

MILPERSMAN 1300-060

ADMINISTRATION OF NAVAL MEMBERS PERFORMING DUTY WITH THE ARMY, AIR FORCE, OR COAST GUARD

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-4518 (901) 874-4518
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References	(a) Joint Publication (JP) 2-0 (b) Manual for Courts-Martial United States (2000 ed.) (c) Uniform Code of Military Justice, Article 15 (d) NAVPERS 15665I, U.S. Navy Uniform Regulations (e) BUPERSINST 1610.10
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Forms	NAVPERS 1610/2 (Rev. 07/95), Fitness Report and Counseling Record (E7-06) NAVPERS 1616/26 (Rev. 07/97), Evaluation Report and Counseling Record (E1-E6) NAVPERS 1611/2-1 (Rev. 06/03), Performance Assessment of a Flag Officer - Rear Admiral NAVPERS 1611/2-2 (Rev. 06/03), Performance Assessment of a Flag Officer - Vice Admiral
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1. Guidance

a. This article establishes the procedure for the procurement, accounting, and administration of Navy members performing duty with the Army, Air Force, or Coast Guard.

b. This article does not pertain to administration of naval members assigned to international staffs, joint staffs, joint activities, joint agencies, or joint committees (reference (a) pertains).

2. Request Procedures

a. Requests for Navy members to perform duty with the Army, Air Force, or Coast Guard will be addressed to Chief of Naval Operations (CNO) indicating the billet description, number, grade, length of tour, and special qualifications desired.

b. Upon approval of the request, Chief of Naval Personnel (CHNAVPERS) will be responsible for any additional liaison required in connection with the administration and personnel matters affecting such members. This activity will normally be located in close proximity to the Army, Air Force, or Coast Guard activity and is hereinafter referred to as the **administrative commander**.

c. When the designated administrative commander is serviced by a Pay/Personnel Administrative Support System (PASS) office, the administrative functions will be assigned as described in MILPERSMAN 1320-140 as circumstances warrant.

3. **Administrative Commander Duties**. The administrative commander is responsible for custody and maintenance of the member's service record, dissemination of Department of the Navy (DON) directives and publications, issuing instructions and appropriate forms for required Navy reports, and providing necessary administrative assistance to the Navy member. Personnel accounting responsibilities will be assigned by CHNAVPERS. Changes in the personal status of the Navy member, i.e., marital status, children, address, or such other data required to be entered in personnel records will be processed throughout the administrative commander.

4. **Tours of Duty**. The normal tour of duty with the Army or Air Force for Navy members is 24 months inclusive of training. Maximum tour lengths will be 36 months. Tours with the Coast Guard will vary from 18 to 24 months. Exceptions or adjustments to tour lengths will be based on mutual agreement between the participating services. If a tour of duty other than 24 months is desired or if a tour must be shortened, CHNAVPERS will notify the proper Army, Air Force, or Coast Guard authorities sufficiently in advance in order to maintain continuity within the command and to provide orderly planning for a relief. When a billet is no longer required or a change in the billet requirement is desired, the commanding officer (CO) of the Army, Air Force, or Coast Guard activity will notify CHNAVPERS of the change a minimum of 6 months in advance of the effective date.

5. **Governing Provisions for Members Performing Duty with the Army, Air Force or Coast Guard**. Navy members will be governed by the following provisions, with concurrence by Departments of the Army, Air Force, and Coast Guard:

a. In general, Army, Air Force, and Coast Guard COs should exercise court-martial jurisdiction over Navy personnel under their command only when the subject individual cannot be delivered to Navy for appropriate disciplinary action without manifest injury to the service or services involved. Accordingly, an Army, Air Force, or Coast Guard CO may initiate appropriate court-martial action to avoid manifest injury; however, in such event, CHNAVPERS and the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard should be notified of such proposed action before the court-martial is convened. In all other cases, when it is determined that disciplinary action should be taken by court-martial, a request shall be made to have the Navy member concerned relieved from duty with the respective service. Such request, with full supporting data, should be forwarded to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or Commandant of the Coast Guard. COs must use due diligence to comply with the requirements for speedy trial under reference (b), Rules for Courts-Martial (R.C.M.) 707.

