

MILPERSMAN 1301-102

OFFICER DISTRIBUTION - PROCESS

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-3516 (901) 874-3516
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

1. **Policy.** The officer distribution process is cyclic in nature; an incumbent vacating a valid billet leads to assignment of an officer to the vacated billet.

a. The common cue for action is an officer with an approaching projected rotation date (PRD).

b. The assignment officer recognizes that an officer will be available for a new assignment and will need to be proposed.

c. Placement officers review billets within their purview and screen officers in those billets who have approaching PRDs.

d. Collectively, these billets represent the pool of billets to which rotating officers must be assigned.

2. **Background.** Officer distribution is the assignment of specific naval officers to fill the identified requirements of the service. The basic officer distribution process consists of identifying and placing a requirement (placement) and the assignment of an officer to fill the requirement (assignment).

a. Placement officers at Navy Personnel Command (NAVPERSCOM) represent the commands under their cognizance in the distribution process. Placement officers are charged with the responsibility of properly executing the policies of NAVPERSCOM and ensuring the best match between billet requirements and officer qualifications.

b. The assignment officer, also referred to as a detailer, represents the officer's interests in the distribution process. Assignment officers are responsible for ensuring that career needs and personal interests of each officer are served fairly. Distribution is made on a career community basis.

3. **Assignment Process Cycle**

a. **Gaining placement officer posts billet for fill.**

(1) Placement officers utilize Online Distribution Information System (ODIS), Officer Assignment Information System (OAIS), or other tools to identify PRDs that require posting. Brief posting notes are used whenever necessary to amplify the requirements for a particular billet. Placement officers post billets for relief at least 9 to 12 months before a relief is required on board, or earlier if necessary. When a billet is occupied, the posting is based on the incumbent's PRD and the billet desired for a relief. The placement officer, based on current inventory and billet fill priority, determines whether the billet can be gapped and the length of the gap beyond which the assignment officer is obligated to fill. When officers are being proposed to 1000/1050 billets, the placement officer liaises with the NAVPERSCOM, Allocation and Statistics Branch (PERS-452).

(2) In the case of new activities/ships/submarines under construction, the fill date will be based on billet funding established by the budget submitting office (BSO) or the ship's phasing plan and the BSO.

(3) When the incumbent is separating from the Service, the fill date will be the month prior to the date of separation, minus any separation leave approved by the command (separation leave is for planning purposes and fill dates will not be governed by command approval of such requests), and the posting will contain the words "RESIG," "RETIREMENT," "RAD," or others (as appropriate).

b. **Assignment officer proposes officer to gaining placement for assignment to the billet.**

c. **Gaining placement officer then does the following:**

(1) Accepts proposal, constructs training track (if required), and reviews the order for accuracy.

(a) To ensure maximum attention to each officer action, placement officers should keep their action queues as brief as possible. If, because of unusual circumstances, a proposal cannot be decided upon and orders initiated within a

reasonable period of time, then the proposal is rejected with feedback to the originating detailer stating why the proposal could not be acted on.

(b) Proposals requiring informal board approval are not made until the board sheet has been signed by the approving authority. If placement officers receive a proposal via OAIS in advance of an approved board sheet, they will return the proposal to the assignment officer.

(c) In the same way, proposals to fill nominative billets are completed in OAIS once the nomination is approved.

(d) Proposals that require courtesy contact, via phone or e-mail, are approved or rejected as quickly as possible and are initiated without delay. Once courtesy contact is initiated, placement officers leave the proposal in their hold queue for a period of not more than 5 working days, after which, hearing nothing to the contrary, they assume concurrence by the gaining command and process order documents to send the proposal to losing placement review.

(e) Training tracks will be constructed per billet specialty training and other directives. Placement officers must make every effort to keep pipelines as short and simple as possible. Unless certain information is available, the estimated date of detachment (EDD) will be assumed to be the middle of the month of availability. To ensure that officers are able to take delay in reporting (DELREP) when authorized, leave periods should be front-loaded. Only if a significant pipeline compression can be affected should the leave be broken up or scheduled for the end of the pipeline. Following the same logic, once the pipeline is complete the officer should be ordered to the gaining command without delay with the estimated date of arrival (EDA) at the gaining command, normally the same month in which the last intermediate activity ends, except when a school graduates at the end of the month or when a command's deployment complicates travel arrangements. To conserve Navy operation and maintenance funds which pay for temporary duty (training less than 20 weeks), permanent change of station (PCS) orders will be per MILPERSMAN 1320-314.

