



Warm Hand-Off Fact Sheet

Dec. 27, 2023

BLUF

In accordance with MILPERSMAN 1320-307, commanders must ensure warm hand-offs occur between losing and gaining command triads before a Sailor with known challenges or issues is transferred, regardless of types of orders. The warm hand-off must consist of positive contact between both triads. At times it may also be necessary for a leader (E-7 or above) to physically escort the Sailor to the gaining command. Requiring positive contact between both command triads ensures confirmation of the communication of any known issues or relevant details about the Sailor to the gaining command. These circumstances or details are not limited to but could include: temporary additional duty exceeding 30 days, permanent change of station (PCS), limited duty (LIMDU), substance abuse, financial, disciplinary, humanitarian transfer, medical treatment requiring continued treatment, victims of violent crime (e.g., sexual assault, assault), any issues the Sailor believes should be shared with the gaining command to ensure continuity of care, involvement in an open or ongoing harassment or prohibited discrimination complaint process, or family challenges/issues.

Who needs to know

- Command triads
- Mid-level supervisors
- CPO Mess

What you need to know

- This duty may not be delegated. The executive officer (XO) or equivalent (assistant officer in charge, deputy, chief of staff) and the senior enlisted leader (SEL) (e.g., command master chief, chief of boat) are responsible for executing the warm hand-off procedures.
- The information-sharing aspect of each warm hand-off will be limited to those with a need to know in order to protect Sailor privacy.
- This policy is intended to be in the best interest of the Sailor and in support of mission readiness.
- Sailors who are transitioning (separating, retiring, affiliating with the Reserve Component) and are deemed to be at risk of not making a successful transfer must be introduced by the command to the necessary resources for post-separation assistance.

FAQ

Q: What is changing?

A: This update requires losing and gaining command triads to make positive contact when transferring Sailors with known challenges or issues.

Q: Why is the Navy making these changes?

A: People matter. This update ensures command triads are doing the right thing by maintaining an unbroken chain of supervision at the appropriate senior level of leadership as a Sailor transfers from one command to another.