

## MILPERSMAN 1100-030

### PROCEDURES FOR EFFECTING APPOINTMENTS AND DELIVERING ORIGINAL COMMISSIONS

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1. **Introduction.** Commanding officers (COs), officers in charge (OICs), and other designated "Appointing Officers" shall be governed by the following policies and procedures when delivering original appointments (permanent or temporary) in the United States Navy (USN) or United States Navy Reserve (USNR).

2. **Restrictions on the Appointment Documents**

a. The official administering the oath of office must ensure that all restrictions appended to the appointment documents are met prior to the time a candidate is administered the oath. If there is any question regarding the restrictions involved, the administration of the oath shall be delayed until all questions have been resolved.

b. Alterations of names, designators, grades, or dates of rank, shall not be made on appointment papers before or after execution. Pen and ink changes of birth dates and social security numbers (SSNs) may be made upon receipt of authority from Commander, Navy Recruiting Command (COMNAVCRUITCOM). Appointment papers will be reissued by COMNAVCRUITCOM (13) upon notification of an error.

3. **Appointees on Active Duty Concurrently with Appointment.**

Appointees who are on active duty or are issued orders to active duty concurrently with appointment shall be reexamined by a naval medical officer if

a. more than 18 months have elapsed since the examination given at the time of application for appointment to commissioned grade.

b. 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.

c. the appointee states that their physical condition has changed significantly since the examination. When such a reexamination is conducted,

- SF 88 (Rev. 10-94), Report of Medical Examination; and
- SF 93 (Rev. 6-96), Report of Medical History,

shall 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 above exists.

4. **Restrictions on Delivery of Original Commissions.** Original commissions shall 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.

(4) awaiting action upon a report of a Board of Medical Survey or Physical Evaluation Board (PEB).

c. the appointee's physical condition upon reexamination has materially deteriorated since they were 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 shall 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 the preceding paragraph, COMNAVCRUITCOM (13)

shall be advised immediately. Justification for such action should be submitted at that time.

b. The appointment shall be retained pending further instructions from Navy Personnel Command (NAVPERSCOM) or COMNAVCRUITCOM.

#### 6. Acceptance of Appointment

a. An appointee who is found physically qualified shall 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 in the Navy.

(2) For other than appointees noted below, COs shall 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 shall submit a statement to that effect to COMNAVCRUITCOM, via their CO.

#### 7. Discharge from Enlisted Status

a. Appointees serving in enlisted status and appointees serving in temporary commissioned or warrant grade whose permanent status is enlisted shall 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 shall 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 enlisted service record, they 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 (Rev. 2-00), Certificate of Release or Discharge From Active Duty, shall be prepared and the enlisted service record closed for members discharged while on active duty. An appropriate entry on NAVPERS 1070/613 (Rev. 7-06), Administrative Remarks, shall be made and the enlisted service record closed for members discharged while on inactive duty.

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.