

MILPERSMAN 1301-234

OFFICER SPECIAL ASSIGNMENTS – HUMAN RESOURCES COMMUNITY

Responsible Office	NAVPERSCOM (PERS-4421)	Phone: DSN COM	882-4054/2183 (901) 874-4054/2183
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MyNavy Career Center	Phone: Toll Free Email: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil
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References	(a) OPNAVNOTE 5450 Sequential and Major Command Plan (b) OPNAVINST 1412.14 (c) HRCOEINST 1401.1B (NOTAL) (d) BUPERSINST 1401.5C
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1. **Command, Leadership and Sea (CLS) Policy.** The Human Resources (HR) Community conducts annual CLS billet and major command screening boards. The function of these boards is to screen HR officers for commander (CDR) and lieutenant commander (LCDR) CLS billets, and captains (CAPT) for command and major command billets. The phrase "command, leadership, and sea," is used to designate billets requiring an officer who is administratively screened: "command" delineates commanding officer billets; "leadership" delineates executive officer, deputy commander, and select officer-in-charge billets; and "sea" delineates deployable billets (e.g., aircraft carrier training officers and certain naval special warfare billets). An officer who is screened may be assigned to a CLS billet unless the officer indicates in writing an unwillingness to serve, is de-screened by a subsequent CLS screening board, fails to meet promotion standards, or does not meet additional requirements of a CLS billet. All officers assigned as commanding officer in commands outlined in reference (a), the Office of the Chief of Naval Operations (OPNAV) Military Personnel Plans and Policy Division (N13) Policy Decision Memorandum Shared Commander Command Apportionment Plan, and the HR 1200 Billet List, will be screened via a CLS screening board and subject to the command qualification process per references (b) and (c).

NOTE: The HR 1200 Billet List may be accessed via the MyNavy HR Web site <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-44-Staff-RL/Human-Resources/>. Reference (c) can be located at <https://cle.nps.edu/portal/xlogin> and is exclusively password protected to HR officers. User IDs and passwords can be obtained by emailing HRCOE.mil@us.navy.mil. HR Training and Administration of the Reserve (TAR) designation code 1207 milestone business rules, additional 1207 related information, and 1207 Microsoft Teams channel are located at: <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-46-TAR/Human-Resources/>.

a. CLS Screening. All officers will be screened for LCDR CLS, CDR CLS, CAPT command, and major command. CLS opportunity is based on the quantity of officers considered for screening and the number of quotas available. Quotas determined by Navy Personnel Command (NAVPERSCOM) HR Assignments Branch (PERS-4421) are the maximum allowed, however the screening board can select fewer if candidate quality is found to be insufficient.

(1) All officer records will be screened for CLS selection at the CLS board held immediately prior to their "in zone" (or "above zone" if not selected by the first board) promotion selection year. Officers selected for CLS will be slated to a CLS billet, or banked for a future opportunity, immediately upon promotion selection to the next rank.

(2) Officers selected for CLS but not selected for promotion will screen yearly until the officer's selection for promotion to the next rank.

(3) Control grade officers selected for lateral transfer or accession into the HR Community will be considered for CLS screening during the first CLS screening board following selection into the HR Community for their current rank. Lateral transfer officers selected for CLS may be slated to a CLS billet, or banked for future opportunity, for their current rank, unless "in zone" or "above zone" for the next rank. If an officer selected for CLS is under consideration for promotion, the officer will be slated or banked for future opportunity, only if selected for promotion to the next rank.

(4) Officers may request special additional looks.

(a) All additional looks are subject to approval by the HR Community Leader.

(b) Petition is made in writing to the HR Community Leader via PERS-4421 no later than 2 months prior to the board convening date, and must include the reason for the additional look.

