

MILPERSMAN 1306-804

NEWLY ESTABLISHED OR TRANSITIONING AIRCRAFT SQUADRONS

Responsible Office	NAVPERSCOM	Phone:	DSN	882-2325
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1. **Policy**. The procedures outlined in this article are applicable to newly established squadrons, squadrons transitioning to a new model aircraft and the introduction of prototype aircraft into the fleet.

a. Transitioning and newly established squadrons will be manned per fleet manning levels except in those cases where priority manning has been authorized by Chief of Naval Operations (CNO).

b. In some instances, aviation units faced with major configuration changes having an effect on manning requirements in selected ratings do not fall into the above categories. Examples would be the installation of a new fire control system or Anti-Submarine Warfare (ASW) sensor system. In these cases, type commanders (TYCOMs) should request that Navy Personnel Command (NAVPERSCOM) implement the special stability options discussed later in the article for those ratings or Navy Enlisted Classification (NEC) codes most affected by the update.

c. NAVPERSCOM Points of contact concerning assignments and manning for newly established and transitioning aircraft squadrons:

- New Construction Section (PERS-404EL) and
- Enlisted Personnel Readiness and Support Branch (PERS-4013)

d. In transitioning aircraft squadrons, all personnel will remain on board to complete prescribed sea tour (PST)/normal shore tour (NST) except those personnel in ratings receiving transition training. These personnel are subject to other criteria as outlined in this article.

2. **Assignment Qualifications**. Assignment criteria set forth herein will apply to personnel reporting to newly established or transitioning aircraft squadrons within **12 months** of establishment or commencement of transition.

a. Reassignment under the provisions of this article will not normally be approved once an individual has reported on board a newly established or transitioned squadron for duty.

b. Members volunteering for/ordered to duty in newly established or transitioning aircraft squadrons must meet the following requirements:

(1) **Indebtedness.** No indebtedness problem of a serious or chronic nature (waiverable).

(2) **Health.** No history of instability or serious health problems of a probable recurrent nature during the past **12 months.**

(3) **Performance.** No mark below 3.0 in any category or below 3.0 overall during the previous **24 months.** Evaluation marks received from Navy Recruit Training Command, Service School Commands, on members who have never served at a permanent duty station; or marks received during active duty for training for USNR members, are not considered disqualifying for duty in newly established or transitioning aircraft squadrons.

(4) **Disciplinary History.** No prior conviction by courts-martial, nonjudicial punishment (NJP), and no civil violations other than minor traffic offenses for the past **12 months.**

(5) **Obligated Service (OBLISERV).** Members must be able to complete OBLISERV requirements for current or prospective paygrade prior to high year tenure (HYT). Waivers to HYT must be approved prior to issuance of orders/authorization to transition.

3. **OBLISERV Requirements.** The following applies to personnel being assigned to an establishing or transitioning aircraft squadron.

a. **OBLISERV for a newly establishing aircraft squadron.** Minimum OBLISERV of **24 months** from the establishment date or completion of transition is required for personnel being assigned to an establishing/transitioning aircraft squadron that is moving **from CONUS to CONUS.**

b. **Prior to transfer the individual is required to incur the required additional OBLISERV.**

(1) Minimum OBLISERV of **24 months** from the establishment date or completion of transition is required for personnel being assigned to an establishing/transitioning aircraft squadron that is moving **from OCONUS to CONUS**.

(2) Members moving from **CONUS to OCONUS** have to complete the DOD minimum tour of the area being assigned from the establishment date or completion of transition for an establishing/transitioning aircraft squadron.

(3) Prior to transfer the individual is required to incur the required additional OBLISERV.

c. **OBLISERV for a transitioning aircraft squadron.** The following applies to personnel that elect to remain on board a transitioning aircraft squadron and receive transition training:

(1) Amount of OBLISERV requirement/extension of projected rotation date (PRD) in order to receive transition training is computed from class graduation date and is dependent on the length of training received. The following is to be utilized when calculating OBLISERV/PRD extension requirements.

Length of Training	Amount of required OBLISERV/PRD extension
1-3 weeks	6 months
4-6 weeks	12 months
7-8 weeks	18 months
9-10 weeks	20 months
11-12 weeks	22 months
13 or more weeks	24 months

(2) Personnel who volunteer to remain on board to complete the transition and receive additional training must incur additional OBLISERV and agree to extend on board if required per the above chart up to a maximum of **24 months**.

