

MILPERSMAN 1301-216

OFFICER SPECIAL ASSIGNMENTS – JOINT DUTY ASSIGNMENTS (JDA)

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References	(a) Public Law 99-433 (b) 10 U.S.C. (c) DoD Instruction 1315.18 of 28 October 2015 (d) NAVSO P-6034, Joint Travel Regulations (JTR) (e) OPNAVINST 1000.16L (f) DoD Instruction 1300.19 of 3 April 2018 (g) CJCSI 1330.05A Joint Officer Management Program Procedures
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1. **Policy.** Reference (a) establishes specific requirements which must be followed by the Military Services to make assignments to billets on the joint duty assignment list (JDAL) contained in reference (b), chapter 38. These requirements include both qualitative and quantitative provisions, which necessitated changes in the management of most officer communities. With the exception of certain scientific, technical and professional communities; reference (b), section 619a specifies that an officer may not be appointed to the grade of rear admiral (lower half) unless the officer has been designated a joint qualified officer (JQO) per reference (b), section 661.

a. Reference (b), chapter 38 states that assignment quality control standards be exercised to ensure an appropriate number of JDAL billets are filled with qualified and promotable officers in order to achieve promotion parity between specific groupings as defined by the law. There is also a requirement to fill 100 percent of JDAL critical billets with JQOs. Reference (b), chapter 38 further requires 50 percent of all JDAL billets

be filled by officers who have the appropriate level of joint qualification.

b. From a distribution perspective, one of the most difficult aspects regarding execution of joint requirements is achieving a balance between the designator community's need to ensure that their best officers are qualified for flag rank, per the law and the law's requirements regarding joint professional military education (JPME) tour lengths and the percentage of JDAL billets that must be filled by JQOs. The senior detailers from each designator community ensure their community is closely coordinating the input of officers by promotion year-group to joint education assignments, that a comprehensive plan exists to meet the flag officer qualification requirements of reference (b), section 619a, and that the plan is carefully monitored. This direction is based upon guidance from higher authority and is necessary to ensure consistent distribution compliance with reference (b), chapter 38. Navy Personnel Command (NAVPERSCOM) division directors must ensure strict compliance with the procedures contained herein.

2. Joint Definitions

a. **Joint Duty Assignment (JDA).** A JDA is an assignment to a billet that provides significant experience in joint matters as defined by reference (b), section 668. The two types of JDAs are standard joint duty assignments (S-JDA) and experience-based joint duty assignments (E-JDA).

(1) **S-JDA.** An assignment to a JDAL billet, subject to the tour length requirement prescribed in reference (b), section 664; reference (c); and reference (d). The JDAL is a consolidated list of S-JDAs approved by the Under the Secretary of Defense (SECDEF) for Personnel and Readiness (USD (P&R)). Policy designating, reviewing, and requesting new billets for the JDAL are contained in references (e), (f), and (g). A critical JDA (subset of JDAL) is a designated JDAL billet, which **must** be filled with a JQO.

(2) **E-JDA.** Non-JDAL joint assignments and experiences that demonstrate an officer's mastery of knowledge, skills, and abilities in joint matters as determined under regulations and policy prescribed by SECDEF. As there is no mandate governing E-JDA tour lengths, E-JDAs may be shorter in duration than S-JDAs; therefore, they may be aggregated to achieve the equivalent of a full tour of duty in an S-JDA.

b. **Joint Qualification Level III and JQO.** An officer who has been awarded the joint qualification designation by the SECDEF with the advice of Chairman, Joint Chiefs of Staff (CJCS).

(1) Officers who have completed applicable JPME and JDA prerequisites are nominated for designation as JQOs by NAVPERSCOM, Career Management Department (PERS-4).

