comfort money.

MILPERSMAN 7220-370

PAY ACCOUNTS OF RETIRING PERSONNEL

Responsible Office	**NAVPERSCOM (PERS-835)**	**Phone: DSN COM FAX**	**882-3246 (901) 874-3246 882-2762**

NAVPERSCOM CUSTOMER SERVICE CENTER	**Phone: Toll Free**	**1-866-U ASK NPC**

1. **Policy**. Pay accounts of retiring personnel are closed upon final detachment and forwarded to Defense Finance and Accounting Service Cleveland Center (DFAS-CL). All requests for information concerning retired pay matters arising after retirement should be addressed to the commanding officer of that activity. Further information may be found by clicking on the following link: http://www.dfas.mil/retiredmilitary/about/aboutus/customer-service.html. All other correspondence and communication should be directed to the following:

Mail		
For retirees:	For annuitants, beneficiaries and survivors:	For claims for non-receipt of payment:
Defense Finance and Accounting Service U.S. Military Retired Pay P.O. Box 7130 London, KY 40742-7130.	Defense Finance and Accounting Service U.S. Military Annuitant Pay P.O. Box 7131 London, KY 40742-7131.	Defense Finance and Accounting Service Cleveland Center P.O. Box 998005 Cleveland, OH 44199-1126.
Fax		
Retired Pay:	Annuitant/Survivor Pay:	Claims for non-receipt of payment:
1-800-469-6559	1-800-982-8459	(216)-522-5898

Phone: Toll-Free: 1-800-321-1080
Local: (216) 522-5955
DSN: 580-5955

MILPERSMAN 7220-380

DUAL COMPENSATION REGULATION APPLICABLE TO THE NAVY RESERVE

Responsible Office	OPNAV (N130)	Phone: DSN COM	664-4763 (703) 604-4763

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) DoD 7000.14-R, DoD Financial Management Regulations, Volume 7A (b) DoD 7000.14-R, DoD Financial Management Regulations, Volume 7B

1. **Dual Compensation Constraint and Options**

a. A member of a Reserve Component who is drawing a pension, disability compensation, or military retired pay (includes Fleet Reserve and Fleet Marine Corps Reserve retainer pay) from the United States for prior military service, and who performs duty (active or inactive) for which he or she is entitled to pay, is commonly described as having a "dual compensation" constraint. Concurrent receipt of such dual compensation is not authorized.

b. Per reference (a), chapters 1, 57, and 58, a member of the Reserve Component who (because of earlier military service) is entitled to a pension, military retired pay (including retainer pay), or disability compensation from the United States Government by virtue of prior military service who performs active or inactive duty for which he or she is entitled to compensation for that duty, may elect to receive either

(1) the payments for the prior military service; or

(2) pay and allowances authorized for present duty performed.

c. Per reference (a), chapter 1, if the Reserve Component member is ordered to active duty for 30 days or more in time of war or national emergency, he or she may not receive any payments based on earlier military service, unless those payment(s) are greater than the compensation prescribed for the present duty performed.

2. **Waiver of Pay**

a. When a Navy reservist has a dual compensation issue due to disability pay or pension (forms of compensation paid by the Department of Veterans Affairs (VA)), and the reservist wishes to waive these payments for prior military service vice the pay and allowances for present duty, a waiver of this disability pay or pension must be completed with the VA and submitted to the VA regional office where the member's VA claim file is located. It is the responsibility of the Navy Reservist to ensure the proper paperwork is submitted to the VA in a dual compensation scenario. Further guidance may be found at the following Web address: http://benefits. va.gov/benefits/ or by calling the VA at 1-800-827-1000.

b. When a Navy reservist has a dual compensation issue due to receipt of military retired pay (including retainer pay), and the reservist wishes to waive these payments for prior military service, vice the pay and allowances for present duty, a waiver of military retired pay must be completed with the Defense Finance and Accounting Service (DFAS), per reference (b), chapter 12, paragraphs 120403 and 120404, from the member via the Navy Reserve activity (NRA), and submitted to the NRA no later than 1 month prior to the beginning of each fiscal year. It is the responsibility of the Navy reservist to ensure the proper paperwork is submitted to DFAS in a dual compensation scenario. The waiver must be submitted in the following format:

