

MILPERSMAN 1300-035

ASSIGNMENTS OUTSIDE THE DEPARTMENT OF DEFENSE (DoD)

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References	(a) DoDI 1000.17 of 30 Oct 13 (b) OPNAVINST 3006.1 (c) DoDI 4000.19 of 25 Apr 13 (d) JAGINST 5800.7F (e) OPNAVINST 5450.209D (f) DoD 7000.14-R-11A, DoD Financial Management Regulation (DoD FMR)
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1. **Purpose**. This article defines the roles and responsibilities for assignment of and providing administrative support to Sailors detailed to organizations outside the DoD.

2. **Background**

a. Reference (a) establishes policy and provides the general guidelines for the management and administration of military members supporting non-DoD organizations. The use of DoD members to support non-DoD organizations is monitored by the Office of the Secretary of Defense (OSD), and all new positions must be approved or acknowledged by the Executive Secretary, OSD. Sailors selected for assignment to duties outside DoD are to be screened carefully, and should be able to complete the requested assignment without curtailment or extension. Members on their final tour, prior to retirement or separation, will not normally be assigned outside the DoD. All details will be for the minimum possible duration, and extensions may be considered on a case-by-case basis. Sailors should not be detailed outside the DoD for any period that exceeds 4 consecutive years.

b. MILPERSMAN 1300-060 establishes the procedures for the procurement, accounting, and administration of Sailors performing duty with the Army, Air Force, and Coast Guard (USCG); and defines the duties and responsibilities of an administrative commander. Sailors assigned to the USCG, which falls under the Department of Homeland Security, are covered under MILPERSMAN 1300-035 and 1300-060.

c. MILPERSMAN 1320-140 establishes the reporting policy for permanent changes of station (PCS), and defines the administrative commander and associated responsibilities for assisting Sailors assigned to permanent duty stations where there is no Navy administrative command (e.g., outside DoD organizations). The term "administrative support" in this article refers to all specified and implied administrative responsibilities delineated in MILPERSMAN 1300-060 and 1320-140, as well as those listed below.

d. Command Personnel/Pay Administrative Support System (PASS) coordinator (CPC) responsibilities are described in MILPERSMAN 1000-021. Sailors assigned outside the DoD will utilize the Navy regional commander, or designee, as their CPC.

e. Reference (b) addresses the Navy regional commander's responsibility for personnel accountability (PA) in conjunction with catastrophic events. PA applies to all Sailors, regardless of where assigned, and is a shared responsibility between organizations (Navy and host outside DoD organization) and the individual.

f. Reference (c) establishes policy, assigns responsibilities, and prescribes procedures for support agreements.

g. Reference (d) implements the Navy's Manual of the Judge Advocate General (JAGMAN), which discusses and names the various court-martial convening authorities.

h. Reference (e) details the mission, which includes assignment functions and tasks of Commandant, Naval District Washington, as the general court-martial convening authority with administrative duties over the national capital region.

3. Responsibilities

a. **Office of the Chief of Naval Operations (OPNAV), Joint Manpower Requirements (N123)** will analyze outside DoD manpower requests and coordinate with OSD, the Office of Assistant Secretary of the Navy (ASN), Manpower and Reserve Affairs (M&RA) (as needed), Navy Personnel Command (NAVPERSCOM), and or other stakeholders to formulate Navy's recommendation to the Executive Secretary, OSD. OPNAV (N123) will update the Total Force Manpower Management System database, assigning regional commander's unit identification codes (UICs) as a parent and or immediate superior in command UIC(s) (if appropriate).

b. **NAVPERSCOM** will annotate PCS orders for Sailors assigned to non-DoD activities with administrative support arrangements, to include points of contact for the respective Navy region and any additional offices providing support services within the Navy region assigned.

(1) **NAVPERSCOM, Enlisted Distribution Division (PERS-40)** is responsible for ensuring enlisted Sailors are detailed into outside DoD billets, and will ensure documentation of PCS orders by the applicable detailers, per MILPERSMAN 1320-140, with administrative commander designation.

(2) **NAVPERSCOM, Staff and Restricted Line Officer Career Management Division (PERS-44)** is responsible for placing officers into outside DoD billets, ensuring documentation of PCS orders by the applicable detailers, per MILPERSMAN 1320-140, with administrative commander designation, and ensuring no such details take place without proper authorization.

(3) **NAVPERSCOM, Distribution Management Division (PERS-45)** is responsible for making changes to orders' text that assigns an administrative commander, which will be provided by NAVPERSCOM (PERS-44).