(2) An officer is nominated for designation as a JQO following completion of JPME I, JPME II, and a full joint tour. A full joint tour is obtained by meeting the time requirements in an S-JDA, E-JDA, or a combination of S-JDA and E-JDA credit. A minimum of 24 points is required for the E-JDA, or combined S-JDA and E-JDA path, but some officers may require greater than 24 E-JDA points due to SECDEF "time in position" (TIP) requirement for at least 12 months to be aggregated as a lieutenant commander or above. Officers who complete a full joint tour via an S-JDA billet are not subject to the "time in position" policy. Officers who had 36 accrued points prior to 3 April 2018 will be authorized to use their accrued recency point values towards JQO nomination. Those who had less than 36 points will fall under the new aggregated TIP requirement.

c. **Joint Qualification Level II (JQ2).** An officer who has been designated level II, qualified by the Secretary of the Navy.

(1) Joint qualification level II identifies the officer as a potential candidate to fill a JDA requiring an incumbent with the JQ2 level of qualification.

(2) An officer is nominated for JQ2 following completion of JPME I and any combination of a minimum of 12 accrued E-JDA and or S-JDA points. A full joint tour from an S-JDA tour is equivalent to 24 E-JDA points. S-JDA points are not considered "accrued" until the officer has detached from the JDA.

3. **JPME.** CJCS approved body of objectives, outcomes, policies, procedures, and standards supporting the educational requirements for joint officer management.

a. **Phase I JPME.** The first phase of JPME taught at intermediate Service colleges and other educational programs which meet JPME criteria and are accredited by the CJCS.

b. **Phase II JPME.** A second phase of JPME that enhances JPME phase I instruction and taught only at the Joint Forces Staff College, other National Defense University (NDU) schools, and accredited senior-level Service colleges. JPME phase I and II, or advanced joint professional military education (AJPME) for the Reserve Component in lieu of JPME Phase II, are required for JQO designation.

(1) Completion of phase I is a prerequisite for attending phase II.

(2) Officers may attend phase II without first completing phase I with a CJCS approved direct entry waiver (DEW). Officers attending phase II on a DEW must not receive credit for phase II completion until they have completed phase I. By law, DEWs are restricted to no more than 10 percent of the officers in a given phase II class.

4. **Assignment of Additional Qualification Designation (AQD) Codes.** The following AQD codes identify joint billets and joint personnel. Assignment of officer AQD codes may only be made by NAVPERSCOM, Joint Officer Management and Education/Subspecialty Branch (PERS-450)).

a. **Billets**

AQD Code	Description
JD1	Non "critical" billet on JDAL.
JD2	"Critical" billet on JDAL must be filled by a JQO.
Note: JD1 + JD2 = Total number of JDAL billets	

b. **Officers**

AQD Code	Description
JS1	Full JPME (JS1 = JS7 + JS8).
JS2	Full Joint Tour Credit.
JS4	Joint Qualification Level II.
JS5	Joint Qualification Level III/JQO.
JS6	Joint Qualification Level IV (flag officers only).
JS7	JPME Phase I graduate.
JS8	JPME Phase II graduate.
JS9	Designated as JQO by SECDEF based in part upon completion of a JDA terminated as a

	result of career occupational specialty provisions.
JSA	AJPME graduate.
JSR	NDU JDA deferral per reference (b), section 663.
Note: Joint qualification levels are defined per reference (d).	

5. **JDAs**. These general guidelines will be followed, unless waived per procedures for tour lengths contained in reference (e):

- a. JDA tour lengths are calculated day-for-day.
- b. JDAL incumbents are not relieved until they have served a sufficient length of time to receive full joint tour credit.
- c. Existing guidelines will be followed with respect to permanent change of station moves.
- d. Fifty percent of JDAL billets must be filled by officers who have the appropriate level of joint qualification.

6. **JQO Qualification Waiver Requirements and Submission Procedures**. To ensure requirements of reference (b), chapter 38 are met, only those officers designated as JQOs will be nominated for critical JDAs. JQO qualification waivers must be prepared and submitted per reference (e). Only those waiver requests presenting clear and compelling justification that a JQO is not available and that the waiver is in the best interest of the joint organization will be considered.

