

## MILPERSMAN 1306-1204

### ACCOUNTABILITY OF PERSONNEL ON LIMITED DUTY (LIMDU)

<b>Responsible Office</b>	NAVPERSCOM (PERS-4013C)	Phone:	DSN	(901) 873-5220
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<b>References</b>	(a) NAVPERS 130000A, Transient Personnel Administration Manual
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1. **Information**. Proper accounting for limited duty (LIMDU) personnel and constant monitoring of the LIMDU process is key to ensuring appropriate treatment is received and that a final determination of fitness is made expeditiously. Effective communication between the member, the command, the servicing Personnel Support Activity Detachment (PERSUPP DET) or personnel office, and the cognizant military treatment facility (MTF) is the single most important factor in making sure that LIMDU personnel are accurately accounted for, and that all action is completed to facilitate a final determination of fitness. Reference (a) contains amplifying information for tracking and accounting for personnel in a LIMDU status.

2. **LIMDU Tracking Procedures**. Upon receipt of personnel for LIMDU, or upon changing a member's accounting category code (ACC) from 100 to 105, the PERSUPP DET or personnel office will verify the projected rotation date (PRD). For personnel whose ACC is being changed from 100 to 105, comply with provisions of MILPERSMAN 1306-1202.

a. For personnel ordered permanent change of station (PCS) for a period of LIMDU, if the PRD is not in agreement with the medical board, the PERSUPP DET or personnel office will advise Navy Personnel Command (NAVPERSCOM), Disability/Retirement/LIMDU Section (PERS-4821) and Personnel Readiness Section, (PERS-4013C), via the **Monthly Status Update of LIMDU Personnel** message (Exhibit 1).

b. The PERSUPP DET or personnel office will closely track the status of LIMDU personnel using the Navy Standard Integrated Personnel System (NSIPS) LIMDU report. Refer to referemce (a)

for detailed guidance on the use of, and required entries for, the NSIPS LIMDU report.

c. NSIPS LIMDU reports will be maintained by PERSUPP DET or personnel office per guidelines set forth in this article and reference (a) to provide the following:

(1) A method of tracking required actions.

(2) Documentation for an accurate account throughout the LIMDU process.

(3) A source of information to be used in submission of required reports.

(4) Number of expired LIMDU periods to assist in returning personnel to the fleet.

(5) The LIMDU ADHOC Report is a tool to be provided by PERSUPP DET, at the time of the required monthly LIMDU meeting, with parent command and MTF LIMDU coordinators. This will be used to centrally coordinate, track, and discuss issues to ensure personnel do not delay in the LIMDU process. Proper utilization of this report during the LIMDU meeting will assist parent commands in pinpointing LIMDU personnel who are within 30 days of the expiration of LIMDU and require follow-up appointments.

d. To retain strict control and accountability, the LIMDU coordinator shall maintain the service records of LIMDU personnel separately from other records. These service records shall be flagged on the outer cover to readily identify special restrictions placed on LIMDU personnel regarding extension of enlistment, reenlistment, or discharge. This shall be accomplished by attaching a label to the front cover clearly marked "LIMDU."

e. Change the ACC from 100 to 105, and track results for all personnel who have had a medical board submitted to the Physical Evaluation Board (PEB) while serving on a normal shore tour.

3. **Status Update of LIMDU Personnel.** PERSUPP DET or personnel offices must submit a monthly report via message to NAVPERSCOM (PERS-4821/PERS-4013C), and Bureau of Medicine and Surgery (BUMED) (M3M1) with information copy to the cognizant MTF and

NAVPERSCOM (PERS-4013C) (see Exhibit 1). This report must be submitted no later than the 10th of each month. PERSUPP DETs or personnel offices that have LIMDU personnel assigned on board, but have no changes to report during the month must submit a **negative input report** (see Exhibit 2) by the 10th of each month.

a. **Report Composition.** The report is comprised of five sections as follows:

(1) PRD disparities.

(2) Personnel who are able to return to duty (RTD), assignment screening has been completed, and members have been made available for orders, but are not in receipt of orders.

