

MILPERSMAN 1301-710

COMMAND POLICIES AND PROCEDURES – ACTIVE COMPONENT CHAPLAIN CORPS OFFICER SCREENING AND ASSIGNMENT TO COMMANDER MILESTONE BILLETS

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References	(a) SECNAVINST 1730.7E (b) COC memo 1301 Ser N097/19U-146118 (undated) (c) NAVSO P-6034, Joint Travel Regulations (JTR)
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1. Background

a. Per reference (a), the Chief of Chaplains (COC) is the Department of the Navy's Director of Religious Ministry and the Chaplain Corps (CHC) community leader. The COC is responsible for providing advice to Navy leadership on the organization, utilization, and distribution of CHC officers and to the Chief of Naval Personnel on screening boards for CHC milestone billets. Reference (b), or the most recent COC memo, lists the current milestone billets for commanders and is located on the CHC detailer Web page at: <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-44-Staff-RL/Chaplain-Corps/>.

b. Officer communities may designate a limited number of their billets as milestones which represent positions of leadership analogous to command. Similar to the command screening process, milestone screening identifies individuals whose records indicate that they possess the leadership abilities required to successfully execute the duties associated with these milestone billets. Success in those billets indicate sufficient development for consideration for senior leadership positions.

c. Selection for milestone is based on a determination of who is best and fully qualified. No officers will be disadvantaged because of their race, religion, color, sex,

sexual orientation, or national origin. Based on the needs of the Navy (reflected in Navy Personnel Command (NAVPERSCOM), Career Management Department (PERS-4) policies, procedures, and processes), selection may not result in assignment to a milestone billet.

2. Milestone Board

a. The milestone screening and selection process is completed by formal administrative boards, which are normally held following the release of the commander promotion lists in coordination with the NAVPERSCOM board schedule. NAVPERSCOM CHC Officer (PERS-4414) or a designated alternate serves as the board sponsor. At a minimum, the board membership must consist of the following:

(1) One CHC flag officer who serves as the president and senior member,

(2) One CHC captain who has served in a commander milestone billet, and

(3) Five unrestricted line captains.

b. No officer may serve on two consecutive boards as a member.

3. Eligibility

a. CHC officers in the grade of commander or those selected for promotion to commander are eligible to have their records screened at the next milestone board conducted and subsequent milestone boards.

b. CHC officers with approved resignations or retirements are not eligible. CHC officers with a statutory retirement date within 36 months after the milestone screening board are not eligible for milestone screening. CHC officers who have failed to select after three opportunities are no longer eligible.

c. Eligible officers must be notified of their eligibility by PERS-4414 and may send letters to the board per [MILPERSMAN 1420-010](#).

d. With the exception of approved NAVPERSCOM waivers, eligible officers are assumed to be universally assignable and world-wide deployable. Those officers who are unwilling to execute orders to a milestone billet must notify the board in writing before the board convenes.

4. **Board Screening Process**

a. PERS-4414, in consultation with the COC, must establish the number of CHC officers that may be selected by the board. An additional 40 percent beyond the number of anticipated vacancies in milestone assignments may be selected as alternates in order to allow slating in compliance with [MILPERSMAN 1301-104](#). If a vacancy cannot be filled by a milestone-selected officer, an alternate will be assigned to fill the milestone billet. That alternate's name will be placed on the milestone screened list.

b. PERS-4414 maintains a list of CHC officers who have been selected for milestone but who have not been assigned due to needs of the Navy.

c. Selected CHC officers remain on the milestone screened list subject to the conditions of paragraph 10 below.

5. **Milestone Slate**. PERS-4414 prepares milestone slates recommending assignment of officers to respective billets per [MILPERSMAN 1301-104](#). The purpose of the slate is to fill milestone billets with officers selected for milestone and to ensure that an officer's experience, qualifications, and other factors, as determined by the COC, are appropriate for the intended milestone assignment. The COC must review the milestone slate, amend it as necessary, and approve the slate prior to assignment.

6. **Declination of Assignment**

a. Officers screened for milestone who do not desire orders to a milestone assignment must submit a written statement declining milestone assignment to NAVPERSCOM Staff/Restricted Line Officer Career Management Division (PERS-44) via PERS-4414. This written statement must include a statement regarding their reasons for declination.

b. Officers screened and selected for a milestone billet who decline assignment will no longer be eligible for a

milestone billet and will be removed from the milestone screened list.

c. Officers who decline assignment to a milestone billet remain eligible for assignment to non-milestone billets, subject to the needs of the Navy.

7. **Milestone Tour Lengths.** CHC milestone tour lengths are governed by joint tour length requirements and officer distribution guidelines pursuant to reference (c) and [MILPERSMAN 1301-104](#).

8. **Needs of the Navy.** Needs of the Navy may sometimes require assignment of a CHC officer to a milestone billet who has either never been screened for a milestone billet or has failed to be selected by a milestone board. The next milestone screening board must add the officer's name to the milestone screened list. Assignment of an additional qualification designation (AQD) is pursuant to the standards outlined in paragraph 9 below.

9. **Additional Qualification Designation**

a. To receive milestone credit and the associated AQD, an officer must appear on the milestone screened list, complete a minimum of 18 months in the assigned milestone billet, and must not have evidence in the officer's official military personnel file (OMPF) that indicates misconduct or substandard performance as defined in [MILPERSMAN 1611-020](#).

b. Time accrued from separate milestone tours may be combined to meet the 18-month requirement, if the officer's OMPF does not contain adverse information as defined in [MILPERSMAN 1611-020](#) from either assignment. Officers who accrue 18 months from separate milestone tours will be awarded the AQD from the tour of greater length.

c. Officers who are assigned to milestone tours with different AQDs are eligible to receive more than one AQD if they meet the minimum 18-month requirement for each assignment.

d. Officers are required to contact PERS-4414 to request assignment of the AQD. PERS-4414 is responsible for assigning the AQD.

10. **Removal of Names from Milestone Screened List**

a. CHC officers on the milestone screened list who decline a milestone assignment for reasons other than approved NAVPERSCOM waivers will be removed from the milestone screened list.

b. Chaplains selected for milestone who submit a request to retire prior to assignment will be removed from the milestone screened list.

c. Each milestone screening board will review the OMPF of each officer whose name appears on the milestone screened list who has not been assigned to a milestone billet. The board will remove the name of any officer from the milestone screened list whose OMPF indicates misconduct or substandard performance as defined in [MILPERSMAN 1611-020](#).

d. PERS-4414 will notify officers whose names have been removed from the milestone screened list.