

MILPERSMAN 1100-060

SUBMISSION OF APPLICATION FOR VOLUNTARY TERMINATION OF TEMPORARY APPOINTMENT AND REVERSION OF LIMITED DUTY OFFICERS (LDOS)

Responsible Office	NAVPERSCOM (PERS-83)	Phone:	DSN	882-4206
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References	(a) 10 U.S.C. 5596 (b) 10 U.S.C. 6330 (c) OPNAVINST 1420.1B
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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-83) 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-83) **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-83) **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-83) 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-83)
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-83)
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-83). 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-83) 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-83) 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-83). 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-83) 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-83), have termination of temporary appointment related material expunged from their record. Fitness reports will not be expunged.