

MILPERSMAN 1306-110

ENLISTED DUTY PREFERENCE

Responsible Office	NAVPERSCOM (PERS-40)	Phone: Toll Free	1-866-U ASK NPC
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1. **Policy.** Recognizing that sea/shore rotation requirements of Naval Service necessitate permanent changes of station during a career, the Navy has provided a vehicle, the Enlisted Duty Preference, by which members may express assignment desires to their assignment control authority (ACA).

a. The Enlisted Duty Preference provides the ACA with valuable, timely information to consider when effecting Sailor assignment decisions.

b. Detailers often have a range of assignment options available in a given circumstance. In cases where members have no Enlisted Duty Preference, assignments may be made to the highest priority requirement without consideration of member's preferences.

2. **Submitting Enlisted Duty Preference.** Detailing is a process whereby the detailer matches available personnel assets and their desires with existing Navy-wide requirements. The preferred submission of desires is through the Career Management System Interactive Detailing (CMSID) portal between the member's 13- to 10-month projected rotation date (PRD) window; however, the Enlisted Duty Preference form can be submitted at any time to convey the member's duty desires. In the event a short-fused requirement is levied, detailers would prefer to offer the billet to a member desiring the billet/location, vice forcing someone else into it.

a. **Member's Responsibility.** It is emphasized that submission of Enlisted Duty Preference is a member's responsibility.

b. **Submission Method.** The method of submitting Enlisted Duty Preference is online via <https://www.cmsid.navy.mil/>.

c. **Calculation of Preferences.** The submission of realistic duty preferences is important. Individual preferences annotated

on the Enlisted Duty Preference are used in calculating the presentation on the Sailor's homepage. The table present on the Sailor's homepage called "First 5 Jobs Matching Your Preferences" display open positions matched to the Sailor's rate, paygrade, and Navy Enlisted Classifications (NECs) and preferences.

d. **Provide Additional Information.** The remarks section has been incorporated to allow members to indicate any information for which no provision is available and which would be useful to the detailee. Examples of such information are as follows:

(1) Any skills possessed by the member not identified by NEC.

(2) Amplifying Exceptional Family Member (EFM) or Individual Education Plan (IEP) affected family members.

(3) Expected delivery date, if wife is pregnant.

(4) When married to another servicemember, list spouse's full name, military service, SSN, rate, and present duty station.

e. **Submission Time.** It is recommended Enlisted Duty Preference be submitted at the mid-tour point, or no later than 13 months prior to PRD, or anytime thereafter when changes in significant personal data occur (family member status, location of household goods (HHG), etc.).