

MILPERSMAN 1306-1100

PERSONNEL REASSIGNMENT/SEPARATION PROCEDURES INCIDENT TO ACTIVITY DEACTIVATION

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1. **General Information.** This article sets forth guidelines to be utilized in effecting the reassignment or separation of members attached to naval activities scheduled for deactivation, a change in mission, or billet reduction due to Commercial Activity (CA) study or elimination of requirement.

2. **Definitions**

a. **Deactivation.** The decommissioning, disestablishment, or any other type of phasing out/closing down of a sea or shore based activity.

b. **Loss Month.** The month in which an individual's services are no longer required in current assignment for duty in connection with deactivation. Loss months are determined per procedures approved by the activity's Manning Control Authority (MCA).

c. **Cadre Crew.** Personnel who will remain on board naval ships after decommissioning to complete deactivation preparations or reactivation for hot ship transfer. Cadre crew will be identified as follows:

(1) **Caretaker Crew (CTC).** For deactivation preparation and towing after decommissioning.

(2) **Mobile Team Training (MTT).** For reactivation and training of Foreign Navy personnel.

d. **Admin Transfer.** The transfer of personnel from one activity unit identification code (UIC) to another UIC due to the disestablishment of the former UIC or as a result of a change in mission. This transfer does not involve any change in geographic location and therefore involves no entitlement for travel or shipment of household goods.

e. **CA.** An activity either contracted or operated and managed by a Navy field or headquarters activity that provides a product or service obtainable from a private, commercial source. A CA can be identified with an organization or as a type of work, but must be

(a) separable from other functions so as to be suitable for performance either in-house or by contract.

(b) a regularly needed activity of an operational nature, not a one-time activity of short duration associated with support of a particular project.

f. **Cost Comparison (or Cost Comparison Analysis).** An accurate determination of whether it is more economical to acquire the needed products or services from a private, commercial source or from an existing or proposed CA. The term "CA Study" is often used interchangeably with the term "cost comparison analysis".

g. **Review of a CA.** The examination of a CA or a service contract to determine whether the present method of performance should be continued, or whether the function should be scheduled for a cost comparison for a possible change in method of performance.

h. **Billet Reduction.** Wholesale reduction or elimination of billets in a particular rating at the activity due to a reduction or elimination of the mission requirement.

3. **Responsibilities.** Upon announcement by Chief of Naval Operations (CNO) that an activity is scheduled for deactivation, a change in mission, or CA action, the following responsibilities will be assigned:

a. **MCA** will schedule a manning conference for the purpose of determining the final disposition of the activity's crew. This conference will normally be attended by representatives from the activity being deactivated, Enlisted Placement Management Center (EPMAC) and Navy Personnel Command (NAVPERSCOM).

b. **EPMAC.** In the event the manning conference is not feasible due to operational commitments (deployment) or location, EPMAC will send a deactivation plan to the activity being deactivated or reduced to include policies and guidelines to effect orderly phase-down or de-crewing.

(1) EPMAC will review unit's Enlisted Distribution and Verification Report (EDVR) for any discrepancies and submit availability per the unit's deactivation plan.

(2) The following EPMAC codes will have primary coordination responsibilities in the phase-down or de-crewing of the following types of activities:

(a) **Codes 41-44.** SSC 2 and 4 activities

(b) **Code 45.** SSC 1, 3, and 6 activities

c. **NAVPERSCOM.** The following sections in NAVPERSCOM will coordinate the phase-down or de-crewing of the following types of activities:

(a) **Allocation and Statistics Branch (PERS-452).** All administrative transfers involving 30 or more personnel

(b) **Surface Assignment Branch (PERS-402D).** Surface units

(c) **Nuclear Power/Submarine Assignment Branch (PERS-403).** Sub-surface units

(d) **Aviation Assignment Branch (PERS-404).** Air units

(e) **Shore Special Programs Assignment Branch (PERS-4010).** Shore commands

d. **Activity Being Deactivated.** Upon receipt of deactivation plan and prior to the manning conference, the activity being deactivated will submit a plan to **EPMAC** via message with information copy to **MCA, TYCOM, and appropriate NAVPERSCOM PERS-code(s)**. Forward all rated and designated personnel NAVPERS 1306/63, Enlisted Duty Preference to the appropriate NAVPERSCOM PERS-code for distribution to all rating detailers. Non-designated personnel duty preference NAVPERS 1306/63 to EPMAC (Code 47).

