

## MILPERSMAN 1306-913

### FLAG OFFICER WRITER (NEC 791D)

<b>Responsible Office</b>	NAVPERSCOM (PERS-44ES1)	Phone: DSN COM	882-3732 (901) 874-3732
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) <a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a> <a href="https://my.navy.mil/">https://my.navy.mil/</a>

#### 1. Background

a. Flag officer writers (Navy enlisted classification (NEC) 791D) are assigned to the personal staff of a general officer and or flag officer (GO/FO) to provide administrative assistance and enable the officers they support to devote a larger portion of their time to other important matters.

b. Flag officer writer assignments are made without regard to sea or shore rotational considerations.

c. Flag officer writers will remain in the program for a minimum of 36 months, which will begin upon reporting to the first flag officer writer billet.

d. Flag officer writers must submit all requests to change projected rotation date) via the administrative chain of command to Navy Personnel Command (NAVPERSCOM) Flag Writer Program Manager (PERS-44ES1) using [NAVPERS 1306/7](#) Electronic Personnel Action Request via MyNavy Portal (MNP).

#### 2. Requirements/Qualifications. To qualify for selection as a flag officer writer, a Service member must:

a. Warfare-qualified YN1 and above with a minimum of 6 years total Service or at least 1-year time-in-rate serving on active duty. YN2s will be consider for the program on a case-by-case basis, see waiver paragraph 11.

b. Be able to handle stressful environments and possess the flexibility to work arduous hours. Applicants married to other military Service members and military single parents should give due consideration to assignment policies governing flag officer writers before applying for this program.

c. Must have 36 months of obligated service from the report date of the first flag officer writer assignment.

d. Must be within body composition assessment (BCA) standards and have passed the most recent physical fitness assessment (PFA). Service members who were medically waived from the most recent PFA must have passed the last calendar year PFA.

e. While in the program, each Service member's personal conduct, both on and off-duty, must always be of the highest caliber. If Service members are unable to maintain good order and discipline, receive any civil or military conviction (less minor traffic violations), are unable to maintain physical readiness standards, or are deemed unsuitable for flag officer writer duty by the GO and or FO or PERS-44ES1, they will be released from the program and returned to the normal rating detailer for immediate re-assignment.

### 3. Process

a. Submit a [NAVPERS 1306/7](#) via MyNavy Portal (MNP) to NAVPERSCOM, Administration/Deck/Security/Supply Distribution Branch (PERS-405) via the administrative chain of command to request to be released to screen for the flag officer writer program.

b. Upon successful requirement and qualification screening, PERS-44ES1 will contact the member to discuss the next program steps and provide the regional coordinator contact information.

c. The Service member is responsible for gathering and forwarding a complete package to the regional coordinator within 30 days of rating detailer release. Package includes:

(1) Commanding officer or officer in charge (CO and or OIC) letter of recommendation,

(2) A biography listing all duty stations, inclusive dates and duties,

(3) Evaluations for the past 5 years,

(4) Completed [NAVPERS 1306/92](#) Special Program Screening,

(5) If applicable (in the paygrade of E-5 only), signed special request chit via the Service member's CO and or OIC to PERS-44ES1,

(6) Interview appraisal sheets from the regional coordinator.

d. The regional coordinator will contact the Service member and set up an interview with a minimum of three flag officer writers (if possible) using [NAVPERS 1236/13](#) Flag Writer Interview Sheet.

The purpose of the interview is to:

(1) Discuss the nature of the program with the candidate to include training, duty assignments, advancement, etc.

(2) Determine the candidate's reasons for volunteering and assess the candidate's motivation to serve as a flag officer writer and complete initial training.

(3) Review performance evaluations to assess past performance and potential for development.

e. After the interview, the regional coordinator will forward a complete package to PERS-44ES1 for final approval.

f. Once a Service member is accepted into the Flag Writer Program, PERS-44ES1 will coordinate with the Service member for their first flag officer writer assignment.

