

MILPERSMAN 1301-114

OFFICER DISTRIBUTION - ASSIGNMENT TO/FROM NAVY PERSONNEL COMMAND (NAVPERSCOM)

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1. **Purpose.** To clarify screening and selection procedures for all prospective officer detailer and placement personnel, and to prescribe tour length and reassignment policy for officers assigned to Navy Personnel Command (NAVPERSCOM).

2. **Background.** A proper degree of sensitivity must be maintained in the relationship between NAVPERSCOM and all military members with whom it interfaces, while simultaneously providing the manning continuity necessary to promote a high degree of organizational efficiency. NAVPERSCOM officer detailer and placement billets require careful screening to ensure selected candidates are exemplary representatives of their community and NAVPERSCOM. These positions imbue special confidence requiring access to personal identifiable information (PII) and sensitive Service member information. Any officer selected must be capable of managing this responsibility. Although volunteers are preferred, it is in the best interest of NAVPERSCOM Career Management Department (PERS-4) officer community divisions, as well as the officers they service, the selection process seek multiple candidates for detailing and placement with consideration for diversity.

3. **Requirements for Officer Detailer and Placement Assignment.** Prospective officer detailers and placement officers must meet the following requirements:

a. Have no fitness report (FITREP) trait grade below 3.0 and received a promotion recommendation of promotable or higher in the past 36 months.

b. Have no record of non-judicial punishment, court-martial conviction, or civil conviction within the past 60 months.

c. Have no alcohol-related incidents within the past 36 months.

d. Must be within current body composition standards and passed the most recent regularly scheduled physical fitness assessment.

e. Have no record of financial instability within the past 36 months.

f. Substantiated Family Advocacy Program (FAP) cases for physical abuse are disqualifying while families are in treatment (i.e., open FAP case, resolved substantiated FAP, or civil charges). Members involved in substantiated cases involving child abuse, sexual molestation, or any sexual assaults are disqualified.

g. Be eligible for a secret security clearance.

h. Be recommended by their commanding officer for selection for a detailer or placement billet.

4. **Detailer Nomination Package.** Submit the following documents as part of the nomination package:

a. Commanding officer's letter of recommendation, including a statement whether the officer received any letter(s) of indebtedness or any indications of serious financial problems within the past 36 months.

b. FITREPs for the past 36 months. Ensure Social Security number (full or truncated) is redacted.

5. **Nomination Process**

a. **Tracking.** To ensure a timely demand signal for an incumbent's relief, NAVPERSCOM Shore Placement Branch (PERS-444) will publish and track a monthly spreadsheet of PERS-4 personnel who are 12 months from their projected rotation date. This spreadsheet will include the relief requirement as validated by the respective branch head.

b. Criteria. Communities may nominate preferred candidates; however, final determination of candidates will be approved by the PERS-4 officer community branch head and or division director.

(1) Leveraging our diversity is the key to reaching the Navy's peak potential both as a workplace and as a defense force. Branch heads and division directors will take diversity into consideration and actively work to increase diversity within their divisions.

(2) Officers are best served when detailers and placement officers have recent milestone community experience. Nominated candidates should be upwardly mobile within their respective community.

(3) Whenever possible multiple candidates should be considered for available billets.

6. Selection Criteria

a. Interview. An interview for each qualifying candidate must be conducted by a PERS-4 branch head or senior to determine best fit. This can be accomplished via teleconference, detailing trip, road show career development symposium, or road show.

b. Recommendations. Written recommendations should ensure all requirements as listed in this article have been met and provided to the division director.

c. Selection. PERS-4 officer community division director will have final selection approval.

7. Policy. The following policies have been established for all officers assigned to NAVPERSCOM:

a. Assignments to NAVPERSCOM will be made per [MILPERSMAN 1301-110](#), but in no case for less than 24 months.

b. Reassignment from NAVPERSCOM will be made per [MILPERSMAN 1301-110](#) and per community career progression.

c. Exceptions to these policies must be requested in writing and approved by PERS-4 before permanent change of station orders are negotiated. Exception requests must include report date to NAVPERSCOM, proposed detachment date, and justification for early transfer or career progression variance.