

Admin Officer Guide: Wardroom Rotation Plan

INTRODUCTION

In AO Guide 1300-1 (Manpower vs Manning), we addressed the allocation of officer and enlisted personnel to the command. Planning for officer manpower/manning entails careful consideration. This planning is facilitated through a Wardroom Rotation Plan (WRP). A recommended approach involves creating a tracker, structured by division, department, and/or ship, with each column representing a month and year. Beneath the months, significant events pertinent to the command should be noted. Each row should commence with identifying information (name, PRD, and designator), followed by their tour milestones (e.g., OOD, EOOW, NAVSupe). Enclosure (1) provides an illustrative example of an Activity Manning Slate (AMSL) obtained from Officer Placement, which could aid in developing the WRP, obtainable by your XO (or AO).

OVERVIEW

In the WRP, it's crucial to track individuals with necessary special qualifications. These potential additions should formally possess these qualifications, and their feasibility should be evaluated against the ship's schedule. For example, if operational activities aren't scheduled before an individual needs to qualify for an operational watch, it's unlikely they'll gain the required practical experience while on board. This risk can be mitigated through TDY time or by selecting another individual with the needed experience and qualifications. A well-populated and regularly updated WRP enables the CO and XO to identify issues in advance and take necessary steps to address them.

Officers must be monitored to ensure they gain the necessary operational time and expertise for future assignments. If officers fall short of standards, corrective actions such as counseling, issuing a letter of instruction, and noting deficiencies in individual FITREPs should be taken. However, most officers warrant the attention required to develop them into future leaders. This entails managing their unique operational experiences (plans should be provided to the CO and XO by the senior watch officer) and increasing responsibilities in billets. Typically, junior officers should serve in assistant department head roles before transfer, and department heads usually require time in other department head positions before qualifying for command. These progressions should be aligned with the ship's operations, considering the unit's schedule.

The WRP should be updated semi-annually, prior to a wardroom planning conference typically held with the necessary PERS-4X code. These conferences enable the unit to collaborate with detailers and placement officers to adjust PRDs as needed, ensuring that the right talent remains available to meet both the unit's requirements and the broader needs of the Navy.

Officers are usually assigned 6-9 months before their PRD. During Wardroom Planning Conferences, the CO and XO should share valuable insights with detailers about the skills and preferences of junior officers and department heads. The command should suggest officers for nominative positions, instructor roles, or other prestigious and selective assignments. Commanders should also provide accurate assessments of officer performance, including their expected standing compared to peers. Effective planning is crucial for achieving success in these endeavors.

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

REFERENCES

1300-1 AO Guide ([1300-1 AO Guide - Manning vs. Manpower.pdf \(navy.mil\)](#))

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