# MILPERSMAN 1301-802

## COMMAND POLICIES AND PROCEDURES — SPECIFIC POLICIES RELATED TO COMMAND

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| References | (a) OPNAVNOTE 5450 Sequential and Major Command Plan <br> (b) OPNAV (N131) Policy Decision Manual (PDM) for Shared Captain Command Apportionment Plan <br> (c) OPNAV (N131) PDM for Shared Commander Command Apportionment Plan <br> (d) OPNAV (N131) PDM for Shared Early Command Apportionment Plan <br> (e) OPNAVINST 1412.14 <br> (f) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classification, Volume II, The Officer Data Card <br> (g) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classification, Volume I, Major Code Structures <br> (h) SECNAVINST 5510.30B |
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1. **Purpose**.  This article outlines policies and procedures for screening, selecting, and assigning officers to command units identified in references (a) through (d), and MILPERSMAN 1301-800.

2. **Command Eligibility Screening**.  Per reference (e), every commanding officer (CO), regardless of line community or staff corps, and regardless of the type or grade of command, must be screened for command eligibility.

3. **Command Screen Code**.  Officers who have been selected for command are assigned a command screen code.  It is a five-position alpha-numeric code that describes fiscal year considered, board sponsor, the type of command for which

selected or deselected, and the standing (e.g., primary, alternate, etc.).  This code is recorded on the Service member's officer data card.  The meaning of each element can be found in reference (f).

4.  **Additional Qualification Designation (AQD) Code**.  Officers will be assigned a Command Qualification Program AQD code (2D1, 2D2, or 2D3) based on that officer's eligibility for command, qualification for command, and or qualification for major command.  AQD code criteria and prerequisites may be found in reference (g).

5.  **Executive Officer (XO) to CO Fleet-Up**.  Per reference (e), COs who will be relieved by their XOs, as part of a community's fleet-up program, must certify (in writing) the XO is ready to assume command and provide written certification to the immediate superior in command (ISIC) who will endorse the certification to the type commander or community leader (as applicable) with a copy to Commander, Navy Personnel Command. This certification will be made prior to the XO's assumption of command and will discuss the XO's demonstrated leadership performance, personal behavior on-and-off duty, and other professional characteristics as delineated by the type commander or community leader.  Officers screened for CO or XO must maintain the necessary performance and qualifications commensurate with their responsibilities or be de-screened per MILPERSMAN 1301-818.

6.  **Early Command Policy**.  Early command is considered to be equivalent to assignment as an XO (non-fleet-up) or department head.  Successful completion of early command does not qualify as subsequent command eligibility screening.

7.  **Shore Installation Command Screening**.  Navy Personnel Command (NAVPERSCOM) maintains a memorandum of understanding with Commander, Naval Installations Command (CNIC) requiring that all communities receive CNIC endorsement for all shore establishment command slates.

8.  **Command Tour Lengths**.  All tour lengths are specified in references (a) through (d) and MILPERSMAN 1301-110.

9.  **Number of Command Tours and Exceptions**.  It is general policy that an officer is assigned to only one screened command in grade.  Unrestricted line officers may be assigned to

additional commands in grade as detailed in references (a) through (d) and MILPERSMAN 1301-800.

10. **Policy for Full-Time Support (FTS) Officers**.  To ensure FTS community progression, the following procedures must be utilized for administrative boards and officer placement:

    a.  All administrative boards that screen FTS officers will have representatives from the FTS officer community who will be utilized as members of selection and screening boards for which their experience and performance qualify them;

    b.  FTS pilots and naval flight officers are screened for Navy Reserve commands during the aviation major command screen board and aviation command screen board;

    c.  FTS officers may be considered by all appropriate screening boards and compete on the basis of qualifications;

    d.  Quotas will not be established for FTS officers in the screening process; however, boards will be briefed on the unique aspects of FTS officer career patterns;

    e.  Command of reserve force units (echelons 4 and 5) will alternate between Selected Reserve (SELRES) officers and active duty officers (either FTS or USN).  A SELRES officer in an active duty status for the duration of the XO and or CO tour may fill the position of the active duty officer.

11. **Security Clearance Requirements**.  Officers ordered to CO or XO billets must comply with reference (h) clearance and access level requirements.

12. **The Charge of Command**.  All ISICs will ensure prospective COs review exhibit 1 and sign a copy of exhibit 2 prior to assumption of command.  ISICs will retain signed copy for official record.  This applies to all officers in command, to include flag officers.

13. **Transfer of Command Reports**.  When orders are generated for an officer to command any Navy activity (at sea and ashore), Chief of Naval Operations (OPNAV) UIC 00011 must be included as an "info addressee".

14. **Major Command – Sequential Screen Procedures**.  Major command – sequential screening is by administrative board

action.  NAVPERSCOM, Career Management Department (PERS-4)
community codes will be the board sponsors to designate
recorders for each of its separate boards.  MILPERSMAN 1301-804
specifically addresses major command – sequential screening.

15.  **Major Command Screen Procedures**.  Major command screening
is by administrative board action.  NAVPERSCOM (PERS-4)
community codes will be the board sponsors to designate
recorders for each of its separate boards.  MILPERSMAN 1301-804
specifically addresses major command screening.

16.  **Captain Command Screen Procedures**.  Captain command
screening is by administrative board action.  NAVPERSCOM (PERS-
4) community codes will be the board sponsors to designate
recorders for each of its separate boards.  MILPERSMAN 1301-804
specifically addresses captain command screening.