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

b. CLS and Major Command Board Membership. Screening is by formal administrative board action per reference (d). PERS-4421 is the sponsor for the board. The board membership shall consist of the HR Community Leader (Active Component (AC) HR flag officer) who serves as the president and four HR CAPTs (AC and TAR) when possible. Every effort will be made to ensure board membership is diverse across the force development, force management, and force requirements and resourcing career tracks, and comprised of those who have completed or are in their major command tour. When this is not possible, written documentation must be kept on file that provides a list of all eligible members and their reason of non-availability. Membership changes with each board and no CAPT (AC or TAR) may serve on two consecutive boards. PERS-4421 will nominate the members, head recorder, and assistant recorders as required for approval by Commander, NAVPERSCOM. Records for LCDR and CDR CLS, CAPT command, and major command are screened by the same panel of board members, but eligible HR officers compete only against officers of the same component (AC and TAR) and pay grade.

c. CLS Assignment or Declination. Any officer who is screened for CLS in grade will be assigned a CLS billet, or deferred and banked until the officer can be assigned to a CLS billet. To maintain a viable bank of CLS-screened officers and provide maximum opportunity for CLS screening, officers will only remain in the bank for 2 years. Officers not desiring to serve in a CLS assignment should review [MILPERSMAN 1301-818](#) and indicate these intentions in writing to PERS-4421.

(1) Officers who do not want to be considered for CLS **prior to the board** should submit a written request for non-consideration (i.e., a "do not pick me" letter) to the board president by the board correspondence deadline.

(2) Once slated to a CLS billet, an officer may not pursue reassignment or billet swap.

(3) If an officer indicates billet declination in writing, is subsequently de-screened by a CLS board, or fails to meet requirements of a CLS billet, the HR detailer will discuss future assignment options with the HR Community Leader.

(a) Any officer slated to a CLS assignment who does not desire orders to that CLS billet, must submit a written statement declining the assignment to PERS-4421.

(b) Officers declining a CLS assignment must acknowledge in their statement that, if approved, their declination will become part of their official service record. Officers declining CLS assignment may include a statement in their declination that explains their reasons.

(c) Officers who have declined a CLS assignment remain eligible for assignment to non-CLS duty subject to the needs of the Navy.

(d) Once approved, the written statement declining CLS assignment will be made part of the officer's official military personnel file (Privileged Information/Field Code 17).

d. **CLS Slates**. Following each set of promotion selection results for promotion to LCDR, CDR, and CAPT, HR detailers will prepare pay grade-specific slates assigning CLS-screened officers to CLS billets for HR Community Leader review and approval.

(1) Officers selected for CLS and promotion will be assigned to a CLS billet as soon as practical after promotion selection.

(2) All CLS-screened officers selected for promotion, as well as all banked CLS-screened officers, will provide a ranked order preference of CLS billets from the slate to the HR detailer by the deadline provided.

(3) HR detailers will consider previous assignments, skill sets, career track, projected rotation dates, proposed fill dates, billet requirements, required subspecialty experience, preferences, and the needs of the Navy when building the CLS slate.

(4) Once the proposed slate is approved by the HR Community Leader, officers slated for CLS assignment will be notified of their next assignment. Any officer who does not accept this assignment during the slating process must submit a declination letter.

(5) Officers selected for CLS and promotion who are not immediately slated will remain in the bank for up to a year beyond their initial slate opportunity, and will be utilized as CLS assignments become available. Officers serving in a milestone billet when selected for CLS and promotion will be given the opportunity to complete his or her milestone assignment prior to being offered a CLS billet. Records of officers in the bank will be reviewed annually to ensure there is no decline in performance. Officers not utilized for assignment by the second slate following his or her CLS and promotion selection will be removed from the bank.

(6) When CLS opportunities arise outside of the annual slating periods, detailers will administratively screen all eligible officers' records and make recommendations to the HR Community Leader for review and approval.

e. CLS Notification. Officers selected by the CLS Board will be notified by the HR Community Leader upon approval of official CLS Board results. Non-selects will be notified by their respective detailer.

f. CLS Screening Exceptions. General policy is that only officers screened for CLS and selected for promotion will be assigned to CLS billets.