7. **NAVPERSCOM Responsibilities**

- a. **NAVPERSCOM, Distribution Management Division (PERS-45)**
 - (1) Coordinate implementation of procedures and information systems necessary to comply with reference (b) provisions.
 - (2) Ensure equitable and appropriate distribution through the billet fill decision process of JDA billets, which are not coded as warfare specific (e.g., 1000/1050 billets).
 - (3) Coordinate consolidation and compilation of information for reports (as appropriate).

(4) Provide distribution officers with appropriate tailored reports, including lists of billets and officers necessary to ensure the execution of proper joint assignment procedures and officer qualification.

(5) Monitor and track the entry, maintenance, and quality assurance of officers' AQDs.

b. NAVPERSCOM (PERS-450)

(1) Serve as distribution coordinator for JDAs regarding the assignment of applicable joint AQDs to officers.

(2) Monitor all assignments to JDA billets through the Officer Assignment Information System.

(3) Review all JQO qualification waiver requests for correctness and comment (as applicable), and maintain historical files of all waiver requests.

(4) Assist in preparation and track requests for tour curtailment when approval of higher authority is required.

(5) Ensure that in the aggregate 50 percent or more of JDAL billets are filled by officers who have the appropriate level of joint qualification.

(6) Monitor and track billets assigned JD1 and JD2 AQD codes, and identify discrepancies and anomalies between the JDAL and Total Force Manpower Management System (TFMMS) billet coding.

(7) Report identified discrepancies and anomalies between the JDAL and TFMMS to the Office of the Chief of Naval Operations (OPNAV), Joint and RS1 Manpower Requirements Branch (N123).

(8) Provide assessment (as required) of aggregate quality of officers assigned to joint duty versus Navy headquarters staff to ensure the promotion parity goals of reference (b), section 662 are met.

c. Placement Officers

(1) Maintain a working knowledge of reference (b), chapter 38 and oversee the implementation of the same within activities for which they are responsible.

(2) Advise NAVPERSCOM (PERS-45) of billet anomalies.

(3) Evaluate promotability of officers nominated to joint billets to ensure that promotion percentages in each activity will be within the limits established by reference (b), section 662. Placement officers will verify statistical promotion data provided to NAVPERSCOM (PERS-450) (as required). Placement officers have the authority to reject proposals which could lower promotion percentages below the appropriate comparable Navy promotion rates.

d. Assignment Officers

(1) Maintain a working knowledge of reference (b), chapter 38 and oversee the implementation of the same within their communities.

(2) Take steps to ensure flag potential officers in their respective communities are carefully screened by promotion year-group to ensure they meet joint duty and education qualification requirements for flag promotion.

(3) Initiate JQO qualification waiver requests within NAVPERSCOM. This will be the first stop within NAVPERSCOM for commander or director of defense agency initiated JQO qualification waiver requests.

(4) Identify a JQO replacement upon notification by placement that a non-JQO is in a critical JDA. If unable, initiate a JQO qualification waiver request.

(5) Prepare tour curtailment waiver packages and coordinate with NAVPERSCOM (PERS-450).

8. OPNAV (N123)) Responsibilities.

a. Identify JDAL billets in TFMMS by assigning the appropriate billet AQD (JD1 or JD2) and the JDAL organization position identification number.

b. Resolve and adjudicate USN TFMMS joint billet coding discrepancies.

c. Coordinate with the Office of the SECDEF, DJCS J1 for the resolution of JDAL billet anomalies in cases where assignment of the billet to the JDAL is inconsistent with the definition of a qualifying billet in reference (b), section 668.

9. **Joint Commands**. Navy officers assigned to JDAs must receive fitness reports using the current Navy fitness report format. Evaluation forms of other Services must not be used. Reports should comment on the officer's performance of joint duties in support of joint matters defined by reference (b), section 668.