

## MILPERSMAN 1306-900

### ASSIGNMENT OF ENLISTED PERSONNEL TO SPECIAL PROGRAMS

<b>Responsible Office</b>	NAVPERSCOM (PERS-4010) Shore	Phone: Toll Free	1-866-U-ASK NPC
	NAVPERSCOM (PERS-409) Sea	Phone: Toll Free	1-866-U-ASK NPC
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC

<b>References</b>	(a) OPNAVINST 6110.1J (b) SECNAVINST 5510.30B
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1. **Policy.** To request assignment to a special program, contact rating detailer for release to a special program assignment or submit NAVPERS 1306/7 Enlisted Personnel Action Request to applicable detailer at Navy Personnel Command (NAVPERSCOM) approximately 12-15 months prior to member's projected rotation date.

a. It is the responsibility of the commanding officer, command master chief, chief of the boat, or senior enlisted advisor, as well as several other key personnel, to ensure all applicants are fully endorsed/qualified for the specific program.

b. This article provides basic procedures for screening, reporting, and requesting information for transfer to a special program. Refer to other pertinent MILPERSMAN 1306 articles for further screening requirements.

(1) NAVPERS 1306/92 Special Program Screening form will be completed as required. Access to this form is located at <http://www.npc.navy.mil/ReferenceLibrary/Forms/NAVPERS/>.

(2) Exhibit 1, Special Program Suitability/Unsuitability Report will be submitted for all special program applicants once a suitability determination has been made.

(3) Exhibit 2, Special Program Waiver Request will be utilized when a wavier is warranted.

(4) Exhibit 3, Special Program Screening Deficiency Report will be submitted as required when deficiencies in the screening process are noted.

2. **Background**

a. In order to provide guidance on the ever-increasing complexity of the Navy's mission, it is frequently necessary to establish special programs to perform support functions that are not identified by existing ratings.

b. The following MILPERSMAN articles provide information on specific programs and their additional requirements.

TOPIC	See MILPERSMAN
Navy Food Management Teams (NFTMs)	1306-901
Regional Maintenance Center (RMC)/Ship Repair Facility (SRF) Program	1306-902
Brig/Transient Personnel Unit (TPU) Staff	1306-904
Command Career Counselor Program	1306-905
Naval Intelligence Support Center	1306-906
Navy Ceremonial Guard	1306-907
Navy Personnel Command (NAVPERSCOM) Transient Monitoring Unit (TMU)	1306-908
Seabee Underwater Construction Technician (UCT) Program	1306-912
Flag Officer Writer (NEC A15A)	1306-913
Military Assistance Advisory Groups (MAAGS), Military Groups, North Atlantic Treaty Organization (NATO) Commands, Joint Staffs, Attache' (Embassy) Duty, and Similar Activities	1306-914
Professional Development Instructor (PDI)	1306-915

TOPIC	See MILPERSMAN
Navy Drug and Alcohol Counselor and Intern	1306-916
Navy Equal Opportunity Assistants (EOAs)	1306-917
Naval Support Unit, State Department	1306-918
Navy Flight Demonstration Squadron (NAVFLIGHTDEMRON) (Blue Angels)	1306-919
USS Constitution	1306-920
Personnel Exchange Program (PEP)	1306-921
Pay and Personnel Administrative Training Team (PPAT) and the Personnel Administrative Training Group (PATG)	1306-923
Mobile Utilities Support Equipment (MUSE) Program	1306-924
Senior Enlisted Academies (SEAs)	1306-925
Joint Staff Duty with Military Entrance Processing Stations (MEPS)	1306-926
Navy Harbor Pilot Program	1306-927
Navy Music Program (MU)	1306-928
Navy Manpower Analysis Center (NAVMAC)	1306-929
Historic Ship Nautilus (SSN 571)	1306-930
Navy Absentee Collection and Information Center (NACIC)	1306-931
Staff Duty with the Broadened Opportunity for Officer Selection and Training (BOOST) Program	1306-932
Nuclear Trained Personnel Assigned to Nuclear Capable Intermediate Maintenance Activities (IMA)	1306-934
Command Master Chief (CMC) Program	1306-935

