

MILPERSMAN 1301-104

OFFICER DISTRIBUTION - GENERAL TOUR LENGTHS AND ROTATIONS

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| References | DODD 1315.7 of 9 Jan 87 |
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1. **Policy.** Officer tour lengths are established within the constraints of Office of the Secretary of Defense (OSD) policy, needs of the service, professional career development, and where feasible, the desires of the individual. Other important factors include personnel inventory, number of ships/commands available or projected, future requirements, and fiscal constraints. While appropriate weight is allotted to each of these factors, officer career patterns must also be maintained to ensure development of required Navy leadership and expertise.

a. Officer tour lengths for overseas (outside continental United States (OCONUS)) assignments are made per Department of Defense (DOD) area tour lengths. These tour lengths are addressed in MILPERSMAN 1300-306.

b. Basic guidance relating to efficiency, readiness, and permanent change of station (PCS) costs is provided and is integral to all personnel reassignment decision-making:

(1) The primary reassignment consideration will be an officer's current qualifications to fill a valid requirement and the officer's ability to be productive in that position.

(2) Qualified volunteers who meet time-on-station (TOS) requirements shall be considered first for any reassignment. The qualified member with the greatest TOS will normally be selected. Qualified non-volunteers who meet TOS will be selected before qualified volunteers without sufficient TOS.

(3) Careful consideration will be given to permanent change of station (PCS) costs when selecting an officer for an assignment. When other considerations are not overriding, each

assignment will be completed with the least expenditure of PCS funds.

(4) Sequential training assignments will be consolidated geographically to the maximum extent practicable. To minimize impact on the individual's account, sequential training may be performed in a TAD status prior to detaching from the old or after reporting to the new duty station, if the training site is collocated with the old or new duty station.

(5) Reassignments within the continental United States (CONUS) will not be made solely for retirement.

c. Reduction of personnel turbulence and PCS cost initiatives give tour length adherence high level attention. Shore tour lengths for career personnel will normally be a minimum of 3 years. Authorized exemptions are listed in paragraph 2 below. Career development criteria necessitate that some Unrestricted Line (URL) officer warfare specialists will not be toured ashore for excessive periods between sea tours. As a general policy, shore tours in excess of 36 months for lieutenant commander (LCDR) and below, and 48 months for commander (CDR) and above, are the exception rather than the rule.

2. **Projected Rotation Date (PRD)**. Establishment of the PRD will be determined by the detailee/assignment officer at the time orders are issued.

a. **Establishing a PRD**. A PRD is generated each time an officer is assigned to a new duty station and represents the month and year in which the rotation of the officer is planned.

(1) PRDs will be established to start the month an officer reports on board the command (CONUS) or the month the officer departs CONUS for an overseas assignment.

(2) PRDs are to be assigned in consonance with existing DOD Directive 1315.7. Adherence to PRD is defined to be a window 1 month prior to or 3 months after the initially assigned PRD (i.e., that PRD assigned as a result of issuance of PCS orders). This definition does not apply to initial orders from a training command (including attrites), decommissionings, retirements, resignations, relief for cause, and humanitarian reassignments.

(3) An assigned PRD is a relatively firm date as it forms the basis for the annual PCS funding allocation. Although it is recognized that there will be some exceptions based on career

development requirements and overall needs of the service, these exceptions will be minimal and will be carefully reviewed by Navy Personnel Command (NAVPERSCOM).

b. **PRD Changes.** Due consideration is given and liaison conducted with the placement officer prior to considering a change to a PRD, especially when that change results in a tour being shortened. Close liaison and cooperation between assignment officers and placement officers ensures an orderly turnover of personnel in each activity.

(1) Adherence to PRDs predicated on established tour length policies is considered mandatory.

(2) When these exceptions occur, or in other cases when there is no other alternative, a PRD may be changed to a date outside the previously defined adherence window using the procedures contained in this article.

(3) Requests for adjustments of overseas tours PRDs shall be submitted by letter to NAVPERSCOM. Such requests must contain sufficient information to facilitate an accurate determination. Examples of situations when PRDs require adjustments are as follows:

(a) Correction of erroneous PRDs.

(b) Personnel reporting without family member(s), with movement of family member(s) subsequently authorized.

