

MILPERSMAN 1306-1700

AVAILABILITY PROCESSING – GENERAL INFORMATION

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1. **Policy.** The procedures outlined in this article and other MILPERSMAN articles pertaining to availability (AVAIL) processing listed below provide the means by which the Navy efficiently and expeditiously assigns available personnel to duty where their abilities, experience, and training, coupled with their individual preferences, can best be utilized to the ultimate advantage of the individual and the Navy.

Further guidance may be accessed by using the following MILPERSMAN articles:	See MILPERSMAN
Availability Processing - Report Submissions	1306-1702
Availability Processing - Data Item Descriptions and Remarks For Report Submissions	1306-1704
Availability Processing - Tracking Orders Status and Tracer Actions After Report Submission	1306-1705
Availability Processing - Changes and Deletions After Initial Report Submission	1306-1706

2. **Background**

a. An AVAIL report is the communication to the assignment control authority that an individual requires assignment or reassignment. It is used to notify anyone with a need to know as to why the Service member has become available for transfer. It provides a means for those who process pay and personnel documents and others to properly track a Service member for receipt of Bureau of Naval Personnel (BUPERS) orders or other disposition after AVAIL submission.

b. In the interest of stability, personnel readiness, cost effectiveness, and morale of the individual, accurate, complete,

and timely submission of AVAIL reports is mandatory. Errors and omissions cause delays in the processing of AVAIL reports and ultimately delay the transfer of the individual. It is imperative that personnel are properly assigned or reassigned (as needed) dependent on status.

3. **Types of AVAILS**. There are two types of AVAIL reports - immediate and non-immediate.

a. **Immediate**. Used for Service members who are immediately available for transfer, including type duty disqualifications, assignment to or release from a humanitarian tour, school non-graduates, short-fused graduates, former officers, rating conversions, component changes, and brig or disciplinary assignment and releases. Immediate AVAIL report is also used for reassignment of pregnant Service members and Service members in a medical release status, including those going to or from limited duty (LIMDU) or physical evaluation board (PEB) status.

b. **Non-immediate**. Used for Service members who will be available in the future for applicable reasons to include planned deactivation, decommissioning, change of homeport, and school graduates with a graduation date more than 21 days in the future.

4. **Responsibility**. Navy commands and cognizant authorities in BUPERS and Navy Personnel Command (NAVPERSCOM) are responsible for prompt and accurate submission of AVAILS for personnel who are available for assignment or reassignment.

a. **Shore Activities (duty type 1, 3, or 6, as provided in MILPERSMAN 1306-102) and School Commands**. Authorized users at personnel support detachments, customer service desks, MyNavy Career Center, functional service centers, NAVPERSCOM, and Naval Education and Training Command (NETC), Supply Chain Operations/Accession Distribution (N33) may submit AVAILS.

b. **Non-Shore and Operational Activities (duty type 2 or 4, as provided in MILPERSMAN 1306-102)**. If a Service member requires reassignment before the established projected rotation date, the applicable detachment, service center, or any command personnel office with no supporting detachment or service center may submit AVAILS, except in those instances detailed in the MILPERSMAN articles referenced in paragraph 1 table.

c. **NAVPERSCOM and BUPERS Enlisted Community Managers.**

NAVPERSCOM and BUPERS authorities enter AVAILS in the Enlisted Assignment Information System (EAIS) as directed by NAVPERSCOM, Enlisted Distribution Division (PERS-40) and as identified in the MILPERSMAN articles referenced in paragraph 1 table.

d. **Contact.** The command pay and personnel support administrator or other applicable command representative is responsible for providing AVAIL information to the servicing detachment or service center, NAVPERSCOM, or NETC (N33) (as applicable) to support initial AVAIL submissions, as well as any status change notifications. This should include student school rosters, holds, setbacks, drops, component changes, nominations, medical, legal, etc. **Do not** provide any medical information (i.e., internal classification of diseases codes or diagnosis, limitations, etc.) or any information which is negative in nature (i.e., legal details, substandard personal details, etc.).

e. **AVAIL Files.** Personnel responsible for submitting AVAILS will retain all substantiating documentation used to submit AVAIL requests. This documentation includes BUPERS orders, orders modifications (ORDMOD), and notifications from command, which are based on a Service member's status (i.e., student school rosters, holds, setbacks, drops, component changes, nominations, medical, legal, etc.). Only approved information such as dates, names, or status changes which are applicable to AVAIL submission approved under this article will be retained.

5. **Report Submission Method.** AVAIL reports are submitted through the Navy Standard Integrated Personnel System (NSIPS), except in cases otherwise prescribed by MILPERSMAN 1306-1702.

6. **Other AVAIL Information**

a. **Students.** Personnel attending schools with orders to the next scheduled assignment do not require an AVAIL submission, unless their status changes and or they are dropped from training.

b. **Accessions.** An accession is a Service member who moves from "street to fleet" and changes active duty status, which includes a Service member in the following status:

(1) Recruit training in account category (ACC) 340 to ACC 1XX

(2) Returning to active duty after a break in service, to include Navy veteran and other service veteran

(3) Reserve Component (RC) to Active Component (AC)

(4) RC to Full Time Support (FTS)

(5) AC to FTS

(6) FTS to AC

(7) When status changes to former officer or officer candidate

c. Verify Orders and Service Member's Status. Before determining if AVAIL submission is required, use whatever means available (i.e., NSIPS reports, the enlisted master file F3 and F6 screen, BUPERS Online, any feedback from NAVPERSCOM, EAIS, etc.) to verify if BUPERS orders or ORDMOD has been received, or if it is confirmed that the Service member will remain onboard, and AVAIL is not required.

d. Active Duty for Special Work (ADSW). Do not submit an AVAIL on ADSW personnel. Contact NAVPERSCOM, Full Time Support Distribution and Augmentation Division (PERS-46) for further information. Refer to NAVPERSCOM Web site: <http://www.public.navy.mil/bupers-npc/career/augmentation/Pages/default2.aspx>.

e. Travel Status. If Service member is in a travel status ACC 400, only authorized personnel at NAVPERSCOM may enter an AVAIL for an ORDMOD (as required).

f. Web Enabled Placement Portal (WEPP) and Personnel Manning Action Request (PMAR). Used by NAVPERSCOM, Enlisted Placement Management Branch (PERS-4013) to process manning action requests when received by sources including type commands and manning control authorities. AVAIL submission is required for various reasons prescribed by MILPERSMAN 1306-1702, regardless of whether a WEPP or PMAR is used.

g. **Permanent Change of Station (PCS) Diverts and Cross-decks.** AVAIL submission is not required when a Service member is transferred for a PCS divert or cross-deck, unless the Service member is assigned to one of the following training pipeline or reassignment type status:

(1) Assigned to a command while in LIMDU or PEB status and returned from such status

(2) Anytime BUPERS orders are issued from a received AVAIL, but those orders require a formal ORDMOD

(3) Divert or cross deck is due to upcoming command decommissioning, deactivation, or home port change

(4) Homeport change is completed, and Service member requires reassignment for valid reasons

(5) Service member is in a travel status when being diverted or cross-decked