

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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MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
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References	(a) Privacy Act of 1974 (5 U.S.C. § 552a) (b) DoD Instruction 1020.05 of 9 September 2020 (c) DoD Instruction 1000.17 of 30 October 2013 (d) DoD Instruction 5210.87 of 30 November 1998 (e) CJCSI 1340.01A (f) DoD Directive 5210.55 of 15 December 1998
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1. **Policy.** [MILPERSMAN 1301-100](#) series discusses the officer distribution process in detail. To ensure the widest selection of the best qualified officers for nominative positions, commands must be proactive in communication with the cognizant placement officer.

a. Solicitations for nominative billets should be submitted to Navy Personnel Command (NAVPERSCOM) Washington Placement Branch (PERS-441) or NAVPERSCOM Executive Services Branch (PERS-44ES) at least 6 to 9 months before a relief is required on board, or earlier, if necessary.

b. Placement officers require specific acceptance from the command of a nomination prior to issuing orders for a nominative billet.

c. In each case, transmission of personal information will comply with disclosure regulations per reference (a). 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 [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 NAVPERSCOM Restricted Line and Staff Corps Officer Career Management Division (PERS-44).

2. **Formal Nominations**. A **formal** nomination is the proposal of one or more officers by Commander, Navy Personnel Command to another flag officer, general officer, or political appointee. Billets requiring formal nominations are listed in exhibit 1. Formal nomination approving authorities are listed in exhibit 2.

a. Solicitations for nominations must be for a funded billet requirement.

b. Unless otherwise specified by the soliciting command, nomination packages will include the following documents to provide sufficient information to make an informed choice regarding an officer's suitability for nomination to the position:

- (1) Executive summary,
- (2) Officer Summary Record,
- (3) Performance Summary Record,
- (4) Five most recent fitness reports,
- (5) [NAVPERS 1070/884](#) Officer Photograph,
- (6) Officer biography, and
- (7) Other documents required by the formal solicitation.

c. For all nominative positions, nominees are essentially "non-detailable" until a final selection is made or the nominee is formally released from consideration. Extended delays in final selection **seriously disadvantage those non-selects** and represent **missed opportunities** to place our best and brightest in other challenging and high-visibility positions.

d. While every effort will be made to support the command, except in unique circumstances and with Assistant Commander, 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 may make the nominee available for other assignments.**

3. **Informal Proposals**. An **informal** proposal is the signal of intent of an officer by PERS-44 to fill a billet under its cognizance. An informal proposal will include the officer record brief (ORB) for the officer proposed to fill a billet. These billets are not nominative. The command will normally have 2 weeks to adjudicate an informal proposal internally, after which, the proposed officer will be placed under orders.

4. **By Name Requests (BNR)**. BNRs circumvent the normal nominative process. To maintain the integrity and fairness of the nomination process, BNRs must be limited to those instances where only a specific officer has the definable, unique skills and experience required for the billet.

a. A BNR for a nomination will be endorsed by the flag officer, general officer, or political appointee assigned to the command requesting the BNR. A BNR may not be signed "by direction" or "acting."

b. Requests must meet the following policy requirements:

(1) Include clear justification as to the nature of the work and specific details as to how the requested officer is "uniquely qualified" for the position.

(2) Be for a billet attached to the same command as the requesting official. Endorsed BNRs for other activities are not authorized.

(3) Be made in a reasonable amount of time prior to the fill date, such that any personnel actions required by the request do not adversely affect the activity to which the requested member is currently attached or previously committed by permanent change of station orders (e.g., by creating unacceptable gaps aboard the losing activity or billet staffed in excess at the gaining activity).

c. Commands must submit BNRs on letterhead to PERS-4 **via the cognizant placement desk**. Placement will facilitate the routing of BNRs for approval. Commands should expect a decision within 30 days of formal receipt.

d. Nomination packages will not be provided for officers requested through a BNR.

e. Activities submitting a BNR must notify the officer who is being nominated for the position.

f. BNRs may be denied by PERS-4 based on officer availability, negative impact to career progression, or negative impact to the Navy.

5. **Process.** NAVPERSCOM requires an appropriate amount of time to fairly and properly solicit for the best qualified nominees to serve in nominative positions. In determining the quality of a nominee, assignment officers must consider career timing, milestone opportunity, and career progression, while also considering the potential adverse effect on the losing command. Often, fitness report cycles, board selection results, and operational requirements dictate availability of an officer and must be considered by the soliciting command when determining the necessary lead time.

a. To ensure the cognizant placement desk and assignment officers are screening nominees with the requisite qualifications and experience for the position, solicitations will be submitted formally to PERS-4, **via the cognizant placement desk**, using one of the following methods:

(1) [SD 37](#) Office of the Secretary of Defense Request for Nomination and Position Description of Military Personnel;

(2) [JS 70A](#) Request for Nomination of Officer Personnel;

(3) Manpower Evaluation Request (MER); or

(4) Letterhead from the requesting flag officer, general officer, or political appointee. Exhibit 3 below provides a sample request.

b. Every effort will be made to identify volunteers to support formal nominations. This does not preclude a qualified officer from nomination. Volunteer status will be clearly stated in the executive summaries forwarded with the nomination packages.

c. Every effort will be made to provide nominations consistent with the Navy's diversity policy and per reference (b).