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

(d) Return of family member(s) not at the option of member nor as a result of misconduct.

(e) Member voluntarily elects to serve accompanied tour.

c. **Advancing the PRD** to an earlier fiscal year for a funded PCS move will not normally be granted due to PCS budget considerations.

3. **Officer Rotation of Duty, Afloat and Ashore.** Detailed officer tour length policy guidance is contained in MILPERSMAN 1301-110. The following policy applies to the assignment of personnel from/to billets requiring forward deployments:

a. The goal is to prevent assignment of personnel from a deployed unit to another deployed unit without a reasonable period of time between deployments.

b. Personnel should not be assigned without their consent from one deployable unit to another if the assignment would result in the following:

(1) Forward deployment (greater than 4 months) to be followed by a forward deployment (greater than 4 months) with less than a 6-month interval between the deployments.

(2) Forward deployment of more than 6 months out of the most recent 12 months.

c. Officer assignment/placement officers verify deployment status for personnel being transferred from one deployable unit to another utilizing Officer Assignment Information System (OAIS) screen A/P-9. For those assignments requiring the member's consent, assignment officers will log the member's consent in OAIS screen A-25.

4. **Split Tours.** Split tours are unprogrammed reassignments within the same geographic location as the present duty station at **no cost** to the government.

a. Split tours are applicable to both sea and shore assignments, and must remain consistent with the needs of the service and career development of the individual.

b. All split tour requests will be submitted to and approved by the cognizant assignment division director at NAVPERSCOM.

5. **Tour Extensions.** On a case-by-case basis, tour extensions at present duty stations for up to a maximum of 1 year may be requested at least 6 months prior to the PRD.

a. Approval of tour extensions will be based on a variety of factors such as officer career timing, availability of a relief, and requirements for other priority fills. Extensions will not be granted to allow officers to avoid their next career milestone.

b. Extensions for more than 12 months will be reviewed with caution and approved only under the most unusual circumstances.

c. Officers may request tour extensions and adjustments by sending a written request via their chain of command to the appropriate assignment branch, NAVPERSCOM (PERS-4XXX). The request should contain an explanation and any unusual circumstances that could assist NAVPERSCOM in determining a decision.

(1) Requests should be submitted 6-12 months prior to PRD or requested tour adjustment date.

(2) Officers must have completed 1 year at present duty station (for extension, 1-year area tours accepted) prior to submitting requests.

(3) Reporting senior's endorsement should contain a recommendation and any pertinent items relating to the reasons for the request.

d. All letters of approval for extensions will be caveated so an unforeseen "needs of the service" situation, which would necessitate shortening a previously granted extension could only be viewed as reasonable and understandable by all parties concerned. Letters of approval of PRD extensions will contain the following caveat:

"This approval of your tour extension request is based upon a review of your preferences, present billet requirements for officers of your seniority and experience, and your level of professional development. You may expect reassignment in (month), (year); however, in the event that unforeseen billet requirements arise prior to your new tour completion date, you may be considered for reassignment earlier than currently anticipated. If shortening of this extension becomes necessary, you will be given as much advance notice as possible in order to lessen the personal impact on you."

6. **Minimum Tour for Separation (MTS)**. Having determined that the United States Navy (USN) officer has retainability for a PCS move, notification of intent to issue/issuance of orders obligates the officer for the MTS at the new duty station.

a. This is the minimum specified time that the officer shall complete at the new duty station in order to defray the high PCS costs attendant to the move.

b. At this point, the emphasis on compliance shifts to completing the DOD or Secretary of the Navy (SECNAV) prescribed tour length (PTL). MTS requirements are the same as those for retainability contained in MILPERSMAN 1301-108.

7. **Prescribed Tour Length (PTL)**. PTLs, as provided in MILPERSMAN 1301-110 are set by SECNAV for sea duty assignment and by DOD for all others.

a. PRDs, if set in error, are not an authorization to move an individual prior to completion of the PTL.

b. In order to expend PCS funds, either the PTL must be satisfied or appropriate waiver approval must be obtained.

8. **Attendance at Service Colleges**. Career officers are screened for service colleges after promotion to 0-4, 0-5, and 0-6, but are assigned as students only after completing current tours of duty.