(3) Personnel pending departmental review action where NAVPERSCOM (PERS-4821) determination has not been received within 30 days of convening authority (CA) signature.

(4) Personnel pending findings of PEB where determination has not been received within 30 days of CA signature, and who are not on the most current PEB listing.

(5) Personnel who have accepted preliminary findings of PEB awaiting final disposition. Request the status of all personnel who have accepted preliminary findings of PEB and final disposition has not been received within 30 days of member's acceptance. The following complete information shall be submitted:

(a) SSN, Grade/Rate, Name, and unit identification code (UIC) (per current Enlisted Distribution and Verification Report (EDVR)).

(b) Date member accepted preliminary findings.

b. **Report Descriptions/Guidance.** Report descriptions and guidance are as follows:

(1) **PRD Disparities.** Incorrect PRDs for personnel currently assigned in a LIMDU status require adjustment and fall under one of the following categories:

(a) Enlisted personnel who were gained at current command under LIMDU (ACC 105) orders, are assigned to a LIMDU period equal to or less than 12 months, and current PRD does not

equal LIMDU PRD. Use section 1a of the Monthly Status Update of LIMDU Personnel message (Exhibit 1) to request PRD adjustment to equal LIMDU PRD.

(b) Enlisted personnel who, while serving on a shore tour, are assigned to a LIMDU period equal to or less than 12 months and current PRD is less than LIMDU PRD. Use section 1a of the Monthly Status Update of LIMDU Personnel message (Exhibit 1) to request PRD adjustment to equal LIMDU PRD.

(c) Enlisted personnel who were gained at current command under LIMDU (ACC 105) orders, NAVPERSCOM (PERS-4821) approved a period of additional LIMDU, and current PRD does not equal new LIMDU PRD. Use section 1b of the Monthly Status Update of LIMDU Personnel message (Exhibit 1) to request PRD adjustment to equal new LIMDU PRD.

(d) Enlisted personnel who, while serving on a shore tour, NAVPERSCOM (PERS-4821) approved a period of additional LIMDU, and current PRD is less than new LIMDU PRD. Use section 1b of the Monthly Status Update of LIMDU Personnel message (Exhibit 1) to request PRD adjustment to equal new LIMDU PRD.

(e) Enlisted personnel with NAVPERSCOM (PERS-4821) approval for permanent LIMDU (L5), and current PRD does not equal permanent LIMDU PRD. Use section 1b of the Monthly Status Update of LIMDU Personnel message (Exhibit 1) to request PRD adjustment to equal permanent LIMDU PRD.

(f) In order for a PRD to be adjusted due to limited duty, personnel must first be gained in ACC 105 as applicable, and ACC 100 PCS orders cancelled, if on file. Report any PRD disparities that require update or correction in the Enlisted Master File.

**(2) Include the following information in the PRD disparity section of the message:**

(a) Name, SSN, UIC, and PRD (per current EDVR).

(b) Date of Abbreviated Medical Evaluation Report (AMEBR)/Medical Evaluation Board Report (MEBR).

(c) Period Of LIMDU.

(d) Requested PRD change.

(3) **Personnel made Available and not in Receipt of Orders.** Personnel who are able to RTD, assignment screening has been completed, and members have been made available for orders, but are not in receipt of orders.

(a) NAVPERSCOM code assigned to member.

(b) SSN, Rate, Name, PRD, and UIC (per current EDVR).

(c) Date avail submitted.

(4) **Personnel Pending Departmental Review Action.** Request the current status of all personnel pending departmental review action on AMEBR/MEBR where NAVPERSCOM (PERS-4821) determination has not been received within 30 days of CA signature. The following complete information shall be submitted:

(a) NAVPERSCOM code assigned to member.

(b) SSN, Grade/Rate, Name, and UIC (per current EDVR).

(c) Date of CA signature.

(d) Date AMEBR/MEBR was forwarded to NAVPERSCOM for determination.

(5) **Personnel Pending Preliminary Findings of PEB.** Request the status of all personnel pending preliminary findings of PEB that have not been received within 30 days of CA signature, and who are not on the most current PEB listing. The following complete information shall be submitted:

(a) Date of most current PEB listing.