From: LCDR Joe Sailor, USN
To: Defense Finance and Accounting Service, Retired and Annuitant Pay
Via: Commanding Officer, Navy Operational Support Center XXXX

Subj: Waiver of Military Retired Pay for FY 20XX

Ref: (a) DoD Financial Management Regulation, Volume 7B, Chapter 12, Sections 120403 and 120404

1. Per reference (a), I hereby request a waiver of military retired pay as a member of the Reserve Component electing to receive compensation for periods of inactive duty training (IDT) and annual training/active duty for training (AT/ADT). I understand that I must waive 1 day of retired pay for each calendar day on which Reserve training is performed, and that performance of more than one drill in 1 calendar day requires the withholding of only 1 day of retired pay for that calendar day.

2. During fiscal year 20XX, the following IDT dates are anticipated:

3. The anticipated inclusive dates of AT/ADT for fiscal year 20XX are:

4. I understand that a supplemental certificate of waiver is required when I perform active or inactive duty not covered by this first declaration.

5. I understand that I must submit a certificate of recoupment to recover previously waived benefits that exceed active or inactive duty training that is performed. I understand that the request for recoupment must be signed by my unit commander and may not be submitted earlier than the last day of the fiscal year involved, and that the schedule for both active and inactive duty for training may be shown on the same waiver form or certificate.

_____
(Signature)

FIRST ENDORSEMENT

From: Commanding Officer, Navy Operational Support Center XXXX
To: Defense Finance and Accounting Service, Retired and Annuitant Pay

Subj: Waiver of Military Retired Pay for FY 20XX

Ref: (a) LCDR Sailor ltr of DD MMM YYYY

1. Reference (a) is forwarded recommending approval. NOSC XXXX will ensure any required supplemental or recoupment certificates are submitted.

2. My point of contact is .

_____
(Signature)

In addition, NAVPERS 1070/613 Administrative Remarks entry will be made in the following format:

I understand that as a retired Service member eligible for retired pay, and as a member of the Reserve Component electing to recieve compensation for periods of inactive duty training (IDT) and annual training/active duty for training (AT/ADT), that I must waive 1 day of retired pay for each calendar day on which Reseve training is performed, and that performance of more than one drill in 1 calendar day requires the withholding of only 1 day of retired pay for that calendar day.

I understand that prior to the beginning of each fiscal year, I, in coordination with my NOSC, must submit the schedule of projected IDT dates including the month and number of IDT periods to be performed.

I understand that prior to the beginning of each fiscal year, I, in coordination with my NOSC, must submit the anticipated inclusive dates of my AT/ADT period.

I understand that a supplemental certificate of waiver is required when I perform active or inactive duty not covered by the first declaration.

I understand that I must submit a certificate of recoupment to recover previously waived benefits that exceed active or inactive duty training that is performed. I understand that the request for recoupment must be signed by my unit commander and may not be submitted earlier than the last day of the fiscal year involved, and that the schedule for both active and inactive duty for training may be shown on the same waiver form or certificate.

_____
(Member's Signature and Date)

_____
(Witnessed and Date)

3. **Retired Pay and Active Service**. For further details on the scenarios described in paragraphs 3a-3b below, please consult reference (b), chapter 7.

a. A retired member who subsequently serves on active duty (other than for training) is generally entitled to have retired pay recomputed upon release from that active duty in order to take into account the additional service.

b. A retired member who subsequently serves in an active status in the Selected Reserve may be entitled to have retirement pay recomputed if certain criteria are met.

MILPERSMAN 7220-390

SELL BACK OF LEAVE

Responsible Office	CNO (N13)	Phone: DSN COM FAX	225-3304 (703) 695-3304 225-3311

Governing Directives	DOD 7000.14-R, DOD Financial Management Regulations, Volume 7A DFAS-DJMS Procedures Training Guide (DFAS PTG)

1. **Sell Back of Leave**. Sell back of accrued leave is discussed in MILPERSMAN 7220-340.

2. **Checkage of Pay**. Checkage of pay for excess leave is discussed in MILPERSMAN 7220-330.

