

MILPERSMAN 1301-100

OFFICER DISTRIBUTION - OVERVIEW

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Reference	(a) BUPERSINST 5720.7E (b) SECNAVINST 5211.5E			

1. Introduction

a. The Chief of Naval Personnel (CHNAVPERS) is the single point of contact at the Washington headquarters level for all matters relating to the distribution of naval personnel. Navy Personnel Command (NAVPERSCOM), Millington, TN, performs officer personnel distribution and career development functions in support of CHNAVPERS mission.

b. MILPERSMAN articles 1301-100 through 1301-110 cover general distribution and assignment rules. MILPERSMAN 1301-112 through MILPERSMAN 1301-906 pertain to specific issues for officer distribution and assignments:

Topic	See MILPERSMAN
Officer Distribution - Process	1301-102
Officer Distribution - General Tour Lengths and Rotations	1301-104
Officer Distribution - Time on Station	1301-106
Officer Distribution - Retainability	1301-108
Officer Distribution - Prescribed Sea Tour and Recommended Shore Tour Lengths	1301-110

2. **Mission.** The mission of all officer distribution divisions within NAVPERSCOM, Career Management Department (PERS-4) is twofold:

a. To assign the best qualified officers to meet needs of the Navy as defined by the approved officer billet file.

b. To assign officers to billets which develop their professional expertise so that the officer corps as a whole embodies leadership, technical, and managerial skills necessary to achieve the Navy's mission.

3. **Background.** Manpower and personnel policies pertaining to the officer corps are driven by requirements determined by CHNAVPERS.

a. NAVPERSCOM is responsible for the administrative management of inventory, in quantity and quality, to meet these requirements. The development and optimum employment of a qualified, motivated work force is a universal, multi-faceted challenging task; it is a particular challenge in the highly competitive, closed system (i.e., accessions only at the bottom) characteristic of the officer corps. Inventories must be kept in line with requirements and, at the same time, the individual officer must be provided with a meaningful and professional development pattern. The proper, balanced professional development of the officer corps is directly dependent on establishment of reasoned, mutually supportive policies, and adherence to these policies in the distribution process.

b. NAVPERSCOM (PERS-4) maintains and manages the inventory of officer personnel through the distribution process. With respect to officer personnel policies, NAVPERSCOM (PERS-4) works closely with the Office of the Chief of Naval Operations (OPNAV), Manpower, Personnel, Training, and Education Policy Division (N13), which has primary responsibility for development of personnel policies and plans in support of Navy forces.

4. **Detailing.** Each duty assignment is governed by the **needs of the Navy, career needs of the individual, and desires of the individual.** Assignment officers consider these three areas before determining an officer's assignment.

a. **Needs of the Navy.** Needs of the Navy are the primary consideration in each officer's assignment and override all other factors. These needs are met by filling a valid billet requirement with the best officer available. Command requirements are screened by the **placement officer** (who represents the command) and furnished to the **assignment officer** (who represents the individual officer).

(1) A valid billet requirement starts out as the officer allowance for each activity, then is further defined by amplifying information such as naval officer billet classification codes, additional qualification designators, billet sequence codes, etc.

(2) When assigning an officer to a billet, the best-qualified officer is the one who meets the billet requirements and is available. Some of the factors affecting the selection of a particular officer follow:

- (a) Time-on-station of incumbent;
- (b) Time-on-station of relief;
- (c) Retainability of relief;
- (d) Minimum tour for separation of incumbent;
- (e) Permanent change of station costs;
- (f) Completion of Department of Defense tour; and
- (g) Utilization of specialized training.

(3) Due to high priority "needs of the Navy" requirements, some officers are assigned to billets perceived to be outside normal career progression. Assigning to or extending officers in billets which require a unique ability or expertise (e.g., foreign language, qualification in an out-of-production weapons platform, or certain minority/equal opportunity tours) may, if not properly documented, adversely impact an officer's career.

(a) To ensure "no other options" assignments are properly documented and brought to the attention of promotion and selection boards, assignment officers will submit a letter of explanation (Exhibit 1) to NAVPERSCOM (PERS-4) for signature.

(b) Officers who are short-toured in order to fill a key billet will also receive a letter of explanation to prevent possible misinterpretation by a selection board. Furthermore, these officers must obtain a retainability waiver from NAVPERSCOM (PERS-4).

(c) A copy of this letter will be forwarded to NAVPERSCOM, Records Management Policy Branch (PERS-313) for filing in the officer's official military personnel file (OMPF) under field code 03.

b. **Career Needs of the Individual.** Operational, technical, and managerial areas of development are key elements in every officer's career progression. Warfare specialty development is essential to the unrestricted line officer and is incorporated in the Professional Development System. This system is structured to develop officers who are capable of performing in key technical and managerial assignments, as well as warfare/staff specialties.