(f) Forwarding the proposal to losing placement carries the assumption that the gaining placement officer may

not have access to the proposal again, and that all requirements for orders, including the confirmation of quotas, have been met.

(2) Rejects Proposal. Rejected proposals are followed up by a phone call, e-mail, or visit to the originating detailer.

d. Once the proposal is accepted, the placement officer will make the incumbent available for transfer.

(1) Officers will be made available for transfer as soon as their reliefs have been accepted and orders processed through OAIS. In determining the date of availability, placement officers take into account the entire pipeline of the relief, including leave and travel, 10 days for face-to-face turnover, and time on station requirements. When the EDA cannot be determined within the reporting month, it will be assumed to occur at the end of the month, and the incumbent will be made available for transfer in the following month.

(2) Availability of officers at a command will not be postponed for any reason without a timely, written request from the officers or their command, and approved by the assignment and placement officers for all commands affected. In particular, the practice of informally holding officers in excess to smooth out "wardroom continuity" or to meet a scheduled command milestone is discouraged.

(3) If the orders of an officer's relief are cancelled, the assignment and placement officers concerned will immediately confer regarding a new relief and the cancellation or postponement of the officer's availability until that time.

e. Losing placement officer conducts losing placement review and approves detachment of officer from present activity.

(1) Having made an officer available for transfer, the placement officer becomes, with regard to that officer, losing placement. The losing placement review is the last opportunity the losing placement officer has to ensure that a proper turnover has been provided.

(2) When conducting a losing placement review, the placement officer first examines the complete details of the assignment, both for the incumbent and for the relief. Not all

circumstances surrounding a detachment are apparent from the availability month; therefore, the use of activity texts (ATEXTs) and personnel texts (PTEXTs) in orders and the EDA at intermediate activities must be closely examined. ATEXTs, which are automatically generated by OASIS, describe general information or a requirement that the officer should know about a particular activity. PTEXTS relate directly to the officer and contain information concerning an officer's instructions or obligations when reporting to a new command.

(3) On approving a losing placement review, the placement officer annotates the unit staffing report for the detaching activity with the EDD and the name of the gaining command.

(4) Disapproval of a losing placement review causes the proposal to be returned to the gaining placement officer for further action. The gaining and losing placement officers discuss the circumstances surrounding the disapproval and attempt to reach an agreement on the continued processing of the proposal. If the agreement requires changes to the training tracks, the gaining placement officer makes those changes prior to rerouting the proposal to losing placement. If the agreement requires a change to the ultimate unit identification code or billet sequence code, or the EDD must be changed to a date earlier than the officer's current availability date, the gaining placement officer rejects the proposal and a new proposal must be initiated. If an agreement cannot be reached, the gaining placement officer must reject the proposal.

(5) Conflicts will be resolved, per the policy stated above, or will be forwarded for resolution to the first common superior in the NAVPERSCOM chain of command.

(6) When conducting a losing placement review for an officer being ordered from command, the losing placement officer ensures the immediate superior in command and other cognizant commands are included in all applicable communication venues.

f. Assignment officer completes orders and forwards for review and transmission.

Note: Per MILPERSMAN 1301-100, the placement officer is the representative for the command and is primarily responsible for ensuring that the right officer with the necessary training and

qualifications is in the right billet. Under no circumstances will the placement officer hold release from active duty, resignation, or retirement requests because a suitable relief is not available when the request is submitted, per the administrative procedures (e.g., within 9-12 months of the detachment month for resignation) outlined in MILPERSMAN 1920-090 Release From Active Duty (RAD) Procedures, 1920-200 Officer Resignation Procedures, or 1810-020 Submission of Application for Voluntary Retirement from Active Duty). If the request is not submitted within the timelines delineated in the appropriate MILPERSMAN article, the placement officer can recommend disapproval due to lack of relief.

4. Control of the Assignment/Placement Interface. During the above cycle, officers are considered under the control of the placement officer from the time they are proposed and accepted for a new assignment until the time they are made available for transfer.

a. During the rest of the cycle, they are considered under the control of the assignment officer. When officers are under the control of the assignment or placement officer, their status is not changed (e.g., availability cancelled, PRD changed, or assignment cancelled) without the concurrence of the controlling officer.

b. Particularly in fast developing situations, assignment and placement officers cooperate to ensure optimum use of all officers actually available. Although the needs and desires of the individual are taken into account, the readiness of the affected command takes priority in any conflict, with operating forces having priority over the shore establishment. This means that whenever possible, billets afloat will not be gapped and the relief of officers will include the required 2 weeks (10 working days) for face-to-face turnover.

c. To prevent breakdowns in the officer distribution cycle, assignment and placement officers must take particular care with assignment/placement interface; namely, with postings, proposals, availabilities, and losing placement reviews. Although officer assignments are usually managed with the year and month as a standard unit, to minimize time lost during transition, the actual date of report or detachment will be used (if known) or else estimated and considered, allowing for the full DELREP the situation and officer's status permits.

