

MILPERSMAN 1300-308

OVERSEAS TOUR LENGTHS AND TYPES

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References	(a) DoD Instruction 1315.18 of 28 Oct 15 (b) NAVSO P-6034, Joint Travel Regulations (JTR) (c) DIA Directive 1350-100 Duration of Tours at Attaché Stations of 27 June 2017 (d) OPNAVINST 1300.15A
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1. **Key Billets**. Key billets are reserved for only those positions in which the continued presence of an officer, warrant officer, or senior enlisted Service member (E-8 or E-9) is determined to be absolutely essential to the mission of the activity, unit, or the U.S. presence in that area. Assignment to key billets must require Service members to serve the accompanied tour length, even if the Service member declines to serve the tour accompanied. Key billets will be established only at overseas duty stations where the accompanied tour length is at least 24 months per reference (a).

2. **Overseas Tour Lengths**. Overseas tour lengths are the standard tours of duty established for specific locations outside the continental U.S. (OCONUS) per references (a) and (b).

a. **Commencement of Tour**

(1) Time Creditable. An overseas tour begins with the day of departure from the continental U.S. (CONUS) and ends with the day of return. Authorized leave taken en route to an overseas duty station will be excluded from the computation.

(2) Overseas duty for Service members on board vessels during a change of homeport from CONUS to OCONUS, including commissioning of a vessel to be homeported OCONUS, commences on

the effective date of the homeport change, regardless of location of the vessel on that date.

b. **Adjusted Tour Lengths.** Service members who report on unaccompanied orders to an overseas area that allows accompanied tours, then are later joined by dependent(s) at the Service member's expense, will have their tour adjusted to the accompanied tour length or an additional 1 year on board, computed from the date command sponsorship is granted, whichever is longer.

Note: Commanding officers (CO) must report command sponsorship and request tour length adjustment from Navy Personnel Command (NAVPERSCOM), Career Management Department PERS-4XX (appropriate detailer code).

c. **Shortened Tour Length.** Tours must meet Department of Defense (DoD) overseas tour lengths. Service members may be reassigned up to 60 days prior to completion of the full tour length and be considered as having completed the full tour.

Note: Service members assigned to 12-month overseas tours will serve the full 12-month tour.

d. **Officer Only**

(1) Overseas Homeports. Tour length for ships and squadrons homeported overseas will normally be followed per [MILPERSMAN 1301-110](#) or exhibit 1 below.

(2) Hawaii and Alaska. Hawaii and Alaska have a minimum tour of 36 months with no mandatory rotation date established. Shore tours will be 36 months (or other DoD area tour specified). Sea tour lengths guidance is followed per [MILPERSMAN 1301-110](#).

(3) DoD Area Shore Tour. Officers assigned to overseas shore duty must be ordered to serve the applicable DoD area shore tour. Exceptions to this policy are contained in reference (a) and include, but are not limited to, Service members assigned to the Defense Attaché System (reference (c)), government-to-government contracts Personnel Exchange Program (PEP) (reference (a)), and medical officers assigned per reference (a) and outlined in [MILPERSMAN 1301-110](#).

e. **Enlisted Only**

(1) Hawaii and Alaska Tour Lengths. Projected rotation dates (PRD) for enlisted Service members assigned to duty in Hawaii and Alaska will coincide with their assigned sea shore flow (SSF) per applicable SSF NAVADMIN, but in no case for less than 3 years.

(2) Nuclear Qualified and Trident Technicians. Tour lengths for enlisted nuclear qualified operators and enlisted trident technicians are currently excluded from the provisions of this article. Tour lengths for such Service members will be dictated by situational requirements.

(3) Submarines Permanently Homeported in Guam and Nuclear Trained Sailors on Nuclear Aircraft Carriers (CVN) Permanently Homeported in Japan. Tour length for enlisted Service members assigned to submarines permanently homeported in Guam or on CVNs permanently homeported in Japan will be 36 months.

f. **PEP Tours.** Per reference (a), PEP tours are normally 24 months, PEP tours in a flying status will be 30 months (24 months plus 6 months of training).

3. **Overseas Tour Length Types and Options.** During the interview conducted per [MILPERSMAN 1300-300](#) through [1300-304](#), Service members must be given the opportunity to elect whether they desire to be accompanied by family member(s) in an overseas area that is authorized accompanied tours or serve in an unaccompanied status.

Note: Dependents are not authorized in areas indicated by "N/A" in the accompanied tour length column in appendix Q of reference (b) or exhibit 1 below.

a. **Types.** Overseas tour length types are as follows:

(1) **Accompanied with Family Member(s).** Tour length assigned to Service members accompanied or joined by command-sponsored family member(s).

(2) **Unaccompanied (All Others).** Tour length assigned to single Service members or those who either voluntarily or involuntarily are not accompanied by command-sponsored family member(s).

b. **Service Record Entries.** The CO must ensure the following electronic service record entries made when the Service member indicates a decision has been reached regarding options available.