(b) SSN, Grade/Rate, Name, and UIC (per current EDVR).

(c) Date of CA signature.

(d) Date MEBR was forwarded to PEB.

(6) **Personnel Who have Accepted Preliminary Findings of PEB Awaiting Final Disposition.** Request the status of all personnel who have accepted preliminary findings of PEB and final disposition has not been received within 30 days of member's acceptance. The following complete information shall be submitted:

(a) SSN, Grade/Rate, Name, and UIC (per current EDVR).

(b) Date member accepted preliminary findings.

EXHIBIT 1

SAMPLE MESSAGE  
 MONTHLY STATUS UPDATE OF LIMDU PERSONNEL

(Use the proper message format containing the following.)

FM (PERSUPP DET/PARENT COMMAND IF NOT SERVICED BY PERSUPP DET)  
 TO COMNAVPERSCOM MILLINGTON TN//JJJ//APPROPRIATE DETAILER CODE  
 COMNAVPERSCOM MILLINGTON TN//TMU//PERS4821//  
 (PARENT COMMANDS FOR ALL PERSONNEL LISTED WITHIN MESSAGE)  
 (COGNIZANT MEDICAL TREATMENT FACILITY)/PEBLO/PAO//  
 INFO BUMED WASHINGTON DC//M3M1//  
 COMNAVPERSCOM MILLINGTON TN//PERS4013C//  
 UNCLAS//N06320//  
 MSGID/GENADMIN/(PERSUPP DET/PARENT COMMAND IF NOT SERVICED BY PERSUPP DET)  
 SUBJ/MONTHLY STATUS UPDATE OF LIMDU PERS (MON YR)//  
 RMKS/1. A. FOR TMU ACTION. THE FOL ENL PERS ARE ASSIGNED TO A LIMITED DUTY PERIOD EQUAL TO OR  
 LESS THAN 12 MONTHS AND HAVE ERRONEOUS LIMDU PRDS:  
 (THIS SUBPARA WILL BE USED FOR PERS WITH INCORRECT PRDS ASSIGNED WHEN LIMDU ORDERS WERE CUT, AND  
 WHEN SHORE PERSONNEL PLACED ON LIMDU WITH CURR PRD LESS THAN LIMDU PRD. ALL REQUESTS FOR LIMDU  
 PRD ADJ, WHEN PERIOD OF LIMDU IS EQUAL TO OR LESS THAN 12 MOS, WILL BE SENT TO TMU.)

SSN	RATE	NAME	MEDBD DT/PERIOD	CORRECT PRD	UIC
123-45-6789	HMCM	JOHNSON, S R	000809/8 MOS	0103	00001
001-00-0002	HM1	SMITH, I B	000812/8 MOS	0103	00002
002-00-0000	PNCM	SKATE, I M	000701/8 MOS	0102	00003

B. FOR TMU ACTION. THE FOL ENL PERS ARE ASSIGNED TO A LIMITED DUTY PERIOD GREATER THAN 12  
 MONTHS, APPROVED BY PERS-4821, AND HAVE ERRONEOUS LIMDU PRDS:  
 (THIS SUBPARA WILL BE USED FOR PERS WITH INCORRECT PRDS DUE TO SYSTEM ERROR.)

PERS	SSN	RATE	NAME	DTG PERS821 APP	CORRECT PRD	UIC
404	000-00-0005	AB1	EDGAR, B E	012000ZMAR00	0104	00005
404	005-23-9000	ABE2	NOBLE, I E	082840ZAPR00	0102	00006

C. FOR PERS 4821 ACTION. THE FOL OFFICERS ARE ASSIGNED TO LIMITED DUTY, APPROVED BY PERS-4821,  
 AND HAVE ERRONEOUS LIMDU PRDS:  
 (THIS SUBPARA WILL BE USED FOR OFFICERS WITH INCORRECT PRDS DUE TO SYSTEM ERROR.)