4. **Reassignment of personnel.** Reassignment of personnel will be per MILPERSMAN 1306-101 except in the case of a change in mission or disestablishment.

a. In the case of a change of mission but no geographic change, NAVPERSCOM (PERS-452) and EPMAC will coordinate the administrative transfer of the personnel. Inputs may be submitted to EPMAC concerning personnel to be transferred.

b. In the case of a change of mission but no geographic change, NAVPERSCOM (PERS-452) and the MCA will coordinate the administrative transfer of the personnel.

(1) Commands should submit proper paperwork to their Manpower Claimant.

(2) In turn the Manpower Claimant will go through the MCA, submitting a list of personnel to be transferred.

(3) The MCA will then ensure basic allowance (BA) and Navy Manning Plan (NMP) are in place at the new UIC.

(4) The MCA will go through the list provided to them and remove members under orders or who have FLTRES orders on file. Also members within their projected rotation date (PRD) window will be removed.

(5) Once the list is cleaned up, the MCA will then forward that list to NAVPERSCOM (PERS-452) directing an administrative transfer of personnel.

(6) The MCA will also provide an effective date of transfer to NAVPERSCOM (PERS-452), which will be used as the transfer date.

(7) Upon receipt, NAVPERSCOM (PERS-452) will then transfer personnel.

c. Any individual who does not have permanent change of station (PCS) orders 30 days prior to the unit's deactivating date should be brought to the attention of the respective PERS-code within NAVPERSCOM (i.e., PERS-403, PERS-404, PERS-409, PERS-4010) via message. The goal is to ensure that all the command's permanently assigned personnel, who will not be part of the caretaker crew, have PCS orders that transfer them prior to or on the deactivating date.

d. A loss month will be established for each crewmember to provide adequate manning throughout the deactivation period and will be based upon specific deactivation requirements. In determining the loss month of each crewmember, submit by Enlisted Distribution Verification Report (EDVR) order to EPMAC in column format as indicated below:

(1) **Personnel Recommended for Early Separation.** Indicate name, rate, SSN, EAOS/EAOS as extended.

(2) **Special Cases.** Personnel with transfer directives or fleet reserve authorizations after decommissioning date. Include transfer month.

(3) **Designation of Non-rated Personnel.** Those non-rated personnel who were recently designated or who will be designated by the commanding officer (CO) prior to decommissioning date. Indicate name, rate, SSN, rate to which designated, desired transfer months.

(4) **Personnel Recommended for Service School.** Indicate name, rate, and SSN of personnel who are recommended for and have NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request pending.

(5) **Personnel on Board as Reenlistment Incentives.** Indicate name, rate, SSN, and type of reenlistment incentive (i.e., type of ship, homeport, training) and date reported on board. Personnel with less than 12 months on board will have assignment renegotiated by rating detailers.

(6) **All Other Personnel for Reassignment.** Indicate name, rate, SSN, and projected loss month. Include any helpful information such as reenlistment intention.

5. **Early Separation.** Approval of early separation will be contingent upon overall Navy manning, manning of specific ratings and Navy Enlisted Classification codes (NECs), the availability of billets within the area and existing PCS funding constraints.

a. There are two procedures and authorizing authorities for the early release of personnel in connection with unit deactivation:

(1) The first procedure is for members who have an EAOS within **90 days** after the unit deactivation date.

(2) The second procedure is for members who have EAOS between **91 and 365 days** after the unit deactivation date.

b. Activities not having a separation capability will transfer members to the nearest separation activity per MILPERSMAN 1910-812.

c. Personnel whose request for early separation is disapproved will be assigned by the appropriate NAVPERSCOM PERS-code per MCA requisition priority.

6. **Request for Early Separation of Personnel within 90 days after Unit Deactivation.** COs of activities being deactivated are authorized to separate, up to 6 months prior to deactivation, those individuals who meet the following criteria:

a. EAOS (including operative and inoperative agreements to extend enlistment) not exceeding 3 months from date of deactivation.

b. Personnel not willing to extend or reenlist for further assignment.

