

MILPERSMAN 1301-818

PROCEDURES FOR OFFICERS NOT DESIRING ORDERS TO COMMAND OR EXECUTIVE OFFICER

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN COM	882-4518 (901) 874-4518
MyNavy Career Center		Phone: Toll Free		1-833-330-MNCC (6622)
		E-mail:		askmncc@navy.mil
		MyNavy Portal:		https://my.navy.mil/

Reference	(a) OPNAVINST 1811.3A
------------------	-----------------------

1. **Procedures for Officers not Desiring a Command Assignment.**

When an officer has been screened for command but does not desire orders, the following procedures apply:

a. An officer indicating non-acceptance of these orders will be required to submit an official request to Assistant Commander, Navy Personnel Command for Career Management (PERS-4). This letter and the results of subsequent actions will become part of the officer's official record.

b. Upon receipt of a written request to decline orders to command, cognizant division directors will originate a memorandum to PERS-4 for signature, discussing the relevant circumstances considered by the division and the recommended cause of action.

c. If retirement in lieu of orders is considered, reference (a) applies. However, any remaining obligations must be fulfilled prior to retirement eligibility.

d. Final disposition of all requests will be determined by PERS-4.

e. The decision to decline command is a professional decision made by the officer concerned.

(1) This decision is limiting, however, only with respect to assignment to command.

(2) An officer who has not accepted command remains eligible for assignment, subject to the needs of the Navy and any remaining obligated service.

2. **Procedures for Command De-Screening.** Prior to assignment of screened officers to command, assignment officers, placement officers, assignment division directors, and commands should screen each record to ensure there has been no decline in an officer's performance. Documentation of de-screening recommendation must be forwarded to ACNPC (PERS-4) for final determination.

a. A notification letter of final determination will be sent to the affected officer.

b. Command boards will review records of those officers previously screened, but not yet assigned, to ensure there is no decline in performance subsequent to the original screening.

3. **Procedures for Officers not Desiring an Executive Officer (XO) Assignment.** When an officer has been screened for XO but does not desire orders, the following procedures apply:

a. An officer indicating non-acceptance of these orders will be required to submit an official request to PERS-4. This letter and the results of subsequent actions will become part of the officer's official record.

b. Upon receipt of a written request to decline orders as XO, cognizant division directors will originate a memorandum to PERS-4 for signature, discussing the relevant circumstances considered by the division and the recommended course of action.

c. If retirement in lieu of orders is considered, reference (a) applies. However, any remaining obligations must be fulfilled prior to retirement eligibility.

d. Final disposition of all requests will be determined by PERS-4.

e. An officer who has declined the orders remains eligible for assignment, subject to the needs of the Navy and any remaining obligated service.

4. **Procedures for De-Screening for XO.** Prior to assignment of screened officers as XO, assignment officers, placement

officers, assignment division directors, and commands should screen each record to ensure there has been no decline in an officer's performance. Documentation of de-screening recommendation must be forwarded to ACNPC (PERS-4) for final determination.

a. A notification letter of final determination will be sent to the affected officer.

b. XO boards will review records of those officers previously screened, but not yet assigned, to ensure there is no decline in performance subsequent to the original screening.