

## MILPERSMAN 1306-913

### FLAG WRITER (NEC A15A)

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

a. Flag writers (Navy enlisted classification (NEC) A15A) are assigned to the personal staffs of flag and general officers to provide administrative assistance and enable the officers they support to devote a larger portion of their time to other important matters.

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

c. Flag writer projected rotation dates (PRD) are initially established to coincide as closely as possible with the anticipated rotation of the incumbent flag or general officer. Once in the program, flag writers must submit all requests to change PRD via the administrative chain of command to Navy Personnel Command Flag Writer Placement Coordinator (PERS-44ES1) using [NAVPERS 1306/7](#) Electronic Personnel Action Request.

d. Flag writer tour lengths will vary depending on the billet, but are normally 18-24 months.

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

a. be a warfare-qualified YN1 with a minimum of 6 years' total service or at least 1-year time-in-rate serving on active duty, full time support, or Selected Reserve.

b. have outstanding verbal communication ability.

c. 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 writers before applying for this program.

d. complete sections A, B, C, D1, D2 (SBI), D5, and D6 using [NAVPERS 1306/92](#) Special Program Screening.

e. have at least 36 months' required obligated service for this program.

f. be within body composition assessment (BCA) standards and passed the most recent physical fitness assessment PFA. Service members who were medically waived from the most recent PFA must pass the regularly scheduled PFA prior to attending the YN "C" School. All Service members attending YN "C" School 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 and made available for immediate needs of the Navy detailing.

g. Service members attending the YN "C" School are required to sign [NAVPERS 1070/613](#) Administrative Remarks regarding their physical readiness, personal conduct, and program entry requirement.

Date \_\_\_\_\_

By signing this [NAVPERS 1070/613](#) Administrative Remarks upon completion of YN "C" School, I agree to the following standards:

PHYSICAL READINESS

Per [MILPERSMAN 1306-913](#), I understand that I must maintain physical readiness standards per OPNAVINST 6110.1J. 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 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.

PROGRAM ENTRY REQUIREMENT

I understand that I have entered the flag writer community for a minimum period of 36 months. The 36 months will start on the report date of my first flag writer assignment. I understand that I may be released from the community at any time for any of the above reasons 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

h. 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 writer duty by the flag/general officer or PERS-44ES1, they will be released from the program and returned to the normal rating detailer for assignment.

### 3. Flag Writer Interview

a. Prior to submitting an application for the Flag Writer Program, prospective candidates should contact PERS-44ES1 to discuss qualification criteria and further program details.

b. The candidate must be interviewed by a flag writer and recommended to the regional coordinator for further processing. The regional coordinator will then contact the Service member and set up an interview with a minimum of three flag 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 writer and complete initial training; and

(3) review entry requirements with the candidate to determine which requirements are met and which require a waiver (if applicable).

c. Performance Evaluation Review. As part of the interview process, the candidate's performance evaluations are reviewed to:

(1) fully assess past performance,

(2) fully assess potential for development,

(3) identify traits which could be beneficial to the community, and

(4) identify traits which could be detrimental to the community.

d. Interview Questions. The interviewer should attempt to answer the following questions during the interview and advise the candidate accordingly:

No.	Questions
1	Does the candidate completely understand the mission of the Flag Writer Program?
2	Does the candidate fully understand the initial training and what will be expected?
3	Is the candidate's motivation for entry into the program a sincere desire for personal growth and achievement, and not solely as a method to escape present circumstances, etc.?
4	Does the candidate have the ability to adapt to the requirements of the Flag Writer Program?
5	Is the candidate mentally prepared for arduous duty? Does the candidate have any financial, marital, or other hardships that would impede the candidate's ability to concentrate on and complete the training, or fulfill obligations as a flag writer?
6	Does the candidate possess the maturity for working in the flag writer environment?
7	Does the candidate understand the entry requirements of the Flag Writer Program, YN "C" School requirements, reasons for being dropped from the program, and the 36-month program requirement?

e. Negative Answers. A negative response to any of the questions could indicate unsuitability for the program. The interviewer must further ascertain the Service member's motivation for the program and discuss with PERS-44ES1.

f. After the interview, the regional coordinator will forward NAVPERS 1236/13s and the recommendation to PERS-44ES1 for final approval.

