

MILPERSMAN 1301-202

OFFICER SPECIAL ASSIGNMENTS – NOMINATIVE BILLETS/NOMINATION OF OFFICERS

Responsible Office	NAVPERSCOM (PERS-441)	Phone:	DSN COM FAX	882-4105 (901) 874-4105 882-2676
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References	(a) Privacy Act of 1974 (b) DoD Instruction 1000.17 of 30 October 13
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1. **Policy.** In general, officers will be detailed to commands without prior nomination, except for certain billets that do require either formal nominations or informal proposals. Placement officers require specific acceptance from the command of a nomination prior to issuing orders for a nominative billet. In each case, transmission of personal information will comply with reference (a) disclosure regulations. Personal information will be used for official purposes only. Disclosure of personal information will be minimized when possible. Social Security numbers will be redacted from all supporting documentation, except when required by [2010 SF-86](#) Questionnaire for National Security Positions information in support of White House and other positions of special trust.

Note: Release of officers' official records is authorized by the Navy Personnel Command Staff and Restricted Line Officer Distribution Division (PERS-44).

a. A **formal** nomination is the proposal of one or more officers by Commander, Navy Personnel Command to another flag officer or equivalent to fill a designated billet under their purview. Formal nominations will include the following materials to allow sufficient information to make an informed choice regarding the officer or officer's nomination:

- (1) Executive Summary,
- (2) Officer Summary Record,

- (3) Performance Summary Record,
- (4) Other items designated by the formal solicit,
- (5) Five most recent fitness reports, and
- (6) Official photograph and biography.

b. For all formal nominative positions, nominees are essentially "nondetailable" until final selection is made. Extended delays in final selection seriously disadvantage those nonselects and represent **missed opportunities** to place our best and brightest in other challenging and or high visibility positions. While every effort will be made to support the command, except in unique circumstances and with Assistant Commander, Navy Personnel Command (NAVPERSCOM) Career Management Department (PERS-4) concurrence, **nomination packages should be adjudicated by the command within 30 days of receipt.** If no decision is made on a nomination within 30 days of receipt, PERS-4 will make the nominee available to the detailers for other assignments.

c. While every effort will be made to identify volunteers to support formal nominations, this is not a requisite for nomination. Volunteer status will be clearly stated in the executive summaries forwarded with nomination packages.

d. For nominative packages requiring multiple candidates, every effort will be made to provide nominations consistent with the Navy's diversity policy so that a diverse slate of officers is considered.

e. An **informal** proposal is the signal of intent of one officer by PERS-44 to fill a billet under its cognizance. An informal proposal will include the officer record brief for the officer proposed to fill a billet. These billets are not nominative and the officer record brief is provided as a courtesy. The command will normally have two weeks to adjudicate this informal proposal internally, after which the proposed officer will be placed under orders.

f. A by-name-request (BNR) will be endorsed by a flag officer or flag officer-equivalent in the command requesting a specific officer and must be made in a reasonable amount of time to allow for a normal detailing process. A BNR may be denied by

PERS-4 based on officer availability or career progression. No nomination package will be provided for a BNR placement; working with the detailers, PERS-4 will either support, decline, or conditionally approve a BNR with an alternative nomination. A BNR circumvents the normal nominative process and its use must be limited to those instances where only a specific officer has the skill and experience unlikely to be found in other officers.

2. Billets Requiring Formal Nominations

Billets		Nominations
a.	White House	As specified per reference (b), Manpower Evaluation Request
b.	Office of the Secretary of Defense, Joint Chief of Staff, and on-site inspection activity	As specified per Department of Defense (DoD), JS-70A Request for Nomination of Officer Personnel or SD-37 Office of the Secretary of Defense Request for Nomination and Position Description of Military Personnel
c.	Outside the DoD	As specified per Manpower Evaluation Request
d.	Military assistants to Secretary of the Navy (SECNAV) and Under Secretary of the Navy	3
e.	Defense and naval attaché	By application
f.	Assistant SECNAV for Manpower and Reserve Affairs (ASN (M&RA))	3
g.	Chief of Staff (COS) or executive assistant (EA) billets on Admiral (ADM)/Vice Admiral (VADM) staffs	3
h.	COS or EA billets on Rear Admiral (RADM)/(RDML) staffs	1
i.	All flag aide, flag secretary, protocol officers, and speechwriters <ul style="list-style-type: none"> • ADM/VADM • RADM/RDML 	3 1
j.	Office of Legislative Affairs	1
k.	Personnel Exchange Program	1
l.	U.S. Naval Academy <ul style="list-style-type: none"> • Commandant and Deputy Commandant • Battalion officer 	3 1
m.	All major program managers	As required (usually slated)

3. **Formal Nomination Approval Authority**

Billets	Position	Nomination Package Approving Official	# of Nominations
Military Aide	President of the United States	CNO	3
Military Assistant Executive Assistant Chief of Staff Deputy Executive Assistant Aide	President of the United States Vice President of the United States Secretary of Defense Under Secretary of Defense Secretary of the Navy Chairman of the Joint Chiefs of Staff Vice Chairman of the JCS Commandant of the Marine Corps	CNO	3
Executive Assistant Chief of Staff Deputy Executive Assistant Speechwriter Flag Secretary Military Aide Flag Aide Protocol Officer	Chief of Naval Operations Vice Chief of Naval Operations	CNP	3
Military Assistant, Executive Assistant Chief of Staff <hr/> Deputy Executive Assistant	Under Secretary of the Navy Assistant Under Secretary of Defense 4-Star Flag/General Officer Assistant Secretary of the Navy	CNP <hr/> CNPC	3
Executive Assistant Chief of Staff Deputy Executive Assistant	3-Star Flag/General Officer <hr/> 1 and 2 Star Flag/General Officers	CNPC	3 <hr/> 1
Speechwriter Flag Secretary Military Aide Flag Aide Protocol Officer	3 and 4-Star Flag/General Officer <hr/> 1 and 2-Star Flag/General Officer Office of Legislative Affairs	CNPC <hr/> PERS-4	3 <hr/> 1

*Nominations for positions not listed in the table above should be in accordance with the closest matching position.