TOPIC	See MILPERSMAN
Advancement Examination and Rate Training Manual Writer	1306-936
Flag/Staff Duty for Mess Management Specialists	1306-937
White House Communications Agency (WHCA)	1306-939
Naval Reserve Officer Training Corps (NROTC) Training and Support Personnel	1306-940
Fleet and Family Support Centers (FFSCs)	1306-941
USS Arizona Memorial	1306-942
Mobile Environmental Teams (METs)	1306-943
Naval Special Warfare Mobile Communication Teams (MCT)	1306-944
Flag Officer (STAFF) Duty	1306-945
Navy Tugmaster Program	1306-946
Navy Exchange Service Command (NEXCOM) Fleet Assistance Teams	1306-947
Commander Naval Air Forces (CNAF) Aviation Maintenance Management Team (AMMT)	1306-948
Landing Craft, Air Cushion (LCAC)	1306-949
Marine Helicopter Squadron One (HMX 1) (Nighthawks)	1306-950
Assignments Outside the Department of Defense (DoD)	1306-951
Instructor Duty	1306-953
Recruit Division Commander (RDC) Duty	1306-954
Survival, Evasion, Resistance, and Escape (SERE) Instructor	1306-955
Naval Reserve Instructor Duty	1306-956
Nuclear Propulsion Training Activities	1306-957

TOPIC	See MILPERSMAN
Academic Remedial Training (ART) Instruction Duty	1306-958
Afloat Training Groups (ATGs)	1306-959
Instructor Duty at Field Medical Service Schools (FLDMEDSERVSCOLs)	1306-960
Cryptologic Technician Interpreter (CTI) Language Instructor Candidates	1306-961
Instrumental Instructor Duty at Navy School of Music	1306-962
Recruiting Duty	1306-964
Career Recruiter Force (CRF)	1306-965
Enlisted Rating Detailer	1306-966
Camp David (Naval Support Facility, Thurmont, MD)	1306-968
Joint Communications Support Element (JCSE)	1306-970
Apprentice Military Environment (AME) Instructor Duty	1306-971
Patrol Coastal (PC) Crew	1306-972
Navy Provisional Guard Battalion (CUBA)	1306-973
Naval Special Warfare Meteorology and Oceanography Support Teams (NSW METOC)	1306-975
Enlisted Musician (MU) Assignments to Navy Premier Bands: US Navy Band, Washington DC and Naval Academy Band, Annapolis MD	1306-976
Littoral Combat Ship (LCS)	1306-978
Recruitment/Assignment to Commander, Naval Special	1306-979
Navy Interactive ON-NET (ION) Computer Network Exploitation (CNE) Operator Certification Program	1306-980

TOPIC	See MILPERSMAN
Assignment of Nuclear Trained Master Chief Petty Officers (MCPOs) as Reactor Department Master Chief (RDMC)/Engineering Department Master Chief (EDMC) in CVN 65	1306-982
Medical Deep Sea Diving / Fleet Marine Force Reconnaissance Corpsman Programs	1306-983
Naval Special Warfare Command (NAVSPECWARCOM) Tactical Information Operations (TIO) Program	1306-984
United States Special Operations Command (USSOCOM)	1306-985
Qualification for Assignment to Naval Special Warfare Support Activity Duty	1306-986
Instructor Duty at Medical Education and Training Campus (METC)	1306-987
Maritime Civil Affairs and Security Training Screening Requirements	1306-988
Assignment to Navy Information Operations Command (NIOC) Maryland - Fleet Information Operations Center (FIOC) Special Projects/Sea Duty (UIC 48549) and National Security Agency/Central Security Service (NSA/CSS) Special Projects/Sea Duty (UIC) 48547)	1306-989

3. **Qualifications**. Commands will ensure the following requirements are met prior to transfer:

a. Members requesting a special program must understand that these programs coincide with normal sea/shore rotation. If member is bound for sea duty, the special program will be a sea going program. If member is bound for shore duty, the special program will be for shore.