4. **Attendance at YN "C" School**

a. Selected Service members are required to attend the Navy Flag Officer Writer Course (CIN: A-511-0015). Upon successful completion of the course, students are awarded NEC 791D.

b. All Service members attending this course will complete a check-in BCA upon reporting for training, and any Service member found not to be within BCA standards will be dropped from training, returned to regular rating detailer, and made available for immediate needs of the Navy detailing.

c. Permanent change of station (PCS). Prospective flag officer writers will receive PCS en route orders to his or her first flag officer writer assignment.

d. Temporary duty (TDY). Service members requesting to attend the Navy Flag Officer Writer course under TDY orders may submit a (NAVPERS 1336/3) Special Request/Authorization via his or her CO and or OIC to PERS-44ES1 to obtain a course quota. All course quota requests will be approved or disapproved by PERS-44ES1. Service members attending the flag writer course under an approved TDY quota will be funded by his or her parent command.

e. Service members attending the Navy Flag Officer Writer course are required to sign [NAVPERS 1070/613](#) Administrative Remarks regarding their physical readiness, personal conduct, and program entry requirements. [NAVPERS 1070/613](#) will remain on file with PERS-44ES1.

Date \_\_\_\_\_

By signing this [NAVPERS 1070/613](#) Administrative Remarks upon completion of Navy Flag Officer Writer course, I agree to the following standards:

PHYSICAL READINESS

Per [MILPERSMAN 1306-913](#) Flag Officer Writer (NEC 791D), I understand that I must maintain physical readiness standards per OPNAVINST 6110.1k. I also understand that if I am unable to maintain physical readiness standards I will be released from the program and returned to the normal rating detailer for follow-on assignment based on the needs of the Navy.

PERSONAL CONDUCT

I understand that my personal conduct, both on- and off-duty, must always be of the highest caliber. If I am unable to maintain good order and discipline, receive any civil or military conviction (less minor traffic violations), or if I am deemed unsuitable for flag officer writer duty by the flag officer, that will serve as grounds for release from the program, and I will be returned to the normal rating detailer for follow-on assignments based on the needs of the Navy. I also understand all involuntary NEC removed reasons per [MILPERSMAN 1306-913](#).

PROGRAM ENTRY REQUIREMENT

I understand that I have entered the flag officer writer program for a minimum period of 36 months. The 36 months will start on the report date of my first flag officer writer assignment. I understand that I may be released from the program at any time for any of the above reasons, removal of my NEC, and returned to my normal rating detailer. I may request to return to my normal rating detailer upon completion of the 36 months, provided I complete the tour to which I am assigned at that time.

MEMBER: \_\_\_\_\_  
SIGNATURE

WITNESS: \_\_\_\_\_  
SIGNATURE

## 5. Detailing

a. Detailing for assignments is managed by PERS-44ES1. Flag officer writers are expected to complete his or her assigned tour before screening to a new assignment.

b. If available billets are open for application during the [MyNavy Assignment](#) (MNA) cycle, Service members are to forward items outlined in subparagraph 3c, with the exemption of [NAVPERS 1236/13](#) to the program manager prior to applying to the billet.

6. **Disqualifying Condition.** Service members accepted to the program or in receipt of orders to attend initial training, who develop any possible disqualifying condition including physical readiness, medical issues, performance standards, non-judicial punishment, or security clearance eligibility, are required to notify PERS-44ES1 immediately.

7. **Program Release.** A flag officer writer may request release from the program upon completion of the required 36 months. Requests must be submitted to PERS-44ES1 via the administrative chain of command using [NAVPERS 1306/7](#) via MNP.

8. **Involuntary NEC Removal**

a. GO and or FO Determination. GO and or FO may recommend revocation of a Service member's NEC by submitting a flag release letter to PERS-44ES1. This revocation must not be used as a punitive measure but is based on the GO and or FO's determination that the Service member is no longer suitable for assignment to billets requiring NEC 791D.

