

## MILPERSMAN 1301-820

### COMMAND POLICIES AND PROCEDURES - COMMAND - EXECUTIVE OFFICER (XO) ASSIGNMENT COORDINATION

|                           |                          |        |     |                |
|---------------------------|--------------------------|--------|-----|----------------|
| <b>Responsible Office</b> | NAVPERSCOM<br>(PERS-451) | Phone: | DSN | 882-4518       |
|                           |                          |        | COM | (901) 874-4518 |
|                           |                          |        | FAX | 882-2693       |

1. **Policy.** Grade assignment officers carefully coordinate assignment of commanding officers (COs) and executive officers (XOs) with placement officers.

a. To the extent feasible, assignments will be made for effectiveness of the two top leadership positions within the chain of command.

b. At least 8 weeks will separate the rotation dates of the CO and XO of a command, except for aviation squadrons in which the XO fleets up to CO.

c. Exceptions may be authorized by Navy Personnel Command (NAVPERSCOM) placement division directors, after the cognizant activity placement officer has liaised with the command and taken all possible action to alleviate adverse impact.

2. **CO and XO 1000 Designator Billets.** The list of Unrestricted Line (URL) commander (CDR) commands will be validated annually by Chief of Naval Operations (CNO), Military Personnel Plans and Policy Division (N13) and NAVPERSCOM, Distribution Department (PERS-4).

a. An equitable apportionment of 1000/1050 designator CDR billets will be established by CNO (N13) annually.

(1) Based on this apportionment and projected vacancies, a command allocation plan will be published annually after NAVPERSCOM (PERS-4) approval.

(2) This plan will identify the specific commands and the number of commands to be allocated to each of the URL communities.

b. Once the official apportionment has been promulgated by CNO (N13), the following procedures apply:

(1) NAVPERSCOM, Allocation and Statistics Branch (PERS-452) will prepare a list of all CDR 1000/1050 designator command billets which will become available within a minimum 24-month period beginning with October of that year. NAVPERSCOM (PERS-452) will send this list to placement officers for review.

(2) Placement officers will review this list for completeness, correct projected rotation dates (PRDs) of incumbents, and annotate billets to reflect requests for particular designators based on known requirements (if any). Placement officers will return these changes to NAVPERSCOM (PERS-452).

(3) NAVPERSCOM (PERS-452) will then send an updated list to the appropriate assignment officers.

(4) From this list, assignment officers will identify the billets they desire and forward this information to NAVPERSCOM (PERS-452). Billets which have been previously allocated to a specific community are not available for selection unless a mutually agreed upon exchange is approved by NAVPERSCOM (PERS-4).

(5) NAVPERSCOM (PERS-452) will chair a meeting of the appropriate assignment and placement officers to discuss the proposed allocation of command billets. The proposed allocation plan will be subject to final approval by NAVPERSCOM (PERS-4), then immediately distributed to assignment and placement officers.

(6) NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451) will arbitrate cases of conflict and prepare documentation to forward to NAVPERSCOM (PERS-4) for a final decision, when necessary.

(7) Placement officers may post the identified billets, once NAVPERSCOM (PERS-4) has approved the allocation plan.

c. Lieutenant commander (LCDR) 1000/1050 designator CO and XO billets are not involved in the above procedure. These billets will be allocated in the normal billet fill decision (BFD) process based on inventory and placement officer recommendation.

### **3. COs And XOs of Medical Treatment Facilities (MTFs) Providing Inpatient Care**

a. Normally, the CO or the XO will have a Master's degree in management. NAVPERSCOM retains waiver authority.

b. XO's will normally "fleet up" to CO.

(1) Naval Hospitals San Diego, CA; Oakland, CA; Portsmouth, VA; and National Naval Medical Center Bethesda, MD are exempt.

(2) CO/XO total tour length will generally be 36-48 months (allowing 18-24 months XO/18-24 months CO rotation).

4. **Officers assigned as CO, XO, or Diving Officer of ships.** Officers assigned as CO, XO, or diving officer of ships with a primary mission involving diving are to be experienced divers per MILPERSMAN 1210-140. COs and XOs of a Destroyer Tender (AD), Repair Ship (AR), or Submarine Tender (AS) are not required to be experienced divers.