5. **Urgent Reassignment Action (URA) (Rip-to-Fill)**. When the urgency of filling a billet justifies the reassignment of officers in advance of their normal rotation date without a relief, the placement officer owning the urgent fill billet must initiate the URA. Assignment officers may also initiate a URA.

a. If the URA is approved, the losing placement officer and the assignment officer will coordinate so the losing command and individual are notified as close together as possible.

b. Losing placement will post the vacated billet for fill.

c. Orders will be prepared in the normal manner.

d. Detailers and placement officers will not make any promises to the constituents until all applicable waivers are approved by Assistant Commander Navy Personnel Command, Career Management Department (PERS-4) or Deputy, Career Management Department (PERS-4B) (as appropriate).

6. **Reassignment Due to Officer Billet Cuts**. Congressional, service or other decisions often necessitate fiscal year end strength reductions. Essentially, strength reductions equate to billet cuts. It is very likely some of the billets cut will have officers serving in them. In these instances, the following guidelines apply:

a. Cognizant placement officers will make those officers assigned to billets which have been cut available for reassignment within 90 days of the date that the billet funding was removed. The officer must be reassigned to a valid billet within the same activity. Where appropriate, an officer in a cut billet can serve as the replacement for an officer departing the command.

b. All other reassignments will be made by the cognizant assignment officer in the following priority order per NAVPERSCOM (PERS-4) guidance:

(1) To a billet in the same geographic area (low-cost move). Department of Defense (DoD) overseas tour-length requirements must be observed. Assignment officers will query shore assignment coordinators from other divisions to determine whether they are holding 1000/1050 billet fill decisions for the same geographic area.

(2) To a billet in a different geographic area (cost move). If, in the judgment of the assignment officer, such action would harm the officer concerned; or, if PCS budget constraints/DoD tour-length requirements are involved, then the assignment officer may periodically review these cases to confirm that conditions which prevented reassignment are still valid.

7. **Unfunded "QUAD-9" Billets**. Detailers and placement officers with constituents that count against command manning, but are not performing the duties and responsibilities of the job, may be assigned to an unfunded billet (referred to as a quad-9 billet).

a. Placement officers contacted by commands that require additional manning (not a permanent billet) may request quad-9s through NAVPERSCOM (PERS-452). These billets will require compensation and must be approved through the quad-9 approval process.

b. Members may be assigned to non-compensated quad-9 billets for limited duty; "on control" by NAVPERSCOM, Career Progression Department (PERS-8); or moved for adverse separation purposes (normal separations will not be moved to a quad-9 billet).

8. **Officers under the Control of Assignment by NAVPERSCOM (PERS-8)**. When notified by NAVPERSCOM, Officer Performance and Separations Branch (PERS-834) that an officer is "on control," the placement officer annotates the Unit Staffing Report accordingly and will not permit that officer's status to be changed without the permission of NAVPERSCOM (PERS-8).

a. If more than 2 months elapse, with no further notification from NAVPERSCOM (PERS-8), the placement officer requests a status report via the cognizant assignment officer. The fact that an officer is on control is not disclosed outside NAVPERSCOM.

b. Upon receiving written notification from NAVPERSCOM (PERS-834) that Assistant Secretary of the Navy for Manpower and Reserve Affairs has directed an officer's separation, NAVPERSCOM (PERS-834) will do the following:

(1) Prepare separation orders with routing to both placement officer and detailer.

(2) If authority to separate an officer is received by NAVPERSCOM (PERS-834) prior to the 15th of the current month, separation orders will normally indicate the current month.

(3) If authority to separate an officer is received after the 15th of the current month, separation orders will normally direct separation during the next month.

c. Upon receiving written notification from Deputy Chief of Naval Personnel that a detachment for cause (DFC) has been decided, the detailer and placement officer will review the case to see if PCS is directed in the DFC determination. If PCS is directed, the assignment process will occur as directed.