

## MILPERSMAN 1320-307

### PERMANENT CHANGE OF STATION/TEMPORARY ADDITIONAL DUTY WARM HAND-OFF PROCEDURES

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<b>References</b>	(a) OPNAVINST 1752.2C (b) OPNAVINST 5350.4E (c) OPNAVINST 1752.1C (d) BUMEDINST 1300.2B (e) OPNAVINST 6110.1K (f) SECNAVINST 1740.4A (g) OPNAVINST 1900.2D (h) OPNAVINST 1811.3A (i) OPNAVINST 1740.3E (j) CNO WASHINGTON DC 251807Z Jan 21 (NAVADMIN 021-21) (k) OPNAVINST 5354.1H (l) Cultural Champion Network Quick Reference Guide, December 2020
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**1. Policy.** To ensure continuity of care for Service members transferring between commands, commanders must ensure warm hand-offs between losing and gaining commands prior to transfer. Gaining and losing command triads will communicate to address any known challenges or issues (e.g., limited duty (LIMDU), substance abuse, legal, financial, disciplinary, or family challenges or issues, etc.) which may impact Service members upon their arrival at a gaining command. Both gaining and losing command triads are expected to assist with and support Service members' transitions from one duty assignment to the next. The information-sharing aspect of warm hand-offs will be executed in a way that protects a Service member's privacy within mission requirements, limiting information to those leaders with a need to know.

**NOTE:** In certain cases, the transferring Service member's leadership (E-7 or above) may be required to physically escort

him or her to his or her gaining command (if within the same geographic area) to ensure he or she safely reports as ordered.

a. Requirements contained in this article are in addition to and do not supersede, circumvent, or modify any other transfer requirements set forth in references (a) through (l), other instructions, or as directed in MILPERSMAN articles [1300-302](#), [1300-318](#), [1300-500](#), [1300-700](#), [1300-1200](#), [1300-1205](#), [1301-600](#), [1306-134](#), [1320-140](#), [1320-308](#), [1320-314](#) and [6150-010](#). The requirements contained in this article are non-punitive, intended to be in the best interest of the Service member, and in support of mission readiness.

b. Executive officers (XO) or equivalent (e.g., assistant officer in charge, deputy, chief of staff) and senior enlisted leaders (SEL) (e.g., command master chief, chief of boat) are responsible for executing the warm hand-off procedures as specified in this article. Responsibility for executing a warm hand-off should not be assigned to junior officers or enlisted personnel, with a preference for the responsibility to be retained at the Command triad-level leadership (typically the XO and the SEL). Commands must incorporate the tenets of these procedures into the Command Sponsor Program, Command Indoctrination Program, and check-in and check-out procedures under the purview of the Command Resilience Team (CRT) human factors process (HFP) and human factors council (HFC) per reference (l).

2. **Applicability**. This article's policy requirement is mandatory for all Service members with known challenges or issues which warrant continuity of care at their next duty assignment who are transferring, regardless of types of orders, including LIMDU, permanent change of station (PCS) transfers, mobilization and demobilization orders, temporary additional duty exceeding 30 days, and active duty for operational support. Warm hand-off challenges and issues include, but are not limited to the following situations:

- a. LIMDU;
- b. Humanitarian transfer;
- c. Administrative discharge or legal proceedings, or performance issues;

d. Ongoing circumstances addressed via the CRT-HFP process and deemed to require additional services, counseling, and or other resources;

e. Medical and or mental health treatment requiring continued treatment;

f. Counseling requiring continued support;

g. Involvement in an ongoing or open Family Advocacy Program case requiring transfer of the case and follow-up treatment;

h. Financial hardship requiring continued support;

i. Victim of a violent crime (e.g., assault, sexual assault) requiring continued support;

j. Any other issues or concerns the transferring Service member believes should be shared with the gaining command to ensure continuity of care;

k. Involvement in an open or ongoing harassment or prohibited discrimination complaint process; or

l. Any other issues or concerns the losing command's leadership believes should be shared with the gaining command to ensure continuity of care.

### 3. **Procedures**

a. XO or SEL will contact the gaining command's XO and SEL using the gaining command's triad's contact information contained in the Service member's PCS orders or by utilizing a command search tool such as in [MyNavy Assignment \(MNA\)](#).

b. For record keeping, the preferred method of communication is via e-mail. Recognizing the Navy is an expeditionary force with inherent limits on timely electronic communication, and to ensure privacy and fullness of understanding, commands are permitted wide latitude in actual execution to include phone calls and face-to-face interaction.

c. Losing commands are encouraged to maintain transparency with the transferring Service member about what information is being shared with the gaining command pursuant to the warm-hand

off policy. For questions or concerns about privacy issues associated with warm-hand offs, commands are advised to consult with their local judge advocate.

4. **Clean Slate.** To the maximum extent possible, only existing challenges for which Service members require continued support at the gaining command will be shared by the losing command with the gaining command.

5. **Separations and Retirements.** Commanding officers are reminded of their responsibilities in reference (g) for ensuring Transition Assistance Program support for those Service members separating, retiring, or affiliating with the Reserve Component. If transitioning Service members are deemed to be at risk of not making a successful transition, commands must introduce them to the necessary resources (e.g., Department of Veterans Affairs, Department of Labor) for post-separation assistance.