

## MILPERSMAN 1306-918

### NAVAL SUPPORT UNIT, STATE DEPARTMENT

<b>Responsible Office</b>	NAVPERSCOM (PERS-401)	Phone:	DSN	882-3571
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			FAX	882-2716
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone:	Toll Free	1-866-U ASK NPC

<b>References</b>	(a) NAVMED P-117, Manual of the Medical Department (MANMED) (b) SECNAVINST 5510.30B (c) NAVSO P-6034, Joint Federal Travel Regulations, Volume I
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1. **Background.** The Naval Support Unit (NSU), State Department provides Seabee support to the U.S. Department of State (DoS) on a continuing basis.

a. This program involves construction, renovation, maintenance, and repair work in sensitive and secure spaces; including installation, maintenance, and repair of technical security systems, high security locks, and security surveillance of foreign contract construction within the DoS facilities overseas.

b. Seabees selected for duty with this unit will undergo approximately 24 weeks of specialized training and indoctrination in the Washington DC metro area prior to assignment to the temporary duty (TDY) pool or a foreign post.

c. Sea duty tours with this unit typically consist of a 6-12 month unaccompanied tour, followed by a 30-36 month overseas accompanied tour. Although members may provide their input on desired assignments and locations, final assignment will be based on operational requirements at the time.

d. Shore duty billets consist of:

(1) One Civil Engineer Corps (CEC) officer (5100) (officer in charge);

(2) Five occupational field (OF)-7 personnel (E-9 assistant officer in charge, E-8 operations chief, E-7 training chief, E-6 assistant training petty officer, and E-6 assistant operations petty officer); and

(3) Five non OF-7 personnel (PS1 pay and disbursing, PS2 administration and passports, YN1 security manager/awards/EVALS, NC1 career counselor, and yeoman chief (YNC)). All other personnel assigned to naval support unit will be on sea duty.

e. All personnel assigned to the unit are required to wear civilian clothing, unless otherwise directed. A civilian clothing allowance will be paid upon execution of orders to NSU. Officers are not entitled to a clothing allowance.

f. Applications for assignment to the unit are accepted from selected construction ratings (OF-7) and fleet (YN, NC, and PS) personnel.

g. Tour length will be at least 48 months for unit identification code (UIC) 30002 (sea).

h. Tour length will be at least 36 months for UIC 65498 (shore).

## 2. Requirements/Qualifications

a. Personnel desiring assignment to the NSU must meet the following requirements:

(1) All overseas screening requirements for the member and member's family per MILPERSMAN 1300-300 through 1300-316.

(2) If married, have no more than three family members, including expected.

(3) E-5 and above in one of the following ratings: BU, CE, UT, EA, SW, CM, or EO.

(4) E-5 through E-7 in one of the following ratings: YN, NC, or PS.

(5) Be a United States citizen and speak and write English proficiently.

(6) The Special Program screening shall cover 60 months of service vice 36 months.

(7) Personnel must have a current physical health assessment and be physically qualified per reference (a).

(8) No exceptional family member codes, dependent development concerns, or maintenance phase treatment will be accepted. Only class 1 and 2 dental readiness is accepted.

b. Applications should be submitted to:

<p><b>Officer in Charge</b> <b>Naval Support Unit</b> <b>SA-14 Suite 210 (DS/STO/NSU)</b> <b>Washington, D.C. 20522-1403</b></p>
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(1) Application packages must include:

(a) NAVPERS 1306/7 Enlisted Personnel Action Request with command recommendation;

(b) Last five evaluations; and

(c) Last five physical fitness assessment scores (Physical Readiness Information Management System printout) and a full length color photo; and

(d) NAVMED 1300/1 Medical, Dental, and Educational Suitability Screening for Service and Family Members (overseas screening form).

(2) Appropriate endorsements will be made concerning qualification and shall be forwarded to Navy Personnel Command NAVPERSCOM, Seabee/SEAL/SWCC/EOD/Diver Assignment Branch (PERS-401) for appropriate action.

c. Applicants should verify that their electronic service record is up to date and accurate to ensure full consideration in the screening process.

d. Applicants shall read MILPERSMAN 1306-900 and follow all applicable instructions when applying for assignment to NSU. Complete NAVPERS 1306/92 Special Program Screening. Special screening must cover 60 months vice 36 months.

e. Required obligated service for this program is 48 months on sea (UIC 30002) and 36 months on shore (UIC 65498).

3. **Special Security Requirements**. Per reference (b), applicant's electronic service record must be screened to determine if it contains valid documentation of a satisfactory security clearance eligibility to qualify for a single scope background investigation (SSBI).

a. NSU will initiate a SSBI investigation for the required top secret/sensitive compartmented information access. Do not have your current command initiate your investigation.

b. Investigation packages must be submitted within 10 working days after receipt of NSU's initiation of SSBI e-mail from the NSU Security Manager.

c. The complete investigation package must be submitted electronically via the Electronic Questionnaires for Investigations Processing (e-QIP) System to U.S. Office of Personnel Management.

(1) Forward the following to the address provided below via **Federal Express/UPS/DHL only**:

(a) Two original fingerprint cards (left hand, then right hand).

(b) Signature pages of e-QIP forms signed and dated.

**Forward fingerprint card and signature pages via FEDEX/UPS/DHL only to:**

<p>Naval Support Unit Attn: Security Manager 1400 Wilson Blvd, Suite 210 Arlington, VA 22209</p>
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4. **Additional Special Requirements**

a. Prior to an applicant's arrival at NSU, applicants must complete the Navy Electricity and Electronics Training Series Modules 1-4 with no less than 3.0 average; Human Trafficking; Force Protection level I; and Code of Conduct level B on Navy E-Learning for the current fiscal year; as well as any other required training as directed. Upon arrival and check into NSU,

applicants must turn in all completion certificates to the training officer. Personnel reporting for the first class of any fiscal year shall wait until October to complete annual general military training courses.

b. Forward a statement to **operations chief, naval support unit** within 15 working days from the date the applicant has been determined as physically qualified per reference (a), section III. Ensure **SF88 Medical Record - Report of Medical Examination** and **SF93 Medical Record - Report of Medical History** records have been completed and are submitted as enclosure (1). Insert in block 5 of SF-88 and SF-93 the purpose of examination, "NAVSUPPU STATE DEPT CANDIDATE."

c. Housing recommendations for family member(s)

(1) The entire tour at NSU UIC 30002 is considered **sea duty** (sea/shore code 2). When a member initially reports, they may be assigned to the TDY pool.

(2) Upon receiving an assignment to a post at a specific overseas location, the member will receive a set of DOS permanent change of station orders. These orders are unique to the NSU and do not change the official Navy status of the member; the member is still assigned to **UIC 30002, located in Washington, DC, serving on sea duty (sea/shore code 2)**. The member and family member(s) are entitled to only those benefits under reference (c), which apply to members serving on sea duty (sea/shore code 2). Members serve overseas within the DOS, but are considered as serving in Washington, DC for any and all Navy purposes.

(3) Reference (c), chapter 5 describes entitlements and is the correct reference for transportation of family member(s) and household goods (HHG) for personnel assigned to the NSU.

(4) Ensure Sailors understand reference (c), chapter 5 before making any arrangements to move family member(s) and HHG. Members do not qualify for any benefits granted to personnel assigned overseas duty under normal Navy orders. Members remain assigned to Washington, DC for their full tour at the NSU, even though they will be residing overseas within the NSU.