b. Members must be released by their rating detailer to qualify for a special program.

c. Individuals selected for special programs are expected to meet or exceed Navy physical fitness standards per reference (a).

d. Any person selected for a special program involving the education or orientation of military or civilian personnel will have a favorable national agency check or entrance national agency check on file. Many special programs require a security clearance and member is to acquire the security clearance specified in the program description prior to transfer per reference (b).

e. Individuals qualified for a special program will have the required obligated service (OBLISERV) to complete the normal tour of duty.

(1) Members must have current approval from Career Waypoint Reenlistment process or have sufficient OBLISERV on current contract prior to issuance of permanent change of station orders.

(2) Careerist with 15 or more years of active service must complete minimum tour of duty prior to being authorized to transfer to the Fleet Reserve. A NAVPERS 1070/613 Administrative Remarks entry will be made certifying the member understands and agrees.

(3) Members who are unwilling to incur required OBLISERV are not eligible for transfer to special programs. Retain member on board and send an unsuitability report to NAVPERSCOM (appropriate code) via message.

f. Commanding officers will ensure members are fully qualified for assignment. The commanding officer's signature on NAVPERS 1306/92 is the endorsement.

(1) Report suitability/unsuitability determinations utilizing Exhibit 1.

(2) Submit a waiver (if warranted) utilizing Exhibit 2.

4. **Waivers**. Special screening qualifications are required for all special programs; however, waivers are granted on a case-by-case basis.

a. With the exception of security clearances and prerequisite training required for personal safety, waivers of published requirements will be considered if the member has exceptional potential for success in a given program.

b. Waivers are submitted to NAVPERSCOM (applicable code or specified special program manager).

c. Supporting documentation and the commanding officer's endorsement should accompany all waiver requests.

d. Use the message format in Exhibit 2 for waiver messages.

**NOTE: Several qualifications will indicate non-waiverable in the MILPERSMAN associated with a given special program. These requirements cannot be waived for that specified program.**

5. **Unsuitable After Transfer to a Special Program.** After a member has been transferred to a special program and has been determined unsuitable, due to no fault of the member (e.g., medical, program disestablishment, etc.), the member will be considered for other special programs for which the member is qualified or released back to his or her rating detailer via message to NAVPERSCOM, Enlisted Distribution Division (PERS-40) and rating detailer.

a. Negotiations with member and detailer for reassignment will occur for the remainder of the prescribed sea/shore tour. If member is within 12 months of completion of normal shore tour, the member will return to sea duty.

b. If the reassignment is the fault of the member, then the member will be reassigned by the in-rate detailer based on requisition priority.

6. **Special Programs Screening Deficiency Report (SPSDR).** Exhibit 3 provides the format for submitting a SPSDR. This message is used to report discrepancies discovered as a result of the screening, which is conducted by the transferring command and sent to PERS-4010 and applicable detailer (Info the receiving command).



**EXHIBIT 1**  
**SPECIAL PROGRAM SUITABILITY/UNSUITABILITY REPORT**  
(Use proper message format containing the following):

FM TRANSFERRING COMMAND  
TO COMNAVPERSCOM MILLINGTON TN//PERS40/PERS (DETAILER)//  
COMNAVPERSCOM MILLINGTON TN//PERS 4013 (ONLY FOR NON-RATED SN,  
FN, AN)//  
INFO INTENDED GAINING ACTIVITY//JJJ//  
BT  
UNCLAS //N01300//  
MSGID/GENADMIN/REQUESTING CMD/-/MMM//  
SUBJ/SPECIAL PROGRAM SUITABILITY (OR UNSUITABILITY), ICO NAME,  
RATE, SSN//  
REF/A/DOC/NPC/DATE//  
REF/B/GENADMIN/ORGINATOR/DDHHMMZMMYY// (IF APPLICABLE)  
NARR/REF A IS MILPERSMAN ARTICLE 1306-XXX, REF B IS WAIVER  
REQUEST (IF APPLICABLE).//  
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**  
RMKS/1. IAW REF A AND B, SNM IS SUITABLE (OR UNSUITABLE) FOR  
\_\_\_\_\_ PROGRAM.  
A. REASON FOR UNSUITABILITY: (EXPLAIN WITH SPECIFIC  
DETAILS).  
B. REPORT OF SUITABILITY WAS FILED IN SERVICE RECORD.  
C. SNM HAS \_\_\_\_\_ MONTHS OF OBLISERV FOR SPECIFIED PROGRAM.//

