

MILPERSMAN 1306-101

ENLISTED ASSIGNMENT SYSTEM

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References	(a) OPNAVINST 1300.17A (b) NAVADMIN 249/09 (c) OPNAVINST 6000.1C (d) NAVADMIN 256/08
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1. Policy

a. **Rotation Pattern**

(1) The normal rotation pattern, also referred to as "sea/shore flow," throughout a career is a repetition of assignments at sea and ashore. The type of duty to which a Sailor will be reassigned is dependent upon completion of the sea or shore tour as specified in this article. To the maximum extent possible, initial assignments will be to sea duty afloat upon completion of initial entry training.

(2) This sea/shore flow pattern may be modified in individual cases due to variables such as assignment to duty overseas (either at sea or ashore) or for an entire rating with a billet orientation that is primarily within the continental United States (CONUS) and outside the continental United States.

b. **Discipline/Reassignment/Detachment for Cause**

(1) Nonperformance of duty or "problem personnel" will not be sufficient reason to transfer Sailors in response to command efforts "to get rid of them."

(2) In all cases of detachment for cause, full documentation and a determination of the advisability of separation processing will be made prior to reassignment.

Commander, Navy Personnel Command (NAVPERSCOM) has final approval authority for all enlisted detachments for cause.

c. **Assignment.** Enlisted detailers will adhere to the following policies pertaining to the assignment of enlisted Sailors. Neither race, creed, color, national origin, nor sex (except where stipulated per reference (a)) will be factors in nomination and assignment of Sailors.

(1) **Required Skills.** Sailors' skills must be appropriate for the billet, or training en route will be accomplished when possible.

(2) **Cost Factors.** Permanent change of station (PCS) orders will emphasize minimizing monetary expenditures while maximizing use of personnel skills and qualifications.

(3) **Family Considerations.** When possible, Sailors who have family member(s) in primary or secondary school will transfer during school breaks.

(4) **Equitable Distribution - Activity.** Sailors will be equitably distributed to all activities by experience and skill in proportion to billets authorized (BA) or Navy manning plan. Manning of an activity in excess of authorized billets is not authorized, unless Navy-wide excesses exist in a specific community.

(5) **Equitable Distribution - Personal.** Sailors will be assigned to a variety of duty assignments to gain experience necessary to advance and excel within their rating.

2. Background

a. Rotation among sea, shore, and overseas activities is directly influenced by the number of personnel available for assignment, BA, qualifications of Sailors, time on station, and PCS funding. Obligated service (OBLISERV) is required for transfer to a new duty location to provide for both personnel and command manning stability. Using projected authorizations, personnel inventory projections, and historical data sea/shore flow lengths have been developed for all communities.

b. DoD has established overseas tour lengths for all overseas areas where Sailors are stationed, and they generally reflect the desirability of duty in that area.

c. Tour lengths applied to the sea duty commencement date, shore duty commencement date, or date of departure from CONUS determine a Sailor's projected rotation date (PRD). The PRD is a planning date and reassignment may occur at other than the PRD due to needs of the Navy.

3. **Orders Negotiation.** The orders negotiation window is defined as the **9 to 7 month** period prior to the first day of a Sailor's PRD month per reference (b).

a. Early engagement prior to the negotiation window by the command retention team (to evaluate a Sailor's career aspirations and requirements) is highly encouraged.

b. At **9 months** prior to PRD, Sailors may begin negotiating with detailers and applying for jobs via **Career Management System/Interactive Detailing.**

c. Sailors who fail to negotiate orders upon reaching the **6-month** mark prior to PRD will be considered for a "Needs of the Navy" assignment and will be issued priority manning control authority (MCA) orders.

4. **Transfers Necessitated by or Restricted as a Result of Civil Involvement or Military Disciplinary Action.** When a Sailor commits or is accused of committing a civil or military offense which necessitates the Sailor's continued presence in the area for the purpose of civil or military hearings, trials, etc.; the Sailor will not normally be reassigned from the area.

a. For purposes of this article only, the following circumstances constitute reassignment:

(1) Transfer to a new duty station.

(2) Expiration of temporary additional duty (TEMADD) orders from a parent activity away from the area which would require the Sailor's return to the parent activity's locale. In circumstances involving military offenses only, returning to parent activity for disciplinary action may be appropriate.

(3) If a Sailor is attached to a mobile activity (e.g., ship, squadron, etc.), departure of the activity from the area.

b. Requests for disposition instruction in all such cases will be forwarded via the chain of command to NAVPERSCOM, Enlisted Distribution Division (PERS-40).

c. Requests for professional apprentice (E, A, S PACT) personnel will be addressed to NAVPERSCOM, Shore Special Programs Assignment Section (PERS-4010).

d. Requests must include details of the circumstances surrounding the case and recommended course of action.

5. **Sea and Shore Tour Lengths and Variations.** The length of tours at sea and ashore for each rating depends primarily on the ratio of shore billets to sea billets. Every effort is made to achieve the Chief of Naval Operations goal of a **3-year-sea/3-year-shore** rotation pattern.

a. The minimum tour at sea is **3 years**; the maximum is **5 years**.

b. Tour lengths are published by naval administrative messages.

