MILPERSMAN 1306-1704

AVAILABILITY PROCESSING — DATA ITEM DESCRIPTIONS AND REMARKS FOR REPORT SUBMISSIONS

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1. **Data Items**. This article provides detailed descriptions and instructions of availability report (AVAIL) data items submitted through the Navy Standard Integrated Personnel System (NSIPS) and Enlisted Assignment Information System (EAIS).

2. **Definition and Instructions of Data Entries**. AVAIL entries provide data necessary to move a Service member to the right permanent or temporary duty assignment.

3. **General Data**. Required on all AVAIL reports, regardless of how they are submitted, except as defined in this article. AVAIL entries are as follows:

     a. **Social Security Number (SSN) or Department of Defense Identification Number When Applicable (DoD ID)**. May or may not automatically reflect when entered on the left of the screen under EAIS. Once entered in NSIPS, SSN is not visible on transient tracking and AVAIL panel.

     b. **Name (Last, First, Middle)**. Automatically reflects when SSN or DoD ID (when applicable) is entered on the left of the screen under EAIS and is prefilled under NSIPS once Service member has been gained onboard.

     c. **Unit Identification Code (UIC)**. Automatically reflects when SSN or DoD ID (when applicable) is entered on the left of the screen under EAIS and is prefilled under NSIPS once Service member has been gained onboard.

Example: 03135

d. **AVAIL Rate:** AVAIL rate is the present rate if no changes apply. When a rate change does apply, AVAIL rate is the approved direct conversion rate without training requirement, non-rated/undesignated to rated/designated, selectee (frocked), and or advancement increment rate (as applicable). When formal training is required, AVAIL rate is the approved guaranteed applicable training path rate, regardless of whether already in the training path pipeline. This includes approved conversions, Navy veteran (NAVET), other service veteran (OSVET), service component changes with school guarantees, and also for school graduates and non-graduates.

Examples: PSSN, CS3, or FC2

e. **Expected/Earned Navy Enlisted Classification.** Enter additional Navy enlisted classification (NEC) qualification, including NEC recommended by enlisted classification unit or NEC to be earned as a result of training path completion.

Example: 9585

f. **AVAIL Date:** The date the Service member is or will be available for transfer based on applicable notification. For school graduates, graduation date must match the AVAIL date, unless graduation date will have passed after being released from a hold status. Date format will be dependent on method being used to submit the AVAIL.

Examples: NSIPS - September 29, 2017, EAIS - 170929

g. **Classification of AVAIL.** The classification identifies reason Service member is being made available for.

Example: "IA" is for "A" school graduate who is active duty Service member, branch class II, and in non-submarine and or nuclear community.

h. **AVAIL UIC:** The UIC to which the Service member will be assigned while awaiting orders. EAIS provides a fillable entry; NSIPS AVAIL panel does not. NSIPS entry is only required if the AVAIL UIC is different from command UIC. Use remarks section for NSIPS if a different UIC entry is needed.

Example: 03361

i. **Activity Name (ACT NAME):** The activity to which Service member will be attached while awaiting the transfer directive. Use short title for activity, not to exceed 16 positions. Enter in remarks in NSIPS and EAIS if Service member will be transferred to a different command to await orders. Always include ACT NAME when using encrypted e-mail and or form submission (YH and DP AVAILS).

Example: NAVSTA NORVA OTH

j. **Class Course Data Processing (CDP) Code.** Enter the CDP code to include the virtual training pipeline (if any) belonging to the training path.

k. **Class Standing/Class Ranking.** Enter class standing if known.

4. **AVAIL Remarks**. The information provided is used by Navy Personnel Command in making the correct assignment determination.

a. Enter applicable remarks in NSIPS or EAIS for each section listed below as it pertains to a Service member's status.

b. **Do not** provide any medical information (e.g., international classification of diseases codes/diagnosis, limitations, etc.). **Do not** provide any negative natured information (e.g., legal details, substandard personal details, etc.).

c. Enter remarks based on a Service member's status using guidelines under AVAIL class codes below. Pertinent reference includes naval message, e-mail, letter, etc. Pre-service moral waiver (PSMW) applies to accession graduates and non-graduates, and provides whether a Service member is qualified or not for certain type duties. For quotations ("") in the remarks of AVAIL class codes, enter applicable information accordingly. Include approved training path when applicable.

(1) **DA and DZ AVAIL.** No longer eligible to remain onboard current command. Not for those placed in a temporary limited duty (TLD) or physical evaluation board (PEB) status via medical board processing or pregnancy status. This does not include a submarine/nuclear qualified Service member.

