

MILPERSMAN 1301-234

OFFICER SPECIAL ASSIGNMENTS - HUMAN RESOURCES (HR) OFFICER MILESTONE AND MAJOR COMMAND SCREENING AND QUALIFICATION

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| References | (a) OPNAVNOTE 5450 Sequential and Major Command Lists (b) OPNAV N13 PDM on O-5 Command Shared Apportionment Plan (c) CNP Decision Memorandum ICO HR Community Milestone Billet List (d) OPNAVINST 1412.14 (e) BUPERSINST 1401.5A |
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Note: Paragraphs 1-7 apply to the Human Resources (HR) Active component only. HR Reserve component milestone screening and slating is delineated on the HR page of Navy Personnel Command's (NAVPERSCOM's) Web site at <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-44-Staff-RL/Human-Resources/>.

1. **Policy.** The HR community conducts milestone and major command screening boards annually. The function of these boards is to screen HR officers for commander (CDR) and lieutenant commander (LCDR) milestone and major command. The term milestone is used to designate a significant point of development requiring an officer that is screened. An officer who is screened for milestone may be assigned to a milestone billet, unless the officer indicates in writing an unwillingness to serve, is de-screened by a subsequent milestone screening board, fails to meet promotion standards, or does not meet any additional requirements of a milestone billet. All officers assigned as commanding officer in commands outlined in references (a) through (c) will be screened via a milestone screening board and will be subject to the command qualification process outlined in reference (d).

2. **Milestone Screening**. Officers will be screened for LCDR milestone, CDR milestone, and major command.

a. Milestone screening opportunity is based on the quantity of officers considered for screening and the number of quotas available with established goals of group selection at each look. Quotas determined by NAVPERSCOM, HR Community Management/Assignment Branch (PERS-4421) are the maximum allowed, but the screening board can select fewer if candidate quality is found to be insufficient.

b. Officers selected for promotion to LCDR, CDR, or captain (CAPT) will have three consecutive opportunities for milestone screening at each pay grade. The screening process commences the milestone board following selection for promotion to the next rank. Officers who screen on their first look will be slated for assignment or banked until assigned to a milestone billet. Officers not screened will have two additional looks. The records of officers in the bank will be reviewed annually to ensure the officer remains eligible for future milestone assignment. If a milestone screened officer indicates in writing an unwillingness to serve, is descreened by a subsequent screening board, fails to meet promotion standards, or does not meet any additional requirements of a milestone billet, the HR detailer will discuss future assignment options with the HR flag leader.

c. A limited number of officers who fully meet screening standards, but for whom no opportunity is available, will be screened as alternates. Alternates may be called upon at any time during the screening eligibility period if milestone screened officers are unavailable for assignment and if utilized, will receive appropriate milestone credit upon completion of milestone. Alternates electing not to accept a milestone billet will not be required to submit a milestone declination letter. All alternates who are not utilized will be rescreened at subsequent boards if they are still within consideration of their three looks.

d. LCDR selects and above selected for lateral transfer or accession into the HR community will be considered for milestone screening during the board immediately following selection into the community. These officers will be given at least one look, regardless of promotion year, but the number of opportunities

varies depending on the promotion year considered before the board.

e. Officers can request special "additional looks" subject to approval by the board president when it can be demonstrated that the officer was disadvantaged or the officer's record was unfairly considered during the normal screening process.

(1) All additional looks are subject to approval by the board president.

(2) Petition is made in writing to the board president via NAVPERSCOM (PERS-4421), is due by the board correspondence deadline, and shall include the reason for the additional look.

(3) Officers who request a special additional look will be notified after the board adjourns as to whether their request was granted.

f. The milestone eligible list is generated by NAVPERSCOM (PERS-4421) and submitted to NAVPERSCOM, Personnel Information Management Department (PERS-3) within prescribed timeline and updated accordingly until the board convenes.

3. **Milestone and Major Command Board Membership.** Screening is by formal administrative board action per reference (e). NAVPERSCOM (PERS-4421) is the sponsor for the board. The board membership shall consist of one HR flag officer who serves as the president and four HR CAPTs (Active component (AC) and full time support (FTS)) who have completed or are in their O-6 milestone. Membership changes with each board and no CAPT (AC and FTS) may serve on two consecutive boards as a member. NAVPERSCOM (PERS-4421) will nominate the members, head recorder, and assistant recorders, as required. Records for CDR and LCDR milestone and major command are screened by the same panel of board members, but eligible HR officers compete only against officers in the same component (AC and FTS) and pay grade.

4. **Milestone Declination.** In order to maintain a viable bank of milestone screened officers and provide maximum opportunity for milestone screening, officers not desiring to serve in a milestone assignment should review MILPERSMAN 1301-818 and indicate these intentions in writing.

a. **Officer's Responsibility**

(1) Officers who do not want to be considered for milestone prior to the board should submit a written request for nonconsideration (a "do not pick me" letter) to the president by the board correspondence deadline.

(2) Officers screened for milestone who do not desire orders to a milestone assignment shall submit a written statement declining milestone assignment to NAVPERSCOM, Staff/Restricted Line Officer Career Management Division (PERS-44) via NAVPERSCOM (PERS-4421).

