

## MILPERSMAN 3060-040

### Overseas Support Assignment (OSA)

<b>Responsible Office</b>	USFFC (N1 GFM)	Phone: COM FAX E-mail:	836-4409 (757) 836-4409 836-6234 <a href="mailto:usff_nflt_n1_gfm_pol icy_assessment@us.navy.mil">usff_nflt_n1_gfm_pol icy_assessment@us.navy.mil</a>
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MyNavy Career Center	Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) <a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a> <a href="https://my.navy.mil/">https://my.navy.mil/</a>
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<b>References</b>	(a) OPNAVINST 3000.13E (b) Joint Travel Regulations (JTR)
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1. **Purpose.** This article provides policies and procedures for managing the Overseas Support Assignment (OSA) Program. The OSA Program is designed for Active Component (AC) and Training and Administration of the Reserve enlisted Sailors to volunteer and participate in the process that determines when and where they are assigned and deployed into Secretary of Defense-ordered individual augmentee (IA) and the Deputy Chief of Naval Operations (CNO) Operations, Plans, Strategy and Warfighting Development (CNO N3N5N7)-validated service augmentation requirements. This MILPERSMAN supersedes and cancels CNO WASHINGTON DC 272022Z May 10 (NAVADMIN 171/10) and CNO WASHINGTON DC 072352Z Oct 10 (NAVADMIN 334/10).

2. **Policy.** United States Fleet Forces (USFF) Command is the OPNAV executive agent (EA) for global force management (GFM) and USFF GFM (N1 GFM) is the Navy EA for IA. Sailors who are elected and accepted for OSA tours will be administratively extended at their present duty stations for the period of the IA assignment plus an additional 90 days. Ninety days will allow for rest and relaxation, move preparation for the follow-on permanent change of station (PCS) tour, etc. Standard relief requisition procedures will remain in effect to generate potential relief for Sailors at their current parent command based on their original projected rotation dates (PRD). Sailors will remain administratively assigned to the parent command with

adjustments made to personnel accounting to count the Sailor as an IA, vice as onboard and filling a billet. This will generate requisitions and standard relief requisition procedures will remain in effect to generate requisitions for Sailors at their original PRDs. While OSA Sailors are deployed, they will be able to leave their families in place, which will maintain family support and care, and enable the families to keep their current support network.

a. **OSA Procedures**

(1) Sailors interested in an OSA position should express intent prior to negotiating orders with their rating detailers and before entering the detailing window, which opens 12 months prior to their PRDs. To allow time for billet negotiation, Sailors may submit interest in an OSA tour 13-18 months from their PRDs. Sailors should submit their OSA intent by e-mailing Navy Personnel Command (NAVPERSCOM) OSA Detailing Cell (PERS-4013GS) and by selecting the 'OSA' option on the My Navy Assignment (MNA) Web site located at <https://mynavyassignment.dc3n.navy.mil/> in line with the following procedures:

(a) Sailors must ensure their phone and e-mail contact information on the MNA Web site is accurate and, if needed, update the information.

(b) On the MNA Web site, after signing in, navigate to 'Sailor Info' and choose 'My Preferences'. Once on that page, scroll to 'Other Preferences', and click the 'edit' link next to 'Special Programs'. In the appearing window, find the 'Overseas Support Assignment OSA' option, move it to the right box, and click 'Submit'.

(c) E-mail PERS-4013GS at [osa\\_assignment@navy.mil](mailto:osa_assignment@navy.mil).

(2) Sailors who do not submit their intent before entering their 12-month detailing window may volunteer at any point if their commands and rating detailers are in concurrence. If Sailors are interested in deploying on an IA before their usual PRD, they should inform their parent commands for potential nomination under the Individual Augmentee Manpower Management (IAMM) Program per [MILPERSMAN 3060-020](#).

(3) Sailors will collaborate with PERS-4013GS OSA detailing team to identify an OSA position suitable for their qualifications. While most assignments range between 9 and 14 months, shorter options may exist. Sailors are encouraged to have an idea of the theater and country, tour length, and type of requirement they prefer. If a requirement is not agreed upon or none is available, Sailors may continue to look until such time that they are within their regular 12-month detailing window and then commence their normal rating negotiations and applications.

(4) PERS-4013GS will submit OSA volunteers for requirements to USFF (N1 GFM) for approval. Upon approval, PERS-4013GS will notify the Sailors, and they will be considered "under orders" for PCS detailing purposes until their PRDs are adjusted and they roll into their new detailing window for the post OSA PCS tour. OSA orders will be executed at the end of the Sailors' current PCS tours, but the OSA assignment will be temporary duty (TDY) from the Sailors' existing parent command so that the Sailors and families will maintain the traditional parent-command relationship for support.