PERS	SSN	GRADE	NAME	DTG PERS821 APP	CORRECT PRD	UIC
421	125-78-0054/1700	LTJG	JOHNSON, B	072130ZMAY00	0101	00009

2. FOR DETAILER ACTION. THE FOL PERS ARE ABLE TO RETURN TO DUTY, ASSIGNMENT SCREENING COMPLETED,  
 AVAIL SUBMITTED, AND ARE NOT IN RECEIPT OF ORDERS:

PERS	SSN	RATE	NAME	AVAIL DATE	PRD	UIC	ASGN	SCREEN
404	006-43-0001	AE2	FLYER, I M	000201	0003	00007	WWA	000130
405	009-54-0003	BMC	KNUCKLES, D	000312	0004	00008	WWA	000309

3. FOR PERS 4821 ACTION. THE FOL PERS ARE PENDING DEPT REVIEW AND HAVE NOT RECEIVED RESULTS  
 WITHIN 30 DAYS:  
 (ENSURE PERS IN THIS PARA HAVE MEDBDS SIGNED AND MAILED TO PERS 4821 REQ ADDITIONAL LIMDU.)

PERS	SSN	GRADE/RATE	NAME	CA SIGNATURE DATE	DATE FWD	NPC	UIC
4821	003-49-1314	EM1	SPARKY, B	000706	000708**		00010
4821	294-50-1516/1100	LT	SIMON, J	000712	000712		00011

4. FOR MTF PEBLO ACTION. THE FOL PERS ARE PENDING PRELIMINARY FINDINGS OF PEB IN EXCESS OF 30  
 DAYS FROM DATE FWD TO PEB, AND ARE NOT ON PEB LISTING OF (INSERT DATE OF LATEST PEB LISTING):

SSN	GRADE/RATE	NAME	CA SIGNATURE DATE	DATE FWD	PEB	UIC
935-76-4821	YN2	WHITEOUT, S	000723	000801		00014
000-23-2612	LTJG	BURNES, T	000630	000706		00015

5. FOR PERS 4821 ACTION. FOL INFO PROVIDED ON PERS AWAITING FINAL ACTION OF ACCEPTED PRELIMINARY  
 PEB FINDINGS IN EXCESS OF 30 DAYS FROM DATE OF ACCEPTANCE.

SSN	GRADE/RATE	NAME	UIC	DATE ACCEPTED FINDINGS
008-00-0057	JO2	READER, M	00011	000630

6. LIMDU COORDINATOR PN2(SW/AW) JOHN JAMES DSN: 564-0111; COM (757) 867-5309.// EMAIL:  
 JOHN.JAMES@NAVY.MIL//  
 BT

EXHIBIT 2

SAMPLE MESSAGE  
NEGATIVE REPORT FOR MONTHLY STATUS UPDATE  
OF LIMDU PERSONNEL

(Use the proper message format containing the following.)

FM (PERSUPP DET/PARENT COMMAND IF NOT SERVICED BY PERSUPP DET)  
TO COMNAVPERSCOM MILLINGTON TN//TMU/PERS4821//  
(PARENT COMMANDS FOR ALL PERSONNEL LISTED WITHIN MESSAGE)  
INFO BUMED WASHINGTON DC//M3M31//  
(COGNIZANT MEDICAL TREATMENT FACILITY)  
COMNAVPERSCOM MILLINGTON TN//PERS4013C//  
UNCLAS//N06320//  
MSGID/GENADMIN/(PERSUPP DET/PARENT COMMAND IF NOT SERVICED BY PERSUPP DET)  
SUBJ/NEGATIVE REPORT FOR MONTHLY STATUS UPDATE OF LIMDU PERS (MON YR)/  
RMKS/1. ORIG HAS (# OF LIMDU) ONBD. NO UPDATES IN THEIR STATUS HAVE OCURRED  
DURING THIS MONTH. **(IF NO LIMDU PERSONNEL ARE ASSIGNED, THIS REPORT IS NOT  
REQUIRED.)**  
2. LIMDU COORDINATOR PN2(SW/AW) JOHN JAMES DSN: 564-0111;  
COM (757) 867-5309.// EMAIL: JOHN.JAMES@NAVY.MIL//  
BT