17.  **Commander Command – Sequential Screen Procedures**.
Commander command – sequential screening is by administrative
board action.  NAVPERSCOM (PERS-4) community codes will be the
board sponsors to designate recorders for each of its separate
boards.  MILPERSMAN 1301-804 specifically addresses commander
command – sequential screening.

18.  **Commander Command Screen Procedures**.  Commander command
screening is by administrative board action.  NAVPERSCOM (PERS-
4) community codes will be the board sponsors to designate
recorders for each of its separate boards.  MILPERSMAN 1301-804
specifically addresses commander command screening.

19.  **Early Command Screen Procedures**.  Early command screening
is by administrative board action.  NAVPERSCOM (PERS-4)
community codes will be the board sponsors to designate
recorders for each of its separate boards.  MILPERSMAN 1301-804
specifically addresses early command screening.

20.  **Preparation and Approval of Command Screen Slates**

    a.  Following screening of officers for command, the
respective community distribution division prepares command
slates, assigning screened officers to commands.

    b.  All slates must be reviewed and endorsed by the
respective community leaders.

21.  **Command Submission**.  The major command review board (MCRB) is convened annually or as required by the Chief of Naval Personnel per references (a) and (e).  The MCRB will be convened to address, validate, or approve all major command billets.

a.  The command review board is convened as part of the MCRB to specifically address those commands not designated as major commands and those commands below the grade of captain.

b.  The Chief of Naval Personnel will update and publish reference (a) annually based on the results of the MCRB.

c.  Office of the Chief of Naval Operations (OPNAV), Director, Military Personnel Plans and Policy (N13) will update and publish references (b) through (d) annually based on the results of the command review board.

d.  OPNAV, Head, Officer Plans and Policy (N131) is the point of contact for all CO billet submissions and questions.

Exhibit 1
CNO Memorandum for All Prospective Commanding Officers
(The Charge of Command)

CHIEF OF NAVAL OPERATIONS

April 6, 2018

## The Charge of Command

Ref:  (a) 10 U.S.C. §5947
      (b) U.S. Navy Regulations (1990)

Encl: (1) ADM Ernest King CINCLANT Serial 053 of January 21, 1941
      (2) Hobson's Choice (Wall Street Journal, 1952)

The Privilege of Command

1. As a prospective or serving Commander or Commanding Officer, you have been identified as worthy of the privilege of command. The decision to select you for command was not made lightly; you were selected based on your demonstrated past performance and the **trust and confidence** that senior Navy officers have in you to lead Sailors under your charge.
2. Command is the foundation upon which our Navy rests. **Authority, responsibility, accountability, and expertise** are four essential principles at the heart of command. Effective command is at risk if any of these principles is lacking or out of balance.
3. You accept the extraordinary responsibility of command with full regard for its consequences. It is the duty of every Commanding Officer to understand his or her authorities and responsibilities prior to assuming command, which are clearly laid out in statute and regulations as outlined below.

The Scope of Command

1. "**All Commanding Officers and others in authority** in the naval service are required to show in themselves a good example of virtue, honor, patriotism, and subordination; to be vigilant in inspecting the conduct of all persons who are placed under their command; to guard against and suppress all dissolute and immoral practices, and to correct, according to the laws and regulations of the Navy, all persons who are guilty of them; and to take all necessary and proper measures, under the laws, regulations, and customs of the naval service, to promote and safeguard the morale, the physical well-being, and the general welfare of the officers and enlisted persons under their command or charge." (Ref (a))
2. "**Commanders** shall be responsible for the satisfactory accomplishment of the mission and duties assigned to their commands. Their authority shall be commensurate with their responsibilities. Normally, commanders shall exercise authority through their immediate subordinate commanders." (Ref (b), Paragraph 0702)
3. "The responsibility of the **Commanding Officer** for his or her command is absolute, except when, and to the extent to which, he or she has been relieved therefrom by competent authority, or as provided otherwise in these regulations. The authority of the Commanding Officer is commensurate with his or her responsibility. While the Commanding Officer may, at his or her discretion, and when not contrary to law or regulations, delegate authority to subordinates for the execution of details, such delegation of authority shall in no way relieve the commanding officer of continued responsibility for the safety, well-being and efficiency of the entire command." (Ref (b), Paragraph 0802)

The Standards of Command

1. There are two standards to measure officers in command. The first is the standard for criminal behavior, which should be well known to you. The second — and higher standard — is trust and confidence, both with the American people we are sworn to protect and across all levels of the chain-of-command.
2. **A Commander's competence and character lead to trust and confidence.** Commanders can only feel comfortable delegating their authority — sending subordinate Commanding Officers and their teams over the horizon and into harm's way — with the knowledge that those CO's are both technically competent and share their values. If so, their teams will win — performing at or near their theoretical limits — and they will always come back stronger than when they left.
3. Trust and confidence are the two coins of the realm that enable decentralized command and operations at sea; they are the key to our effectiveness as a force. Work hard to build and guard trust and confidence.

J.M. RICHARDSON
Admiral, U.S. Navy

**Exhibit 2**
**Acknowledgement of Commanding Officer Letter**

ACKNOWLEDGEMENT OF COMMANDING OFFICER

From:  (Rank, Name) _____
       Commanding Officer, (Unit) _____
To:    (ISIC) _____

Subj:   THE CHARGE OF COMMAND

1.  On this day, _____ (date),
I,_____ (name) acknowledge that I have read
and fully understand The Charge of Command.


                        _____


Witnessed and received by, _____ (name), the
immediate superior in command of the above signed commanding
officer.


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