(4) **Bureau of Naval Personnel (BUPERS), Financial Operations Branch (BUPERS-704)** is responsible for collection, reconciliation, and reimbursement of pay and allowances received by Sailors working outside the DoD.

c. **Assignment of Department of Navy (DON) Personnel to Congressional Staffs.** Personnel will not be detailed or otherwise assigned to committees of Congress or to the personal staffs of members of Congress, unless such assignment is

pursuant to an established congressional fellowship program, or in the case of an assignment to perform duties for a specific duration in a specific program. DON activities are not authorized to establish independent congressional fellowship programs. In the case of an assignment to perform duties for a specific duration in a specific project, the assignment must be approved in advance by the Navy Comptroller or Chief of Legislative Affairs (as appropriate) and ASN (M&RA).

d. **Commander Navy Installations Command (CNIC) regional commanders, as Administrative Commanders** are responsible for providing or ensuring administrative support to personnel detailed outside the DoD per reference (e). Based on current policy and courts-martial convening authorities, codified in reference (d), the CNIC regions are generally best positioned to perform this function. In order to enable efficient communication in areas affected by catastrophic events, PA must be via a geographic PA reporting chain, which may entail a reporting relationship that is outside the traditional operational and or administrative chain of command. CNIC establishes PA procedures and exercises administrative control over all Navy regions. Regional commanders will designate the PA reporting chain to outside DoD Sailors.

e. **Administrative Commanders.** The activity to which a member is directed to "report if present, otherwise by message, for administrative purposes" is responsible for performing all functions necessary to support reporting personnel as defined in MILPERSMAN 1300-060 and 1320-140. Normally, the activity to which a member reports for duty will also be the member's administrative command. However, when a member is assigned to a permanent duty station where there is no naval administrative command (e.g., joint or unified commands, civilian universities or laboratories, other Government agencies, and foreign Governments) the orders will direct the member to report to the nearest senior naval command for administrative purposes. The administrative commanders' responsibilities include, but are not limited to, the following:

(1) Performing records management, keeping electronic service and pay records, processing PCS orders, and leave accounting. For administrative commands supported by PASS for personnel, pay, or both; the above functions (as appropriate) will be performed by the supporting personnel support detachment (PERSUPP DET).

(2) Preparing and retaining accurate, up-to-date reports and forms on Service members. For administrative commands supported by PASS, the servicing PERSUPP DET will prepare and retain certain reports and forms.

(3) Reporting personnel statuses and accountability, per reference (d), Personnel Tempo System (PERSTEMPO), and casualty assistance, unless otherwise specified in the orders.

(4) Executing performance and discipline functions, and military non-judicial punishment (as applicable).

(5) Processing career progression actions (e.g., promotions, advancements, retirements, separations) and providing career counseling.

(6) Processing security clearance actions.

(7) Supporting Navy college authorizations and general military training.

(8) Conducting Government Travel Credit Card Program management. Providing funding for Navy related TDY travel (e.g., emergency leave, hospitalization etc.) and preparing TDY travel orders.

(9) Providing 21st Century Sailor support to include, but not limited to, equal opportunity advice, complaint processing, personal fitness assessment, urinalysis, sexual assault prevention and response, substance abuse support, and suicide prevention support.

f. **Sailors** are responsible for contacting their administrative commander upon checking into their outside DoD organization. Sailors are also responsible for keeping administrative databases (Defense Enrollment Eligibility Reporting System (DEERS), Navy Family Accountability and Assessment System (NFAAS), milConnect Web site, PERSTEMPO) up-to-date and responding to PA exercises and events. Outside DoD Sailors are responsible for knowledge of and complying with reference (b) and reporting their status as required by their administrative commander and per CNIC established PA procedures. Enlisted Sailors will complete sections A, B, and D2 on NAVPERS 1306/92 Special Program Screening, which may be accessed using the following Web address:

<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

Required obligated service for this program is 36 months.

4. Generating Orders

a. Orders for all Sailors assigned outside the DoD in the national capital region must contain the following text:

MEMBER DIRECTED: ACTION REQUIRED (AFFECTS ADMINISTRATIVE SUPPORT): PER OPNAVINST 5450.209D, SAILORS ASSIGNED TO AN OUTSIDE DOD ORGANIZATION **INSIDE THE NATIONAL CAPITAL REGION (NCR)** WILL REPORT TO NAVAL DISTRICT WASHINGTON COMMAND ADMINISTRATION DIRECTORATE FOR CHECK-IN PURPOSES. NAVAL DISTRICT WASHINGTON COMMAND ADMINISTRATION DIRECTORATE IS LOCATED AT 1411 PARSONS AVENUE SE, BLDG. 101, 3RD FLOOR, WASHINGTON NAVY YARD DC 20374-5001. COMMAND ADMINISTRATION REPRESENTATIVES MAY BE REACHED AT (202) 433-0288/4657 OR (202) 685-1879/8035. MEMBER IS DIRECTED TO UPDATE NFAAS ([HTTPS://NAVYFAMILY.NAVY.MIL](https://NAVYFAMILY.NAVY.MIL)) AND DMDC MILCONNECT ([HTTPS://WWW.DMDC.OSD.MIL/MILCONNECT](https://WWW.DMDC.OSD.MIL/MILCONNECT)) SEMI-ANNUALLY AND AS NEEDED WHEN CHANGES OCCUR. SAILORS ARE ALSO REQUIRED TO OBTAIN PERSONNEL ACCOUNTABILITY REPORTING POINTS OF CONTACT FROM CNIC REGIONAL COMMANDER IN THE EVENT OF A MAN-MADE OR NATURAL DISASTER PER OPNAVINST 3006.1. SAILORS MAY NEED TO OBTAIN A COMMON ACCESS CARD READER TO ENSURE ACCESS TO THESE WEB SITES AND TO REPORT MONTHLY PERSTEMPO IF NOT REPORTED BY THE ADMINISTRATIVE COMMANDER.