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- Reference
- Brief reason
- Training path name with confirmed class convening (CLCVN)
  date.
```

(2) **DC AVAIL**. Direct rating conversion approved. **Not** for submarine/nuclear qualified personnel.

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- Reference
- Conversion to "rate"
- Approved waiver(s)
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(3) **DE and DH AVAIL**. Command status change, (i.e., shore deactivation, sea decommissioning, homeport change, etc.).

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- Reference
- "Decom" "Deact" "Billet Reduction" "HP Change"
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(4) **DG AVAIL**. Submarines/nuclear qualified Service member requires Bureau of Naval Personnel (BUPERS) orders in appropriate account category code (ACC) at assigned Navy submarine support command or commander submarine squadron (as applicable) for further evaluation and or disqualification (DQ) processing. Not for those placed in a LIMDU or PEB status via medical board processing or pregnancy status and ready for YH or DP AVAIL submission at time of disqualification.

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- Reference
- Request BUPERS Orders to "UIC" in ACC 320
- Effective date of disqualification
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(5) **DM AVAIL**. Service member marries another Service member while both are assigned to the same operational/non-shore command. Also for those assigned to same non-operational command sharing same reporting senior who does not concur with both being onboard.

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- Date of marriage
- Rate, last name, and last 4 SSN of spouse
- Command's request for which spouse to be reassigned
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(6) **DN AVAIL**. Submarine or nuclear duty, evaluation, and or DQ processing completed.

- Reference
- Conversion to "rate" "community"
- Training path with confirmed CLCVN "date"
- Returned to "submarine" and or "nuclear" duty

(7) **DP AVAIL.** Refer to Navy Personnel Command (NAVPERSCOM), Information Technology Division (PERS-54) for guidance.

(8) **DR AVAIL.** Found to be disqualified as a recruiter or recruit division commander.

- Reference
- Training path name with confirmed CLCVN "date"

(9) **DS AVAIL.** Designated into a rating (i.e., SN to PSSN) or is a selectee (frocked or pay increment) (e.g., PS3). Billet is not available onboard.

- Reference
- Training path name with confirmed CLCVN "date"

(10) **DU AVAIL.** BUPERS orders issued to applicable class "A" school.

- Reference
- Training path name with confirmed CLCVN "date"

(11) **DV AVAIL.** BUPERS orders issued to applicable training path in submarine/nuclear community.

- Reference
- Training path name with confirmed CLCVN "date"

(12) **DW AVAIL.** Rating conversion approved. Completion of "A" school required prior to rate change. Also for approved guaranteed class "A" school upon completion of special programs. Nuclear/Submarine ratings not included unless approved for conversion to surface.

- Reference
- Training path name with confirmed CLCVN "date"
- Approved waiver(s)

      (13) **DY AVAIL.** Termination of pregnancy tour requirement and medically cleared.

```
- Request disposition of BUPERS orders "order number"
  (use if transfer will not be executed for pregnancy tour)
- Service member requested early termination of pregnancy tour
  during post-partum
- Leave blank if above doesn't apply
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      (14) **F AVAIL.** Received as NAVET or OSVET, other.

```
- Reference
- Training path name with confirmed CLCVN "date" released from
  _____ hold (i.e., medical, legal, security clearance, etc.),
  (date) released
- Enter three duty preference choices for type and location
  Example:  Type in order of preference East/West/Overseas
- PSMW - "No overseas," PSMW - "No commissioning and fitting out
  command (CFO)" etc.
- MIL to MIL "location of spouse"
- Valid driver's license:  "yes" or "no"
```

      (15) **HA and HD AVAIL.** Placed in or released from reassignment for humanitarian reasons (HUMS) (as applicable).

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- Reference
- HUMS "approved" or "completed"
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      (16) **I, J, K, and L AVAIL**. Graduation.

```
- Training path name
- Date of graduation
- "setback" New class CLCVN "date"
- Released from _____ hold (i.e., medical, legal, security
  clearance, etc.), "date" released
- Enter duty preference locations in order of preferences
  Example:  East/West/Overseas
- PSMW - "No overseas", PSMW - "No CFO", etc.
- MIL to MIL "location of spouse"
- Valid driver's license:  "yes" or "no"
- DQ due to status change
  Example: "swim test", "legal", etc.
```

(17) **N AVAIL.** Non-graduate/dropped.

```
- Training path name
- Non-graduate date
- New training path name with confirmed CLCVN "date"
- Released from _____ hold (i.e., medical, legal, security
  clearance, etc.), date released
- PSMW - "No overseas", PSMW - "No CFO", etc.
- MIL to MIL "location of spouse"
- Valid driver's license:  "yes" or "no"
- DQ due to status change.  Example:  "legal"
```

(18) **O AVAIL.** Former officer, officer candidate.

```
- Reference
- "reversion" or released from "midshipman", "STA-21", etc.
- Training path name with confirmed CLCVN "date"
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(19) **R AVAIL.** Recruit training graduates. PSMW can limit assignment locations to overseas, CFO, etc. Applicable waivers are identified in AVAIL remarks.

```
- Next training path name
- Date of graduation
- Enter duty preference locations in order of preferences
  Example:  East, West, or overseas
- PSMW - "No overseas", PSMW - "No CFO", etc.
- MIL to MIL "location of spouse"
- Valid driver's license:  "yes" or "no"
- DQ due to status change:  Example "legal"
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(20) **X AVAIL.** Disciplinary releases.

```
- Reference
- For class XE - Legal hand off has been confirmed.  Deployment
  cost does or does not apply.
```

(21) **YA, YC, YE, YF and YD AVAIL.** Hospital or other medical release. TLD or PEB status is not applicable.

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- Reference
- Brief reason
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(22) **YH AVAIL.** TLD or PEB, refer to NAVPERSCOM, Deployability Assessment Branch (PERS-454) for guidance.

(23) **YJ, YI, YN, YR, YS, and YT AVAIL (as applicable):** Returned from TLD (RTD) or fit for duty (FFD) by a PEB.

- For YI AVAILS: "RTD" or "FFD" assignment limited (ASLIM) reference NAVPERSCOM, Enlisted Distribution Division (PERS-40) message authorizing issuance of BUPERS orders
- For YJ AVAILS: "RTD" or "FFD" world-wide assignable (WWA) or assignment screening not required
- Reference other disposition, conversion, return to same community, etc.
- For Class YR and YS AVAILS enter "Reclassified" "date"
- Training path name with confirmed CLCVN date
- For class YN AVAILS enter "Service member has been found fit for duty in submarines by Dr._____, (Title)
- For YT AVAILS, Conversion to "rate" "community" or returned to "submarine" "nuclear" duty, as applicable