(1) **For accompanied tours,** make the following entry on [NAVPERS 1070/613](#) Administrative Remarks:

"I fully understand the contents of MILPERSMAN 1300-308 and have elected the accompanied (with family member(s)) tour prior to my transfer from my present duty station."

Member's Signature

Witnessed: _____
G. Jasper
CDR, USN, Personnel Officer

(2) **For unaccompanied (all others) tours,** make the following entry on [NAVPERS 1070/613](#):

"I fully understand the contents of [MILPERSMAN 1300-308](#) and have elected the unaccompanied (all others) tour prior to my transfer from my present duty station. I also understand, per Joint Travel Regulations, family member(s) travel to overseas duty station at Government expense is not authorized.

Member's Signature

Witnessed: _____
C. Poullard
CDR, USN, Personnel Officer

c. **Change from Unaccompanied to Accompanied.** If, after choosing an unaccompanied (all others) tour and orders have been endorsed accordingly, and the Service member desires the longer accompanied (with family member(s)) tour, the Service member must request command sponsorship and dependent entry approval prior to submitting PRD extension. Service member must submit request to NAVPERSCOM (PERS-4XX) (appropriate detailer code) using [NAVPERS 1306/7](#) Electronic Personnel Action Request for enlisted memo or [NAVPERS 1301/85](#) Officer Personnel Action Request for officers.

(1) The request will not normally be approved in any instance where the Service member has already been furnished transportation of family member(s) or household effects at Government expense to a place designated by the Service member.

(2) If the request is approved, a modification of the Service member's PRD routed via division director. [NAVPERS 1070/613](#) entry must be made by the personnel support detachment.

(3) All requests to change tour length must be per references (a) and (b).

d. **Tour after Early Return of Family Member(s).** Service members whose family member(s) were furnished early return transportation from the Service member's overseas duty station under the provisions of references (a), (b), and (d) will be required to complete the prescribed accompanied tour.

4. **Tour Adjustments**

a. Requests for adjustments of overseas tours must be submitted to the Service member's detailer (see paragraph 2 above).

(1) After orders are executed, tours may not be shortened to change from accompanied to unaccompanied, unless travel by dependents and household goods movement has not yet occurred.

(2) Tour lengths that are changed subsequent to orders execution may incur indebtedness to the Government due to the change in station allowances caused by the tour adjustment.

b. Such requests must contain sufficient information to facilitate an accurate determination. Examples of situations when PRDs require adjustments are as follows:

(1) Correction of erroneous PRDs

(2) Family member(s) arriving in a "tourist status" or are newly acquired and subsequently become "command sponsored" family member(s)

(3) Service member voluntarily elects to extend the tour.

5. **Consecutive Overseas Tour (COT)**. A COT occurs when a Service member executes an assignment order from one overseas assignment to another as defined in reference (a).

a. **Eligibility**. Service members under COT orders will normally serve the full DoD area shore tour or full prescribed sea tour on both the initial and follow-on tours (either accompanied or all others (as appropriate)).

(1) For COTs (costed PCS orders), the tour will be ordered for the DoD tour listed in reference (b), appendix Q, SECNAV prescribed sea tours or exhibit 1 below (accompanied or unaccompanied) as appropriate. A request for waiver may be submitted to NAVPERSCOM (PERS-4) for a determination when two full tours cannot be completed. For waiver requests, each tour must be at least the unaccompanied tour length.

(2) Family member(s) are entitled to COT leave travel only when they

(a) are an eligible dependent as defined in reference (b), appendix A;

(b) are command sponsored for both tours; and

(c) they will accompany the Service member during both tours.

b. **In-place Consecutive Overseas Tour (IPCOT).** IPCOT is a subset of COT. Service members serving on an accompanied or unaccompanied tour may request an IPCOT before completing the initial tour, including voluntary extensions of that tour. The Service member is agreeing to serve another tour within the local commuting area of the original permanent duty station, whether it is an accompanied or unaccompanied tour. Waivers are not authorized for IPCOT.

c. **COT/IPCOT Leave Travel.** Service members assigned to COTs may travel between assignments under provisions of reference (b). Refer to [MILPERSMAN 1050-410](#) for execution and deferral information.

Exhibit 1

Navy-Specific Overseas Sea Duty Tour Lengths

1. DoD area tour lengths are listed in reference (b), appendix Q. The following Navy-specific overseas sea tour lengths are exceptions to the standard DoD area tour length for the area or unit as authorized per reference (a).

2. Nuclear trained Service members are presently being assigned for 24 months, regardless of tour election to overseas duty on performance monitoring teams, in radiological control divisions, and nuclear planner or nuclear repair billets in overseas home-ported tenders in Guam.

Country, Area, or Command	Accompanied	Unaccompanied
Guam		
-Submarines	36	36
-Nuclear trained on board submarine tenders	24	24
Italy		
-Pachino Target Range at Marza (47201)	N/A	12
Japan		
-Nuclear trained on board USS <i>Ronald Reagan</i>	36	36
-COMEXSTRIKGRU, White Beach, Okinawa (55308)	24	18
Bahrain		
-All Sea Duty Commands (Type 4 and TAC D)	24	18