

MILPERSMAN 1301-819

PROCEDURES FOR SURFACE LIMITED DUTY OFFICERS (LDO) NOT DESIRING ORDERS TO COMMAND OR MILESTONE TOUR AT SEA

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References	(a) OPNAVINST 1811.3A (b) SECNAV-Approved Community Brief for Surface and General Line Limited Duty Officer
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1. **Purpose.** This article is applicable to surface limited duty officer (LDO) who hold designators 61XX (surface), 641X (administration), and 649X (security).

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

The following procedures will apply when an officer is command-eligible or has been screened for command and does not desire orders:

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

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

c. Reference (a) applies, if retirement, in lieu of orders, is considered. 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 an officer. This decision is limiting, only with respect to assignment to command. An officer who has not accepted a command will remain eligible for assignment, subject to the needs of the Navy, and any remaining obligated service.

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

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

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

4. **Procedures for Officers not Desiring a Milestone Tour at Sea.** Per reference (b), which can be accessed at [MyNavy HR](#), the following procedures will apply when an officer has been selected for a milestone tour at sea and does not desire orders:

a. An officer indicating non-acceptance of these orders will be required to submit an official written request to PERS-4. The written request 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 a milestone tour at sea, cognizant division directors will originate a memorandum, for PERS-4's signature, to the requesting officer 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) policy applies. 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 orders will remain eligible for assignment, subject to the needs of the Navy and any remaining obligated service.

5. **Sample Letter Declining Command or Milestone Tour at Sea.**

Declination letters will be submitted to the respective detailers in NAVPERSCOM Surface LDO CWO Assignments Branch (PERS-414) for review and processing. Examples of declination letters are provided in exhibits 1 and 2.

EXHIBIT 1
Sample Letter Request to Decline Command Assignment
(Page 1 of 1)

DD Mmm YY

From: CDR John P. Jones, USN, 61XX
To: Commander, Navy Personnel Command (PERS-4)

Subj: REQUEST TO DECLINE COMMAND ASSIGNMENT

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual
(MILPERSMAN)

1. Per reference (a), MILPERSMAN 1301-819, I respectfully request to decline command assignment and to be removed from the Command slating process.

2. (Provide comments on why you have chosen to decline command assignment).

3. I fully understand the impact of my decision to decline this assignment and that a command de-screening letter will be placed in my permanent official record.

I. M. OFFICER

Copy to:
(PERS-414)

EXHIBIT 2
Sample Letter Request to Decline Milestone Tour at Sea
(Page 1 of 1)

1412
DD Mmm YY

From: LCDR Chester W. Nimitz, USN, 64XX
To: Commander, Navy Personnel Command (PERS-4)

Subj: REQUEST TO DECLINE MILESTONE TOUR AT SEA

Ref: (a) NAVPERS 15560D, Naval Military Personnel Manual
(MILPERSMAN)

1. Per reference (a), MILPERSMAN 1301-819, I respectfully request to decline milestone tour at sea assignment and to be removed from the milestone slating process.

2. (Provide comments on why you have chosen to decline the milestone tour at Sea).

3. I fully understand the impact of my decision to decline this assignment and that a milestone tour at sea declination letter will be placed in my permanent official record.

I. M. SAILOR

Copy to:
PERS-414