**EXHIBIT 2**  
**SPECIAL PROGRAM WAIVER REQUEST**

(Use proper message format containing the following):

FM REQUESTING COMMAND  
TO COMNAVPERSCOM MILLINGTON TN//PERS40/PERS (DETAILER)//  
COMNAVPERSCOM MILLINGTON TN//PERS4010 (ONLY FOR NON-RATED SN,  
FN, AN)//  
INFO INTENDED GAINING ACTIVITY//JJJ//  
BT  
UNCLAS //N01300//  
MSGID/GENADMIN/REQUESTING CMD/-/MMM//  
SUBJ/SPECIAL PROGRAM WAIVER ICO NAME, RATE, SSN//  
REF/A/DOC/NPC/DATE//  
AMPN/REF A IS MILPERSMAN ARTICLE 1306-900.//  
POC/NAME/RATE/UNIT IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**  
RMKS/1. IAW REF A, REQUEST A WAIVER FOR SNM FOR THE  
PROGRAM.  
A. SECTION , ITEM NO (FROM SPECIAL PROGRAM SCREENING  
FORM)  
B. EXPLAIN/SPECIFICS  
2. CO'S JUSTIFICATION/RECOMMENDATION: (3 LINES MAX)//

**EXHIBIT 3**  
**SPECIAL PROGRAM SCREENING DEFICIENCY REPORT**  
**(SPSDR)**

(Use proper message format containing the following):

FM TRANSFERRING COMMAND  
TO R COMNAVPERSCOM MILLINGTON TN//PERS4010/PERS (DETAILER)//  
INFO RECEIVING COMMAND  
BT  
UNCLAS //N01300//  
MSGID/GENADMIN/COMNAVPERSCOM MILLINGTON TN//  
SUBJ/SPECIAL PROGRAM SCREENING DEFICIENCY REPORT ICO  
NAME/RATE/SSN//  
REF/A/DOC/COMNAVPERSCOM/DATE//  
AMPN/REF A IS MILPERSMAN ARTICLE 1306-XXX.//  
POC/NAME/RANK/IDENTIFIER/LOCATION/TEL:// **(MANDATORY)**  
RMKS/1. IAW REF A, THE FOLLOWING IS SUBMITTED DUE TO IMPROPER  
SPECIAL PROGRAM SCREENING FOR (list program title):  
A. MEMBER: NAME, RATE/RANK, AND SSN  
B. WAS SCREENING FORM FILED IN SERVICE RECORD? GIVE  
NAME/RANK/TITLE/DATE OF INDIVIDUAL SIGNING SCREENING FORM.  
C. TRANSFERRING COMMAND AND UIC.  
D. EXPLAIN FULLY THE REASON SNM IS CONSIDERED IMPROPERLY  
SCREENED.  
E. IF SNM WAS PROPERLY SCREENED, DID PROBLEMS DEVELOP  
AFTER ARRIVAL? EXPLAIN FULLY.  
F. IS SNM CONSIDERED marginally UNSUITABLE BUT COULD  
CONTINUE SPECIAL PROGRAM DUTY? EXPLAIN FULLY.  
G. ARE DISQUALIFYING FACTORS SO SEVERE THAT SNM SHOULD BE  
REASSIGNED? EXPLAIN FULLY.//

**NOTE: This report is sent to the transferring command info  
COMNAVPERSCOM MILLINGTON TN (PERS-4010 and applicable detailer).**