

MILPERSMAN 1306-102

TYPE DUTY ASSIGNMENT CODES

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References	(a) OPNAVINST 1300.15A (b) OPNAVNOTE 5400 (Standard Naval Distribution List (SNDL))
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1. **Type Duty Classification Codes.** Five types of duty designations or "types" are used to identify commands for establishment of sea/shore rotation. Each of these types of duty is credited as sea or shore duty for rotation purposes.

a. The types of duty are reflected in each command's Enlisted Distribution and Verification Report (EDVR) as a sea/shore code (SSC).

b. These codes are assigned and, when required, changed by Navy Personnel Command (NAVPERSCOM), Distribution Department (PERS-4).

c. To determine Type Duty Codes, the following criteria applies:

(1) **Shore Duty (Sea/Shore Type Duty Code "1"):**

(a) Duty performed in United States (U.S.) (including Hawaii and Anchorage, Alaska) land-based activities where members are not required to be absent from the corporate limits of their duty station in excess of 150 days per year.

(b) Long term schooling of 18 or more months.

(2) **Sea Duty (Sea/Shore Type Duty Code "2"):**

(a) Duty performed in commissioned vessels and deployable squadrons homeported in the U.S. (including Hawaii and Alaska).

(b) U.S. land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year.

(3) **Overseas Remote Land-based Sea Duty (Sea/Shore Type Duty Code "3")**: Duty performed in a land-based activity, which does not require members to be absent more than 150 days per year, but is credited as sea duty for rotational purposes only due to the relative undesirability of the geographic area.

(4) **Overseas Sea Duty (Sea/Shore Type Duty Code "4")**:

(a) Duty performed in commissioned vessels and deployable squadrons homeported overseas.

(b) Overseas land-based activities and embarked staffs, which require members to operate away from their duty station in excess of 150 days per year.

(5) **Overseas Shore Duty (Sea/Shore Type Duty Code "6")**: Duty performed in overseas land-based activities, which are credited as shore duty for rotational purposes. Members are not required to be absent from corporate limits of their duty station in excess of 150 days per year.

2. **Type Duty Redesignation**. When the mission, functions, or the relative desirability of the location of an activity changes, it may be appropriate to submit a request for change in Type Duty Code as described below. Periodic reviews of type duty designations will be requested to ensure compliance with the criteria established in para. 1.

a. Submit the request to NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451) via the appropriate chain of command.

b. The appropriate immediate superior in the chain of command (ISIC) and manpower claimant must endorse all requests. Requests will be returned without action if not accompanied by the proper endorsements.

c. Minimum supporting documentation must include the following:

(1) Mission description.

(2) Individual personnel TEMPO (ITEMPO) concerns.

(3) For Sea/Shore Type Duty Code "3" requests, completed Tour Site Survey Data Sheet (included in reference (a)).

(4) Tabulation of number of days away from parent command during the last 2 years (6 months for newly established commands), using the format below.

NOTE: Divide number of days away by the total number of billet incumbent(s). 24 hours = 1 day.

SAMPLE FORMAT:

UIC: 01234

From: 1 October 2003

To: 1 October 2004

BSC	AUTH BILLETS	#PERS ASSIGNED	#DAYS AWAY
0010-PNC	1	1	150
0020-YNC	1	1	160
0030-SK1	1	0	0
TOTAL	3	2	310

310/2 = 155

3. Type Duty Designation for Remote Land-Based Sea Duty.

Relative desirability of a geographic area will be considered when establishing type duty designation for remote tours and for Navy billets assigned to non-DOD activities.

a. Requests must be submitted using reference (a) Tour Site Survey Data Sheet in addition to the guidelines established in para. 2.

b. When two or more activities are in the same geographic area, the area coordinator (OPNAVNOTE 5400, part 2 section 4) is responsible for submitting a coordinated request.

c. The Tour Site Survey must include general information on the activity, population, geographic location, climate, housing, medical and dental support, education support, support services, transportation, social customs, and sociopolitical conditions.