

MILPERSMAN 1306-966

ENLISTED RATING DETAILER

Responsible Office	NAVPERSCOM (PERS-4010F)	Phone	DSN COM	882-3880 (901) 874-3880
MyNavy Career Center		Phone: Toll Free	1-833-330-MNCC (6622)	
		E-mail:	askmncc@navy.mil	
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1. **Discussion.** The enlisted rating detailer is the key player in the distribution management and placement of enlisted personnel. Enlisted rating detailers are assigned to Navy Personnel Command, Enlisted Distribution Division (PERS-40), located at Naval Support Activity Mid-South, Millington, TN (NAVSUPACT MID SOUTH).

a. Assignment as an enlisted rating detailer is open to personnel in pay grades E-5 and above in all enlisted ratings.

b. There are also billets for support personnel in many ratings for pay grades E-4 and above.

c. The enlisted rating detailer's job includes:

(1) Communicating with Sailors via MyNavy Assignment (MNA), telephone, e-mail, and naval messages.

(2) Discussing assignment options, transfer regulations, and providing career management and assignment advice.

(3) Coordinating with distribution management and manning stakeholders (e.g., Navy Personnel Command (NAVPERSCOM), Enlisted Placement Management Branch (PERS-4013) and fleet units to ensure proper manning levels).

d. Tour length and obligated service for enlisted rating detailers are 36 months, regardless of sea/shore flow.

2. **Requirements for Enlisted Rating Detailer Assignment.**

Enlisted rating detailers must meet the following requirements:

a. Have no evaluation (EVAL) trait grade below 3.0, recommended for retention, and received a promotion recommendation of promotable or higher for the past 36 months.

b. Have no record of non-judicial punishment, courts-martial conviction, or civil conviction within the past 36 months.

c. Have no alcohol-related incidents within the past 36 months.

d. Must be within current body composition standards and passed the most recent regularly scheduled physical fitness assessment.

e. Have no record of financial instability within the past 36 months.

f. Substantiated Family Advocacy Program (FAP) cases for physical abuse are disqualifying while families are in treatment (i.e., open FAP case, resolved substantiated FAP, or civil charges). Members involved in substantiated cases involving child abuse, sexual molestation, or any sexual assaults (incest or other) are disqualified.

g. Be eligible for a secret security clearance.

h. Be within normal sea/shore flow; exceptions will be addressed on a case-by-case basis.

i. Be able to fulfill a 36-month tour.

3. **Detailer Nomination Package Contents.** When prompted by the respective rating detailer, submit the following documents:

a. Commanding officer's letter of recommendation, to include whether the Sailor has any pending requests (i.e., rating conversion, commissioning program, etc.) and whether the Sailor received any letter(s) of indebtedness or any indications of serious financial problems within the past 36 months.

b. Complete [NAVPERS 1306/92](#) Special Program Screening, except blocks D1, D4, and D10-D13.

c. A full-length photograph (approximately 4" x 5" in a short-sleeved uniform) with a three-quarter view, approximately 4" x 5" in a short-sleeved uniform. If there are any visible tattoos, provide close-up pictures of each tattoo and a description of what they signify.

Note: Digitally reproduced photographs are acceptable and recommended; however, if the photograph will be electronically transferred, ensure that it is in joint photographic experts group (JPEG) or similar format. **Do not** forward a scanned or photocopied picture.

d. EVALs for the past 36 months. Ensure Social Security number (full or truncated) is redacted.