b. As a matter of policy, nonjudicial punishment (NJP) under provisions of reference (c) should not be imposed by a commander of one service upon a member of another service. When it is determined that such action should be taken for a Navy member serving with the Army, Air Force, or Coast Guard, a request shall be made to CHNAVPERS to have the member concerned relieved from duty with the respective service or to have the member concerned ordered to temporary additional duty (TDY) with the administrative commander or with the geographically nearest Navy commander whose CO is authorized to impose NJP. Such request shall be made to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard. The request shall set forth a summary of the circumstances and a recommendation as to whether to retain the individual at the Army, Air Force, or Coast Guard command. When both such transfers are impractical, and the need to discipline the Navy member concerned is deemed urgent, the Army, Air Force, or Coast Guard CO may impose such punishment. Such CO shall, using discretion, determine if such transfers are impractical and whether the need to administer the punishment is urgent; however, when such reference (c) jurisdiction is exercised over a member of the Navy by an Army, Air Force, or Coast Guard CO,

a report of the circumstances, including the grounds for the aforementioned determinations, will be made to CHNAVPERS via the Army Adjutant General, the Air Force Assistant Deputy Chief of Staff for Military Personnel, or the Commandant of the Coast Guard as soon as practical.

c. This article does not limit an Army, Air Force, or Coast Guard CO in the use of nonpunitive measures not intended to become part of the permanent record of the Navy member concerned.

6. Disposition of Official Correspondence

a. Official correspondence initiated by Navy members, such as requests for change of duty or schools shall be sent to CHNAVPERS via the appropriate channels of the Army, Air Force, or Coast Guard. Navy members serving with the Air Force Training Command shall send such correspondence via Commander, Naval Education and Training Command (NETC). A copy of such correspondence shall be sent to the administrative commander for filing in the member's service record.

b. Granting of leave will be controlled and leave authorization issued by the CO of the Army, Air Force, or Coast Guard activity. All requests for leave will be forwarded by the CO of the Army, Air Force, or Coast Guard activity to the administrative commander to verify the member's leave balance. The administrative commander shall inform the requesting activity by return endorsement, prepare a NAVCOMPT 3065 (2-83), Leave Request/Authorization, and send Part 3 to the requesting activity. Upon return of the Navy member from leave, Part 3 of the leave authorization, with the hour and date of departure and return noted, will be sent to the administrative commander.

c. The Navy member will continue to receive pay support from the Defense Finance and Accounting Service (DFAS) Cleveland Center, Navy regional finance centers, and other Navy disbursing officers while performing duty with the Army, Air Force, or Coast Guard. The administrative commander will determine the appropriate finance office for this purpose.

d. Health records of Navy members will be maintained by the medical facility that maintains the health records for members of the Army, Air Force, or Coast Guard activity. When Navy members are hospitalized in Army or Air Force medical facilities, the appropriate service Clinical Record Cover Sheet

will be used to record such treatment. Upon completion of hospitalization, the original Clinical Record Cover Sheet will be filed in the Navy member's health record and one copy sent to:

Chief
Bureau of Medicine and Surgery (BUMED-481)
Navy Department
Washington, D.C. 20372-5120

e. Navy members shall follow reference (d) and wear Navy uniforms appropriate to those prescribed for personnel of the Army, Air Force, or Coast Guard for the local geographical area in which stationed. In combat areas or where the wearing of the Navy uniform would be inappropriate, Navy members may wear appropriate Army, Air Force, or Coast Guard uniforms if provided at no expense to the member. When such clothing is worn, proper Navy insignia shall be worn.

7. **Disposition of Orders.** Upon reporting and detaching, the CO of the Army, Air Force, or Coast Guard activity will send one copy of the Navy member's orders with endorsements to CHNAVPERS and one copy to the administrative commander. TDY orders in connection with Army, Air Force, or Coast Guard matters will be originated and funded by the respective service to which the Navy member is attached. CHNAVPERS will fund and issue orders to Navy members for Navy-sponsored TDY.

8. **Reports Submitted by COs.** COs of Army, Air Force, and Coast Guard activities shall submit officer and chief petty officer (CPO) fitness reports and enlisted evaluation reports on Navy members using **NAVPERS 1610/2** and **NAVPERS 1616/26**, per reference (e). (Exception: **NAVPERS 1611/2-1** and **NAVPERS 1611/2-2** shall be used for fitness reports on flag officers and flag selectees.) Evaluation forms of other services shall not be used. The administrative commander shall ensure that supported activities are aware of reporting requirements and due dates, and shall provide forms, instructions, and advice as necessary.

9. **Service Awards.** Army, Air Force, and Coast Guard COs may determine the eligibility of Navy members for campaign and service awards that have identical Army, Air Force, Coast Guard, and Navy requirements. Recommendations for campaign and service awards peculiar only to the Navy will be submitted to CHNAVPERS. In the case of personal decorations and citations for

outstanding heroism or achievement, Army, Air Force, and
Coast Guard COs may submit recommendations via official channels
to the proper authority.