EXHIBIT 1
Billets Requiring Formal Nominations

Billets (Note 1)		Nominees
a.	White House	As specified per Manpower Evaluation Request (MER) and references (c) (DoDI 1000.17 of 30 Oct 13) & (d) (DoDI 5210.87 of 30 Nov 98)
b.	Office of the Secretary of Defense	As specified per SD 37 (Note 2)
c.	Secretary of the Navy (SECNAV), Under Secretary of the Navy (UNDERSECNAV), and Assistant Secretaries of the Navy (ASN)	3
d.	Joint Chiefs of Staff	As specified per reference (e) (CJCSI 1340.01A)
e.	Outside the Department of Defense	As specified per MER
f.	Chief of Staff (COS), Executive Assistant (EA) <ul style="list-style-type: none"> • 4-star flag/general officers • 3-star flag/general officers • 2 and 1-star flag/general officers 	2 (Note 3) 1
g.	Flag aide, flag secretary, flag lieutenant, protocol officer <ul style="list-style-type: none"> • 4-star flag/general officer • 3-Star flag/general officer • 2 and 1-star flag/general officers 	3 2 1
h.	U.S. Naval Academy <ul style="list-style-type: none"> • Commandant • Deputy commandant • Battalion officer 	3 2 1
i.	Office of Legislative Affairs	1
j.	Navy Ceremonial Guard	1 (Note 4)
<p>Note 1: Only one nominee is required for nominations that are concurrently being solicited to other Services.</p> <p>Note 2: Only fills for billets specified per SD 37 that meet the requirements of paragraph 2 above are nominative.</p> <p>Note 3: Numbered fleets will be provided a single nominee for CoS based on the unrestricted line, post-major command rotation.</p> <p>Note 4: All prospective officers of the Ceremonial Guard must meet the criteria for nomination to presidential support activities, per references (d) and (f) (DoDD 5210.55 of 15 Dec 98).</p>		

EXHIBIT 2
Formal Nomination Approving Authority

Position	Nomination Package Approving Official
President of the United States (POTUS) Vice President of the United States (VPOTUS) Secretary of Defense (SecDef) Deputy Secretary of Defense (DEPSecDef) Secretary of the Navy (SECNAV) Chairman of the Joint Chiefs of Staff (CJCS) Vice Chairman of the Joint Chiefs of Staff (VCJCS) Commandant of the Marine Corps (CMC)	CNO
Chief of Naval Operations (CNO) Vice Chief of Naval Operations (VCNO) Under Secretary of the Navy (UNDERSECNAV) Assistant Secretary of the Navy (ASN)	Chief of Naval Personnel
4 and 3-star flag/general officers	COMNAVPERSCOM
1 and 2-star flag/general officers	Assistant Commander, Navy Personnel Command Career Management (PERS-4)

Note: Nominations for positions not listed in the table above should be per the closest matching position.

EXHIBIT 3
Request for Nomination of Military Personnel
(Use proper letter format)

COMMAND LETTERHEAD

1301
Code/Serial No
Date

From: (Flag officer/general officer/political appointee)
To: Commander, Navy Personnel Command (PERS-4)
Via: [Navy Personnel Command Washington Placement Branch (PERS-441)/ Navy
Personnel Command Executive Services Branch (PERS-44ES)]

Subj: NOMINATION OF OFFICER(S) TO SERVE AS (TITLE OF NOMINATIVE POSITION)
TO THE (TITLE OF FLAG OFFICER, GENERAL OFFICER, OR POLITICAL
APPOINTEE)

Ref: (a) NAVPERS 1556OD, Navy Military Personnel Manual (MILPERSMAN)

1. (Name of command) is requesting nominations for officers to serve as the (title of nominative position) for the (title of flag officer, general officer, or political appointee). In order to provide proper turnover, the replacement must be selected and in place no later than (day month year).

2. Request one lieutenant commander (O-4) or lieutenant (O-3) nominee who is clearly among the best in the Navy and meets the additional requirements as stated below:

a. Must possess a top secret/ sensitive compartmented information clearance.

b. Any amplifying information.

3. In addition to the requirements per reference (a), [MILPERSMAN 1301-202](#), nomination packages should also include (list additional requirements, if applicable.)

4. Selection process will (or) will not include interviews.

5. Direct your questions to (name of point of contact, phone, e-mail).

6. Forward nomination packages to (office title) no later than (day month year). My point of contact is (name of point of contact, e-mail, or phone).

(Flag officer/General officer/Political appointee signature)

Copy to:

[PERS-441, as appropriate]

[PERS-44ES, as appropriate]