

POST-DEPARTMENT HEAD DETAILING PROCESS

What is Reconciliation?

Reconciliation is a competitive process for distributing a limited number of officers to fill available sea and shore billets. Reconciliation is the closest to “one-on-one” detailing that an officer will have experienced up to this point in their career. Reconciliation requires a conversation with the detailer to balance the three legs of the detailing triangle: your career needs, your personal desires, and the needs of the fleet. All are taken into account in detailing you to a billet that will best position you to screen a milestone at the Commander Command Board.

Following an officer’s Department Head tours, they should anticipate completing two 24-month post department head (PD) tours. The first tour is referred to as PD1 and the second is referred to as PD2. The two 24-month tours are fully dependent on timing of that officer, legacy DH school start, milestone screening (CO, XO-Afloat, XO-Afloat* or XO-SM), and when they screened for a milestone (first or second look). For more information on how those factors can impact your timing, please watch our Career Path Overview video https://www.youtube.com/watch?v=z5_hjB9e2tA.

Officers who do not screen for any career milestones will execute a sea/shore rotation for the prescribed/recommended tour length until resignation or retirement. Those tours will be assigned through the reconciliation process.

Downstream Fill List (DSF)

The downstream fill list (DSF) is updated monthly and can be accessed via the PERS-410/411 Post DH-PCC page on MyNavyHR <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-41-SWO/Detailers/410-411/>.

The DSF includes projected sea and shore available billets for CDR and LCDR SWOs who are not in a Commander Command billet. LCDRs can select billets from the CDR and LCDR tabs. Of note, the gaining command may not accept a LCDR in a CDR billet. CDRs and CDR selects will choose from the CDR tabs only. Joint Duty assignments should normally be deferred until after an officer has either screened for command, served their XO milestone, or failed to screen any milestone.

Any officer on shore duty may compete for an overseas, sea duty assignment or request a GSA billet at any time, regardless of PRD.

Any officer may submit their name for a nominative billet, unless serving in an afloat billet or under orders to a milestone tour. PRD exceptions will be approved on a case-by-case basis.

Subspecialty codes (SSC) and AQDs can be found in Part B and D of the Manual of Navy Officer Manpower and Personnel Classifications Volume 1. The color legend and updated detailer contact information is under the “POC and Legend” tab.

Reconciliation Timing

PERS-411 detailers conduct a reconciliation every month, except for December. Your notional reconciliation month is 7-8 months prior to your PRD.

Slating Month	Officers Eligible to Compete for Billets (Target PRD Window)	Filling Billets
January	August	Now through August
February	September	Now through September
March	October	Now through October
April	November	Now through November
May	December	Now through December
June	January	Now through January
July	February	Now through February
August	March	Now through March
September	April, May	Now through May
October	June	Now through June
November	July	Now through July
December	No slating due to CDR CMD Board	N/A

The detailing window for second tour DHs is dependent on the timing of relief since face-to-face turnovers are required for DH billets. Unplanned losses in the fleet have created shortfalls in the second tour DH inventory. This has resulted in 2DH officers getting extended on station an average of four months past PRD. With all CHENG billets transitioning to single-longer tour, we expect this will decrease the second tour DH demand on the fleet and aid in the backfill process. Please contact your DH detailer and post-DH detailer to determine your estimated detailing window. You can find up to date contact information for those detailers on our PERS-41 MyNavyHR page <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-41-SWO/>.

The reconciliation process notionally begins the first week of the month with an e-mail from the detailer to the applicable officers being reconciled that month. The e-mail includes detailing guidance, retention bonus NAVADMINs, our latest PERS-41 newsletter and a copy of the DSF. Preferences are typically due a week and a half after the e-mail goes out and reconciliation occurs during the final week of that month.

All officers being reconciled must submit a minimum of (10) preferences. Of those (10), two must be hotfill billets and at least one of those will be OCONUS. Hotfill billets are priority fills within PERS-41 based on fleet demand and requirements. Many of them are heavy lift billets supporting operational commands which afford an officer the chance to strengthen their record prior to milestone screening. If an officer did not receive hard breakouts as a DH, a hotfill billet may be a good opportunity to enhance the record ahead of milestone screening.

All reconciling officers heading into their PD1 billet must also include at least one DESRON, PHIBRON, Carrier Strike Group (CSG), or Expeditionary Strike Group (ESG) afloat staff billet in their ten preferences. Tour lengths for CDS/CPR are 18 months and for CSG/ESGs are 24 months.

If you lack a key qualification such as EOOW or TAO when entering your reconciliation window, your detailer can delay the reconciliation for up to two months. This allows for you to complete those

qualifications without impacting your PRD. After that two months, you will be reconciled with or without the qualification. Those qualifications factor into your overall record strength.

In the interest of fairness to all Officers competing, we do not reconcile billets with fill dates greater than 8 months from the current reconciliation month.

Preference Submission

Top ten preferences should be submitted in priority order, either via excel or in the body of an e-mail. Include the unit identification code and billet specialty code.

Include any amplifying information that could affect your next assignment in the preference submission e-mail to your detailer.

CO inputs are not solicited for reconciliation. You have more time than the JO and DH slating processes to submit preferences, which gives you more opportunity to discuss career goals with your family, mentors, and detailer prior to submissions being due.

If you participate in a nominative process, you will not participate in reconciliation and will remain at your current command until that nominative process is complete. If you are not selected for the nominative position, you will participate on the next month's reconciliation.

If you intend to retire or separate, you must declare your intentions prior to your reconciliation window or you will be considered available for orders. If you begin to negotiate assignments with your detailer without clearly stating your intent to retire, you are obligated to fulfill the reconciled assignment. PERS-8 requires 9-12 months to process separation or retirement orders.

Officers may not choose to delay reconciliation solely based on the billets available.

By Name Requests (BNRs) can only be made by Flag Officers or Flag Officer equivalents. Nominative packages are not required for a BNR but the request must be made in advance of the detailing process for that officer and may be denied by PERS-4 based on officer availability or career progression purposes.

Best Practice

It is important for your detailer to understand your personal and professional preferences. Please take the opportunity to schedule a phone call. They can give you a better sense of which billets will be prioritized and what career recommendations they have for you based on your record and career goals.