MILPERSMAN 7220-410

RETROACTIVE STOP LOSS SPECIAL PAY COMPENSATION

Responsible Office	OPNAV (N130)	Phone: DSN COM FAX	664-5474 (703) 604-5474 604-6957

NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC

References	(a) P.L. 112-74, Consolidated Appropriations Act of 2012, Section 8105. Section 310(b) of the Supplemental Appropriations Act, 2009 (Public Law 111-32; 124 Stat. 1871). (b) 10 U.S.C., §2771. (c) Department of Defense Appropriations Act, 2010, Section 8108, Continuation of Stop Loss. Special Pay (effective December 19, 2009). (d) CNO WASHINGTON DC 282013Z SEP 01 (NAVOP 012/01). (e) CNO WASHINGTON DC 110015Z OCT 01 (NAVADMIN 265/01). (f) CNO WASHINGTON DC 011844Z Mar 02 (NAVOP 003/02). (g) CNO WASHINGTON DC 051608Z Aug 02 (NAVADMIN 239/02). (h) CNO WASHINGTON DC 072247Z Apr 03 (NAVOP 005/03). (i) CNO WASHINGTON DC 112045Z Apr 03 (NAVADMIN 083/03). (j) CNO WASHINGTON DC 151530Z MAY 03 (NAVADMIN 121/03). (k) 5 U.S.C., §552a

1. **Purpose**. Retroactive stop loss special pay (SLSP) compensates members, who, at any time during the period beginning on 11 September 2001 and ending on 30 September 2009, served on ACDU while the member's enlistment or period of obligated service was involuntarily extended due to the provision of law commonly referred to as "stop loss authority," or similarly, whose eligibility for retirement and or transfer to the Fleet Reserve was suspended due to application of "stop loss authority." Consistent with references (a) through (c), this MILPERSMAN article restates policy, defines eligibility

criteria, and sets forth the application process for retroactive SLSP. The amount of compensation shall be $500 per month for each month or any portion of a month during a period that the member was retained on ACDU as a result of application of stop loss authority. Members will not receive a payment for the same month or portion of a month during which the member was retained on ACDU under stop loss authority.

2. **Eligibility**. Eligible members include members of the Active and Reserve components, officer or enlisted, former members, and retired and or Fleet Reserve members, who, at any time during the period on or after 11 September 2001 and ending before or on 30 September 2009, served on ACDU and had their enlistments or periods of obligated service involuntarily extended due to the provision of law commonly referred to as "stop loss authority." In the event that an eligible member is deceased, payment shall be made as **unpaid pay and allowances** per reference (b).

a. The Secretary of the Navy (SECNAV) exercised the stop loss authority during two separate periods between 11 September 2001 and 30 September 2009. During each period, only specific personnel with specific critical skills were identified as required to remain on ACDU (i.e., involuntarily extended) beyond the expiration of their enlistment and or obligated service, or eligibility for retirement and or transfer to the Fleet Reserve. Personnel with those skills may have been notified that their critical skill may lead to stop loss action. That notification does not, in and of itself, mean that an individual was involuntarily retained on ACDU.

b. Only an individual with a critical skill, Navy enlisted classification (NEC), designator, or additional qualification designator (AQD) identified in paragraphs 2c(1) or 2c(2) below, is eligible to apply, if the individual:

(1) Had an approved separation or retirement and or Fleet Reserve date that was suspended or cancelled during the periods identified due to application of stop loss authority;

(2) Requested separation or retirement and or transfer to the Fleet Reserve for a date within the stop loss periods identified, and was denied separation or retirement and or transfer to the Fleet Reserve due to stop loss authority; or

(3) Served on ACDU and a period of obligated service was otherwise involuntarily extended due to stop loss authority during the periods identified.

c. Periods in which SECNAV exercised stop loss authority and the critical skills associated with each period are as follows:

(1) **10 October 2001 to 31 December 2002**, as outlined in reference (d) through reference (g).

