

## MILPERSMAN 1306-966

### ENLISTED RATING DETAILER

<b>Responsible Office</b>	NAVPERSCOM (PERS-4010F)	Phone	DSN COM	882-3880 (901) 874-3880
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1. **Discussion.** Enlisted rating detailers are the foundation of the distribution management and placement of enlisted personnel. Enlisted rating detailers are assigned to the Navy Personnel Command (NAVPERSCOM) Enlisted Distribution Division (PERS-40), located at Naval Support Activity Mid-South (NAVSUPACT MID SOUTH), Millington, TN.

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, video teleconferencing, e-mail, naval messages, and various social media outlets.

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

(3) Coordinating with distribution management and manning stakeholders (e.g., 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.

e. To the greatest extent practicable, assignments to Bureau of Naval Personnel Millington and NAVPERSCOM should reflect the composition of the enlisted force to include race, ethnicity, or gender diversity.

2. **Requirements for Enlisted Rating Detailer Assignment.** Due to the unique functions and trust placed on rating detailers, the quality of personnel selected is of paramount importance and requires strict adherence to eligibility criteria. 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 60 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.** The nomination package will include the following items:

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. The letter of recommendation must also address the candidate's suitability

for a position which they will have access to personally identifiable information and sensitive information.

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

c. 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.

e. An interview must be conducted by a branch head or higher (i.e., detailing trip, road show, CDS, etc.).

f. Whenever possible, multiple candidates should be considered.