(3) The following NAVPERS 1070/613 (Rev. 7-06)), Administrative Remarks entry must be made for personnel who require an extension beyond their normal PST:

Date: "In consideration for assignment to _____ transition program, I agree to remain on sea duty for a period of (refer to chart above) months from completion of transition training, unless such requirement is specifically waived by NAVPERSCOM."

Member's Signature

WITNESSED: _____
Name, Rank, and Title of Witnessing Officer

(4) Additional OBLISERV requirements for personnel who volunteer to remain on board to receive transition training cannot be satisfied by a NAVPERS 1070/613 entry in member's service record.

4. **Stability Period.** To afford maximum stability, personnel who arrive onboard a newly established or transitioning aircraft squadron will not normally be eligible for transfer until they have completed **24 months** on board after transition or establishment. This requirement may be waived where members are on board in excess of both rating/NEC allowances, with the approval of the manning control authority (MCA).

5. **Previous Assignment Benefits.** Members guaranteed previous assignment benefits (Selective Training and Reenlistment (STAR), Selected Conversion and Reenlistment Program (SCORE), Reenlistment Incentive, etc.) must indicate in writing that they are willing to waive or delay such benefits until they have been on board **24 months** after transition or establishment.

a. OBLISERV requirements associated with a particular benefit must be met when the member ultimately resubmits a request for the benefits previously guaranteed.

b. A copy of the member's waiver/delay shall be forwarded to NAVPERSCOM (PERS-404EL).

6. **Request Procedures.** Personnel desiring to volunteer for newly established or transitioning aircraft squadron duty shall submit requests utilizing the NAVPERS 1306/7 (Rev. 1-03), Enlisted Personnel Action Request.

a. Commanding officers (COs) are required to make comments concerning the member's suitability for assignment utilizing criteria set forth in this article.

b. Additionally, include comments concerning member's special training (service schools attended and completion dates) and agreement to incur sufficient OBLISERV, if applicable.

7. **Transferring Command's Responsibility**. The transferring command will conduct a review of the member's service record to ensure that the member meets the criteria and OBLISERV set forth in this article.

a. COs shall notify NAVPERSCOM (PERS-404EL) within **10 days** of receipt of the assignment directive if a member fails to meet the minimum requirements or does not desire to acquire OBLISERV (specify disqualifying factors).

b. Hold assignment directive in abeyance pending NAVPERSCOM (PERS-404EL) determination. If NAVPERSCOM (PERS-404EL) reply is not received within **30 days**, initiate tracer action.

8. **Transitional Assets**. COs of transitioning aircraft squadrons shall screen all on board personnel to determine that the requirements of this article have been complied with. Personnel not qualified for transitioning aircraft squadrons shall be made available for reassignment.

9. **Adjustment of Sea Duty Commencement Date (SDCD)**. SDCDs will be established and reported per MILPERSMAN 1306-116. COs of units undergoing construction, conversion or transition should refer to MILPERSMAN 1306-116 for adjustment procedures.

10. **Adjustment of PRD**. PRDs of all personnel assigned to newly established or transitioning aircraft squadrons will be established to allow for required **24 months** after establishment or completion of transition or member's PST for their rating/NEC, whichever is greater.

a. In order to ensure that all key members are not transferred immediately at the end of the stabilization period, **12 months** prior to the end of the stabilization period, the CO shall review the command's Enlisted Distribution and Verification Report (EDVR) and make PRD adjustment recommendations, with a certified copy of NAVPERS 1070/605 (Rev. 7-06), History of Assignments to NAVPERSCOM, Enlisted Distribution Division (PERS-40), with information copy NAVPERSCOM (PERS-4013).

b. PRD adjustments will be a **maximum plus or minus 90 days** from the original PRD.

c. When recommending PRD adjustments, such factors as time remaining on active duty, time remaining on PST, and the desires of the individual should be considered.

d. Waiver requests must be made to NAVPERSCOM (PERS-404EL) and include justification.

e. Adjustment of OBLISERV requirements will be handled on a case-by-case basis.

11. **Assignment of Personnel to Activities Involved in the Introduction of Prototype Aircraft.** NAVPERSCOM (PERS-404EL) will assign all personnel to duties directly related to the introduction of prototype aircraft, which will include factory training, acceptance, evaluation trials, and fleet introduction phases.

a. NST lengths will be adjusted to ensure that critical skills continue to be used where required.

b. Personnel specially selected/trained for new basic model aircraft introduction will be distributed apart from normal rotation since their assignment to duties directly related to the new aircraft program is essential.

c. NAVPERSCOM (PERS-404EL) will promulgate a notice soliciting volunteers, establishing eligibility requirements, and specifying the method of submitting requests for duty in the introduction of prototype new basis model aircraft. The notice will be distributed approximately **24 months** prior to fleet introduction of the aircraft.