(1) Each officer community has a basic career path that develops its officers to assume positions of increasing responsibility. Within a career path, there is a great deal of room for flexibility among assignments to achieve the desired results. Depending on the community, officers must obtain certain qualifications during their career.

(2) Career development information can be found on Navy Personnel Command's Web site at:
<http://www.public.navy.mil/bupers-npc/officer/Pages/default2.aspx>

c. **Desires of the Individual.** The desires of the individual, although listed third, are important. In this area, the morale of the officer, and in many instances the family, is affected.

(1) The working spouse factor is specifically considered in the assignment process; however, the employment status of the spouse does not take priority over the needs of the Navy or the career needs of the individual. Throughout an officer's career, there may be a requirement for the officer to take an assignment that maintains career progression and forces the member to serve an unaccompanied tour overseas or to choose to become a geographical bachelor in the contiguous United States.

(2) The decision by a spouse to accept paid employment, to attend school, to participate voluntarily in activities related to the naval service, or to do none of these will not be influenced by the preferences or requirements of the Navy. In

addition, neither this decision, nor the individual's marital status will have an effect on assignments or selection boards.

(3) Desires of the individual are human factors, which are considered when dealing with the personal lives of individuals, particularly in an all-volunteer environment; however, the needs of the Service remain paramount.

5. **Personal Contact and Assignment Commitments**. It is the policy of NAVPERSCOM to encourage personal contact between detailers and individuals. This personal contact can be in the form of written correspondence, visits, and telephone calls. Active communication will help ensure all aspects of the detailing process are clear.

a. **Officer Data Cards**. Contact your detailer to update any changes to your personal information and identify any errors you find in your OMPF. Specifically, send fitness reports to NAVPERSCOM, Performance Evaluations Division (PERS-32), awards to Navy Department Awards Web Service, and official sealed transcripts to NAVPERSCOM, Joint Officer Management and Education/Subspecialty Branch (PERS-450).

(1) The officer data card (ODC) is converted to a database management system in the Officer Assignment Information System (OAIS), which is used by both assignment and placement officers in the detailing process.

(2) Officers should review their ODC annually. The ODC provides up-to-date information as it appears in the officer master file (OMF). It is imperative that the information contained on the ODC is accurate, current, and complete; as this is the same information that is utilized by assignment and placement officers.

(3) Some of the OMF data is also printed on the officer summary record and used for selection boards.

b. **Detailer's File**. Assignment officers maintain a detailer's file containing items of interest on each constituent.

(1) The file is initiated when an officer receives initial orders to active duty and should be kept electronically. The detailer file is composed of the officer's current

assignment and contact information, and a record of any e-mails or telephone conversations with the assignment officer, including the officer's follow-on assignment preferences, and any other pertinent information and memoranda that needs to be filed.

(2) Both the officer's packet and the personal folder, which comprises the detailer's file, are passed on to successive assignment officers as the officer advances to the next career milestone, whether via billet or rank.

c. Recording Communications With Constituents in the Detailer's File and OAIS. Occasionally, it is reported that an assignment officer made a commitment to an individual or provided advice in a telephone conversation that has become difficult to support in terms of current policy. To ensure sufficient documentation exists when a reconstruction of the events is attempted, detailers avoid verbal commitments or statements of unpublished policy, unless the verbal communications is immediately followed up in writing. A copy of the written communication is retained in the detailer's file and a summary of each telephone conversation with a constituent is recorded in OAIS, or in a Microsoft Outlook file (.pst file). Detailers do not have the authority to commit to an assignment that does not comply with MILPERSMAN 1301-104 through MILPERSMAN 1301-110 requirements.

d. Follow-on Assignment Commitments. Assignment officers may make a commitment for a follow-on assignment to officers being detailed to "hard-fill" assignments and unaccompanied tours in order to make them more palatable. Such commitments are only made with placement concurrence. **When discussing future assignments with an officer, the assignment officer will make it clear whether the discussion does or does not constitute a commitment. Any commitment will be confirmed in writing via letter or e-mail.** The individual officer will be made aware that any commitment is made on the condition there will be no significant change in force levels or requirements. Placement officers do not have the authority to commit to an assignment that does not comply with MILPERSMAN 1301-104 through MILPERSMAN 1301-110 requirements.

e. Warfare Qualified Officers Who Refuse Sea Duty Assignment. Occasions may arise when a warfare-qualified officer, for either personal or professional reasons, may decide

to refuse a sea duty assignment. If all appropriate avenues of recourse have been exhausted by the officer (e.g., correspondence, flag review, humanitarian request, etc.) and the officer still refuses sea duty or takes any action which would prevent qualification for a subsequent sea duty assignment, warfare qualification revocation advisement actions will be taken by the appropriate assignment division.