(1) On rare occasions, exceptions to this policy may arise when there are no CLS-selected officers available to fill an assignment, thus necessitating assignment of a non-board selected officer with the proper skill sets to a CLS billet.

(2) All non-board selected CLS officers' records will be administratively screened by the head HR detailer who will make

a recommendation to the HR Community Leader for review and approval.

g. 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 per reference (e) prior to screening for command.

2. **Milestone Policy**. Milestone billets are so designated because of the increased complexity of work and or scope of responsibility and as such are subject to the slating process. Officers will be slated to a milestone in their designated career track, when possible.

a. Milestone Eligibility

(1) Officers selected for promotion to LCDR or CDR have two consecutive opportunities for milestone assignment, selection year plus one, at each pay grade.

(2) Officers serving in a CLS billet with a projected rotation date less than 12 months after the milestone slate will be automatically considered for milestone assignment.

(3) Lateral transfers and redesignated officers are eligible for milestone opportunities via self-nomination, or detailer recommendation upon initial entry into the HR Community.

(4) Officers who do not fall into these categories may self-nominate for milestone consideration at any time.

b. Milestone Slate. Milestone slating will occur concurrently with the CLS slating process; however milestones will not be a part of the CLS board process. Additionally, when milestone opportunities arise outside of the annual slating period, detailers will administratively screen all eligible officers' records and make recommendations to the HR Community Leader for review and approval.

c. Milestone Notification. Officers selected for milestone assignment will be notified by the HR Community Leader. Non-selects will be notified by his or her detailer.

d. Milestone Assignment or Declination. Officers who do not want to be considered for a milestone assignment should submit a written request for non-consideration (i.e., a "do not pick me" letter) via the head detailer, PERS 4421, to the HR Community Leader prior to the milestone slating process.

(1) Once slated to a milestone, an officer may not pursue reassignment or billet swap.

(2) If a milestone-slatted officer indicates billet declination in writing, the detailer will discuss future assignment options with the HR Community Leader.

(a) Any officer slated to a milestone who does not desire orders to that specific milestone, must submit a written statement declining the assignment to PERS-4421.

(b) Officers who have declined a milestone assignment remain eligible for assignment to non-milestone assignments, subject to the needs of the Navy.

3. CLS and Milestone Tour Lengths. CLS and milestone tour lengths are addressed in [MILPERSMAN 1301-110](#). Generally, CLS and milestone tour lengths are 24 months (36 months for fleet-up model, overseas assignments, and minimum 22 months for joint billets). However, officers may be moved early to support career progression to ensure opportunity to accomplish Community values.

4. CLS and Milestone Credit. CLS and milestone credit will be awarded per NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications. All exceptions require HR Community Leader review and approval.

5. Service School. HR officers, lieutenant and senior, are eligible to attend Service schools (i.e., Naval War College, Army Command and General Staff College, Air Force Command and Staff College, Eisenhower School, etc.) once screened at an administrative board listed below.

(a) Service School Eligibility. HR officers who have a command or major command qualification (i.e., 2D1, 2D2, or RLC) and hold a professional certification will be screened during the CLS Board. Officers who meet the above eligibility requirements will have their records updated to indicate

"Service school screened" via additional qualification designation 282 or 283, as appropriate. Officers may be slated to a Service school based on the number of available quotas.

(b) Service School Slate. The Service school slate will be determined in conjunction with the CLS and milestone slate. Detailers will review officers' records for eligibility, community value progression, and timing upon completion of CLS and milestone slating. Officers under consideration for Service school quotas will be notified and provided an opportunity to submit a statement prior to the approved slate. The head HR detailer will approve the Service school slate for CDRs and below, and the HR Community Leader will approve the Service school slate for CAPTs and CAPT selects.