

MILPERSMAN 1306-700

EXCHANGES OF DUTY (SWAPS)

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC
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NAVPERSCOM CUSTOMER SERVICE CENTER	Phone: Toll Free	1-866-U ASK NPC
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References	(a) DoDI 1315.18 of 12 Jan 05
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1. **Policy.** There are occasions when reassignment of a member to a specific area would be highly beneficial to the member from a morale standpoint, but not operationally necessary or justifiable in view of the expenditure of Government funds required. Permanent change of station (PCS) transfers of this nature must normally be made on a low-cost or no-cost to the Government basis.

a. Low-cost exchange of duty must meet the costing criteria of a low-cost PCS move set forth in reference (a) (currently \$1,000 or less).

b. No-cost exchange of duty must meet the mileage criteria of no more than 30 miles away from Service member's present duty station (geographic location).

c. Exchanges of duty are not authorized for transfers from continental United States (CONUS) to overseas, or vice versa. For personnel stationed overseas, no change of entitlements will occur. Check with the command financial specialists for assistance.

2. **Eligibility Requirements**

a. Complete at least 12 months on board present duty station at the time the exchange of duty actually occurs;

b. Be not in receipt of PCS orders;

c. Be of identical rate and rating, serving in the same type duty classification code, or if present assignment is based on a

Navy enlisted classification (NEC) code requirement, the same NEC; and

d. Receive approval by each Service member's commanding officer (CO) and Navy Personnel Command (NAVPERSCOM).

3. **Waivers.** If both COs involved approve of the exchange of duty, detailers and NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013) may authorize waivers of pay grade and or NECs on a case-by-case basis. Refer to the command's Enlisted Distribution Verification Report (EDVR) to verify if specific NECs are required for the billet(s).

4. **Criteria.** Personnel serving on shore duty are eligible for exchange of duty only with personnel serving on shore duty, and those serving on sea duty are eligible for exchange of duty only with those serving on sea duty.

a. Both Service members involved must have sufficient time remaining on their normal shore tour (NST) or prescribed sea tour (PST) to have a minimum of 12 months at the new command.

b. Due to the lengthy qualification time involved with nuclear propulsion plants, nuclear trained personnel are required to have sufficient time remaining to complete a 24-month tour at the receiving command.

c. Submission and approval of a request for exchange of duty will constitute a voluntary extension on sea duty in cases where insufficient time remains on the member's current PST.

d. Exchange of duty requests involving males swapping with females and vice versa must be approved by the NAVPERSCOM Women in Ships Coordinator, (PERS-4013B4H) due to limited female berthing on board some vessels.

e. Travel outside CONUS via air mobility command is not authorized. Fleet commanders may authorize utilization of fleet units for transportation where practicable and feasible.

5. **Procedures.** NAVPERSCOM will provide a database on the BUPERS online Web site <https://WWW.BOL.NAVY.MIL>. Service members can log on and enter their request or search for possible exchange of duty. Once an exchange of duty is found, each member desiring the exchange of duty must submit NAVPERS 1306/7 Enlisted Personnel Action Request per MILPERSMAN 1306-112. NAVPERS 1306/7

is available at:

<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>

a. The following data is necessary to complete an online exchange of duty request:

(1) Rate (and prospective rate if authorized advancement);

(2) Homeport location (geographic location of current duty station);

(3) Three choices for the new location where member wishes to serve;

(4) Primary NEC code and secondary NEC code if required per member's command EDVR. Do not enter NEC(s) if member's billet does not require them, as it can eliminate others from being able to exchange duty with member;

(5) Expiration of active obligated service - year and month; and

(6) Projected rotation date (PRD) - year and month.

b. Exchange of duty information will be deleted from the BUPERS access data base 12 months prior to member's PRD.

6. **Submission of Request for Exchange of Duty**

a. Once a match is found, submit a NAVPERS 1306/7 at least 30 days prior to the desired date of transfer to the appropriate detailer via both COs, info copy to NAVPERSCOM (PERS-4013).

b. Submit requests from non-designated aviation, engineering, and surface professional apprenticeship career tracks (A-PACT, E-PACT, S-PACT) Sailors to NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010).

7. **Forwarding Endorsement on Request for Exchange of Duty.** In the forwarding endorsement, each CO must include the following information:

a. A definite recommendation indicating approval or disapproval. If disapproval is recommended, state reason(s).

b. Any pertinent command-related dates (i.e., scheduled change in homeport, deployment schedules, etc.).

8. **Submission of Expedient Request for Exchange of Duty**

a. In certain instances, the time involved may preclude forwarding exchange of duty requests as delineated above (e.g., deployed units, units facing imminent deployment, and other rare instances where, in the judgment of the CO involved, speed is essential).

b. In these instances, after approval of both COs involved, approval may be obtained from the detailer via message. Allow a minimum of 5 working days for responses.