(5) NAVPERSCOM Enlisted Distribution Division (PERS-40) will adjust the Sailors' PRDs and enter an OSA distributable Navy enlisted classification (DNEC) code 2 weeks prior to the Sailors' first intermediate stop (I-stop), provided the Sailors have completed the requirements of [MILPERSMAN 3060-080](#). The DNEC change may occur early if the Sailors are entering their detailing window. The Sailors' PRD will be adjusted to 90 days after the estimated return date to their parent commands. This will be adjusted further, if needed, to align with their actual return dates should they deviate from the estimate. The application of the OSA DNEC code ensures the parent command's manning and readiness levels are unaffected by the Sailor's absence, and the OSA Sailor will not count against the command for manning purposes. Standard assignment, detailing, requisition priority, and procedures apply to billets vacated by OSA Sailors.

(6) If the report date of the first I-stop is within 200 days, NAVPERSCOM Training and Administration of the Reserves Augmentation Division (PERS-46) will issue the TDY orders within 1 week of a Sailor's approval by USFF (N1 GFM). To minimize rework and modifications, TDY orders will not be written when the report date is beyond 200 days. Indeterminate temporary duty (ITDY) orders will be issued on a case-by-case basis

depending on the needs of an OSA Sailor and his or her family. Sailors should contact PERS-46 at e-mail [ia\\_hhg.fct@navy.mil](mailto:ia_hhg.fct@navy.mil) for more information.

(7) When OSA Sailors are 12 months from their adjusted post OSA tour PRDs, they will be eligible to negotiate follow-on PCS orders with their respective rating detailers.

(8) Sailors will remain at their parent commands upon completion of their OSA orders for approximately 90 days prior to executing their follow-on PCS orders. Sailor duties must be reserved for reintegration, post-deployment screenings, leave, PCS move preparation, and other personal administrative tasks.

b. **Eligibility to Volunteer**

(1) **Previous IAMM or OSA Orders.** All Sailors, including those who have served on IAMM or OSA orders in the past 3 years and those currently on IAMM or OSA orders, are eligible to volunteer. Sailors may request to extend their OSA orders provided the following criteria are met:

(a) The extension request is approved by their in-theater chain of command and the OSA detailer confirms the billet is still available.

(b) Sailors submit [NAVPERS 1306/7](#) Electronic Personnel Action Request to their respective rating detailers and the detailers concur.

(c) The extension request is submitted before USFF (N1 GFM) approves a Sailor for the upcoming rotation, which usually happens 6 months before an OSA Sailor's report date.

(d) There are no restrictions or requirements that would prevent the extension.

(2) **Screening Criteria.** Sailors must review the pre-deployment screening criteria per [MILPERSMAN 3060-080](#) to ensure they will successfully meet the requirements before volunteering.

(3) **Navy "A" or "C" School Transfer.** Sailors transferring from a Navy "A" or "C" school assignment must complete their first PCS tours prior to volunteering.

(4) **Rate**. Sailors may be in one pay grade up or down from stated requirement, unless stated in the tasking message. Sailors must be in the pay grade of E-3, or above, with the following exceptions at the time the orders are written:

(a) Sailors must be in the pay grade of E-4, or above, for assignment to detainee operations missions.

(b) Hospital apprentice (in the pay grade of E-2) may serve in the Health Services Augmentation Program billets due to their specialized training and medical skills.

(c) Requests for an exception will be approved by USFF (N1 GFM) on a case-by-case basis.

(5) **Security Clearance**. Sailors must possess the required security clearance at the time of nomination. The clearance status must be in scope and reflected in the Defense Information System for Security (DISS). An interim clearance may be considered acceptable, based on the specific details of the requirement. Requests for an exception will be submitted by PERS-4013GS, via a conditional acceptance request (CAR), to USFF (N1 GFM) Data Team at [usff\\_gfm\\_sourcing\\_and\\_data\\_team@us.navy.mil](mailto:usff_gfm_sourcing_and_data_team@us.navy.mil). USFF (N1 GFM) and the requirement initiator will consider exceptions and each CAR on a case-by-case basis.

(6) **Navy Enlisted Classification (NEC)**. Sailors must possess the NEC stated in the requirement. Requests for an exception will be coordinated by the OSA detailer for approval by USFF (N1 GFM) on a case-by-case basis.

(7) **PRD**. The start of the OSA orders must conform to current detailing rules, (i.e., the member's current PRD must be within 3 months of the start of the OSA).

(8) **End of Active Obligated Service (EAOS)**. Sailors must have an EAOS date that is a minimum of 90 days beyond the estimated date of return to their pre-OSA parent command.

