

MILPERSMAN 1306-921

PERSONNEL EXCHANGE PROGRAM (PEP)

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Reference	(a) OPNAVINST 5700.7H
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1. **Background.** Per reference (a), the Personnel Exchange Program (PEP) provides for an equivalent one-for-one exchange between the U.S. Navy officers or career-designated petty officers with personnel from other military Services, including foreign Services. The program objective is to integrate participants into the host organization as though they belong to the Service to which they are assigned while adhering to applicable technology transfer and classified information disclosure restrictions.

2. **Billets.** A list of authorized billets categorized by rank and designator or rank and rate, and country may be obtained by contacting:

a. Navy Personnel Command (NAVPERSCOM), Information Warfare Community and Foreign Area Officer Division (PERS-47) (for officer personnel); or

b. NAVPERSCOM, Shore Special Programs Distribution Branch (PERS-4010G) (for enlisted personnel).

3. **Tour Length.** Tour length for PEP duty is usually 24 months, based on the date the member reports to ultimate duty station. One-year tour extensions may be authorized.

4. **Requirements and Qualifications**

a. Applicants for foreign PEP billets must be able to serve as military diplomats requiring sensitivity and adaptability to foreign cultures and norms.

b. The nature of the PEP is to share professional knowledge with members from other Services (and nations); therefore, applicants must be able to serve as subject matter experts in their designator or rate.

c. Applicants desiring to serve in a country whose native language is not English must:

(1) Test at a minimum 2/2/1+ (listening/reading/speaking) level on the defense language proficiency test (DLPT); otherwise;

(2) Achieve a qualifying score on the defense language aptitude battery; and

(3) Receive training at the Defense Language Institute Foreign Language Center prior to reporting overseas.

Note: Family members may receive language training on a space-available basis.

d. If a security clearance is required, members are expected to report to their foreign command with a security clearance valid for the duration of the tour.

e. Member must report with official passports, as the member may be required to travel to countries that do not recognize North Atlantic Treaty Organization orders.

f. Member will be required to wear the Navy uniform, unless force protection requirements dictate otherwise.

g. Required obligated service for this program is 24 months.

5. **Administrative Support**

a. Upon arriving overseas, personnel must report to their assigned administrative command for a 2-day temporary duty inprocessing period prior to reporting to their ultimate duty station. Frequently remote from the PEP duty station, the administrative command is available to assist participants with:

- (1) Fitness reports/evaluations,
- (2) Pay,
- (3) Advancements,
- (4) Examinations,
- (5) Leave,
- (6) Security clearances, and
- (7) Other related issues.

b. The command is also available to provide guidance on physical fitness assessment, DLPT, and flight physical requirements.

6. **Pay and Allowances**

a. PEP members receive normal pay and allowances by the U.S. Government and may be entitled to special allowances based on location such as:

- (1) Overseas housing allowance,
- (2) Cost of living allowance,
- (3) Hardship duty pay, and
- (4) Foreign language proficiency bonus.

b. Member is not entitled to bonus pay from the host nation. Travel costs and allowances for travel ordered or required by the host nation will be funded by the host nation. Travel costs and allowances for travel ordered or required by the parent Service will be funded by the parent Service.

7. **Application**

a. Officers. Interested officers should contact their detailer in order to compete for a PEP billet.

b. Enlisted. Interested enlisted personnel should complete sections A, B, C, and D of NAVPERS 1306/92 Special Program Screening and exhibit 1 of MILPERSMAN 1306-900. Submit NAVPERS 1306/92 as directed by NAVPERSCOM (PERS-4010G) at:

<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>.

Enlisted personnel will also be required to provide copies of their last four evaluations, a summary of qualifications, as well as details about dependents.