b. Orders for Sailors assigned outside the DoD not in the national capital region must contain the following text:

MEMBER DIRECTED: ACTION REQUIRED (AFFECTS ADMINISTRATIVE SUPPORT): PER MILPERSMAN 1320-140, SAILORS ASSIGNED **OUTSIDE THE NATIONAL CAPITAL REGION** TO AN OUTSIDE DOD ORGANIZATION WHERE A COMMAND'S ADMINISTRATIVE SUPPORT IS NOT ESTABLISHED WILL CONTACT THEIR COMMANDER, NAVY INSTALLATION COMMAND (CNIC) REGIONAL COMMANDER OR REPORT TO THE NEAREST SENIOR NAVAL COMMAND FOR ADMINISTRATIVE SUPPORT PURPOSES IF DESIGNATED. A LISTING OF CNIC REGIONAL COMMANDERS IS AVAILABLE AT THE WEB SITE (LOWERCASE): [HTTP://WWW.CNIC.NAVY.MIL/MAP.HTML](http://WWW.CNIC.NAVY.MIL/MAP.HTML). MEMBER IS DIRECTED TO UPDATE NFAAS ([HTTPS://NAVYFAMILY.NAVY.MIL](https://NAVYFAMILY.NAVY.MIL)) AND DMDC MILCONNECT ([HTTPS://WWW.DMDC.OSD.MIL/MILCONNECT](https://WWW.DMDC.OSD.MIL/MILCONNECT)) SEMI-ANNUALLY AND AS NEEDED WHEN CHANGES OCCUR. SAILORS ARE ALSO REQUIRED TO OBTAIN PERSONNEL ACCOUNTABILITY REPORTING POINTS OF CONTACT FROM CNIC REGIONAL COMMANDER IN THE EVENT OF A MAN-MADE OR NATURAL DISASTER PER OPNAVINST 3006.1. SAILORS MAY NEED TO OBTAIN A COMMON ACCESS CARD READER TO ENSURE ACCESS TO THESE WEB SITES AND TO REPORT MONTHLY PERSTEMPO IF NOT REPORTED BY THE ADMINISTRATIVE COMMANDER.

c. Except in unusual cases, orders for officers assigned to non-DoD agencies and activities must contain reimbursable accounting data.

(1) The following wording will be added to the orders:

"Pay, allowances, and cost of travel are originally chargeable to MPN (accounting data for travel (reimbursable accounting data line)) and ultimately reimbursable from non-DoD agency, activity, or foreign Government case number."

(2) Reimbursement will be based on rates and procedures established in references (c) and (f), section 0102 Policy and Procedures.

(3) ASN (M&RA) publishes reimbursable accounting data guidelines for non-DoD agencies and activities of foreign governments. BUPERS-704 receives specific reimbursable guidelines for non-DoD organizations from support agreements.

(4) The following personnel texts (PTEXTS) will be included in the orders:

P34025: SELECTIVE SERVICE SYSTEM, STATE DEPARTMENT, U.S. COAST GUARD, ARMS CONTROL AND DISARMAMENT AGENCY, FEDERAL AVIATION AGENCY, MERCHANT MARINE ACADEMY, NATIONAL SCIENCE FOUNDATION (NAVY ANTARCTICA), NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, DEPARTMENT OF ENERGY, MARITIME ADMINISTRATION, AND OTHERS.

P34035: NO-COST MOVE, USE INSTEAD OF P34025.

(5) Further assistance for application of reimbursable accounting data and the above PTEXTs is available from NAVPERSCOM, Distribution Management Division (PERS-455D).

d. DoD instructions permit billing at one standard rate and reference (f) state work will be charged using the annual military composite standard pay rates for personnel working outside the DoD. This standard rate is charged for reimbursement, regardless of actual pay received by the Sailor.

(1) In order to determine the reimbursable charges, the disbursing office holding the member's pay record is required to submit a monthly letter report to NAVPERSCOM for each officer assigned to a reimbursable billet.

(2) All matters concerning reimbursables will be addressed to BUPERS-704.