(1) An official letter (Exhibit 2) will be sent to the officer, signed by the assignment division director, outlining the reasons for possible warfare qualification revocation with a warning that further action on the part of the officer to avoid a sea duty assignment will be sufficient grounds for the revocation.

(2) Such notification will be signed by the division director, and a copy of the letter filed in the officer's personal folder retained by the detailee.

f. Detailee Field Trips. Division directors will coordinate trips with local sponsoring commands to ensure promulgation of an upcoming visit. All available means should be pursued to communicate trip details and maximize detailee/constituent interaction.

(1) In addition to the schedule, names, and responsibilities of detailers, the notification will include brief comments on anticipated discussion topics and will request maximum participation from local commands. Detailers maintain close liaison with respective community managers and retention team members, both before and after field trips, to ensure constituent concerns are heard and matters involving personnel policies and retention initiatives are addressed with one voice by NAVPERSCOM representatives.

(2) Detailee and retention team trip reports are exchanged routinely between divisions. Divisions will amplify issues of common interest.

(3) Detailee field trip team leaders will invite counterpart community managers to accompany them on visits on a case-by-case basis once firm trip arrangements have been made.

6. Information Release/Review. Officers attached to NAVPERSCOM (PERS-4), in acting as agents of NAVPERSCOM, are entrusted with

authority per references (a) and (b) to review service records of officers. Indiscriminate use of records for detailing purposes will be avoided. Officers not attached to NAVPERSCOM (PERS-4) may **not** review records other than their own, unless they have a specific need to know per their duties. Bureau of Naval Personal (BUPERS), Office of Legal Counsel (BUPERS-00J) should be consulted for all matters regarding "for official use only" and requests for data on multiple records.

a. Officers attached to NAVPERSCOM (PERS-4) may **not** show/provide records to officers outside NAVPERSCOM (PERS-4), with the exception of constituents who may be shown their own record by the assignment officer.

(1) Personnel assigned to NAVPERSCOM (PERS-4) will be familiar with the provisions of the Privacy Act. BUPERS, BUPERS-00J is charged with Privacy Act coordination within NAVPERSCOM.

(2) Authority for exceptions to these policies must be obtained from Commander, Navy Personnel Command via the appropriate chain of command.

(3) NAVPERSCOM, Performance Evaluations Division (PERS-32) is the responsible agent for all fitness report information at NAVPERSCOM.

(4) Requests for military and personnel strength data outside the BUPERS enterprise must be referred to the appropriate officer community manager within BUPERS, Military Community Management (BUPERS-3). No such data may be released by an officer assigned to NAVPERSCOM (PERS-4).

EXHIBIT 1

SAMPLE LETTER OF EXPLANATION FOR NO OTHER OPTIONS ASSIGNMENT

(Use the proper memorandum for the record format
containing the following.)

MEMORANDUM FOR THE RECORD

Subj: LETTER OF EXPLANATION ICO (OFFICER'S NAME/RANK/DESIG)

1. This memorandum is to alert statutory and administrative boards to the special nature of the assignment of (officer's name) to (command and location) due to needs of the Navy.
2. Although this assignment might be considered out of the mainstream of (officer's name) professional development, it was absolutely necessary due to higher priority requirements. This was a bona fide "needs of the Navy" detail. This assignment must be viewed favorably and positively with regard to (officer's name) overall performance record and the sensitive nature of the billet. (Provide additional background information or tailor specific detail above as necessary).
3. NAVPERSCOM (PERS-313) will ensure this memorandum for the record is entered into the member's official military personnel file.

(NAVPERSCOM (PERS-4) signature)

Copy to:
Officer
Appropriate NAVPERSCOM Assignment Division
PERS-313

EXHIBIT 2

SAMPLE WARFARE REVOCATION ADVISEMENT LETTER

(Use the proper letter format containing the following.)

From: Commander, Navy Personnel Command (PERS-4)
(Director, (appropriate division), (PERS-4))
To:
Subj: ADVISEMENT OF POSSIBLE WARFARE QUALIFICATION REVOCATION
PROCEEDINGS
Ref: (a) Official notification of sea duty assignment
(b) MILPERSMAN 1210-090 (for Surface Warfare Officer)
MILPERSMAN 1210-100 (for Submarine Warfare Officer)
MILPERSMAN 1610-020 (for Aviation Warfare Officer)
MILPERSMAN 1210-220 (for Special Warfare Officer)

1. Reference (a) officially notified you of your pending sea duty assignment to _____ . Since you have indicated you intend to refuse this assignment, I must advise you that further actions on your part to avoid this assignment (or to prevent qualification for this or any subsequent sea duty assignment) will constitute sufficient grounds to commence warfare qualification revocation proceedings per provisions of reference (b).

2. It is very important that you weigh the impact of your decision to refuse sea duty and the effect it will have on your future in the Navy. Please notify your detailer of your decision as soon as possible.

(Assignment Division
Director Signature)

Copy to:
CO