#### 4. Requests

a. Submit requests to NAVPERSCOM, Admin/Deck/Security/Supply Distribution Branch (PERS-405) via the administrative chain of command using [NAVPERS 1306/7](#) for approval of release to the Flag Writer Program. Upon receipt of package, PERS-44ES1 and PERS-405 will coordinate possible release and acceptance into the Flag Writer Program for a minimum of 36 months, which will begin upon reporting to the first flag writer billet. Packages include:

(1) full front and side view digital photographs in service uniform,

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

(3) evaluations for the past 5 years,

(4) interview appraisal sheet from the regional coordinator, and

(5) commanding officer's letter of recommendation.

b. By-Name Request (BNR). A Service member requested by-name to be a flag writer must follow the same screening process as other applicants. BNRs will be approved only for that flag or general officer.

c. Selected Service members are required to attend the 5-week Flag Writer Course (YN "C" School) at Naval Technical Training Center, Meridian, MS. Upon successful completion of the course, students are awarded NEC A15A.

d. Once a Service member is accepted into the Flag Writer Program, the Service member will interview with the prospective flag or general officer for first flag writer assignment. Once selected by the flag or general officer, a flag hold letter for the selectee must be signed and sent to PERS-44ES1. For the Service member to be released from flag hold, the flag or general officer must sign a flag release letter.

From: Commander, Navy Personnel Command  
To: Flag Writer Placement Coordinator, Navy Personnel  
Command (PERS-44ES1)

Subj: FLAG HOLD ICO YN1(SW/AW) IMA G. SAILOR, USN

1. I have selected YN1(SW/AW) Sailor as my flag writer, and request that (he or she) be placed on flag hold effective immediately.

2. My point of contact, Captain John Smith, Chief of Staff, may be reached at john.smith@navy.mil.

From: Commander, Navy Personnel Command  
To: Flag Writer Placement Coordinator, 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 writer. I understand and accept there may be a billet gap of 6 to 9 months.

2. YN1(SW/AW) Sailor is an outstanding flag writer and a trusted advisor. I recommend that (he or she) remain in the program so the Navy will continue to benefit from (his or her) exceptional skills and character. Assign (him or her) to the most challenging assignments and watch (him or her) excel.

3. My point of contact, Captain John Smith, Chief of Staff, may be reached at john.smith@navy.mil.

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

a. Permanent Change of Station (PCS). Prospective flag writers will receive PCS orders to YN "C" School en route to their first flag writer assignment.

b. Temporary Duty (TDY). Service members requesting to attend the YN "C" School under TDY orders may submit a special

request chit via their commanding officer to PERS-44ES1 to obtain a course quota. All course quota requests will be approved or disapproved by PERS-44ES1. Service members attending the YN "C" School under an approved TDY quota will be funded by their parent command.

6. **Program Requirements**. Upon successful completion of the course, the following program requirements must be met:

a. The 36-month program requirement will begin upon reporting to the first flag writer billet. A flag writer may request release from the program upon completion of 36 months. Requests must be submitted to PERS-44ES1 via the administrative chain of command utilizing [NAVPERS 1306/7](#) for approval to PERS-405.

b. Detailing for assignments is managed by PERS-44ES1 outside of [MyNavy Assignment](#) (MNA). Flag writers are expected to complete their assigned tour with current flag or general officer before requesting a new assignment. Tour lengths will initially be set to the flag or general officer's PRD, and a tour will be considered complete upon the flag or general officer's transfer or retirement.

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

8. **Voluntary NEC Removal**

a. Request for removal of NEC. A flag 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](#) for approval to PERS-405.

b. Request Reasons and Statement. The request must include the Service member's reasons for removing NEC and the following statement:



"I understand removal of my assigned Navy Enlisted Classification (A15A) will result in the return to PERS-405 to resume detailing through [MyNavy Assignment](#)."

9. **Involuntary NEC Removal**

a. Flag Officer Determination. Flag officers 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 flag officer's determination that the Service member is no longer suitable for assignment to billets requiring NEC A15A.

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

(1) Required Statement. Recommendations to remove NEC A15A must include the following statement: "The Service member is no longer suitable to serve on flag staffs requiring the NEC A15A and is released for assignment to rating billets."

(2) Example of letter:

From: Commander, Navy Personnel Command  
To: Flag Writer Placement Coordinator, 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 writer. The Service member is no longer suitable to serve on flag staffs requiring the NEC A15A 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).

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 Department of the Navy, Central Adjudication Facility (DON CAF) of Service member's security clearance.

(3) Professional Performance

(a) Breaches of ethical regulations.

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

(4) Detailing outside of PERS-44ES1. Communicating with flag writers, flag or general officer's staffs or flag or general officers on future assignment without authorization from PERS-44ES1 is not authorized.

(5) [NAVPERS 1070/613](#) and personal conduct violations. Flag writers will automatically be released from the program for violating any portions of [NAVPERS 1070/613](#) entry described in paragraph 2h above and for personal conduct violations described paragraph 2i above. Service members will be returned to PERS-405 for detailing through [MyNavy Assignment](#).