(a)	**Enlisted**: • All personnel in the master at arms (MA) rating, excluding non-MA personnel who held the 815A NEC. • All enlisted sea, air, and land personnel (NEC 532X, 8491, or 8492). • All enlisted special warfare combatant-craft crewmen (NEC 5351 or O52A). • All enlisted explosive ordnance disposal personnel (NEC 533X). • Cryptologic technicians (interpretive) CTI (NEC 9193, 9208, 9215, 9216).
(b)	**Officer**: • All O3 and O4 special operations officers (114X). • All security limited duty officers (LDOs) (6490). • All security technician warrant officers (7491). • All cryptologic officers (161X, 644X, 744X). • All physicians (210X) with subspecialty codes 15C0 and or 15C1 (All AQDs), 15H0 and or 15H1 (All AQDs), 16R1 (AQD 6RR, 62C), 15B0 and or 15B1 (All AQDs), 16P0 and or 16P1 (All AQDs), and 16X0. • All Nurse Corps officers (290X) with subspecialty codes 1930, 1945, 1950, 1960, 1972, or 1976.
(c)	**Any member who possesses one or more of the following Department of Defense (DoD) language codes or NECs**: • AB, AD, AE, AK, AL, AM, AN, AP, AQ, AU, AV, AX, AZ, BT, DG, HE, HJ, JN, JV, PF, PG, PJ, PV, PW, RU (officer only), SC (officer only), TB, TC, UB, UK, UR, UX, 9208, 9209, 9215, or 9216.

(2) **3 April 2003 to 15 September 2003,** as outlined in reference (h) through reference (j).

(a)	**Enlisted:** • All personnel in the MA rating. • E-3 through E-6 Navy law enforcement specialists (NEC 815A) • Enlisted afloat planning system maintenance technicians (NEC 1676). • Enlisted mission distribution system operators (NEC 740A). • Cryptologic technicians (interpretive) CTI (NEC 8295 or C06A). • Hospital corpsmen (HM) (NEC L02A, 8125, L11A, or L32A). • E-1 through E-6 field medical service technicians (HM NEC L03A).
(b)	**Officer:** • All security LDOs (649X). • Security technician warrant officers (749X).

NOTE: Personnel not possessing one of the specific critical skills, NECs, designators, or AQDs identified above do not meet eligibility requirements for retroactive SLSP and should not submit an application. Further, individuals possessing one of the specific skills listed, but who were not actually involuntarily extended beyond the expiration of their obligated service, period of enlistment, or date of retirement and or Fleet Reserve eligibility, are not eligible for this special pay and should not apply.

d. Members who were discharged or released from the Armed Forces under **other than honorable** conditions are not eligible to receive retroactive SLSP and should not submit an application.

e. Members who reenlisted following a cancellation, denial of separation, or retirement and or transfer to the Fleet Reserve would be eligible for retroactive SLSP within the stop loss periods identified above only up to the day before the date of reenlistment, due to the fact that the reenlistment was a voluntary election to remain on ACDU. Similarly, members who entered into an agreement to receive a bonus, special and or incentive pay, or other benefit in exchange for an obligation of

additional service while under stop loss would only be eligible for retroactive SLSP within the stop loss periods identified above up to the day before the date of the agreement, regardless of the date of payment and or receipt of the benefit.

f. By law, Reserve component members retained under stop loss authority will receive retroactive SLSP only for service on ACDU. As such, Reserve component members may have periods before and after mobilization while under stop loss authority during which no retroactive SLSP can be paid.

(1) An enlisted member of the Reserve component is eligible for SLSP if the member is serving on ACDU and the period of ACDU involuntarily extends the member beyond their Reserve end of current contract (RECC).

(2) The member's RECC is the termination of the member's obligation to the Ready Reserve. For example, a Sailor assigned to a Ready Reserve and or Selected Reserve unit is obligated to perform with that duty, including involuntary orders to ACDU, provided the period of duty is not beyond the member's RECC.

(3) An officer is eligible for SLSP if the officer is serving on ACDU and the period of ACDU involuntarily extends the officer beyond an approved date of resignation or retirement, or for an officer fulfilling an initial contractual period of ACDU if involuntarily extended on beyond the officer's end of active service.

g. Per reference (c), Service members who were retained on ACDU under the stop loss provision and who subsequently voluntarily reenlisted or extended their service or suspended their retirement and received a bonus for such reenlistment or extension of service, are not eligible to receive retroactive SLSP.

