

MILPERSMAN 1306-953

INSTRUCTOR DUTY

Responsible Office	NAVPERSCOM (PERS-40BB)	Phone: Toll Free	1-866-U ASK NPC
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References	(a) SECNAV M-5510.30, Department of the Navy Personnel Security Program (b) Manual of the Medical Department (NAVMED) (c) OPNAVINST 1500.75A
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1. **Program Background.** Personnel selected for duty as instructors will learn the methods and techniques of training either via instructor school prior to transferring to the appropriate activity for duty as an instructor, or through a command sponsored Instructor Development Training (IDT) program upon arrival at the appropriate activity for duty as an instructor.

a. Reference (a) provides that any person selected for duties in connection with formal programs involving the education and training of military or civilian personnel must have a favorably adjudicated National Agency Check with Local Agency and Credit Checks (NACLC)/Access National Agency Check and inquiries (ANACI) prior to assignment.

b. Tour length is 36 months or prescribed rating shore tour.

2. **Transferring Command Requirements**

a. Complete all sections of NAVPERS 1306/92 Special Program Screening Form by using the following link:

[http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201306-92%20R1-11 RE.pdf](http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Documents/NAVPERS%201306-92%20R1-11%20RE.pdf).

b. Have local Military Treatment Facility (MTF), Medical Officer, Independent Duty Corpsman (IDC), or Master Training Specialist administer the Reading Aloud Test, as outlined in

reference (b), article 15-95, para. (1)(c). Annotate results in Section D of NAVPERS 1306/92.

c. Required obligated service (OBLISERV) for this program is 36 months.

d. Required completion of reference (c), enclosures (1) through (3), for high-risk courses. It is the responsibility of the receiving activity to notify the detaching activity of course requirement.

e. Report suitability/unsuitability determinations to Navy Personnel Command (NAVPERSCOM), Enlisted Distribution Division (PERS-40), rating detailer; and receiving command utilizing Exhibit 1 of MILPERSMAN 1306-900 within 30 days of receipt of Bureau of Naval Personnel (BUPERS) orders. If warranted, submit waiver utilizing Exhibit 2 of MILPERSMAN 1306-900.

f. Submit completed NAVPERS 1306/92 to servicing Personnel Support Activity Detachment (PERSUPPDET) for entry into electronic service record.

g. If Sailor is in excess of body fat but passed the PFA, the commanding officer has the discretion to query the receiving command. Front and side photos will be provided to determine if the Sailor is acceptable.

3. **Receiving Command Requirements.** Special Programs Screening Deficiency Report (SPSDR) is submitted by the receiving command to report discrepancies discovered during the screening conducted by the transferring command. Exhibit 4 of MILPERSMAN 1306-900 provides the format for submitting a SPSDR. It is sent to the transferring command; information copy to NAVPERSCOM, Shore Special Programs Assignment Branch (PERS-4010); and applicable detailer.