(3) Officers declining milestone assignment may include in their declination a statement regarding their reasons for doing so, if desired.

(4) Officers who decline assignment to a milestone billet remain eligible for assignment to nonmilestone billets, subject to the needs of the Navy.

b. **NAVPERSCOM Responsibility.** NAVPERSCOM (PERS-44) will endorse an officer's declination letter and ensure appropriate action is taken to ensure compliance with this article.

5. **Milestone Slates.** Following board screening results, HR detailers prepare milestone slates assigning screened officers to respective milestone billets.

a. Milestone screened officers will be assigned to a milestone billet, as soon as practical, to ensure the officer receives milestone credit prior to the officer's "in zone" look for promotion to the next pay grade. The officer must be flexible and willing to take the milestone assignment when offered to accomplish this goal.

b. A list of milestone billets projected to be filled will be prepared by the HR detailers. All milestone selects, upon notification of results, as well as all banked milestone screened officers, will review the milestone billet list and provide a ranked order preference to the HR detailer by the deadline provided.

c. HR detailers will build the milestone slate taking into consideration skill sets, projected rotation dates, proposed fill dates, subspecialty experience required, preferences, and

needs of the Navy. Alternates may be called upon at any time during slating or screening eligibility period and should remain flexible to a milestone opportunity, if needed.

d. Once the proposed slate is approved by the HR flag leader, officers slated for milestone assignment will be notified of their next assignment. Any milestone screened officer who does not accept this assignment during the slating process will be asked to submit a declination letter.

e. Milestone screened officers not slated will remain in the bank and be considered as openings become available or as needed.

6. **Milestone Notification.** Selects will be notified by the HR flag leader of milestone board results upon approval of official board results. The HR head detailer will notify first and second look nonselects and alternates. Officers not selected on their third look will be notified by their respective detailers.

7. **Milestone Screening Exceptions.** General policy is that only milestone screened officers will be assigned to milestone billets. Every effort will be made to first assign screened officers, then assign alternates, if required.

a. On rare occasions, exceptions to this policy may arise when there are neither milestone screened officers, nor alternates available, thus necessitating assignment of a nonboard screened officer with the proper skill sets to a milestone billet.

b. Any nonboard screened officer slated to fill a milestone billet will be administratively screened by the HR executive board that will make a recommendation to the HR flag leader.

8. **Milestone Tour Lengths.** Milestone tour lengths are addressed in MILPERSMAN 1301-110.

9. **Milestone Credit.** Milestone credit will generally be awarded upon successful completion of the milestone tour. Officers assigned to billets that are subsequently identified for addition or removal to the milestone billet list will be awarded credit, as appropriate. A minimum of 18 months must be completed in order for credit to be awarded, unless an extenuating community need dictates an even earlier rotation and

has HR flag leader approval. XO to CO fleet-up models will require completion of the command tour before awarding credit.

10. **Command Qualification**. Per reference (d), all officers eligible for command are required to complete the minimum command qualification standards in the manner prescribed by the HR community prior to assuming command. Successful completion of the following subsections designates an officer as qualified for command. HR officers assigned to command positions designated in references (a) and (b), with the exception of Navy operational support center (NOSC) command, are subject to the following command qualification process. Officers assigned to a NOSC command will comply with the Navy Reserve command qualification instruction. Additional guidance regarding fulfillment of the below requirements will be maintained by NAVPERSCOM (PERS-4421) and posted to the HR community Web site.

a. **Professional Qualification Standards (PQS)**. The PQS is designed to provide comprehensive knowledge of the HR community and demonstrate professionalism. As such, the PQS will measure broad knowledge across the four core competency areas (CCAs). PQS completion may occur primarily through the HR Center of Excellence (HRCOE) courses. Officers unable to attend the appropriate HRCOE course may be required to complete the PQS via alternate methods prior to assuming command. All HR LCDR selects through CAPT may complete the PQS for command prior to successful milestone screening and slating.

b. **Oral Board**. The oral board must consist of three current or prior HR COs of the pay grade under consideration (e.g., the board screening an O-4 for an O-5 command must consist of three officers who are in or have completed O-5 command). The board will measure the prospective CO's understanding of the CCA commensurate with the assignment. To the greatest extent practical, oral boards should be held in person. If necessary due to geographical constraints, boards may be held via video teleconference or telephone conference. An HR flag must certify in writing an officer's preparedness for command upon completion of the PQS and oral board.

c. **Command Leadership School (CLS)**. All officers slated to command positions will successfully complete all CLS requirements prior to assuming command, unless waived by Chief of Naval Personnel.

d. **XO to CO Fleet-Up.** The XO to CO fleet-up model requires COs who will be relieved by their XOs to certify in writing, to their immediate superior in charge, that the XO is ready to assume command.

e. **Exceptions.** Exceptions to HR command qualification procedures prescribed within may be recommended only by the HR officer flag leader (via head detailer, NAVPERSCOM (PERS 4421)) and must be at the request of the officer seeking command qualification. Full documentation of why the procedures could not be met must be provided.