MILPERSMAN 1301-239

OFFICER SPECIAL ASSIGNMENTS — PUBLIC AFFAIRS OFFICER (PAO) MILESTONE AND COMMAND SCREENING QUALIFICATION AND ASSIGNMENT OR DECLINATION

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References	(a) OPNAVINST 1412.14 (b) BUPERSINST 1401.5B (c) NAVPERS 15839I Manual of Navy Officer Manpower and Personnel Classifications

1. **Policy**. The public affairs (PA) community conducts milestone and command screen boards annually, or as required. The function of these boards is to screen public affairs officers (PAO) for milestone, as identified by the Navy Chief of Information (CHINFO) and command billets. The term milestone is used to designate a significant billet in grade that requires demonstrated leadership, regional expertise, or PA tactical acumen necessitating a closer screening of candidates. All PAOs eligible for command will be screened via a command screen board, and will be subject to the command qualification process outlined in reference (a).

2. **Milestone Screening**. Screen is by formal administrative board action per reference (b). Navy Personnel Command (NAVPERSCOM), Public Affairs Officer Branch (PERS-448) is the sponsor for the board.

   a. The board membership must consist of the following:

1	1650 flag officer, CHINFO, or Deputy CHINFO who serves as the president
2	1650 captains who have completed their milestone billets
2	1650 commanders who have completed their milestone billets

Membership changes with each board, and no Service member may serve on two consecutive boards as a member. PERS-448 will nominate the members, head recorder, and assistant recorders (as required).

    b. Milestone screening opportunity is based on the quantity of officers considered for screening and the number of officers needed to fill future billet requirements. Milestone screening opportunity is determined by PERS-448 and are the maximum allowed; however, the screening board may select fewer if candidate quality is found to be insufficient.

    c. Officers selected for promotion to lieutenant commander (LCDR) and those serving as LCDRs at the release of this article, who have not previously completed a milestone will have three consecutive opportunities for LCDR milestone screening. The initial opportunity for milestone screening will occur during the milestone board following selection for promotion to LCDR.

    d. LCDR selects and senior who are selected for lateral transfer or indefinite recall into the PAO community will be considered for milestone screening during the board following selection for redesignation into the community. These officers will be given at least one look, regardless of promotion year. However, the number of opportunities will vary depending on the promotion year in consideration before the board. An officer may request to defer board consideration for up to 1 year to enhance competitiveness of their record. Requests must be submitted in writing to PERS-448, and Service members will be counseled by their detailer on implications of deferral requests.

    e. Officers may request special "additional looks."

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

(2) Petition to the board president via PERS-448 must be received by the board correspondence deadline, and must include the contributing factors that merit the additional look.

(3) Officers who request a special additional look will be notified after the board adjourns as to whether or not their request was granted.

f. The milestone eligible list is generated by PERS-448 and will be submitted to NAVPERSCOM, Personnel Information Management Department (PERS-3) within the prescribed timeline. PERS-448 will update the milestone eligible list accordingly until the board convenes.

3. **Milestone Notification**. Selects will be notified by the CHINFO of milestone board results upon approval of official board results. The PAO head detailer will notify first and second look non-selects and alternates. Officers not selected on their third look will be notified by their respective detailer.

4. **Milestone Screen Slates**

a. Prior to the screen board, PERS-448 will prepare a list of milestone billets projected to be filled. Screened officers will provide a ranked order of preference list to PERS-448. The PAO community senior detailer will prepare PAO milestone slates, assigning screened officers to respective milestone billets.

b. Priority will be given to the slating of officers who will be in zone for promotion. The detailers will make every effort to match officer record and qualifications with the experience-appropriate milestone billet. The officer must be flexible and willing to take the milestone assignment when it is offered to accomplish this goal.

c. Screened officers who are not immediately slated will remain in the bank and can expect to be slated to a milestone billet at the earliest possible date.

d. The slate is approved by the CHINFO.

e. Once the proposed slate is approved by the CHINFO, officers slated for milestone assignment will be notified of their next assignment. Any milestone screened officer who does

not accept the offered assignment during the slating process will be asked to submit a declination letter within 30 days.

5. **Milestone Assignment or Declination**. Any officer who is screened for PAO milestone in grade will be assigned a milestone billet or deferred and banked until the Service member can be assigned to a milestone billet.

   a. Once assigned to a milestone billet, an officer may not pursue reassignment or billet swap.

   b. If a milestone screened officer indicates billet declination in writing, is subsequently descreened by a milestone board, or fails to meet requirements of a milestone billet, the PAO detailer will discuss future assignment options with the CHINFO.

      (1) Any 1650 officer screened for a PA milestone assignment who does not desire orders to the milestone assignment offered, must submit a written statement declining the assignment to PERS-448.

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

      (3) Officers who have declined a milestone assignment remain eligible for assignment to non-milestone duty (1650 billets) subject to the needs of the Navy.

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

6. **Milestone Bank**. Officers who are screened but unable to be assigned immediately will be banked as alternates until a milestone assignment becomes available. The records of officers in the bank will be reviewed annually to ensure the officer remains eligible for future milestone assignment.

7. **Milestone Screening Exceptions**. General policy is that only officers screened for PAO milestone will be assigned to milestone billets. Every effort will be made to assign officers screened for milestone first.

a. Exceptions to this policy may arise when there are no screened officers available, thus necessitating assignment of a non-board screened officer for the reason of maximizing fleet readiness.

b. A non-board screened officer slated to fill a milestone billet will be administratively screened by the senior PAO detailer, reviewed by community senior leadership, and approved by the CHINFO. The senior PAO detailer will base administrative screening proposals on remaining looks, performance, and availability to fill the billet.

8. **Milestone Tour Lengths**. PAO milestone tour lengths are prescribed in MILPERSMAN 1301-110. The additional qualification designation (AQD) "7M1" will be awarded for successful completion of a milestone tour per reference (c). A minimum of 18 months must be completed in order for credit to be awarded, unless an extenuating community need dictates an earlier rotation with CHINFO approval.

9. **Command Screen Board**. A PA command screen board will be held annually, or as required, with the milestone screen board to recommend officers for command. PERS-448 will be the board sponsor.

a. **Membership**. The command screen board will consist of the CHINFO or Deputy CHINFO, who will serve as the board president, and the two 1650 captains serving on the milestone board who must be senior to those eligible for the board.

b. **Eligible**. Commanders and captains in designated year groups or with specified AQD, as specified in the convening order, will be screened for command.

(1) Command Qualification. Per reference (a), all officers eligible for command are required to complete the minimum command qualification standards in the manner prescribed by the PA community prior to assuming command.

(2) Officers who have previously screened, but have not been assigned command, will be reviewed as part of a bank of screened officers to ensure they remain eligible for command.

c. **Report**. Upon completion of its deliberations, the command screen board must report the board's results to Commander, Navy Personnel Command for approval. Selection by the command screen board and approval of the board report designates an officer as command screened. The report must contain a list of eligible officers. Commanders, captains, and captain selects should be separated and arranged in alphabetical order, along with their selection status.

d. **Declination of Command**. Officers screened and slated for command that do not desire a command billet must follow the provisions of MILPERSMAN 1301-818.

e. **Command Screening Exceptions**. Exceptions to the PA command qualification procedures prescribed within may be recommended only by the CHINFO, via the head detailer at PERS-448, 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.

f. **Command Tour Length**. MILPERSMAN 1301-110 contains detailed information on prescribed tour lengths for all types of officer assignments.