

MILPERSMAN 1301-237

OFFICER SPECIAL ASSIGNMENTS - INFORMATION WARFARE COMMUNITY (IWC) OFFICER SELECTION AND ASSIGNMENT TO O-4 MILESTONE AND LEADERSHIP, AND O-5 AND O-6 MILESTONE AND COMMAND BILLETS

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1. **Policy.** Screening for information warfare community (IWC) O-4 milestone and leadership (i.e., executive officer (XO) and officer in charge (OIC) billets) opportunity is by formal administrative board action during the annual IWC O-4 milestone and leadership screening board per annual Navy Personnel Command administrative board precept and additional guidance. Screening for IWC O-5 and O-6 milestone and command opportunity is by formal administrative board action during the annual IWC O-5 and O-6 command and milestone screen board per annual Navy Personnel Command administrative board precept and additional guidance. Any officer selected for milestone, leadership, or command and offered a billet will be assigned to a milestone, leadership, or command billet, unless the officer indicates in writing an unwillingness to serve, (as noted in paragraph 6 below) is de-screened by a later selection board, fails to select to the next rank, or is unable to meet the medical requirements of the billet. Commensurate milestone or command additional qualification designators (AQD) will be awarded upon successful completion of assignment. Officers detached for cause will not be awarded the AQD.

a. Lieutenant Commander (LCDR) O-4 Screening Process

(1) Oceanography (1800/6800) Milestone. Oceanography officers will have two opportunities to be screened for LCDR milestone duty. The first look will occur when officers have reached 6 years of commissioned service and have been onboard an oceanography command for at least 12 months as of the last day of the month prior to the convening of the screening board.

(2) Cryptologic warfare (1810/6810), information professional (1820/6820), and intelligence (1830/6830) milestone. Officers selected for promotion to LCDR will have two opportunities to be screened for LCDR milestone duty. The first look will be in the year of selection (YOS) for promotion and the second look will take place YOS+1.

(3) Leadership (XO and OIC). All IWC officers who are O-4 milestone screened will have two opportunities to be screened for LCDR leadership duty; the first look will be YOS+2 and the second look will take place YOS+3.

b. Commander (CDR) O-5 Screening Process

(1) Oceanography (1800), cryptologic warfare (1810), and intelligence (1830) officers who are selected for promotion to CDR will have two opportunities to be screened for CDR milestone duty. The first look will be YOS for promotion and the second look will take place YOS+1. Officers selected for milestone duty will have three opportunities to be screened for command. The first look will be YOS+1. If the officer is selected for milestone duty on the second milestone look, that officer will immediately be screened for command (the first of three looks). The second and third looks will take place in YOS+2 and YOS+3.

(2) Information professional (1820) officers who are selected for promotion to CDR will have two opportunities to be screened for CDR milestone duty. The first look will be YOS for promotion and the second look will take place YOS+1. Information professional officers are eligible to be screened for command once they are in or complete their O-5 milestone duty. The first look for O-5 command will occur once the member is in an O-5 milestone assignment, and the second and third looks will take place in subsequent years.

c. Captain (CAPT) O-6 Screening Process

(1) O-6 Milestone Screening. Only the information professionals have a screening process for O-6 milestone duty. IP officers selected for promotion to CAPT will have two opportunities to be screened for milestone duty. The first look will be YOS for promotion to CAPT, and the second look will take place YOS+1.

(2) O-6 Command Screening. IWC officers who are selected for promotion to CAPT will have three opportunities to

be screened for major command. The first look will be YOS+1, and the second and third looks will occur YOS+2 and YOS+3. Information professional officers must be milestone screened to be considered for command.

2. **Community Assignments**. IW communities with milestone and or command assignments are noted below:

- a. Oceanography (1800)
 - (1) O-4 milestone
 - (2) O-4 leadership (XO and OIC)
 - (3) O-5 milestone
 - (4) O-5 command
 - (5) O-6 command

- b. Cryptologic Warfare (1810)
 - (1) O-4 milestone
 - (2) O-4 leadership (XO and OIC)
 - (3) O-5 milestone
 - (4) O-5 command
 - (5) O-6 command

- c. Information Professional (1820 and 6820)
 - (1) O-4 milestone
 - (2) O-4 leadership (XO and OIC)
 - (3) O-5 milestone
 - (4) O-5 command
 - (5) O-6 milestone
 - (6) O-6 command

d. Intelligence (1830)

- (1) O-4 milestone
- (2) O-4 leadership (XO and OIC)
- (3) O-5 milestone
- (4) O-5 command
- (5) O-6 milestone (not board screened)
- (6) O-6 command

3. **O-4 Milestone and Leadership Banks**. Officers selected for O-4 milestone or leadership duty who are not immediately assigned to an O-4 milestone or leadership billet are considered "bank" officers and remain available for assignment until promoted to the next rank, fail to select for the next rank, or are otherwise de-screened.