7. **Request for Early Separation of Personnel with EAOS between 91 and 365 days after Unit Deactivation.** Subject to Commander, Navy Personnel Command (COMNAVPERSCOM) approval, COs of activities being deactivated should submit a list of personnel requesting early separation to the appropriate NAVPERSCOM code. Those individuals who meet the following criteria may be included in the request:

a. EAOS (including operative and inoperative agreements to extend enlistment) not exceeding **365 days** from date of deactivation.

b. The individual's services cannot be effectively utilized elsewhere (as determined at the manning conference).

c. The individual desires early separation.

8. **Unit with a Homeport Change as part of Inactivation**

a. In the case of an activity, which must maintain a cadre crew as part of a homeport change in concert with inactivation may separate personnel in one of two activity windows.

(1) Homeport change window.

(2) Inactivity date.

b. This applies to nuclear powered ships and submarines, which must maintain a cadre crew until complete removal of the reactor.

c. Non-essential personnel may be approved for early separation on the homeport change date, while essential personnel may be approved for early separation on the inactivation date.

d. Nuclear trained personnel are considered essential in all cases and will not be separated at the homeport change window.

9. **Reassignment as a result of deactivation.** The type of duty to which crewmembers will be reassigned as a result of deactivation will be determined as follows:

a. **Members serving on Type Duty 1 and 6.** Those members who have completed a normal shore tour (NST) will be reassigned to sea duty. Those members who have not completed a NST will be reassigned per with following table:

Rule	If Member has	Will be assigned to	With PRD established	Provided
1	0-6 months remaining on NST	sea duty	for prescribed sea tour	Note 1,3,4
2	7-12 months remaining on NST	shore duty	to complete 12 months at follow on assignment	Note 2,3,4,5
3	13 months or more remaining on NST	shore duty	as required to complete NST	Note 2,3,4,5

Note 1: Personnel assigned a 24-month NST are exempt from this policy. Individuals in this category will complete their NST.

Note 2: Personnel who desire a specific location as number one reassignment priority may be required to transition to sea duty and serve the prescribed sea tour (PST) in the new assignment.

Note 3: Most situations will not allow for no-cost reassignments in the same geographical area. Cost reassignments within CONUS will be to force concentration sites where reasonable expectations exist that a follow on sea tour billet will exist at the completion of NST. The tour length at the new duty station involving cost transfer will be set to appropriate area tour overseas or completion of NST (minimum tour of 12 months) in CONUS. Follow on sea assignment will be at the same location when following Rule 2. Individuals must obligated service (OBLISERV) for the area tour length overseas.

Note 4: Career personnel will be assigned without regard to OBLISERV, except for Department of Defense (DOD) overseas assignments.

Note 5: Non-career personnel who do not desire to acquire necessary OBLISERV maybe assigned to sea duty. **Exception:** For nuclear trained personnel this period shall be 24 months due to requalification requirements.

b. **Members serving a prescribed sea tour (PST) on Type Duty 2, 3, and 4.** If reassignment is required, it will normally be per the following decision logic table using loss month as basis for computation:

Rule	If Member has	Will be assigned to	With PRD established	Provided
1	0-6 months remaining on PST	shore duty	for NST	OBLISERV Note 1,2
2	7-12 months remaining on PST, but cumulative sea duty exceeds 48 months	sea duty	to complete PST	
3	7-12 months remaining on PST, but cumulative sea duty is less than 48 months	sea duty	to provide 12 months at new command	
3	13 months or more remaining on PST	sea Duty	as required to complete PST	

Note 1: Career personnel will be assigned without regard to OBLISERV, except for DoD overseas assignments.

Note 2: Non-career personnel must have, or agree to acquire, a minimum 24-month OBLISERV to be eligible for assignment to shore duty. Non-career personnel who do not desire to acquire necessary OBLISERV maybe assigned to sea duty.

10. **Order Modification.** If, after the de-crewing conference, it is determined that members under orders from a deactivating activity are required for an additional period of time or require an order modification for other reasons, the CO may request modification (via the appropriate NAVPERSCOM code) from the cognizant Assignment Control Authority (ACA). Such request must provide adequate justification to support the modification or cancellation.

11. **Procedures involving Large Reductions in Strength.** In the case of deactivations incident to large reductions in Navy personnel strength, modifying or supplementing directives may be required to provide specific procedures not now included in this article. The policies and guidelines, which are modified, will be provided by the appropriate code at NAVPERSCOM to the deactivating activity.