

MILPERSMAN 1100-030

PROCEDURES FOR EFFECTING APPOINTMENTS AND DELIVERING ORIGINAL COMMISSIONS

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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.