12. Newly Established or Transitioning Aircraft Squadrons
Time Table

Legend: BTD - Beginning Transition Date MCT - Member Completes Training CTD - Complete Transition Date ED - Establishment Date		
Date	Action	Responsibility
12 months prior to BTD/ED	Determination of ED or BTD, BTD/CTD and Official Notification of ALCON	Cognizant Type Commander
12 months prior to BTD (transition only)	Screen on board personnel for transition eligibility and desires.	Squadron CO
	Submit message to NAVPERSCOM (PERS- 404 and PERS-4013) of transitioning personnel and non-transitioning personnel with avail date for reassignment. (Refer to Exhibit 1 for proper format.)	Squadron CO
	Execute OBLISERV agreement for transitioning personnel and notify NAVPERSCOM.	Squadron CO
9 months prior to BTD/ED	Generate requisitions to fill vacancies created by non-transition personnel and new billets as provided by OPNAV.	NAVPERSCOM (PERS-4013)
9-6 months prior to BTD	Assign personnel to squadron via appropriate training pipeline or direct (as required) to fill any vacancy not filled by on board assets.	NAVPERSCOM
BTD/ED	Begin transition/establishment	SQUADRON CO
BTD/ED & 12 months	Screening requirement for newly assigned personnel terminate per MILPERSMAN 1306-804.	NAVPERSCOM
CTD	Complete transition	SQUADRON CO
CTD/ED & 12 months	OBLISERV requirements from CTD/ED and 24 months for prospective gains ceases.	NAVPERSCOM
	Review unit EDVR and make staggered PRD adjustment recommendations to NAVPERSCOM.	SQUADRON CO

EXHIBIT 1

SAMPLE FORMAT FOR INITIAL PHASE-IN-PLAN

(Use the proper message format containing the following:)

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FROM ORIGINATING ACTIVITY
TO COMNAVPERSCOM//PERS4013//
INFO APPROPRIATE FLEET COMMANDER
COMNAVPERSCOM MILLINGTON TN//404EL//
APPROPRIATE MCA
APPROPRIATE TYCOM
APPROPRIATE FUNCWING
APPROPRIATE PSA/PSD
Others as appropriate
UNCLAS //NO1306//
SUBJ:  INITIAL PHASE-IN-PLAN FOR TRANSITIONING UNIT.  VFA- (UIC:      )//
MSGID/GENADMIN/COMMAND PLA//
REF/A/RMG/TYCOM PLA/MSG DTG//
AMPN/TYCOM TASKING MSG//
REF/B/DOC/COMNAVPERSCOM/01JUL03//
NARR/REF A TRANSITION SCHEDULE.  REF B IS MILPERSMAN 1306-804.//
RMKS/1.  THIS ACTY IS SCHEDULED FOR TRANSITION TO F-18 AIRCRAFT FROM MMM YY TO
MMM YY.

    A.  COMMANDING OFFICER HAS SCREENED THE FOLPERS FOR TRANSITION IAW REF A,
APPROP OBLISERV HAS BEEN INCURRED AND NAVPERS 1070/613 ENTRY MADE IAW REF B:
NEW TRANSITION BILLET
RATE  NAME                Last 4 SSN                MBR WILL FILL (RATE/NEC)
AT1   HORNET                6789                AT1/8345

    B.  THE FOLPERS WILL NOT TRANSITION, AND ARE MADE AVAIL FOR ORDS AS FOLS:
DETACHMENT/DUPREFS
RATE  NAME                LAST 4 SSN                EAOS   EXT   CUR PRD DATE 3 CHOICES
AT2   PHANTOM                2222                861101 12MO 8802    8510 SAN DIEGO

    C.  FOLPERS ARE BEING PROCESSED FOR SEPARATION.
RATE  NAME                LAST 4 SSN                DATE LTR MAILED/DTG FOR MSG

    D.  FOLPERS IN RECEIPT OF FLTRES AUTH/SELECTED FOR OFFICER PROMOTION WITH
TRF/PROMOTION DATE AS INDICATED:
RATE  NAME                LAST 4 SSN                FLTRES/PROMOTION DATE

2.  COMMENTS.  (INCLUDE ANTICIPATED SPECIAL NEC/MANNING REQRTMS NOT COVERED BY
SQMD OR OPNAV 1000/2 COMD MANNING DOCUMENT.  SPECIAL PROBLEM CAUSED BY
TRANSITION.  CO'S COMMENTS.)//
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