(a) **Reenlistment**. Sailors, through their parent commands and servicing transaction service centers, must complete the obligated service (OBLISERV) requirement of a minimum of 90 days after their estimated return dates to their parent commands. Reenlistment must be completed within 30 days of TDY or ITDY orders date-time group and is included as part of

the pre-deployment screening checklist. Non-selective reenlistment bonus OSA Sailors are eligible for an early reenlistment window.

(b) **Extension of Original PRD to Accommodate OSA Tour.** Receipt of TDY or ITDY orders is sufficient documentation for Sailors to extend their PRDs to a minimum of 90 days and a maximum of 120 days after their estimated return dates to their parent commands. OSA Sailors in overmanned rating zones may extend to meet OBLISERV without NAVPERSCOM Active Enlisted Programs Branch (PERS-811) authorization. On a case-by-case basis, after receipt of TDY or ITDY orders, PERS-811 will consider exceptions to extension policies for ratings and NECs listed in the latest selective reenlistment bonus (SRB) NAVADMIN that are outside the SRB reenlistment window.

(9) **Personnel TEMPO (PERSTEMPO) System and Dwell.** Sailors who opt for OSA deployment and who have follow-on sea duty orders will be considered volunteers for those orders. Sailors will automatically be waived from dwell and PERSTEMPO requirements per reference (a). OSA deployments will be considered a voluntary continuation of current type duty and follow-on tours will be set based on normal sea-shore tour lengths.

(10) **Overseas Tour Extension Incentives Program (OTEIP).** Sailors in outside continental United States (OCONUS) locations are not eligible for OTEIP due to their extended temporary additional duty status per [MILPERSMAN 1306-300](#).

(11) **High Year Tenure (HYT).** HYT Sailors may volunteer for an OSA, provided a minimum of 5 months transition time remain from the estimated date of return to their parent commands and their mandatory separation dates. Requests to waive the minimum transition time will be evaluated on a case-by-case basis. Sailors in possession of OSA orders, who are subsequently deemed to be at HYT, will be evaluated on a case-by-case basis by USFF (N1 GFM) and PERS-4013GS.

(12) **Retirement and Separation.** Sailors approved for retirement or separation may volunteer for an OSA if a minimum of 5 months remain from the estimated date of return to their parent commands and the separation dates. Requests to waive minimum transition between return and retirement will be evaluated on a case-by-case basis by USFF (N1 GFM) and PERS-4013GS.

(13) **Low Supply (LS) and High Demand (HD) Communities.**

LS and HD communities are designated by USFF (N1 GFM). Sailors in LS and HD communities may not be assigned to a requirement outside of their skill set and are excluded from "any rating" or "any petty officer" OSA billets. The OSA detailee will coordinate with USFF (N1 GFM) for updates to communities with LS and HD designation, and any exceptions to this policy would need to be approved by the rating detailee and USFF (N1 GFM).

c. **Status-of-Forces Agreement (SOFA) Overseas Parent Command Considerations for OSA**

(1) Sailors assigned to OCONUS commands who are interested in volunteering for an OSA must first consult with their current chains-of-command regarding local SOFA regulations on accommodating dependents during their OSA deployment. Due to the dynamic nature of SOFA agreements, it is the Sailors' responsibility to ensure their families will be covered by SOFA for that particular country or duty station while the OSA Sailors are deployed on an OSA. If Sailors assigned to OCONUS commands would like to volunteer for OSA, prior to selecting an interest in an OSA on the MNA Web site, they must first inquire via their current chains-of-command if the command and or commander will host their dependents while they are TDY on an OSA assignment in line with local SOFA rules. If the command cannot host the dependents due to SOFA, Sailors may still volunteer; they may require a designated place move through ITDY orders for their dependents per [MILPERSMAN 1300-306](#). OSA Sailors with dependents should contact OSA detailers at [osa\\_assignment@navy.mil](mailto:osa_assignment@navy.mil) or PERS-46 at [ia\\_hhg.fct@navy.mil](mailto:ia_hhg.fct@navy.mil) for more information about the situation and their families intentions to discuss options.

(2) The relocation of dependents from a designated place back to the overseas command at the conclusion of an OSA is restricted. It is unlikely for family members to join the member until the post OSA PCS assignment. Sailors must have at least 12 months remaining at their commands after the date the dependent(s) are scheduled to arrive, actually arrive, or the day when command sponsorship is granted again per reference (b).

d. **Parent Command Responsibilities**

(1) Throughout an OSA Sailor's IA deployment orders, the parent command will maintain administrative oversight. The command may receive a replacement for the departing OSA Sailor, depending on Sailor-availability and distributable manning.