4. **O-5 and O-6 Qualified Insufficient Opportunity (QIO) Officers**. Selections for O-5 and O-6 command may include QIO selectees. These officers will be assigned to a command when a primary selectee is unable to execute command assignment (encumbered), and the bank has been depleted. QIOs will only be informed of their status if called upon to execute a command assignment. The QIO screened officer list will be maintained by the Deputy Director, Information Warfare Community and Foreign Area Officer Distribution (NAVPERSCOM PERS-47B). QIO designation is only valid during the fiscal year selected. Officers who are not offered an assignment will be returned to their screening group for the next board, unless they have exhausted opportunities for screening.

5. **IWC O-4, O-5, and O-6 Milestone; O-4 Leadership; and Command Tour Lengths**. As a general rule, O-4, O-5, and O-6 milestone; O-4 leadership; and command tour lengths are 24 months per MILPERSMAN 1301-110 (exceptions for billets identified as XO and CO fleet-up). An officer must successfully complete a minimum of 12 months to receive milestone or command credit.

6. Declining IWC O-4, O-5, and O-6 Milestone; O-4 Leadership; or O-5 and O-6 Command Assignments

a. Any IWC officer selected for O-4, O-5, or O-6 milestone duty; O-4 leadership assignment; or command assignment who does not accept orders (when offered) to fulfill that type of assignment will submit, via the officer's detailer, a written statement declining the opportunity to Assistant Commander, Navy Personnel Command (NAVPERSCOM PERS-4). See exhibits.

b. IWC officers declining these assignments will acknowledge in their statement that, if their request is approved, the letter will become part of their official service record. The declination may include a statement regarding their reasons for doing so.

c. IWC Officers who have declined assignment to IWC milestone O-4 (leadership or command) remain eligible for assignment to billets not designated as milestone O-4 leadership or command, and are subject to needs of the Navy.

d. NAVPERSCOM PERS-47B will endorse all statements declining assignment to IWC milestone, O-4 leadership or command, and will ensure appropriate action to ensure compliance with this article.

e. The written statement declining assignment to IWC milestone, O-4 leadership, or command, with official endorsements will be made a part of the officer's official military personnel file (privileged information/field code 17, see MILPERSMAN 1070-020). Additionally, detailers will assign a "personal de-screen" code into the officer's electronic service record. This information will be available for review by future promotion selection boards.

EXHIBIT 1

Declining Milestone Duty Letter (Plain bond/Courier New/10 or 12 pitch)

(Date)

From: LCDR W. T. Door, USN, XXXX (designator)
To: Commander, Navy Personnel Command (PERS-4)
Via: (1) Commanding Officer
(2) Commander, Navy Personnel Command (PERS-47X)

Subj: DECLINING 18XX O-4/5/6 MILESTONE DUTY

1. I respectfully decline the opportunity to be assigned to 18XX O-4/5/6 milestone duty. I understand that this letter will become part of my official record, and that I will no longer be eligible for assignment to 18XX O-4/5/6 milestone duty. **(If desired, a statement of reasons for declining commander milestone duty may also be included.)**

(Signature)

EXHIBIT 2

Declining Command Letter

(Plain bond/Courier New/10 or 12 Pitch)

(Date)

From: CDR W. T. Door, USN, XXXX (designator)
To: Commander, Navy Personnel Command (PERS-4)
Via: (1) Commanding Officer
(2) Commander, Navy Personnel Command (PERS-47X)

Subj: DECLINING 18XX O-5/6 COMMAND/O-4 LEADERSHIP

Ref: (a) MILPERSMAN 1301-818

1. I respectfully decline the opportunity to be assigned to O-5/6 command or O-4 leadership. I understand that this letter will become part of my official record, and that I will no longer be eligible for assignment to command. **(If desired, a statement of reasons for declining command may also be included.)**

(Signature)