(1) Required Statement. Recommendations to remove NEC 791D must include the following statement: "The Service member is no longer suitable to serve on flag staffs requiring the NEC 791D and is released for assignment to rating billets."

(2) Example of letter:

From: Commander, Navy Personnel Command  
To: Flag Writer Program Manager, Navy Personnel Command (PERS-44ES1)  
Subj: FLAG RELEASE ICO YN1(SW/AW) IMA G. SAILOR, USN

1. YN1(SW/AW) sailor is released from flag hold as my flag officer writer. The Service member is no longer suitable to serve on flag staffs requiring the NEC 791D and is released for assignment to rating billets. I understand and accept that there may be a billet gap of 6-9 months.

2. My point of contact, Captain John Smith, Chief of Staff, may be reached at [john.smith@navy.mil](mailto:john.smith@navy.mil).

**Note: The flag release letter will not be placed into the Service member's official record, but will remain on file with PERS-44ES1.**

b. Revocation Reasons. Primary reasons for revocation of NEC include, but are not limited to the following:

(1) Non-performance of duties. Failure or unwillingness to perform duties required of the NEC.

(2) Failure to maintain NEC eligibility. Permanent revocation by the Department of the Navy, Central Adjudication Facility of Service member's security clearance.

(3) Professional performance

(a) Breaches of ethical regulations.

(b) Loss of flag or general officer's confidence in the Service member's ability to exercise sound judgment, reliability, and personal conduct.

(4) Detailing outside of PERS-44ES1. Communicating with GO and or FO or his or her staff on future assignments.

9. NAVPERS 1070/613 and personal conduct violations. Flag officer writers will automatically be released from the program for violating any portion of NAVPERS 1070/613 entry described in subparagraph 4e and for personal conduct violations described subparagraph 8b. Service members will be returned to PERS-405 for detailing through MNA.

10. **By Name Request (BNR)**

(a) A Service member requested by name to be a flag officer writer must provide items outlined in subparagraph 3c, with the exemption of NAVPERS 1236/13, to the program manager.

(b) Upon completion of the flag tour, Service member will return to the rating detailer for future assignments, unless the Service member submits a NAVPERS 1306/7 via MNP to request to remain in the flag officer writer program. Requests will be routed to the rating detailer for disposition.

(c) BNRs for Service members already in the program will be sent to PERS 44ES1, final approval to be provided by (NAVPERSCOM) Career Management Department (PERS-4). If member is not in the Flag Officer Writer Program, requests should be sent to the applicable rating detailer via PERS-44ES1. PERS-4 is approval authority for all BNRs.

(1) Example of letter:

From: Commander, U.S. Pacific Fleet  
To: Commander, Navy Personnel Command (PERS-4)  
Via: (1) Program Manager, PERS-44ES1  
(2) Navy Personnel Command, PERS-405  
  
Subj: BY NAME REQUEST ICO YN1(SW/AW) IMA G. SAILOR, USN  
  
1. I have selected YN1(SW/AW) Sailor as my flag officer writer. Request she receive order to UIC 00000 with a report date of (month, year).  
  
2. My point of contact, Captain John Smith, Chief of Staff, may be reached at [john.smith@navy.mil](mailto:john.smith@navy.mil).

11. **Waiver.** Candidates in the paygrade of E-5 must have a minimum of 6 years total Service serving on active duty. Non-warfare qualified Service members will not be approved for screening. It is the Service member's responsibility to ensure requirements and or qualifications are met prior to screening. Special request chit needs to be sent to PERS-44ES1 for consideration.

12. **Submarine and Training and Administration of the Reserve (TAR) YN.** Submarine and TAR YNs serving in flag officer writer tours who desire to serve in follow on tours must submit conversion packages to surface YN.

13. **Senior Enlisted Marketplace (SEM).** Service members screened for SEM must apply for jobs in the next higher paygrade in [MNA](#). If you have any questions, please contact PERS-44ES1 or the rating detailer.