(2) Parent commands retain command IA coordinator (CIAC) responsibilities prior to, during, and after Sailors return from OSA deployments. Parent commands must ensure a seamless transition of CIAC responsibilities to follow-on PCS gaining commands when Sailors detach after OSA deployments to ensure completion of post-deployment screening. Refer to [MILPERSMAN 3060-010](#) for comprehensive CIAC guidance.

(3) Potential OSA Sailors should start their screening as soon as they are slated into the billets. Commanding officers of the Sailors' original parent commands at time of OSA orders must ensure completion of medical, dental, and administrative pre-deployment screening and all related requirements of [MILPERSMAN 3060-080](#) within 30 days of OSA orders issuance. If an OSA Sailor cannot meet the OSA position requirements, such as failing the expeditionary screening checklist, medical checklist, or facing extreme family hardships, the OSA Sailor must notify PERS-4013GS, who will then relay the message to USFF and or submit the drop request. Parent commands should immediately inform USFF (N1 GFM) and PERS-4013GS of an OSA fallout if the member is unable to update PERS-4013GS directly. Should a Sailor's OBLISERV extension be initiated and then discontinued, the parent command must work through its respective personnel office to ensure OBLISERV cancellation.

e. **Fallout Procedures**

(1) Should an OSA Sailor fallout for any reason, PERS-4013GS will notify the Sailor's rating detailer and the Sailor will be detailed to a new non-OSA PCS assignment.

(2) If fallout occurred greater than 120 days before the first I-stop, PERS-4013GS will attempt to replace the Sailor with another OSA volunteer.

(3) Less than or equal to 120 days before the first I-stop, PERS-4013GS will attempt to replace the Sailor. If a

replacement is not identified within 48 hours, PERS-4013GS will forward the requirement to USFF (N1 GFM) for sourcing through other IAMM processes.

f. **OSA Orders**

(1) Orders are available to view and download on Bureau of Naval Personnel (BUPERS) online (BOL):

(a) Log onto BOL at <https://www.bol.navy.mil/>,

(b) Select the "Navy-Marine Corps Mobilization Processing System (NMCMPs)" link or "view IA orders" link, and

(c) Click "view my orders" in upper middle of the screen.

(2) After a Sailor has been issued OSA orders, there may be circumstances that necessitate substantial modifications. The following circumstances will apply:

(a) OSA orders may adjust due to necessary changes in training tracks to support mission requirements. USFF (N1 GFM) may change the start date of OSA orders, via order modification, to depart up to 30 days prior to or 90 days later than the original first I-stop date due to changes in mission or training requirements. USFF (N1 GFM) will inform the PERS OSA cell of planned date changes, and the OSA detailer will inform the OSA Sailor. If estimated date of return shifts later by more than 30 days or changes between calendar months, then PERS-4013GS will be informed by USFF (N1 GFM) to adjust the member's PRD post deployment. If the timeline shift will be greater than stated above, the Sailor will be given an option to accept the new timeline or request cancelation of his or her current OSA orders and assignment to new OSA orders. USFF (N1 GFM) will work with PERS-4013GS to find a new billet requirement similar to the one cancelled, if possible.

(b) If an OSA billet requirement is cancelled, the Sailor will have the option to be reassigned to another OSA billet, subject to availability within rate and skill set match. USFF (N1 GFM) will work with PERS-4013GS to identify a new billet assignment. If there are no OSA alternate billets available, or if the OSA Sailor no longer desires to go on an OSA deployment, PERS-4013GS will inform USFF (N1 GFM) and the Sailor's rating detailer, and the member will be detailed to a

new PCS assignment. If a member has initiated an OBLISERV extension through his or her respective personnel office and does not go forward on the OSA due to a mission cancellation, it is incumbent of the parent command to cancel the OBLISERV via its respective personnel office.

g. **OSA Incentives**

(1) Sailors completing OSA orders will be excluded from involuntary nomination through the IAMM Program for 3 years from the return date to their parent commands. LS and HD ratings may not have sufficient inventory to support a 3-year exclusion and will be handled on a case-by-case basis.

(2) Sailors completing OSA orders will have a post-OSA choice of coast detailing for their follow-on PCS orders negotiation. If a Sailor must fill a sea duty billet following his or her OSA deployment, whenever possible, the rating detailer will strive to detail the Sailor to a unit that is not deploying within 180 days of the Sailor's report date.

(3) While every effort will be made to execute OSA procedures as listed in this MILPERSMAN article, there will be circumstances which cannot be anticipated. The Navy is committed to finding the best balance between the IA mission, needs and or desires of the Sailor, and command readiness. Unanticipated demands may require tailored solutions determined by USFF (N1 GFM) that are not covered in this MILPERSMAN article.