3. **Application Process**

a. Individuals who meet the criteria above may submit an application between 21 October 2009 and 21 October 2012. By law, there is no authorization to make payments on claims that are submitted after 21 October 2012. **DD 2944 Claim for Retroactive Stop Loss Payment** is the official application form that must be submitted and can be found by using the following link:
http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-

2999.htm. Failure to include all required information and supporting documentation may delay processing or result in the inability to process an application. Claimants will be notified that additional documentation is required and the application will be held pending submission of supporting information.

b. Completed applications may be forwarded to Navy Personnel Command (NAVPERSCOM), Enlisted Performance and Separations Branch (PERS-832) by using one of the following methods:

(1) Via standard mail service:

Commander Navy Personnel Command
PERS 832
5720 Integrity Drive
Millington, TN 38055-8320

(2) Via e-mail: MILL_NAVYSTOPLOSS@NAVY.MIL

c. Applicants or family members of eligible deceased Service members may call NAVPERSCOM (PERS-832) at (901) 874-4433 for assistance in completing the application, if required.

d. Applications that are approved will be forwarded to Defense Finance and Accounting Service (DFAS) for payment via electronic funds transfer into the bank account provided in the application and applicants will be notified of approval.

e. Applications that are disapproved will be returned to the claimant with an explanation for the disapproval. Claimants who believe the determination to be in error may appeal to the Board for Correction of Naval Records (BCNR). Additional details related to the BCNR process may be found at: http://www.donhq.navy.mil/bcnr/bcnr.htm

4. **Authorized Supporting Documents**. Source documents that substantiate claims must be submitted with all applications. **No applications will be considered without supporting documentation.** Examples of source documentation include, but are not limited to:

a. DD 214 Certificate of Release or Discharge from Active Duty and or DD 215 Correction to DD 214, Certificate of Release or Discharge from ACDU;

b. Personnel record, enlistment document, or reenlistment document recording original expiration of service date;

c. Approved retirement and or transfer to the Fleet Reserve memorandum or orders establishing retirement prior to actual date of retirement as stipulated in DD 214 or DD 215;

d. Approved resignation memorandum or transition orders establishing a separation date prior to actual date of separation as stipulated on DD 214 or DD 215;

e. Revocation of orders;

f. Letter or naval message that denies a request for retirement and or transfer to the Fleet Reserve or separation;

g. Copy of initial retirement and or transfer to the Fleet Reserve or separation order with subsequent final order enacting final retirement and or transfer to the Fleet Reserve or separation (demonstrates change in orders);

h. Copy of request to reestablish retirement and or transfer to the Fleet Reserve date;

i. Signed documentation or affidavit from knowledgeable officials from the individual's chain of command; and or

j. Other documentation that the claimant feels may support their claim.

If source documents cannot be located, individuals must obtain copies from the National Archives at: http://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/default.aspx

5. **Reporting Requirements**

a. In all cases, the following reporting requirements involving personally identifiable information will be properly protected and encrypted for transmission per reference (k).

b. NAVPERSCOM (PERS-832) will submit a spreadsheet of approved submissions for payment to DFAS on a weekly basis containing the following information: last name, first name, middle initial, grade, social security account number, service, component, date stop loss pay entitlement began, date stop loss pay entitlement ended, street and or apartment #, city, state,

zip code, beneficiary last name (if applicable), beneficiary first name (if applicable), bank account routing number, bank account type, claimant e-mail, claimant phone number, and location and or country.

c. NAVPERSCOM (PERS-832) will maintain a spreadsheet that includes the following information:

(1) Number of claims filed;

(2) Number of claims approved;

(3) Number of claims denied and reasons why, including those claims denied because the claimant was discharged or released under other than honorable conditions;

(4) Number claims pending and why;

(5) Amount of the payment approved for each claim, to include mean and median payments provided per claimant;

(6) Number of claims and payments made per reference (b) for deceased claimants;

(7) Date of receipt of claim; and

(8) Date of claim approval.

d. Office of Chief of Naval Operations (OPNAV), Pay and Compensation Branch (N130) in conjunction with NAVPERSCOM (PERS-832), DFAS, BCNR, and OPNAV, Manpower, Personnel, Training, and Education Resource Management Division (N10) will submit a quarterly report (submission date to be determined) to the DoD that includes the following information:

(1) Number of claims filed;

(2) Number of claims approved;

(3) Number of claims denied and reasons why (including those claims denied because the claimant was discharged or released under other than honorable conditions);

(4) Number of claims pending and why;

(5) Total amount of funding that has been obligated, to include mean and median payments provided per claimant;

(6) Number of claims and payments made, per reference (b), for deceased claimants; and

(7) Mean and median processing times from receipt of claim to payment.

6. **Cancellation**. Unless extended under separate correspondence, the retroactive SLSP Compensation Program ends on 21 October 2012. No applications postmarked after this date will be accepted and this article will be cancelled.