6. **Sea Intensive Ratings**

a. A sea intensive rating is defined as a rating that has a sea/shore flow of 48/36 or greater.

b. Sea/shore flow ratios of 47/36 or 48/37 are not classified as sea intensive.

7. **Sea/Shore Flow**

a. Changes in sea/shore flow will be implemented so that Sailors within **6 months** of PRD will not be affected.

b. If a tour length is decreased, Sailors whose PRDs fall in the next fiscal year will remain in that fiscal year.

8. **Cross-Decking.** Cross-decking is the permanent reassignment of Sailors prior to PRD for the purpose of improving manning in critical skill areas and must be approved by the cognizant MCA.

- a. Cross-decking is a last resort action when manning deficiencies cannot be resolved through the normal assignment process.
- b. PCS costs will be considered when cross-decking and the use of Sailors already in the same homeport will be maximized.
- c. A minimum period of **6 months** between deployments is required for Sailors who are cross-decked from one ship or squadron to another (except for assignments to SSBN/SSGNs).
- d. Due to the unique nature of Ship, Submersible Ballistic Nuclear (SSBN)/Ship, Submersible Guided Nuclear (SSGN) operations; a minimum period of **30 days** in an off-crew status is required for Sailors who are cross-decked from an SSBN/SSGN to another submarine.
- e. Sailors who volunteer may be reassigned earlier than the **6-month** period between deployments.
- f. Sailors should have a minimum of **7 months** OBLISERV remaining, except when the proposed transfer is a cost transfer outside the same homeport/corporate limits, in which case the Sailor should have a minimum of **24 months** OBLISERV remaining.
- g. Based on readiness requirements, the cognizant MCA may (with an approved NAVPERSCOM waiver) authorize cross-decks from new construction ships (after commissioning) prior to the Sailor completing 24 months on board.

9. **Diverts**. Diverts are order modifications of Sailors due to higher priority requirements. Diverts must have MCA concurrence.

10. **TEMADD Assignments**. TEMADD is a short-term additional duty assignment directed and executed by the type commander, as authorized by the appropriate MCA. The TEMADD assignments are normally between units of a similar type duty.

11. **Partial Sea Duty Credit Compensation for TEMADD Periods Spent at Sea while Attached to Shore**. Sailors who are assigned to an activity classified as shore duty (i.e., sea/shore type duty code "1" or "6") and are directed by higher authority to perform TEMADD **on board** an activity classified as sea duty

(i.e., Sea/Shore Type Duty Code "2" and "4") may request compensation in the form of partial sea duty credit from NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451).

a. TEMADD from Type Duty Code "1" or "6" to Type Duty Code "2" and "4." Sailors may request extension of current PRD or reduction of Prescribed Sea Tour (PST) upon return to sea duty. **Each** occurrence must meet the "days away" requirement based on the adjustment scale below. Sailors under orders at time of request will have their PST reduced for the TEMADD period **at sea**.

b. Partial sea duty credit may be authorized on a case-by-case basis under certain circumstances by NAVPERSCOM (PERS-451) for TEMADD assignment to a sea duty activity. Sea duty must be classified as Type Duty Code "3" or permanent assignment to a unit that requires Sailors to be on board a Type Duty Code "2" or "4" command while at sea, depending on but not limited to such factors as the type of mission, environment, and conditions under which the mission is performed. Requests from Sailors permanently assigned to units that require duty on board vessels while at sea (e.g., Afloat Training Group) must include actual day-by-day accounting of time spent on board while at sea in lieu of TEMADD orders.

DAYS AWAY	CREDIT MONTHS
1-30	0
31-60	1
61-90	2
91-120	3
121-150	4
151-180	5
181-210	6
211-240, etc.	7

c. Each request must indicate the Sailor's choice of current PRD extension or reduction of PST. The following substantiating documents are required:

(1) TEMADD orders detailing exact "from" and "to" dates.

(2) A letter signed by the Sailor's Commanding Officer ("By direction" not authorized) showing number of days actually

on board a command classified as Type Duty Code "2" or "4" sea duty.

d. Certified copies of TEMADD orders must show the **exact** departure and return dates, also the time onboard a command classified as Type Duty Code "2" or "4" sea duty for the days to count. Sailor must have reported onboard a command classified as Type Duty Code "2" or "4" sea duty for the time to be credited as sea duty.

e. Sailors will not normally receive sea duty credit if they are on full per diem (i.e., messing **or** berthing out in town).

f. Forward requests for PRD extension on shore duty to the Sailor's detailer with supporting documentation indicated above.

g. Forward requests for PST reduction to the Sailor's detailer with supporting documentation as indicated above.

12. **Pregnancy Assignments.** Sailors who become pregnant while assigned to sea duty will be transferred to shore duty prior to their 20th week of pregnancy. Sailors will be transferred to shore duty for the duration of the pregnancy and 12 months post delivery per references (c) and (d).

13. **Limited Duty (LIMDU) Assignments.** Sailors who become sick or injured while assigned to sea duty will be transferred to a servicing Transient Personnel Unit (TPU) until an Abbreviated Medical Review Board is completed. TPU will submit a YH availability report to NAVPERSCOM, Transient Prisoners Patients and Holdeses Division (PERS-4013C1), which will make the LIMDU assignment as per MILPERSMAN 1306-1202.